

MINUTES

Audit, Risk and Governance Committee Meeting

14 June 2022

Committee Members

Here within are the Minutes of the Audit, Risk and Governance Committee Meeting held Tuesday 14 June 2022 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.



MIKE BRADFORD
CHIEF EXECUTIVE OFFICER

16 June 2022

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Audit, Risk and Governance Committee Meeting – Minutes

Councillor Glenn Cridland arrived 6.19pm during consideration of Item 1.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 6.01pm and welcomed everyone in attendance.

The Chair welcomed Director, Mr Jay Teichert and Audit Manager, Ms Elizabeth Dai from the Office of the Auditor General who presented and answered questions from Committee Members relating to the proposed Audit Plan for the upcoming audits of the City's Annual Financial Report.

2. ATTENDANCE

Elected Members

Mayor (Deputy Chair)
Como Ward
Manning Ward (Chair)
Mill Point Ward
Mill Point Ward
Moresby Ward
Moresby Ward

Greg Milner
Councillor Glenn Cridland (Arrived at 6.19pm)
Councillor Blake D'Souza
Councillor Mary Choy
Councillor Ken Manolas
Councillor Jennifer Nevard
Councillor Stephen Russell

External Members

Mr Aswin Kumar
Ms Shona Zulsdorf

Officers

Chief Executive Officer
Director Corporate Services
Director Development and Community Services
Director Infrastructure Services
Manager Finance
Manager Governance
Senior Governance Officer
Governance Officer

Mr Mike Bradford
Mr Garry Adams
Ms Vicki Lummer
Mr Mark Taylor
Mr Abrie Lacock
Ms Bernadine Tucker
Ms Christine Lovett
Mr Morgan Hindle

Guests

Office of the Auditor General
Office of the Auditor General

Mr Jay Teichert (retired at 6.45pm)
Ms Elizabeth Dai (retired at 6.45pm)

2.1 APOLOGIES

- Councillor André Brender-A-Brandis

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: 8 March 2022

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Councillor Blake D'Souza

Seconded: Mayor Greg Milner

That the Minutes of the Audit, Risk and Governance Committee Meeting held 8 March 2022 be taken as read and confirmed as a true and correct record.

CARRIED (9/0)

For: Mayor Greg Milner, Councillors Mary Choy, Glenn Cridland, Blake D'Souza, Ken Manolas, Jennifer Nevard and Stephen Russell, Mr Aswin Kumar and Ms Shona Zulsdorf.

Against: Nil.

5. PRESENTATIONS

Nil.

6. BUSINESS ARISING FROM PREVIOUS MEETING

Nil.

7. REPORTS

7.1 AUDIT REGISTER PROGRESS REPORT

File Ref: D-22-16769
Author(s): Rose Jordan, Integrated Planning Advisor
Reporting Officer(s): Garry Adams, Director Corporate Services

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 Audit, Risk and Governance Committee.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf
Seconded: Mayor 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 the findings marked as Complete (100%) in the Audit Register, to be registered as closed and no longer reported to the Committee.

CARRIED (9/0)

For: Mayor Greg Milner, Councillors Mary Choy, Glenn Cridland, Blake D'Souza, Ken Manolas, Jennifer Nevard and Stephen Russell, Mr Aswin Kumar and Ms Shona Zulsdorf.

Against: Nil.

Background

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

Comment

It is important to note that the Audit Register contained in **Confidential Attachment (a)** counts actions and totals by "Finding #". Each finding may have more than one "Recommendation" and associated "Agreed Management Action", previously counted as **one** action. This can mean that some Recommendations within an Action will be completed (100%) and some will not. Only when all assigned Recommendations/Agreed Management Actions are marked as 100% complete will the Audit, Risk and Governance Committee (ARGC) approve the Finding for closure.

The Audit Register has been formatted to ensure clarity as below:

1. Each finding that has more than one agreed management action is represented with double lines around that entire finding;
2. Each finding that is to be closed (100% for all agreed actions) is represented by a purple "Closed Tally" column on the right and numbered; and
3. All findings that are being recommended for closure by the ARGC (100%) are filtered to the end of the register.

