

MINUTES

Audit, Risk and Governance Committee Meeting

11 June 2024

Committee Members

Here within are the Minutes of the Audit, Risk and Governance Committee Meeting held Tuesday 11 June 2024 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

14 June 2024

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Audit, Risk and Governance Committee Meeting - Minutes

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

The Chair welcomed Assistant Auditor General, Mr Grant Robinson 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 (Chair)	Greg Milner
Como Ward (Deputy Chair)	Councillor Bronwyn Waugh
Manning Ward	Councillor André Brender-A-Brandis
Moresby Ward	Councillor Jennifer Nevard

External Members

Mr Warwick Gately
Ms Shona Zulsdorf

Officers

Chief Executive Officer	Mr Mike Bradford
Director Corporate Services	Mr Garry Adams
Director Development and Community Services	Ms Donna Shaw
A/Director Infrastructure Services	Mr Geoff Colgan
Manager Finance	Mr Abrie Lacock
Manager Governance	Ms Toni Fry
Governance Coordinator	Mr Morgan Hindle
Governance Officer	Ms Jane Robinson

Guests

Office of the Auditor General	Mr Grant Robinson (Retired at 6.12pm)
Office of the Auditor General	Mr Spencer Masenda (Retired at 6.12pm)

2.1 APOLOGIES

Nil.

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: 12 March 2024

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf

Seconded: Councillor André Brender-A-Brandis

That the Minutes of the Audit, Risk and Governance Committee Meeting held 12 March 2024 be taken as read and confirmed as a true and correct record.

CARRIED (6/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Jennifer Nevard and Bronwyn Waugh, Mr Warwick Gately and Ms Shona Zulsdorf.

Against: Nil.

5. PRESENTATIONS

Nil.

6. BUSINESS ARISING FROM PREVIOUS MEETING

Nil.

7. REPORTS

7.1 INTERNAL AUDIT REPORT - ASSET MANAGEMENT MATURITY REVIEW

File Ref: D-24-10499
Author(s): Garry Adams, Director Corporate Services
Reporting Officer(s): Garry Adams, Director Corporate Services

Summary

This report tables the Internal Audit Report – Asset Management Maturity Review in accordance with the City’s Strategic Internal Audit Plan 2022/2023 to 2026/2027.

The report contains one detailed audit finding, with a number of notations and observations. The audit includes strengths, weaknesses, rating, issues, risk ratings, recommendations and management comments.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf
Seconded: Councillor Bronwyn Waugh

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

1. Notes the Internal Audit Report – Asset Management Maturity Review contained in **Confidential Attachment (a)**; and
2. Accepts the one Audit Finding contained in Section 5 of the Internal Audit – Asset Management Maturity Review report be added to the Audit Register.

CARRIED (6/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Jennifer Nevard and Bronwyn Waugh, Mr Warwick Gately and Ms Shona Zulsdorf.

Against: Nil.

Background

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

Comment

The Internal Audit Report – Asset Management Maturity Review 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.

7.1 Internal Audit Report - Asset Management Maturity Review

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. The Asset Management Maturity Review report resulted in one finding to be included in the Audit Register.

Consultation

Nil.

Policy and Legislative Implications

The Internal Audit function is considered a business improvement process that will assist in compliance with the Local Government (Financial Management) Regulations 5 (CEO’s duties as to financial management) and the Local Government (Audit) Regulations 17 (CEO to review certain systems and procedures).

Financial Implications

The Internal Audit function (Paxon) has a budget of \$40,000 for the 2023/24 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.

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:	4.3.4 Maintain a culture of continuous improvement

Attachments

7.1 (a):	Asset Management Maturity Review (<i>Confidential</i>)
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7.2 QUARTERLY ACTIVITY REPORT

File Ref: D-24-22523
Author(s): Christine Lovett, Senior Governance Officer
Reporting Officer(s): Garry Adams, Director Corporate Services

Summary

This report outlines the activities undertaken or proposed by the City of South Perth relating to Risk Management, Business Continuity and Workplace, Health, and Safety during fourth quarter of the 2023/24 financial year and an overview of the activities planned for the first quarter of the 2024/25 financial year.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf
Seconded: Mr Warwick Gately

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

1. Notes the details of the Quarterly Activity Report as contained in the body of the report;
2. Notes the two Corporate Operational Risks being escalated as contained within the report;
3. Endorses the Strategic Risk Register as contained in **Confidential Attachment (a)**; and
4. Endorses of the Risk Management Framework 2024 as detailed in the body of this report and at **Attachment (b)**.

