

MINUTES

Audit, Risk and Governance Committee Meeting

13 June 2023

Committee Members

Here within are the Minutes of the Audit, Risk and Governance Committee Meeting held Tuesday 13 June 2023 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

15 June 2023

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Audit, Risk and Governance Committee Meeting – Minutes

Councillor Mary Choy arrived at the meeting at 6.03pm during consideration of Item 1.

Councillor Glenn Cridland arrived at the meeting at 6.04pm 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 Steven Hoar and Audit Manager, Mr Spencer Masenda from the Office of the Auditor General who presented and answered questions from Committee Members relating to the proposed Annual Financial Report Audit – Planning Summary.

2. ATTENDANCE

Elected Members

Mayor
Como Ward

Manning Ward
Mill Point Ward
Moresby Ward

Greg Milner
Councillor Glenn Cridland (Arrived at 6.04pm,
retired at 6.41pm)
Councillor André Brender-A-Brandis
Councillor Mary Choy (Arrived at 6.03pm)
Councillor Jennifer Nevard

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
Governance Coordinator
Senior Governance Officer

Mr Mike Bradford
Mr Garry Adams
Ms Donna Shaw
Ms Anita Amprimo
Mr Abrie Lacock (Retired at 6.21pm)
Ms Toni Fry
Mr Morgan Hindle
Ms Christine Lovett

Guests

Office of the Auditor General
Office of the Auditor General

Mr Steven Hoar (retired at 6.21pm)
Mr Spencer Masenda (retired at 6.21pm)

2.1 APOLOGIES

- Councillor Blake D'Souza
- Councillor Stephen Russell

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: 13 March 2023

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf

Seconded: Mr Aswin Kumar

That the Minutes of the Audit, Risk and Governance Committee Meeting held 13 March 2023 be taken as read and confirmed as a true and correct record.

CARRIED (7/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Mary Choy, Glenn Cridland and Jennifer Nevard, Mr Aswin Kumar and Ms Shona Zulsdorf.

Against: Nil.

5. PRESENTATIONS

Nil.

6. BUSINESS ARISING FROM PREVIOUS MEETING

Nil.

7. REPORTS

7.1 RISK MANAGEMENT AND BUSINESS CONTINUITY ACTIVITY REPORT

File Ref: D-23-11529
Author(s): Christine Lovett, Senior Governance Officer
Reporting Officer(s): Garry Adams, Director Corporate Services

Summary

This report outlines the activities undertaken by the City of South Perth's (the City) Risk Management Function for the period of March 2023 to June 2023 and to provide an overview of the activities planned for the first quarter of the 2023/24 Financial Year.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf
Seconded: Mr Aswin Kumar

The Audit Risk and Governance Committee recommends to Council that it:

1. Notes the Risk Management and Business Continuity Activity Report as contained in the body of the report;
2. Notes the changes to the Corporate Operational Risk Register as contained within the report;
3. Notes the contents contained in **Confidential Attachment (a)**; and
4. Endorses the Strategic Risk Register as contained in **Confidential Attachment (b)**.

CARRIED (7/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Mary Choy, Glenn Cridland and Jennifer Nevard, Mr Aswin Kumar and Ms Shona Zulsdorf.

Against: Nil.

Background

The Council is responsible for the strategic direction of the City. The City's Audit, Risk and Governance Committee (ARGC) is a Committee of Council in accordance with the *Local Government Act 1995* (the Act) and is responsible for providing guidance, assistance and oversight to the Council, in relation to matters which include risk management.

The responsibility of the ARGC in relation to the risk management program includes overseeing the strategic risk management process and ensuring that the administration has a robust and structured process for identifying and managing strategic risks.

This activity report outlines the risk and business continuity management activities undertaken.

Comment

Risk Management and Business Continuity Management activities for the period of March 2023 to June 2023:

1. Fraud and Corruption

The City has a Fraud and Corruption Control Plan (Plan) which was developed and endorsed by the Executive Management Team in October 2022. The primary objective of this Plan is to protect resources, including information, and safeguard the integrity and reputation of the City. This Plan includes the City's Fraud & Corruption Prevention Policy and sets out the arrangements for the overall management of the risks and any instances of fraud and/or corruption. The Fraud and Corruption Prevention Policy P694 was endorsed by Council in December 2022.

There have been no reported incidents of alleged fraud and/or corruption in the current quarter.

2. Business Continuity Management Framework (BCMF)

The Business Continuity Management Framework (BCMF) is now finalised and has been circulated to the Management Team for review prior to endorsement by the Executive Management Team. Development of the BCMF and associated processes were guided by the following standards and good practices:

- ISO 22301:2019 Societal security - business continuity management systems – requirements
- AS/NZS 5050 (Int):2020 Managing disruption-related risks
- ISO 31000:2018 Risk management
- WA Government Business Continuity Management Guidelines

The goals of the BCMF is to increase the adaptive capacity of the City's entire operations (i.e., its resilience) and to ensure the effective management of an incident or series of events which may damage our business or impact quality of our services.

3. Internal Risk Management Committee

The Internal Risk Management Committee (IRMC) met on 2 May 2023 at which time the Operational Risk Register was presented for review.

The following two risks having been reviewed and remain at a high risk rating. In accordance with the requirements of the Risk Management Framework 2021 these risks are presented to the Audit, Risk and Governance Committee for review.

These risks relate to the availability of contractors or staff to carry out required activities to meet the expectations of our community. While the residual rating of the risks are high, it is considered that all available mitigation strategies are in place to reduce the outcome of this risk impacting the City's community.

Where necessary, key communication methods are utilised to inform our community of any delays/interruption to the expected delivery of a project or service.

i. Corp Risk 5.0 Dependency on contractors to deliver key project/services.

Outcome: Service Interruption

Due to the current labour market the residual likelihood of this event occurring remains as Possible, with the risk rating remaining as High.

Controls

- Robust supplier selection
- Use of WALGA preferred suppliers
- Procurement Management provided by the Finance Services Business Unit
- Relationship management

ii. **Corp Risk 5.4 Employee attraction and retention**

Outcome: Service Interruption

Due to the current labour market the residual likelihood of this event occurring remains as Possible, with the risk rating remaining as High.