The ARGC is requested to recommend to Council to note the progress and officer comments. In addition, it is recommended all findings marked as complete (100%) in the Audit Register be registered as closed. All closed items will not form part of the Audit Register report for future meetings.

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

A review of the Strategic Internal Audit Plan (SIAP) by management and the City's Internal Auditor, Paxon has been undertaken.

The new SIAP was presented at the Audit, Risk and Governance Committee Meeting held on 8 March 2022.

It should be noted that Finding #65 which contains 3 Management Actions, had the first Action completed on 27 August 2021, however, this finding will not be considered closed until all 3 Actions are completed.

Consultation

Nil.

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 17 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 2021/22 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 \$65,000 for the audit work undertaken during the 2021/22 financial year.

Key Risks and Considerations

Risk Event Outcome	Legislative Breach Refers to failure to comply with statutory obligations in the manner in which the City, its officers and Elected Members conduct its business and make its decisions and determinations. This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision-making bodies within the collective organisation.
Risk rating	Medium
Mitigation and actions	Quarterly reporting of progress on the Audit Register to the ARGC and Council. In the report, Officer comments on action taken and progressive completion of Actions are noted. Actions which are 100% complete are closed out and reported back to the ARGC. There is no future reporting on closed out actions.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2021-2031](#):

Strategic Direction:	Leadership
Aspiration:	A local government that is receptive and proactive in meeting the needs of our community
Outcome:	4.3 Good governance
Strategy:	4.3.1 Foster effective governance with honesty and integrity and quality decision making to deliver community priorities

Attachments

7.1 (a):	ARGC Audit Register Report - 3rd Quarter Update (<i>Confidential</i>)
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7.2 2021/22 CORPORATE BUSINESS PLAN 3RD QUARTER UPDATE

File Ref: D-22-16777
Author(s): Rose Jordan, Integrated Planning Advisor
Reporting Officer(s): Garry Adams, Director Corporate Services

Summary

This report provides an update on the progress of the Corporate Business Plan and Integrated Planning and Reporting Framework since the adoption of the Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024, as well as the progress of the projects and activities described in the reports.

It is recommended the Audit, Risk and Governance Committee notes the progress recorded against each project/activity contained within the 2021/22 Corporate Business Plan Quarter 3 Report and notes the results for all Measures of Success (key performance indicators) contained within the Corporate Business Plan Measures of Success Report.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf
Seconded: Mayor Greg Milner

That the Audit, Risk and Governance Committee:

1. Notes the progress recorded against each project/activity within the Corporate Business Plan as described in the report contained within **Attachment (a)**; and,
2. Notes the results recorded against each Measure of Success within the Corporate Business Plan as described in the Key Performance Indicator report contained within **Attachment (b)**.

CARRIED (9/0)

For: Mayor Greg Milner, Councillors Mary Choy, Glenn Cridland, Blake D'Souza, Ken Manolas, Jennifer Nevard and Stephen Russell, Mr Aswin Kumar and Ms Shona Zulsdorf.

Against: Nil.

Background

In 2019/20, the City completed a minor (desktop) review of the Strategic Community Plan (SCP) 2017-2027 to produce the SCP 2020-2030 which was endorsed by Council at its meeting held 26 May 2020, along with approval to start the next major review in early 2020/21.