CARRIED (6/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Jennifer Nevard and Bronwyn Waugh, Mr Warwick Gately 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 the City's compliance with Regulation 17 of the Local Government (Audit) Regulations 1996.

The responsibility of the Chief Executive Officer (CEO) in relation to Regulation 17 of the Local Government (Audit) Regulations 1996 (the audit regulations) includes reviewing the appropriateness and effectiveness of the City's systems and procedures in relation to:

- a) risk management;
- b) internal control; and
- c) legislative compliance.

This activity report will provide an update on the City's Risk Management, Business Continuity and Workplace Health and Safety activities undertaken for the previous quarter and identifies proposed activities for the upcoming quarter.

Information contained in this report will assist the Audit, Risk and Governance Committee in fulfilling their responsibilities as they relate to Regulation 17 of the audit regulations.

Comment

1) Strategic Risk Register

The Strategic Risk Register (register) has been developed in consultation with the City's Elected Members and external members of the Audit, Risk and Governance Committee (the Committee). The register was last endorsed by the Audit, Risk and Governance Committee at its meeting held 12 March 2024.

The Strategic Risk Register, as contained in **Confidential Attachment (a)**, has been reviewed with no updates proposed.

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

2) Operational Risk Register

The Internal Risk Management Committee (IRMC) met on 6 February 2024 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.

i. Corp Risk 1.2 Physical security of City Officers and Assets

Outcome: Health/Injury

Due to hostile incidents which have occurred at City facilities, the residual likelihood of this risk event occurring remains as Possible, with the risk rating remaining as High.

Controls

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

- Communications on 'increased alert level' provided via email. External provider engaged for building security.
- Swipe card access to staff areas. Additional security cameras installed at Animal Care Facility, George Burnett Leisure Centre and Civic Centre Customer Service.

- Audio communication on CCTV at Waste Kiosk and thermographic camera to be installed at Recycling Centre 'battery storage area'. Personal duress alarm for Animal Care Facility Officers working alone.
- Training and awareness sessions provided. Cashless operations at the Civic Centre.
- Additional exit door installed in Development Services meeting room. Security gate and fencing installed at the Civic Centre staff carpark.

Further actions/comments

- Develop and review policies and management practices to address security access.
- Further rollout/renew/upgrade of CCTV at all City buildings.
- Physical review of security at the Animal Care Facility, Rangers Office and Operations Centre reception area to be carried out.

ii. **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.
- Procurement Management provided by the Finance Services Business Unit.
- Use of WALGA preferred suppliers.
- Relationship management.

Further Actions/Comments

- Review contracts.
- Review public liability insurance levels (required by contractors).
- Consider the establishment of panel of contractors.
- While the residual rating of this risk is 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.

2. Risk Management Framework 2024

The Risk Management Framework (the framework) was initially endorsed by Council at the Ordinary Council meeting held 21 September 2021. City officers have conducted a full review of the framework to ensure it meets the current needs of the City.

The following major amendments are proposed:

Proposed Change	Comment
New definitions included.	To provide support and clarification to users of the framework.
Principles amended to provide context of how they are implemented at the City.	To provide support and clarification to users of the framework.
Removal of Project Time and Project Costs as specific risk outcomes.	These outcomes were removed from the policy at the Ordinary Council Meeting held on 13 June 2023, therefore are removed from the framework.
Risk escalation reporting process updated to reflect escalation of project risks.	Extreme or High project risks to be reported to the line Manager and Executive Manager Team where appropriate.

3. Business Continuity

A Business Continuity Management Framework (BCMF) has been developed and was presented and noted at the 12 September 2023 Audit, Risk and Governance Committee Meeting. City Officers continue to progress the implementation of this framework.

4. ISO 45001 Work Health and Safety

The gap analysis for the George Burnett Leisure Centre is being conducted to determine if this facility can be included in the ISO 45001 Accreditation scope for the next financial year.

5. Compliance development sessions

Two training sessions were held for the Leadership Team:

- Management of Workplace Behaviours in line with the new WHS legislation/regulations/EEO Laws.
- Psychosocial Hazards at Work.