Controls

Established Corporate policies, management practices, procedures and strategies including:

- Flexible working arrangements and working from home arrangements
- Learning and development opportunities
- Equal Opportunity Employer
- Phased retirement
- Health and Wellbeing Program for employees
- Reward and Recognition Program
- Superannuation benefits
- Performance Management Framework
- Annual performance reviews
- Learning & Development Framework
- Workforce Plan
- Secondment opportunities.
- Mentorship program and internal training to staff so they are interchangeable, as required.
- Advertised positions to be reviewed against the current market, so that position description is aligned with the offered remuneration package, including market supplements.

4. Strategic Risk Register

The Strategic Risk Register (register) has been developed in consultation with the City's Council and external members of the Audit Risk and Governance Committee (the Committee), with Cohesive Leadership being an identified risk. Cohesive Leadership is described as failure of Council to work effectively with the Administration.

For the 2022/23 financial year, there has been a significant number of complaints against Council Members being received as detailed in **Confidential Attachment (a)**.

7.1 Risk Management and Business Continuity Activity Report

While there are multiple measures that can be used to assess Cohesiveness of Council, and the effectiveness of the relationships between Council and the Administration, the significant volume of complaints is a concern for the City both reputationally and financially. As such, it is proposed that the likelihood of this risk occurring be increased from possible to likely. The reassessment of the likelihood of this risk occurring has not amended the risk rating, which remains at a High Level.

The Strategic Risk Register, as contained in **Confidential Attachment (b)**, has been updated to reflect the City's current environment with all amendments being highlighted in red text.

This updated register is presented to the ARGC for review and recommendation to Council for endorsement.

The following Risk Management and Business Continuity Management activities are planned (subject to the availability of organisational officers) for the period ending September 2023:

Risk Management Activities	Expected Outcome
Operational risks to be reviewed on a quarterly basis	The City's Corporate Operational Risk register to be as current as reasonably practicable.
Development of further fraud and corruption training.	Increased knowledge within the City's business units in order to further protect resources and information and safeguard the integrity and reputation of the City.
Business Continuity Plans to be reviewed in accordance with the requirements of the Business Continuity Management Framework.	The City's Business Continuity Plans to be as current as reasonably practicable.
Updated Management Practice M695 Risk Management to be rolled out across all Business Units.	Sound risk management practices and procedures to be further integrated into the City's strategic and operational planning process and day to day business practices.
Implement training program for identified officers	Provide support and guidance to officers ensuring they have familiarity with the City's risk management practices.

Consultation

Relevant City officers were consulted in order to identify and review all risks across all City operations.

Policy and Legislative Implications

Reg 17 (1) (a) Local Government (Audit) Regulations 1996

17. CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –

(a) risk management

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	Continuous review and improvement in relation to all Risk Management activities.

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: 4.3.4 Maintain a culture of continuous improvement

Attachments

7.1 (a): Complaints (*Confidential*)
 7.1 (b): Strategic Risk Register (*Confidential*)

7.2 DELEGATION DC690 TOWN PLANNING SCHEME 6

File Ref: D-23-13802

Author(s): Fiona Mullen, Manager Development Services

Reporting Officer(s): Donna Shaw, Director Development and Community Services

Summary

This report responds to a Councillor request to review Delegation DC690, following consideration of the Annual Review of Council Delegations at the Ordinary Council Meeting held 28 March 2023. The report considers the five proposed conditions as included in the amended motion and recommends the inclusion of three conditions.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf

Seconded: Mr Aswin Kumar

That the Audit Risk and Governance Committee recommends to Council that it notes that in accordance with Section 5.46(2) of the *Local Government Act 1995*, Delegation DC690 Town Planning Scheme 6 has been reviewed with the inclusion of the following amendments to Schedule 1, Conditions of Delegation:

3. Developments involving the exercise of a discretionary power

This power of delegation does not extend to approving development applications involving the exercise of a discretionary power in the following categories:

- e) Applications for Heritage Listed properties or within a Heritage Area except, in the opinion of the delegated officer, the proposal is minor in nature.
- f) Applications on City owned or managed land by a private entity; and
- g) Applications for illuminated signage opposite (directly or diagonally) to or adjoining a residential zone.

CARRIED (7/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Mary Choy, Glenn Cridland and Jennifer Nevard, Mr Aswin Kumar and Ms Shona Zulsdorf.

Against: Nil.

Background

At its meeting held 28 March 2023, Council reviewed the delegations in accordance with the *Local Government Act 1995* (the Act).

At that meeting Councillor Stephen Russell moved an amendment which was lost to amend Schedule 1, Conditions of Delegation to DC690 Town Planning Scheme 6 to include the following:

- i) Inclusion of 3(e) to state “Applications for Heritage Listed properties or areas, other than City deemed minor alterations.”
- ii) Inclusion of 3(f) to state “Applications where the proposed development, from a non-public entity, results in the permanent development or utilisation, of City owned lands or lands vested in the City to manage. At-grade crossovers or utility services are excluded.”
- iii) Inclusion of 3(g) to state “Applications resulting in a cash-in-lieu as a condition of approval”.
- iv) Inclusion of 3(h) to state “Applications for signage within residential zone lots or within non-residential zone lots, opposite (directly or diagonally) to or adjoining a residential zone lot.”
- v) Inclusion of 3(i) to state “When during the advertising period, the Mayor or two Councillors have requested that the application be referred to the Council for determination.

The reasons for the amendment were as follows:

- “1. For items 3(i) to 3(iv) the determination of applications needs to consider the expectations of the community as a due regard consideration as laid out in the Deemed Provisions for Local Planning Scheme. With respect to the City, this is best addressed via Council and therefore the purpose of these amendments.
2. With regards to 3(v), it is the opinion that Elected Members as decision makers should have the authority to call in applications, where they deem appropriate. This should be considered as a mandatory clause for any decision-making body which delegates its authority.”

Comment

Section 5.42 of the Act provides for Council to delegate to the Chief Executive Officer (CEO) the exercise of any of its powers or the discharge of any of its duties under the Act, other than a small number of functions which may not be delegated.