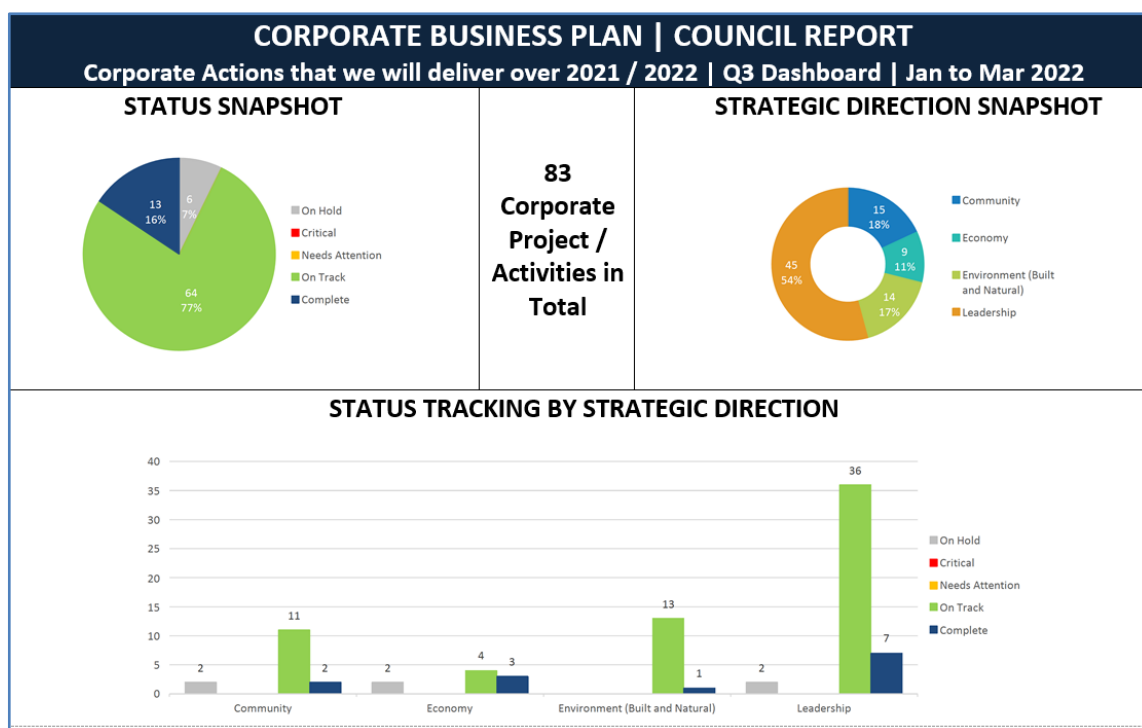
Following the 2020-2030 SCP endorsement, the Corporate Business Plan (CBP) 2020-2024 was finalised and endorsed by Council at its meeting held 23 June 2020. Some minor updates to the plan were recommended to Council from the 8 September 2020 Audit, Risk and Governance Committee (ARGC) meeting and were subsequently endorsed by Council at its meeting held 22 September 2020.

The CBP is an important part of the City's Integrated Planning and Reporting (IPR) Framework, and is the document that guides the implementation of the City's SCP. The CBP translates the aspirations and strategies of the SCP into operational priorities and indicates how they will be resourced over a four-year period, outlining in detail the projects, services, actions, operations and performance measures required to ensure delivery of the SCP.

Comment

The dashboard (below) has been designed within the "My Performance Planning" 1System module, which went live into production during Quarter 1 2020/21. This module is now used by the City to record and report on all annual planned actions within the CBP 2020-2024. Below are the results for Quarter 3 for the 2021/22 financial year.

The City of South Perth's Corporate Business Plan Report - Quarter 3 Dashboard



Colour coding is used to improve readability. The colours used under the Strategic Direction header are aligned to that of the SCP and CBP being:

blue = Community;

teal = Economy;

green = Environment; and

orange = Leadership.

In terms of the Status and % Complete headers, the colours used are traditional traffic lights, being:

On Track = **green**,

On Hold = **grey**,

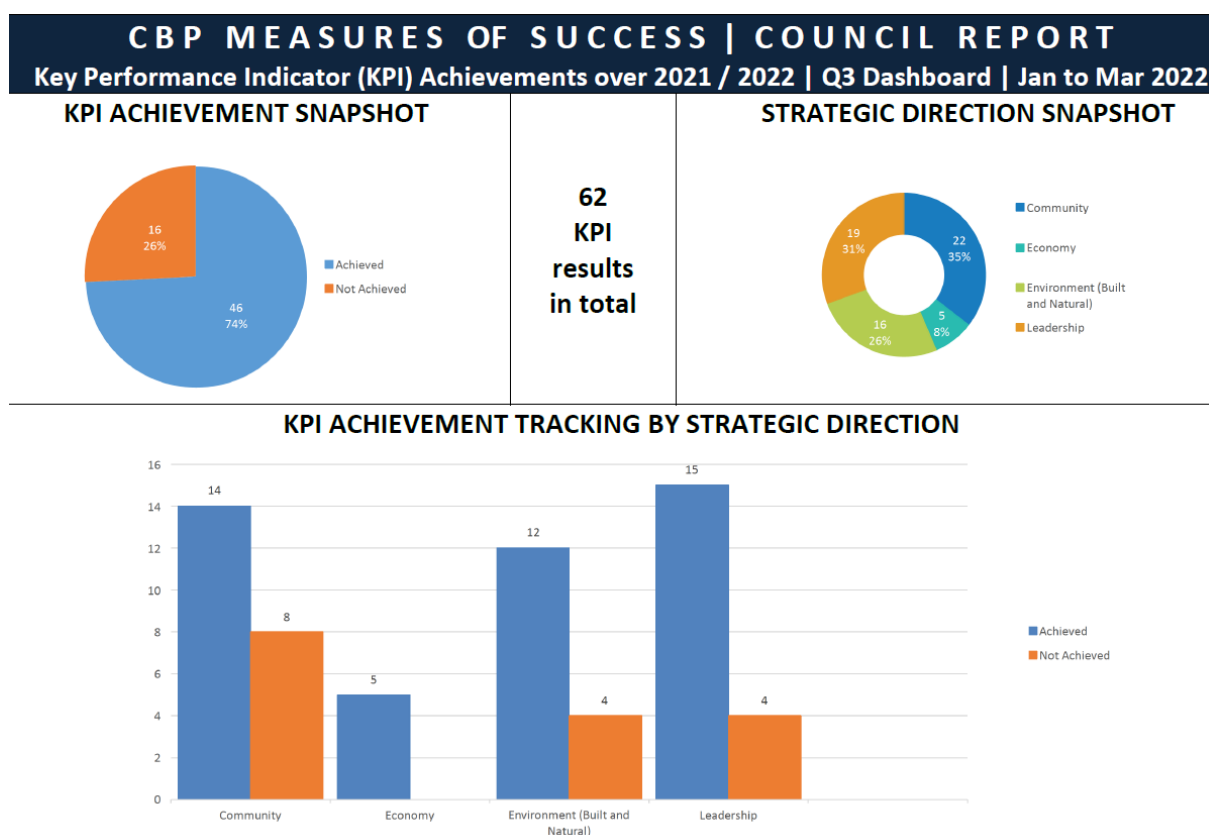
Critical = **red**,

Complete = **blue**, and

Needs Attention = **orange**.

Through further 1System module implementation, the information shown in the dashboard and represented in the detailed line by line report may be changed to improve readability and to ensure a focus on continuous improvement.

The City of South Perth's CBP Measures of Success Report – Quarter 3 KPI Dashboard



Reporting of KPIs (key performance indicators) transitioned from using Excel spreadsheets to using the City's 1System Performance Planning module to report on the CBP Measures of Success. This aligns with continuous improvement of the Performance Planning module implementation.

As these are the Quarter 3 results, some KPIs would not yet be measured e.g. annual, the result is shown as 0 and "not achieved" with the comment providing an indication of why it is immeasurable and when reporting will be possible.

The CBP report and Measures of Success (KPI) report is reported quarterly to the ARGC, reviewed annually by officers and reported yearly to the Community through the Annual Report.

The attached reports are presented for information, with a description of the progress as well as officer comments.

All completed (100%) items in the reports will not be reported on in future periods. All outstanding projects/activities for 2020/21 have been considered in the development of the annual review for 2021/22.

Consultation

Nil.

Policy and Legislative Implications

Local Government (Administration) Regulations 1996.

Financial Implications

All projects and activities listed in the CBP 3rd Quarter Update are fully funded within the 2021/22 Annual Budget.