6. Planned Activities

The following activities are planned (subject to the availability of organisational officers) for the first quarter of the 2024/25 financial year:

System/Procedure	Activity	Expected Outcome
Risk Management	Operational risks to be reviewed on a quarterly basis	The City's Corporate Operational Risk register to be as current as reasonably practicable.
Risk Management	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	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.
Risk Management	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.
Risk Management	Implement training program for identified officers	Provide support and guidance to officers ensuring they have familiarity with the City's risk management practices.
Workplace, Health and Safety	Continue to implement the annual Targets & Objectives	Targets are on track to be achieved by end of 2023/24.

Consultation

Nil.

Policy and Legislative Implications

- Reg 17 (1) (a) (b) and (c) of the 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;
 - (b) internal control; and
 - (c) Legislative compliance
- *Work Health and Safety Act 2020*

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, Business Continuity and Workplace Health and Safety 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

- 7.2 (a): Strategic Risk Register (*Confidential*)
- 7.2 (b): 2024 Risk Management Framework

7.3 2023/24 CORPORATE BUSINESS PLAN - 3RD QUARTER UPDATE

File Ref: D-24-17544
Author(s): Fleur Wilkinson, Coordinator Organisational Planning & Performance
Pele McDonald, Manager People and 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 2023/24-2026/27.

It is recommended the Audit, Risk and Governance Committee notes the progress recorded against each Corporate Project/Activity contained within the 2023/24 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: Councillor André Brender-A-Brandis

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, Jennifer Nevard and Bronwyn Waugh, Mr Warwick Gately and Ms Shona Zulsdorf.

Against: Nil.

Background

The Strategic Community Plan (SCP) 2021-2031 was endorsed by Council at its meeting held 14 December 2021. A minor review of the SCP has recently been completed and endorsed by Council at its meeting held 23 April 2024.

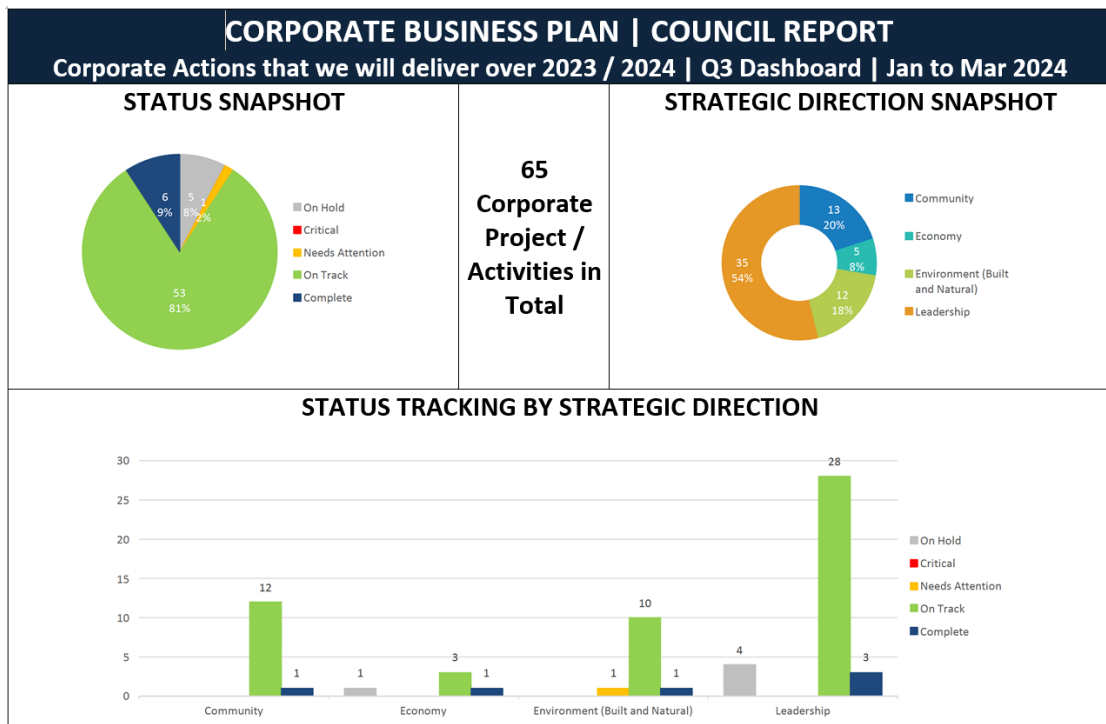
The Corporate Business Plan (CBP) translates the aspirations and strategies of the SCP into operational priorities and indicates how they will be resourced over a four-year period. The CBP outlines in detail the services and projects required to ensure delivery of the SCP and includes measures of success as an indication of performance.