The Act further provides for the CEO to sub-delegate some of its powers to another employee, which must be in writing. The CEO may place conditions on any sub-delegations, if required. Delegations assist local governments to efficiently deal with a wide range of operational matters that are minor and/ or administrative in nature. By incorporating conditions into delegations, such as limiting the use of when a delegation can be exercised, Council can set parameters to the extent in which its decision-making powers can be exercised by its delegates and sub-delegates.

As it relates to planning, section 5.42 of the Act only applies to the delegation of section 214 – Illegal development provisions of the *Planning and Development Act 2005*. Other matters are dealt with via the Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations).

Regulation 82 of the Regulations provides the power to discharge any of the local government's duties under the Regulations other than the power of delegation.

Officers have considered the proposed additional conditions and provide the following comment:

- i) Inclusion of 3(e) to state "Applications for Heritage Listed properties or areas, other than City deemed minor alterations."

Whilst the intent of this delegation is supported, the wording has been modified in accordance with the Officer's Recommendation for the following reasons:

- To ensure consistency with the Regulations, the full terminology of 'Heritage Area' has been included;
 - 'In the opinion of the delegated officer' has been used in lieu of 'City' for consistency with existing delegations and to clarify that only the officer to whom the power has been delegated can exercise such discretion; and
 - Applications that are 'minor in nature' instead of 'minor alterations' has been used to capture all incidental development (small outbuildings, structural repair work etc.) instead of solely alterations to a dwelling.
- ii) Inclusion of 3(f) to state "Applications where the proposed development, from a non-public entity, results in the permanent development or utilisation, of City owned lands or lands vested in the City to manage. At-grade crossovers or utility services are excluded."

Whilst the intent of this delegation is supported, the wording has been modified for simplification. At-grade crossovers and public works such as utility services require approval under local laws or are exempt from development approval as they are public works respectively, and therefore do not need to be included in the delegation.

- iii) Inclusion of 3(g) to state "Applications resulting in a cash-in-lieu as a condition of approval".

Schedule 2, Part 9A of the Regulations comes into effect on 1 July 2023, after which time local governments cannot impose cash-in-lieu parking conditions on a development approval unless a Payment in Lieu of Parking Plan(s) has been adopted.

A delegation is therefore not required, as Council will either determine the locations where payment-in-lieu can be sought, or no ability to impose such a condition will exist.

The inclusion of 3(g) is therefore not supported by officers.

- iv) Inclusion of 3(h) to state "Applications for signage within residential zone lots or within non-residential zone lots, opposite (directly or diagonally) to or adjoining a residential zone lot."

3(h) is supported subject to the inclusion of the word 'illuminated' and minor rewording (residential zone lots or non-residential zone lots captures all zoned land within the City, and therefore reference is not required in this respect).

- v) Inclusion of 3(i) to state "When during the advertising period, the Mayor or two Councillors have requested that the application be referred to the Council for determination.

The inclusion of 3(i) would introduce a delay to the determination of applications by the City where an application is not otherwise 'called in' for a Council determination under the specific conditions of delegation.

Under the Act, delegations are made by absolute majority of Council and as such, inclusion of ‘call in’ provisions would empower the Mayor or two Elected Members to circumvent the delegation, which would be inconsistent with the role of the Council as the delegator.

The appropriate means of ensuring circumstances where Council considers the City should not be determining development applications under delegated authority is to include conditions/ limitations within the delegation, ensuring relevant decisions are referred to Council for consideration, as is contained within the current Scheme of Delegation.

Notwithstanding this point, Section 59(1)(a) of the *Interpretation Act 1984*, provides that where a delegation has been provided, it does not preclude the delegator from exercising or performing at any time the delegated power or duty. In addition, the current delegation (DC690) includes conditions 3(c) and 4, whereby an officer may additionally refer items to Council for consideration.

Furthermore, to ensure oversight, the City is in the process of creating a publicly available report which will appear on the City’s website where delegation has been exercised.

The inclusion of 3(i) is therefore not supported.

Consultation

Nil.

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.

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	Annual reviews in place

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.

Councillor Glenn Cridland retired from the meeting at 6.41pm prior to consideration of Item 7.3.

7.3 2022/23 CORPORATE BUSINESS PLAN - 3RD QUARTER UPDATE

File Ref: D-23-15655
Author(s): Fleur Wilkinson, Coordinator Organisational Planning & Performance
Reporting Officer(s): Garry Adams, Director Corporate Services

Summary

This report provides an update on the progress of the Corporate Projects and Measures of Success identified in the Corporate Business Plan 2022/23-2025/26.

It is recommended the Audit, Risk and Governance Committee notes the progress recorded against each Corporate Project/Activity contained within the 2022/23 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: Mr Aswin Kumar

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 (6/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Mary Choy and Jennifer Nevard, Mr Aswin Kumar and Ms Shona Zulsdorf.

Against: Nil.

Background

In 2020, the City completed a major review of the Strategic Community Plan (SCP) to produce the SCP 2021-2031 which was endorsed by Council at its meeting held 14 December 2021.

Following the 2021-2031 SCP endorsement, the Corporate Business Plan (CBP) 2022/23-2025/26 was finalised and endorsed by Council at its meeting held 22 November 2022.