Key Risks and Considerations

Risk Event Outcome	Reputational Damage Deals with adverse impact upon the professional reputation and integrity of the City and its representatives whether those persons be appointed or elected to represent the City. The outcome can range from a letter of complaint through to a sustained and co-ordinated representation against the City and or sustained adverse comment in the media.
Risk rating	Medium
Mitigation and actions	Performance management by: <ol style="list-style-type: none"> 1. Annual business planning with business units to identify new actions for the financial year. (Failing to plan is planning to fail); 2. Monitor progress of the Strategic Community Plan (SCP) through <ol style="list-style-type: none"> a. Quarterly reporting of the Corporate Business Plan (CBP) Actions; b. Quarterly KPI reporting of CBP measures of success; and 3. Implementation of Audit findings for business improvement in accordance with the Audit Register Progress Report.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2021-2031](#):

Strategic Direction:	Leadership
Aspiration:	A visionary and influential local government
Outcome:	4.3 Good governance
Strategy:	4.3.1 Foster effective governance with honesty and integrity and quality decision making to deliver community priorities

Attachments

7.2 (a):	2021/2022 CBP Progress Report - 3rd Quarter Update
7.2 (b):	2021/2022 CBP Measures of Success - KPI Report - 3rd Quarter Update

7.3 BUSHFIRE RISK MANAGEMENT PLAN 2022-2027

File Ref: D-22-25043
Author(s): Yulia Volobeuva, Environment Coordinator
Reporting Officer(s): Mark Taylor, Director Infrastructure Services

Summary

The City has developed a Bushfire Risk Management Plan 2022-2027 (BRM Plan) which has been endorsed by the office of Bushfire Risk Management (OBRM) in April 2022.

The BRM Plan recommends the implementation of prescribed treatment measures to reduce bushfire risks within residential and non-residential areas of the City.

This report presents the BRM Plan to the Audit, Risk and Governance Committee for Council's adoption as is required by the OBRM.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf
Seconded: Mayor Greg Milner

That the Audit, Risk and Governance Committee recommends to Council that it adopts the Bushfire Risk Management Plan 2022-2027 as contained in **Attachment (a)**.

CARRIED (9/0)

For: Mayor Greg Milner, Councillors Mary Choy, Glenn Cridland, Blake D'Souza, Ken Manolas, Jennifer Nevard and Stephen Russell, Mr Aswin Kumar and Ms Shona Zulsdorf.

Against: Nil.

Background

The State Emergency Management Committee (SEMC) requires that each defined and prescribed hazard has a dedicated State Hazard Plan (Westplan). State Hazard Plans outline the arrangements on how to manage that hazard across the Prevention, Preparedness, Response and Recovery spectrum.

The SEMC has delegated responsibility for the State Hazard Plan – Fire to the Department of Fire and Emergency Services (DFES).

The State Hazard Plan – Fire requires local government areas with significant bushfire risk to develop an integrated BRM Plan. Despite the City's insignificant bushfire risk classification by DFES, the BRM Plan has been developed as a 'duty of care'.

The aim of the BRM Plan is to document a coordinated and efficient approach toward the identification, assessment and treatment of assets exposed to bushfire risk within the City.

The BRM Plan has been prepared in accordance with the requirements of the State Hazard Plan – Fire and in accordance with the Guidelines for Preparing a Bushfire Risk Management Plan 2020 from the OBRM, within DFES.

The objectives of the BRM Plan are to:

- Guide and coordinate a tenure blind, multi-agency bushfire risk management program over a five-year period
- Document the process used to identify, analyse, and evaluate risk, determine priorities, and develop a plan to systematically treat risk
- Facilitate the effective use of the financial and physical resources available for bushfire risk management activities
- Integrate bushfire risk management into the business processes of local government, landowners, and other agencies
- Monitor and review the implementation of treatments to ensure treatment plans are adaptable and risk is managed at an acceptable level.