The CBP for the period 2023/24 to 2026/27 was endorsed by Council at its meeting held 27 June 2023.

Comment

This is the progress report for quarter 3 of the 2023/24 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.

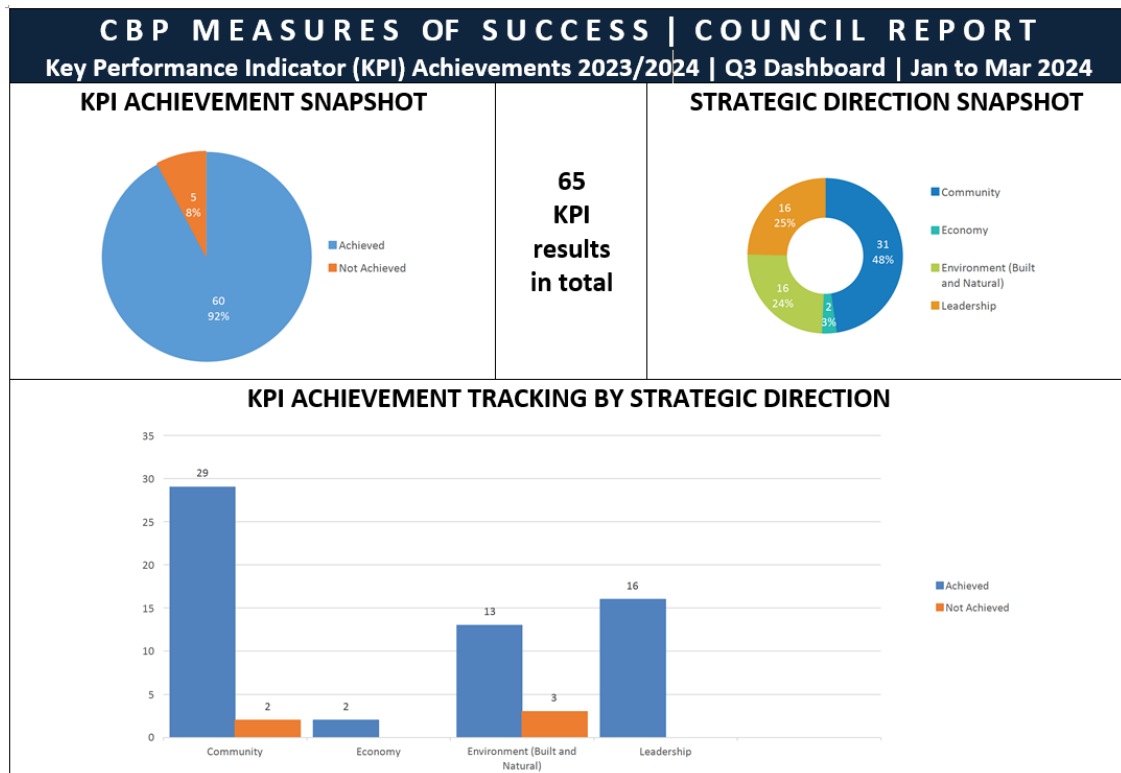
The City of South Perth’s Corporate Business Plan Report - Quarter 3 Dashboard



The attached CBP report is presented for information, with a comment by the officer in the Quarterly Updates column.

At the end of quarter 3 for the 2023/24 financial year, 53 (81%) of the 65 Corporate Actions are on track, six projects have been completed, five projects are on hold and there are no Corporate Actions with a critical status.

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



At the end of quarter 3 for the 2023/24 financial year 60 (92%) of the 65 KPIs were achieved, and five (8%) not achieved.