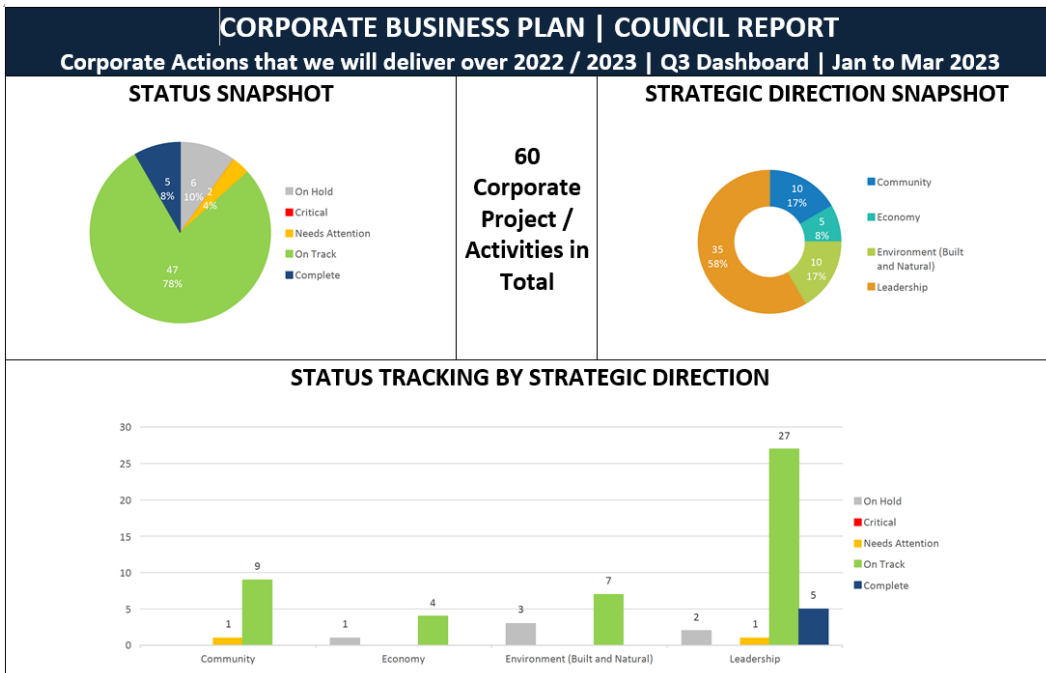
The CBP is an important part of the City's Integrated Planning and Reporting (IPR) Framework. The CBP translates the aspirations and strategies of the SCP into operational priorities and indicates how they will be resourced over a four-year period, outlining in detail the services, projects, actions,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

The CBP has been recently reviewed and will be presented for endorsement at the Ordinary Council Meeting in June 2023.

Comment

This is the progress report for quarter 3 of the 2022/23 planning year. The dashboard (shown in the screenshot below) has been designed within the “My Performance Planning” 1System module. This module is used by the City to record and report on all annual planned actions and measures of success within the CBP.

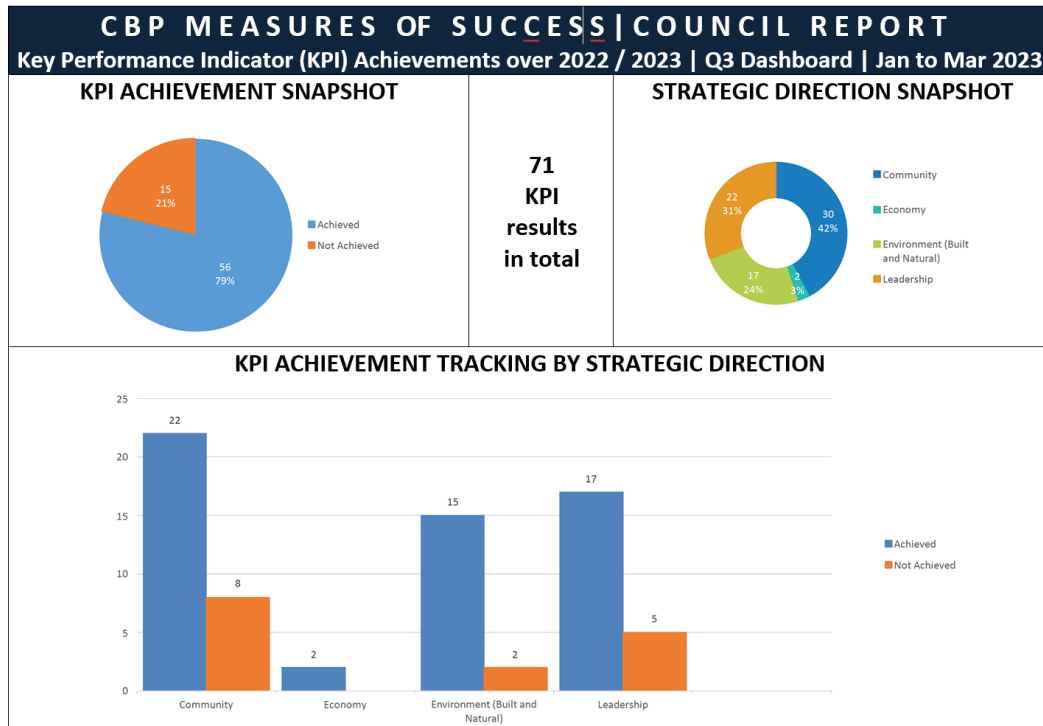
The City of South Perth’s Corporate Business Plan Report - Quarter 3 Dashboard



The attached CBP report is presented for information, with a comment by the officer in the Quarterly Updates column. The Quarter 1 comment section contains no data as Quarter 1 and Quarter 2 reporting was combined due to a major review of the CBP in 2022.

To date four (8%) of the 60 Corporate Actions have been completed, with 47 (78%) Corporate Actions on track and there are no Corporate Actions with a critical status. All completed items in the report will not be reported on in future periods.

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



To date 56 (79%) of the 71 KPIs are achieved, and 15 (21%) not achieved. The attached KPI report is presented for information, with a description by the officer in the Result Comment column when a KPI is not achieved.

Consultation

Nil.

Policy and Legislative Implications

Local Government (Administration) Regulations 1996.

Financial Implications

All projects and activities listed in the CBP Quarter 3 Update are fully funded within the 2022/23 Annual Budget.

Key Risks and Considerations

Risk Event Outcome	<p>Reputational Damage</p> <p>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.</p>
Risk rating	Medium
Mitigation and actions	<p>Performance management by:</p> <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) Corporate Actions; b. Quarterly Key Performance Indicator reporting of CBP measures of success; and 3. Implementation of Audit findings 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 local government that is receptive and proactive in meeting the needs of our community
Outcome:	4.3 Good governance
Strategy:	4.3.4 Maintain a culture of continuous improvement

Attachments

7.3 (a):	CBP Project Status Updates Q3 2022-23
7.3 (b):	CBP KPI Status Updates Q3 2022-23

7.4 CORPORATE BUSINESS PLAN 2023/24 TO 2026/27

File Ref: D-23-18451
Author(s): Pele McDonald, Manager People and Performance
Natasha Garlick, Senior HR Advisor
Reporting Officer(s): Garry Adams, Director Corporate Services

Summary

This report presents the Draft Corporate Business Plan 2023/24 – 2026/27 for consideration by Council.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf
Seconded: Mr Aswin Kumar

That the Audit, Risk and Governance Committee recommends to Council that it adopts the Corporate Business Plan 2023/24 – 2026/27 as contained within **Attachment (a)**.