To appropriately progress the BRM Plan the following actions need to be followed:

1. The OBRM endorses the BRM Plan
2. The BRM Plan is then reported to Council for adoption
3. The City commits resources to implement the adopted BRM Plan
4. The City utilises an online Bushfire Risk Management System (BRMS) to review and refine existing treatment programs that are designed to reduce bushfire risks
5. The City reviews, monitors and reports on the progress made towards implementation of the BRM Plan.

Comment

Bushfire risk and management are influenced by the land tenure and location. All land tenures and property location come under the scrutiny when assessing bushfire risk and identifying asset ownership. The City's role is to identify and assess the bushfire risk within the City's municipality, inform landowners about their bushfire risk ratings and propose risk treatments to eliminate or reduce risk of bushfire on their property. The landowner carries the risk and is responsible for risk management. The City is responsible to manage the implementation of the BRM Plan, facilitate the implementation of bushfire risk management treatments by risk owners and treat bushfire risk only on its managed land.

The BRM Plan located at **Attachment (a)** is presented to the Audit, Risk and Governance Committee for Council's adoption.

Consultation

During development of the BRM Plan the City undertook an extensive internal stakeholder consultation with a number of the City's business units, each of which have contributed to the development of this plan.

The City's bushfire risk management process was communicated to the Local Emergency Management Committee (LEMC) and Bushfire Advisory Committee (BFAC) with an aim to reference the BRM Plan in the Local Emergency Management Arrangements (LEMAs).

The City in partnership with the DFES liaised with private and state landowners / land managers, corporations, businesses, and infrastructure managers to communicate their bushfire risks and the level of their responsibility to treat these risks and to negotiate suitable treatment strategies to ensure that prescribed treatments are collaborative and efficient, regardless of land tenure. All bushfire risk owners were advised by the City that their prescribed risk treatments have been approved by DFES and recorded in the BRMS.

In addition to direct stakeholder engagement the City promoted bushfire risk messaging via its website and community sustainability education workshops.

The City will continue ongoing bushfire risk management communication according to the Communication Plan that is included in the BRM Plan.

Policy and Legislative Implications

The State Emergency Management Plan has been prepared by the SEMC under section 18 of the *Emergency Management Act 2005 (WA)* and is consistent with the State Emergency Management Policy.

The State Emergency Management Plan documents the agreed Western Australian Emergency Management arrangements to prevent, prepare for, respond to, and recover from hazards as listed in the *Emergency Management Act 2005* and prescribed in the Emergency Management Regulations 2006 (EM Regulations).

The SEMC has delegated responsibility for the development, maintenance, review and exercising of relevant State Hazard Plans (Westplans) to the agencies prescribed as HMAs in Part 3 of the EM Regulations.

The State Hazard Plan requires the City to develop and implement an integrated BRM Plan. This approach is consistent with State Emergency Management Policy and Mitigation Procedure 1.

Financial Implications

The City is responsible to treat bushfire risks on land that is under its care and control and report to OBRM via online BRMS treatment outcomes. An annual budget of \$20,000 is required to undertake prescribed treatment works over 5 years.

Key Risks and Considerations

Risk Event Outcome	Reputational Damage Deals with adverse impact upon the professional reputation and integrity of the City and its representatives whether those persons be appointed or elected to represent the City. The outcome can range from a letter of complaint through to a sustained and co-ordinated representation against the City and or sustained adverse comment in the media.
Risk rating	Medium
Mitigation and actions	Implement Bushfire Risk Management Plan 2022-2027

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2021-2031](#):

Strategic Direction:	Environment (Built and Natural)
Aspiration:	Sustainable, liveable, diverse and welcoming neighbourhoods that respect and value the natural and built environment
Outcome:	3.3 Enhanced environment and open spaces
Strategy:	3.3.4 Provide proactive enhancement of the environment, maintaining open space and effective management of the Swan and Canning River foreshores

Attachments

7.3 (a):	Bushfire Risk Management Plan 2022-2027
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7.4 ANNUAL POLICY REVIEW