Six KPIs have been moved to an annual reporting status instead of a quarterly reporting basis. The data for these KPIs does not change each quarter and/or is not calculated until the end of the financial year and hence quarterly reporting is unnecessary. These include:

1. Current Ratio
2. Financial Health Indicator
3. Reduction in Greenhouse Gas Emissions
4. Asset Sustainability Ratio
5. Health and Wellbeing Program Satisfaction
6. Asset Renewal Funding Ratio

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 2023/24 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):	Quarter 3 2023/24 CBP Project Status Updates
7.3 (b):	Quarter 3 2023/24 CBP KPI Report

7.4 AUDIT REGISTER PROGRESS REPORT - 3RD QUARTER UPDATE

File Ref: D-24-15131
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 Warwick Gately

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 (6/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Jennifer Nevard and Bronwyn Waugh, Mr Warwick Gately 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 (ARGC), with a recommendation that the Finding be closed.

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

1. Where a Finding has more than one Agreed Management Action, it is represented with double lines around that entire Finding. There are currently no open findings with more than one Agreed Management Action;
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 ARGC 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

Work has been progressing with scheduled audits which were identified in the Strategic Internal Audit Plan which was presented to the 13 March 2023 ARGC meeting.

Reports with associated findings, recommendations and actions in relation to Asset Management Maturity Review were presented to the 12 March 2024 ARGC meeting.

Work has commenced on the internal audit for Asset Management, Project & Program Management and Internal Audit Log with reports to be presented following receipt by the City.

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 2023/24 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.

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

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

7.5 POLICY REVIEW

File Ref: D-24-22562
Author(s): Toni Fry, Manager Governance
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 AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf
Seconded: Mayor Greg Milner

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

1. Adopts the following new policy as shown in **Attachment (a)**:
P703 Live Streaming and Recording of Council Meetings
2. Adopts the following revised policies with amendments as shown in **Attachment (b)**:
P103 Stakeholder Engagement
P112 Community Advisory Groups
P607 Tenders and Expression of Interest
P611 Pre-Qualified Supplier Panels
P613 Capitalisation and Valuation of Fixed Assets
P624 Media Communications
3. Revokes the following policies as shown in **Attachment (c)**:
P610 Collier Park Village – Financial Arrangements
P673 Audio Recording of Council Meetings

CARRIED (6/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Jennifer Nevard and Bronwyn Waugh, Mr Warwick Gately 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.

City Officers having been reviewing policies on a progressive basis during the 2024 calendar year. Each policy has been 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 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 review may identify a need to revise the policy, revoke the policy or that no change is needed.

Any new policy or policies recommended for revocation or amendment are presented.

Comment

New Policy

The policy identified below and at **Attachment (a)** is a new policy which is recommended for endorsement. A small summary explaining the new policy has been provided below:

P703 Live Streaming and Recording of Council Meetings

This policy has been developed in accordance with the amendments to the *Local Government Act 1995* that mandate the livestreaming and recording of Council Meetings for Class 1 and 2 local governments from 1 January 2025.

The new policy identifies the requirement to live stream and record Ordinary and Special Meetings of Council, Agenda Briefing Forums and meetings of electors. It includes provisions for access, privacy, storage of content, signage, public notice, defamation, committee meetings and licence.

Amended Policies

The policies listed below and at **Attachment (b)** 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:

P103 Stakeholder Engagement

This policy has been amended to reflect changes from the International Association of Public Participation (IAP2) that influence the City's Stakeholder Engagement Policy. The City's stakeholder engagement principles and core values are derived from the IAP2 framework.

P112 Community Advisory Groups

This policy has been amended as detailed below:

- Rather than submitting reports to Council regarding the advice provided by a Community Advisory Group, administration will upload the meeting agendas and minutes from the Community Advisory Groups to the HUB. A report will only be presented when the recommendation requires a Council decision.
- A report detailing the Terms of Reference, activities and achievements for each Community Advisory Group will be included in the City's Annual Report.

P607 Tenders and Expression of Interest

The current policy focuses primarily on the tender process and only briefly touches on the expression of interest aspect of the policy. It is proposed that this policy is to be updated to encompass a balanced approach to the tenders and expression of interest process in accordance with the Regulations.

P611 Pre-Qualified Supplier Panels

This policy has been amended as detailed below:

- Under the section relating to the distribution of work amongst panel members, the removal of the clause restricting the panel to a period of 12 months has been removed as this is a duplication of information already addressed in the policy.
- The invitation to apply to be considered to join a panel of pre-qualified suppliers has been removed as it is already covered by the Local Government (Functions and General) Regulations 1996.