CARRIED (6/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Mary Choy and Jennifer Nevard, Mr Aswin Kumar and Ms Shona Zulsdorf.

Against: Nil.

Background

In accordance with the *Local Government Act 1995* (the Act) and the Local Government (Administration) Regulations 1996 (the regulations), the City of South Perth (the City) has developed an Integrated Planning and Reporting Framework (IPRF). The objective of this framework is to guide the City's planning and reporting processes to ensure alignment to, and delivery of the community's expectations.

Section 5.56(1) of the Act states that a local government is to "*plan for the future of the district*", and s5.56(2) states that the plans are to be made "*in accordance with any regulations made about planning for the future*". Division 3, 19C and 19DA of the regulations require a local government to prepare two documents to address s5.56(1):

- a. A 10-year strategic community plan that identifies the vision, aspirations and objectives of the community in the district (reg 19C).
- b. A four-year corporate business plan that sets out how the local government will respond to the vision, aspirations and objectives identified in the strategic community.

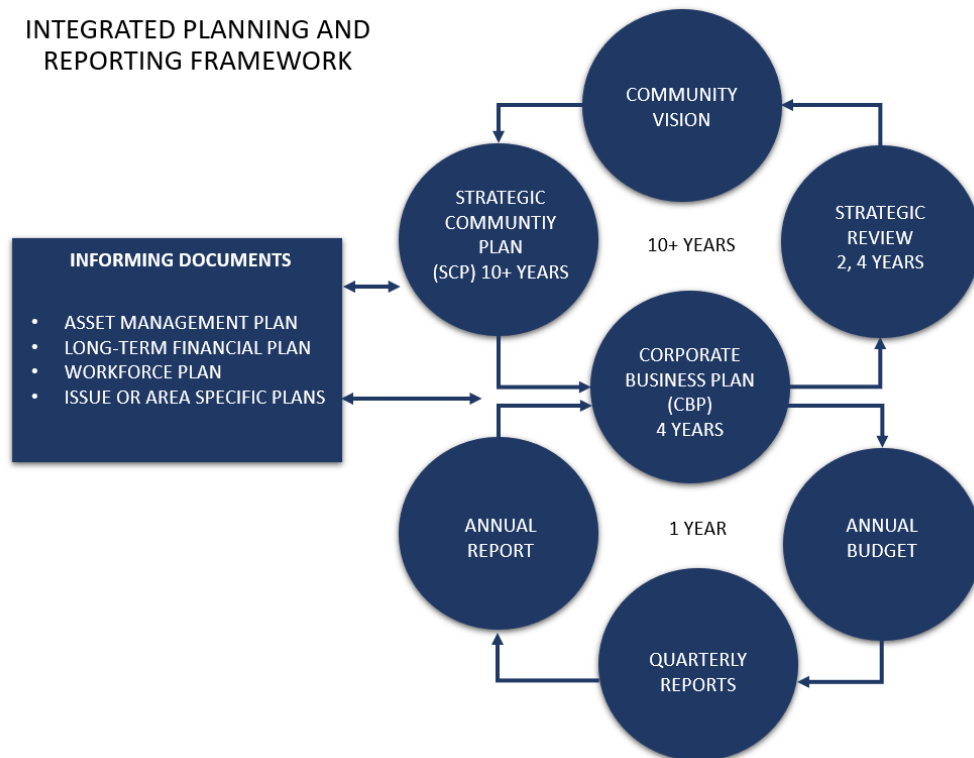
A major review of the City of South Perth's Strategic Community Plan (SCP), which included extensive community engagement was undertaken in 2021/22. Council adopted the City of South Perth SCP 2021-2031 at its meeting held 14 December 2021.

The Corporate Business Plan (CBP) 2022/23 – 2025/26 was adopted by Council at its meeting held 22 November 2022. In accordance with Regulation 19DA(4), the CBP is required to be reviewed annually.

Comment

The IPRF is the overarching framework that encompasses both the SCP and CBP and the informing documents; such as the Long Term Financial Plan (LTFP), Asset Management Plan and Workforce Plan.

The diagram below shows how all the elements of the IPRF connect together to deliver and report on Council priorities which are informed by the community vision and aspirations.



The CBP is the internal business planning tool that translates the SCP into operational requirements for the next four working years. The CBP provides key integration with the other elements of the IPRF including the Annual Budget and the various informing / resourcing plans.

Annual Review

The annual review and reset of the CBP is to drive the annual budgeting process and to continue the alignment of operational requirements to the SCP strategies and outcomes and other informing plans. As such it is planned for endorsement in June each year.

The revised CBP as provided in **Attachment (a)**, depicts the core services, projects and measures of success for the next four years (2023/24 to 2026/27) which have been guided by a comprehensive Business Unit planning process. This Business Unit planning process, whilst not a statutory requirement, is important in supporting the implementation of the CBP and enables prioritisation of workforce, asset, and financial resources through a consideration of each Business Unit services, projects or initiatives for the year.

New additions to the CBP from previous years include, a summary of the proposed projects and initiatives for the period of the plan, the addition of a small number of new projects and measures of success, removal of completed projects and superseded measures of success as well as minor amendments to the wording of some projects and measures of success.

The CBP is structured to align with the strategy level within the SCP, providing integration with the following areas:

1. **Services & Sub-Services:** A listing of the 101 services and sub-services provided by each Business Unit that are aligned to SCP strategies.
2. **Projects:** A listing of the 104 projects planned over the four-year period and aligned to the outcomes in the SCP.
3. **Measures of Success:** A breakdown of the 69 measures of success, otherwise known as Key Performance Indicators (KPI's), that will be used to measure progress of services provided to the community including link to the outcomes in the SCP.