File Ref: D-22-26285
Author(s): Bernadine Tucker, Manager Governance
Reporting Officer(s): Garry Adams, Director Corporate Services

Summary

The annual policy review was presented to the Audit Risk and Governance Committee in March 2022. At that meeting, the Committee moved, and Council endorsed, that the annual policy review be deferred to the next Audit, Risk and Governance Committee meeting. This report proposes that a policy workshop be held prior to the policy review being considered and a further report then be presented to the 13 September 2022 Audit, Risk and Governance Committee meeting.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Mayor Greg Milner
Seconded: Ms Shona Zulsdorf

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

1. A policy review workshop be held with the Audit Risk and Governance Committee.
2. A further Annual Policy Review report be presented to the Audit Risk and Governance Committee meeting to be held 13 September 2022.

CARRIED (9/0)

For: Mayor Greg Milner, Councillors Mary Choy, Glenn Cridland, Blake D'Souza, Ken Manolas, Jennifer Nevard and Stephen Russell, Mr Aswin Kumar and Ms Shona Zulsdorf.

Against: Nil.

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 business unit 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 2022 policy review identified a number of policies requiring amendment and one policy requiring revocation. These were presented to the Audit Risk and Governance Committee meeting held on 8 March 2022.

However, at that meeting Committee Members advised they had insufficient time to consider the report and resolved that the item be deferred to the Audit Risk and Governance Committee meeting to be held on 14 June 2022.

Comment

Given the feedback received at the Audit Risk and Governance Committee on 8 March 2022, it was anticipated a Policy Review Workshop would be held prior to the item being reconsidered at the 14 June Committee meeting. A workshop was scheduled for 16 May 2022 however due to COVID it had to be cancelled and given the number of other workshops scheduled, it was not possible to reschedule it prior to 14 June. Therefore, it is recommended that the Committee recommend a Policy Review Workshop be held prior to the matter being presented to the 13 September Audit Risk and Governance Committee meeting.

Consultation

Nil.

Policy and Legislative Implications

Local Government Act 1995

Local Government (Administration) Regulations 1996.

Financial Implications

Nil.

Key Risks and Considerations

Risk Event Outcome	Legislative Breach Refers to failure to comply with statutory obligations in the manner in which the City, its officers and Elected Members conduct its business and make its decisions and determinations. This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision making bodies within the collective organisation
Risk rating	Low
Mitigation and actions	Yearly review of all policies

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2021-2031](#):

Strategic Direction:	Leadership
Aspiration:	A local government that is receptive and proactive in meeting the needs of our community
Outcome:	4.3 Good governance
Strategy:	4.3.1 Foster effective governance with honesty and integrity and quality decision making to deliver community priorities

Attachments

Nil.

7.5 1SYSTEM PROJECT UPDATE

*This item is considered **confidential** in accordance with section 5.23(2)(c) of the Local Government Act 1995 as it contains information relating to "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting"*

File Ref: D-22-26022
 Author(s): Jeff Jones, 1System Project Manager
 Reporting Officer(s): Garry Adams, Director Corporate Services

Summary

This is the 15th report to the Audit, Risk and Governance Committee (ARGC) providing an update on the 1System Project. Phase I and II were delivered on time, on scope, on quality and on (under) budget. This report describes delivery of Phase III, the largest phase due to it being Citywide. As described at the last ARGC meeting, TechnologyOne Ltd (TechOne) has delayed the release of Property and Rating modules that has impacted the City's ability to deliver the 1System project on time. A modified version of Phase III has commenced, now that the second version upgrade (2021B) is complete.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Councillor Blake D'Souza

Seconded: Ms Shona Zulsdorf

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

CARRIED (9/0)

For: Mayor Greg Milner, Councillors Mary Choy, Glenn Cridland, Blake D'Souza, Ken Manolas, Jennifer Nevard and Stephen Russell, Mr Aswin Kumar and Ms Shona Zulsdorf.

Against: Nil.

8. OTHER RELATED BUSINESS

Nil.

9. CLOSURE

The Presiding Member declared the meeting closed at 7.28pm.

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.