P613 Capitalisation and Valuation of Fixed Assets

The section relating to valuation and revaluation of City assets has been updated to include the following:

- A consideration for assets that are considered investment properties in line with the Australian Accounting Standards (AAS).
- The City may revalue assets subject to revaluation in accordance with the Local Government (Financial Management) Regulations 1996.
- The City is not required to comply with the AAS to determine recoverable amounts of its assets subject to revaluation for an impairment indicator of a general decrease in asset values.

P624 Media Communications

This policy has been amended to reduce duplicated wording and provide concise, open, and transparent media interactions.

Policies to be revoked

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

P610 Collier Park – Financial Arrangements

It is proposed that the City revoke this policy following Council endorsement of the major land transaction for Collier Park Village to Amana Living on 28 May 2024. The policy is no longer required.

P673 Audio Recording of Council Meetings

It is proposed that the City revoke this policy as a new policy relating to the live streaming and recording of Council Meetings has been developed to meet the new requirements of the *Local Government Act 1995*.

The content of within this policy that is still considered relevant is covered within the new proposed policy.

Consultation

Nil.

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: 4.3.1 Foster effective governance with honesty and integrity and quality decision making to deliver community priorities

Attachments

- 7.5 (a): New Policy
- 7.5 (b): Amended Policies
- 7.5 (c): Revoked Policies

7.6 ANNUAL REVIEW OF COUNCIL DELEGATIONS

File Ref: D-24-20977
Author(s): Morgan Hindle, Governance Coordinator
Reporting Officer(s): Garry Adams, Director Corporate Services

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 to the Audit, Risk and Governance Committee for consideration and referral to Council for adoption.

Officer Recommendation AND COMMITTEE RECOMMENDATION

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

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*, the following Delegations to the Chief Executive Officer and/or City Officers as shown at **Attachment (a)** have been reviewed with 'no changes' being proposed:

DC401	Graffiti Vandalism Act – Local Government Functions
DC664	Dogs – Local Government Functions
DC665	Cats – Local Government Functions
DC678	Appointment of Authorised Officers
DC684	Sealed Documents
DC692	Enforcement and Legal Proceedings – Illegal Development
- Notes that in accordance with Section 5.46(2) of the *Local Government Act 1995*, the following Delegations to the Chief Executive Officer and/or City Officers as shown at **Attachment (b)** have been reviewed with 'minor changes' being proposed:

DC511	Partial Closure of a Thoroughfare for Repair or Maintenance
DC603	Investment of Surplus Funds
DC679	Administer the City's Local Law
DC690	Local Planning Scheme No.7
DC703	Minor Amendments to Delegations Register and Policies
- Notes that in accordance with Section 5.46(2) of the *Local Government Act 1995*, the following Delegations to the Chief Executive Officer and/or City Officers as shown at **Attachment (c)** have been reviewed with 'major changes' being proposed:

DC370	Approve or Refuse Granting of a Building Permit
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DC371	Approve or Refuse Granting of A Demolition Permit
DC372	Grant, or Refuse to Grant Occupancy Permits or Building Approval Certificates
DC373	Approve or Refuse an Extension of the Duration for Occupancy Permits or Building Approval Certificates
DC374	Appoint Authorised Officers for the purposes of the <i>Building Act 2011</i>
DC375	Issue or Revoke Building Orders
DC376	Infringement Notices under the Building Regulations 2012
DC602	Authority to Make Payments from the Municipal and Trust Funds
DC607	Tenders/E-Quotes/Common Use Agreements
DC609	Leases
DC612	Disposal of Surplus Property
DC642	Appointment of Acting CEO
DC677	<i>Bush Fires Act 1954</i> – Local Government Functions
DC685	Inviting Expressions of Interest

4. Notes that in accordance with Section 5.46(2) of the *Local Government Act 1995* the following Delegations to the Chief Executive Officer and/or City Officers as shown at **Attachment (d)** have been reviewed and that they be **revoked**:

DC102	Community Funding Program
DC115	Granting Fee Waiver – City Reserves and Facilities
DC601	Preparation of Long-Term Financial Plan, Annual Budget and Annual Financial Report
DC607B	Non Acceptance of Tenders
DC608	Acceptance of Contract Variations Relating to Tenders Approved by Council
DC616	Write Off Debts
DC686	Granting Fee Concessions – Development Applications
DC702	Granting Fee Waiver – Collier Park Golf Course