Services & Sub-Services

The City delivers multiple services and programs that are provided to the community at an operational level and support delivery of the SCP. The CBP details these services and sub-services against each Business Unit. The mapping of the services against the strategies was completed through the Business Unit planning process, capturing the services delivered at a high level and ensuring alignment to the strategy level in the SCP, with some services crossing over multiple strategies.

Projects

The Business Unit planning process enables effective project planning for the next four years with a focus on delivering year one of the CBP. The 104 projects identified in the CBP enable the City to operationalise and deliver on the aspirations in the SCP. The projects are provided against each strategic direction with a link to the strategy level and responsible Business Unit. The projects are split into Corporate and Operational project types as described below:

- **63 Corporate Projects** - A Corporate project is a significant project that requires Council oversight. Corporate projects have a moderate to significant budget investment in either capital and/or operational funding. Corporate projects have a medium to high impact to the community and/or Council resources. Quarterly reporting review requirements are at the Council level.
- **41 Operational Projects** – An Operational project in nature, focuses on internal enhancements to service levels or delivery of ongoing programs to the community, with limited budget and/or resourcing impacts. Operational projects have either no external impact, and/or minor community impact. Quarterly reporting review requirements are at the Executive Management Team level.

Measures of Success (KPI's)

In developing the Measures of Success for the CBP, the objective was to provide measurable, meaningful and robust performance indicators, metrics that were within the control of the responsible Business Unit and that were the most predictive of success in delivering the applicable strategy in the SCP. Wherever possible, indicators and benchmark standards that are currently used in existing plans and/or for statutory reporting (such as financial health indicators) were used to ensure consistency and to streamline reporting.

Quarterly Reporting

Upon approval of the CBP, the City will commence the quarterly reporting process providing a quarterly update of the actions and KPIs identified in the CBP for delivery in 2023/24 at Quarter 1, which will be presented to the ARGC meeting in November 2023.

Consultation

Internal consultation occurred with the Leadership Team. Given the short period of time since the endorsement by Council of the current CBP in November 2022 and the subsequent minimal changes, the draft CBP was provided to Councillors via memo for review and feedback on 12 May 2023.

Policy and Legislative Implications

Local Government Act 1995

Local Government (Administration) Regulations 1996

Financial Implications

The CBP 2023/24 – 2026/27 will help guide the City’s financial planning for the next four years, including integration with the City’s Long Term Financial Plan and Annual Budgets.

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.
Risk rating	Medium
Mitigation and actions	Undertake a yearly review of the Corporate Business Plan

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

7.4 (a): DRAFT Corporate Business Plan 2023-24 to 2026-27

7.5 AUDIT REGISTER PROGRESS REPORT Q3

File Ref: D-23-21309
Author(s): Christine Lovett, Senior Governance Officer
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 and Council.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf
Seconded: Mr Aswin Kumar

That 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)**;
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 (6/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Mary Choy and Jennifer Nevard, 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 the percentage completion. This report is prepared for noting the progress and completion of findings since the last meeting.

Comment

The Audit Register contained in **Confidential Attachment (a)** presents audit outcomes by 'Finding' numbers. Any given Finding may have more than one 'Recommendation' and associated 'Agreed Management Action'.

Only when all Agreed Management Actions related to a Finding are marked as 100% complete, will the report be presented to the Audit, Risk and Governance Committee, with a recommendation that the Finding be closed.

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

1. Each Finding which has more than one Agreed Management Action is represented with double lines around that entire Finding.
Example:
Finding number IT005 has three Agreed Management Actions.
2. Updates in relation to each Finding are displayed in chronological order i.e. latest update appears at the bottom of each Finding.
3. Each Finding that is to be closed (i.e. 100% complete for all Agreed Management Actions) is represented by a purple 'Closed Tally' column on the right and numbered; and
4. All Findings that are being recommended for closure by the ARGC are filtered to the end of the register.

The March 2023 Audit Register Progress Report included eight open information systems audit findings. As detailed in the Information Systems Audit (External) Report presented to the March 2023 Audit, Risk and Governance Committee, these eight audit findings have now been closed and are incorporated in the 22 new Information Systems Audit identified in the 2021/22 external audit carried out by the OAG.

The Audit, Risk and Governance Committee is requested to recommend that Council 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)**.

Strategic Internal Audit Plan

The revised Strategic Internal Audit Plan was presented to the 13 March 2023 Audit, Risk and Governance Committee meeting for noting. Work has commenced in relation to the scheduled internal audits.

Consultation

Relevant City officers have been consulted.

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 2022/23 financial year, and it is anticipated that a budget of a similar amount is to be adopted for future years. 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 \$70,000 for the audit work undertaken during the 2022/23 financial year.

Key Risks and Considerations

Risk Event Outcome	<p>Legislative Breach</p> <p>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</p>
Risk rating	Medium
Mitigation and actions	<p>Quarterly reporting of progress on the Audit Register to the Audit, Risk and Governance Committee and Council. In the report, Officer comments on actions taken and progressive completion of Actions are noted. Actions which are 100% complete are closed out and reported to the Audit, Risk and Governance Committee. There is no future reported on closed out actions.</p>

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

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

7.6 POLICY REVIEW

File Ref: D-23-21860
Author(s): Christine Lovett, Senior Governance Officer
Reporting Officer(s): Garry Adams, Director Corporate Services

Summary

The Terms of Reference of the Audit Risk and Governance Committee include responsibility for reviewing the City's policies. A number of policies are now presented for the consideration of the Committee and referral to Council for adoption.

Officer Recommendation

Moved: Ms Shona Zulsdorf
Seconded: Mr Aswin Kumar

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

1. Adopts the following revised policies with amendments as shown in **Attachment (a):**

P101	Public Art & Art Collections
P605	Purchasing
P609	Management and Sale of City Property
P610	Collier Park Village – Financial Arrangements
P624	Media Communications
P625	Equal Employment Opportunity
P672	Agenda Briefings, Concept Forums and Workshops
P680	Electronic Devices
P695	Risk Management

2. Adopts the following new policies in **Attachment (b):**

P601	Strategic Financial Management Preparation of Long Term Financial Plan
P671	Electronic Attendance and Meetings
P701	Variations to Contract

3. Revokes the following policies in **Attachment (c):**

P108	Honorary Freeman of the City
P661	Complaints

Amendment

Moved: Councillor Mary Choy
Seconded: Councillor André Brender-A-Brandis

That the word 'will' be replaced with 'may' in Policy P672 – Agenda Briefings, Concept Forums and Workshops under the heading Notices of Motion as follows:

“Any Notices of Motion not received in accordance with this policy may not appear on the Agenda Briefing agenda.”

Reason for Change

That the word ‘will’ in the original policy be replaced with ‘may’ to allow some flexibility. There are times when there might be a notice of motion that the officer may be able to write a report on and it might not be something that is complex. That is something that may have been agreed on at a committee level or since the agenda briefing. It is just to provide flexibility.

The amendment was put and declared LOST (2/4).

For: Councillors André Brender-A-Brandis and Mary Choy.

Against: Mayor Greg Milner, Councillor Jennifer Nevard, Mr Aswin Kumar and Ms Shona Zulsdorf.

Amendment

Moved: Councillor Mary Choy

Seconded: Councillor André Brender-A-Brandis

That an additional section be added to Policy P101 Public Art & Art Collections under the heading Acquisition of Public Art and Art Collections as follows:

“Art is able to be acquired by the City by purchase (subject to funding being made available through Council’s annual budget and compliance with purchasing requirements), developer contributions and through donations and bequeaths.

Regardless of the method of acquisition, the following criteria will be used to determine the suitability of any art being considered for acquisition by the City:

- A preference for artworks designed or created by artists living, working in, or who have a strong connection to the City;
- A preference for artworks with themes relating to the City;
- A preference for artworks intended to excite the imagination of the public and increase the understanding and enjoyment of art;
- A preference for artworks designed or created through processes of group or community artistic expression;
- The condition and overall artistic merit of the artwork;
- The public access and visibility to the artwork, particularly in relation to public artwork provided by developers; and
- The cost (initial and ongoing) and community value of the artwork.”

Reasons for Change

In relation to the section that I have just referred to and read out the extra part to, Acquisition of Public Art, it is mentioned in the Public Art Masterplan 2022-25 but it is not really talked about under that heading in the policy at all. What is talked about is in relation to development, so brand new art in relation to construction, not so much acquisition or purchase of art. I kind of feel that it has been left out there. It is talked about, again not in a lot of detail in the Masterplan. The policy that underpins that, it is actually not discussed. I have

just tried to cover the field a bit by putting some words in there. I did suggest something different but Director Shaw very kindly was able to get back to me this afternoon with an even better worded amendment that would better cover that field in the policy.

During debate on the amendment, Councillor Mary Choy withdrew her amended motion with agreement from the seconder Councillor André Brender-A-Brandis.

Amendment

Moved: Councillor Mary Choy

Seconded: Ms Shona Zulsdorf

That the Officer Recommendation be amended to remove P101 Public Art & Art Collections.

The amendment was put and declared CARRIED (6/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Mary Choy and Jennifer Nevard, Mr Aswin Kumar and Ms Shona Zulsdorf.

Against: Nil.

Amended Substantive Motion and COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf

Seconded: Mr Aswin Kumar

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

1. Adopts the following revised policies with amendments as shown in **Attachment (a):**

P605	Purchasing
P609	Management and Sale of City Property
P610	Collier Park Village – Financial Arrangements
P624	Media Communications
P625	Equal Employment Opportunity
P672	Agenda Briefings, Concept Forums and Workshops
P680	Electronic Devices
P695	Risk Management

2. Adopts the following new policies in **Attachment (b):**

P601	Strategic Financial Management Preparation of Long Term Financial Plan
P671	Electronic Attendance and Meetings
P701	Variations to Contract

3. Revokes the following policies in **Attachment (c):**

P108	Honorary Freeman of the City
P661	Complaints

CARRIED (6/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Mary Choy and Jennifer Nevard, Mr Aswin Kumar and Ms Shona Zulsdorf.

Against: Nil.

Background

In line with contemporary organisational models, the policy framework aligns policies to the City's Strategic Directions as contained in the Community Strategic Plan 2021-2031.

In 2022 City Officers conducted a review of all policies with the exception of City Planning Policies. During the review process, policies were 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 following policies were removed from the 2022 policy review in accordance with Council's resolution from its meeting held 27 September 2022:

Policy No.	Name	Officer Recommendation
P101	Public Art & Art Collections	Amendment
P601	Strategic Financial Management Preparation of Long Term Financial Plan	New policy
P624	Media Communications	Amendment
P625	Equal Employment Opportunity	Amendment
P661	Complaints	Revocation
P672	Agenda Briefings, Concept Forums and Workshops	Amendment
P680	Electronic Agendas	Amendment
P701	Variations to Contract	New policy

The following policies have been updated or developed by City Officers since the September 2022 review:

Policy No.	Name	Officer Recommendation
P108	Honorary Freeman of the City	Amendment
P605	Purchasing	Amendment
P609	Management of City Property	Amendment
P610	Collier Park Village – Financial Arrangements	Amendment

P671	Electronic Attendance and Meetings	New policy
P695	Risk Management	Amendment

Comment

On 2 May 2023, a workshop was held with the Mayor and all available Councillors and External Audit, Risk and Government Committee Members, at which time all of the above mentioned policies were presented for discussion.

Subsequent to this workshop, the following recommendations are proposed:

Amendments

All policies have been amended to allow for consistent terminology when making reference to Council, The Mayor or Councillors:

Mayor	Mayor (as a publicly elected Mayor)
Councillor/s	Individual Councillor or Councillors
Council or Council Members	The collective group

These changes have been made following consultation with the Department of Local Government, Sport and Cultural Industries and are aligned with definitions contained in the *Local Government Act 1995*.

The policies listed below and at **Attachment (a)** are recommended with amendments as shown by track changes in each document.