5. Adopts the following ‘new’ Delegations to the Chief Executive Officer and/or City Officers as shown at **Attachment (e)** in accordance with Section 5.46(2) of the *Local Government Act 1995*:

DC377	Referrals and Issuing Certificates
DC379	Private Pool Barrier – Alternative and Performance Solutions
DC378	Inspection and Copies of Building Records
DC617	Granting Discounts, Concessions, Fee Waiver and Debt Write Off
DC618	Commence a Prosecution for an Offence

Absolute Majority Required

CARRIED (6/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Jennifer Nevard and Bronwyn Waugh, Mr Warwick Gately 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 CEO) 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.

Section 5.46(2) of the Act requires the local government to review its Delegations at least once every financial year.

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

There are a range of powers and duties delegated to the CEO in accordance with the powers provided by Sections 5.42(1)(a) and (b) of the Act. The Delegations were forwarded to the relevant officers from each business unit who reviewed the appropriateness of the existing Delegations and if there was a need for any additional delegations.

All delegations have been reviewed and revised where relevant to reference the specific legislation that enables them.

Following the review, the City's Delegation template has been reformatted into a table to clearly highlight the following:

- Head of Power;
- Express Power to Delegate;
- Delegation Number;
- Delegation Title;
- Legislative Reference of Power;
- Power or Duty being Delegated;
- Conditions of Delegation; and
- Delegated to.

No Changes

As a result of this review, the delegations listed below and at **Attachment (a)** have no changes, therefore no explanatory notes have been provided.

DC401	Graffiti Vandalism Act – Local Government Functions
DC664	Dogs – Local Government Functions
DC665	Cats – Local Government Functions
DC678	Appointment of Authorised Officers
DC684	Sealed Documents
DC692	Enforcement and Legal Proceedings – Illegal Development

Minor Changes

As a result of this review, the delegations listed below and at **Attachment (b)** are considered to have minor changes which are highlighted by tracked changes. As these changes are considered to be minor administrative changes, no explanatory notes have been provided.

DC511	Partial Closure of a Thoroughfare for Repair or Maintenance
DC603	Investment of Surplus Funds
DC679	Administer the City's Local Law
DC690	Local Planning Scheme No.7
DC703	Minor Amendments to Delegations Register and Policies

Major Changes

As a result of this review, the delegations listed below and at **Attachment (c)** have major changes to the content, therefore explanatory notes have been provided:

DC370 Approve or refuse Granting of a Building Permit

The legislative references have been updated to contain the specific clauses in relation to the approval or refusal of a building permit. The delegation conditions have been updated in accordance with the Act and the *Building Act 2011*, to specify who the power can be delegated to.

The words 'and provide to the interested person a copy of the building record' have been deleted from the conditions as it is the intellectual property of the owner. Copies of plans will be made available for inspection to the public, however copies of plans will only be made available in accordance with new Delegation DC378 Inspection and Copies of Building Records.

The delegated authority has been removed from the position of Manager Governance as this role does not utilise the delegation. The title 'Principal Building Surveyor' has been amended to 'Senior Building Surveyor' to align with the City's organisational structure.

DC371 Approve or Refuse Granting of a Demolition Permit

The legislative references have been updated to contain the specific clauses in relation to the approval or refusal of a demolition permit. The delegation conditions have been updated in accordance with the Act and the *Building Act 2011*, to specify who the power can be delegated to.

The delegated authority has been removed from the position of Manager Governance as this position does not utilise the delegation. The title 'Principal Building Surveyor' has been amended to 'Senior Building Surveyor' to align with the City's organisational structure.

DC372 Grant, or Refuse to Grant Occupancy Permits or Building Approval Certificates

The legislative references have been updated to contain the specific clauses in relation to the granting or refusal to grant occupancy permits or building approval certificates. The delegation conditions have been updated in accordance with the Act and the *Building Act 2011*, to specify who the power can be delegated to.

The words 'and provide to the interested person a copy of the building record' have been deleted from the conditions as it is the intellectual property of the owner. As noted above, copies of plans will be made available for inspection to the public in accordance with new Delegation DC378 Inspection and Copies of Building Records.