A small summary explaining the amendments has been provided in the table below:

P101 Public Art & Art Collections

The policy has been amended as detailed below:

- Reference to City of South Perth Public Art Masterplan 2022-25 has been incorporated into the body of the policy;
- Acquisition of Public Art and Art Collections has been aligned with Government of Western Australia Department of Finance percent for art scheme guidelines. Therefore the contribution towards public art for construction projects with a value greater than \$2 million has been reduced from 2% to 1%.
- Management of Public Art and Art Collections has been amended to incorporate the provision for maintenance of the art.
- Further clarification provided in relation to the decommissioning of public art and art collections.

P605 Purchasing

Purchasing categories A and B have been updated to reflect current purchasing requirements.

P609 Management and Sale of City Property

This policy has been amended as detailed below:

- The name of the policy has been amended from Management of City Property to Management and Sale of City Property;
- Clarification that the principles of this policy will be considered where a licence is considered to be the most appropriate agreement;
- Calculation of annual rental amount amended.

P610 Collier Park Village – Financial Arrangements

This policy has been amended to reflect current financial arrangement requirements.

P624 Media Communications

This policy has been amended as detailed below:

- Updated to reflect current City practices in relation to media liaison; and
- Inclusion of information related to Media Events.

P625 Equal Employment Opportunity

This policy has been amended to include reference to the City of South Perth Innovate Reconciliation Action Plan July 2021-June 2023 and City of South Perth Access and Inclusion Plan 2022-2027.

P672 Agenda Briefings Concept Forums and Workshops

This policy has been amended to clarify the process required for the submission of notices of motions from Council Members, it provides a time limit and the reasoning behind it.

P680 Electronic Devices

The name of this policy has been amended from Electronic Agendas to Electronic Devices. Reference to '*Data Usage*' has been removed and clarification provided in relation to the treatment of the tablet/laptop device on the conclusion of a Councillors term.

P695 Risk Management

This policy has been amended as detailed below:

- Risk appetite statement has been updated; and
- Due to the vast range of projects conducted by City Officers, ranging from small to large projects, it is no longer considered to include Project TIME and Project COST as possible outcome in the policy.

The management of risks in the process of project management, will occur in accordance with the City's Risk Management Framework and Management Practice M694 Project Management Framework.

New Policies

The policies listed below and at **Attachment (b)** are new policies recommended for endorsement. A small summary explaining the new policy has been provided below:

P601 Strategic Financial Management Preparation of Long Term Financial Plan

This policy has been developed in accordance with Council's resolution from the Ordinary Council Meeting held 22 March 2022. The policy was subsequently amended following a policy workshop held with Council Members and external members of the Audit, Risk and Governance Committee on 2 May 2023.

P671 Electronic Attendance and Meetings

This policy has been developed to provide guidelines for council and committee members who are physically unable to attend a council or committee meeting. The Department of Local Government, Sport and Cultural Industries recommends that Council adopt such a policy for consistency and transparency.

P701 Variations to Contract

This policy has been developed in accordance with Council's resolution from the Ordinary Council Meeting held 22 March 2022. The policy was subsequently amended following a policy workshop held with Council Members and external members of the Audit, Risk and Governance Committee on 2 August 2022.

Policies to be revoked

The policies listed below and at **Attachment (c)** are recommended to be revoked for the reasons detailed below:

P108 Honorary Freeman of the City

The City offers a number of awards to recognise the achievements of the local community members and groups. These awards include the Community Citizen of the Year Awards, Volunteer of the Year Award, Annual Speak with Confidence Awards, South Perth Young Writers Award, and the Ted Maslen Award.

The awards apply to the wider community, recognise the outstanding achievements of members of the local community and contribute towards fostering a strong sense of community.

The assessment of nominees for all awards occur on an annual basis. As such, it is recommended that Policy P108 Honorary Freeman of the City be revoked.

P661 Complaints

The City's Councillor Code of Conduct guides decisions, actions and behaviours of council members, elected and unelected committee members and candidates in the local government elections, with all complaints received being managed in accordance with policy P699 Councillor Code of Conduct.

The City values complaints as they provide feedback on our operations which allows us to continuously improve. The City's Employee code of Conduct sets standards of behaviour that employees, volunteers, contractors and agency staff are to observe in relation to their conduct.

The code is based on the City's values being Accountable, Respectful, Supportive and Unified. Administrative complaints received in relation to services provided by the City and or alleged behaviour of employees, volunteers and/or contractors will be processed in accordance with legislative requirements, the City's Customer Service Charter and best practice guidelines provided by Ombudsman WA. It is therefore recommended that the complaints management policy be revoked.

Consultation

The 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.

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.

Key Risks and Considerations

Risk Event Outcome	<p>Legislative Breach</p> <p>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.</p>
Risk rating	Low
Mitigation and actions	Review of all City policies on a regular basis.

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:	4.3.4 Maintain a culture of continuous improvement

Attachments

7.6 (a):	Amendments
7.6 (b):	New
7.6 (c):	Revoke

7.7 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-23-24011
 Author(s): Jeff Jones, 1System Project Manager
 Reporting Officer(s): Garry Adams, Director Corporate Services

Summary

This is the 19th report to the Audit, Risk and Governance Committee (ARGC) providing an update on the 1System Project.

This report describes delivery of the final phase (3C), of the 1System implementation project, the City's Rating module.

Current planning sees the Rating module going live in August this year, to mitigate financial risk, the 2023/24 rates will be struck in the existing Authority system in early July with the Go-Live date for 1System Rating taking place a few days after the close of the first Installment date.

Health food premise renewals will be run in 1System for the first time in the month of June. In the past this has been a manual process for the City's Health Team.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf

Seconded: Mr Aswin Kumar

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

CARRIED (6/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Mary Choy and Jennifer Nevard, Mr Aswin Kumar and Ms Shona Zulsdorf.

Against: Nil.

8. OTHER RELATED BUSINESS

Councillor Mary Choy and External Member Shona Zulsdorf asked further questions in relation to the proposed Annual Financial Report Audit – Planning Summary.

9. CLOSURE

The Presiding Member declared the meeting closed at 7.37pm.

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.