The delegated authority has been removed from the position of Manager Governance as this position does not utilise the delegation. The title 'Principal Building Surveyor' has been amended to 'Senior Building Surveyor' to align with the City's organisational structure.

DC373 Approve or refuse an Extension of the Duration for Occupancy Permits or Building Approval Certificates

The legislative references have been updated to contain the specific clauses in relation to the approval or refusal of an extension of the duration for occupancy permits or building approval certificates. The Delegation conditions have been updated in accordance with the Act and the *Building Act 2011*, to specify who the power can be delegated to.

The words 'and provide to the interested person a copy of the building record' have been deleted from the conditions as it is the intellectual property of the owner. As noted above, copies of plans will be made available for inspection to the public in accordance with new Delegation DC378 Inspection and Copies of Building Records.

The delegated authority has been extended to the CEO in accordance with section 5.42 of the Act. The title 'Principal Building Surveyor' has been amended to 'Senior Building Surveyor' to align with the City's organisational structure.

DC374 Appoint Authorised Officers for the purposes of the *Building Act 2011*

The legislative references have been updated to contain the specific clauses in relation to the appointment of authorised officers for the purposes of the *Building Act 2011*.

Two conditions have been added to ensure each authorised officer has an identity card to carry out their duties and that a record be kept of when the delegation is exercised.

DC375 Issue or Revoke Building Orders

The legislative references have been updated to contain the specific clauses in relation to issuing and revoking building orders. The Power or Duty being Delegated has been expanded to summarise what is covered in those legislative references.

The Delegation conditions have been updated in accordance with the Act and the *Building Act 2011*, to specify who the power can be delegated to.

The delegated authority has been removed from the position of Manager Governance as this position does not utilise the delegation. The title 'Principal Building Surveyor' has been amended to 'Senior Building Surveyor' to align with the City's organisational structure.

DC376 Infringement Notices under the Building Regulations 2012

The legislative references have been updated to include the 'authority to appoint authorised officers.' The Power or Duty being Delegated has therefore been expanded to cover this under section 9.10 of the Act.

The delegated authority has been extended to include the CEO as the CEO is responsible for appointing 'authorised persons' under section 9.10 of the Act.

DC602 Authority to Make Payments from the Municipal and Trust Funds

The legislative references have been updated to contain the specific clauses in relation to the authority to make payments.

Additional conditions have been added to the Delegation to ensure clarity of the power and duty delegated and compliance with legislation.

DC607 Tenders/E-Quotes/Common Use Agreements

The legislative references have been updated significantly to encompass all aspects of the tender process in accordance with the Regulations. In doing so, removing the need for multiple delegations in relation to tenders, e-quotes and common use agreements. The Power or Duty being Delegated has therefore been expanded to cover all Tender Regulations.

The maximum tender value has been raised from \$250,000 to \$500,000, and the maximum value for purchasing goods and services procured through the Western Australian Local Government Association (WALGA), State or Commonwealth Governments or any of its agencies that provide preferred supplier contracts or arrangements has been increased from \$500,000 to \$700,000. This adjustment is necessary as the City is anticipating delivering a \$27m capital works program and these updated figures better reflect the capacity to efficiently manage this for the City. The economic climate has also significantly changed since the \$250,000 value was first put in place and therefore the increase is considered appropriate.

DC609 Leases

Two Delegation conditions have been added to provide for statutory compliance with the *Commercial Tenancy (Retail Shops) Agreements Act 1985* and the *Land Administration Act 1997* where it is applicable.

The maximum lease term condition has been reduced from 21 years to five years, with an option for an additional five years. It was determined that 21 years was too long, and the proposed maximum lease term aligns with Policy P609: Management and Sale of City Property.

The conditions in relation to commercial leases have been amended for clarity. The Administration may renew existing commercial leases for a maximum term of five years subject to the performance lessee. All new commercial leases will still be brought to Council for consideration.

The condition relating to Collier Park Village has been deleted as the Village is being transferred from the City to Amana Living.

DC612 Disposal of Surplus Property

The legislative references have been updated to contain the specific clauses in relation to the authority to dispose of property.

Additional conditions have been added to the Delegation to ensure clarity of the power and duty delegated and compliance with legislation. The dollar value in relation to City property e.g. plant and fleet sold at public auction has been amended to reflect current market conditions.

DC642 Appointment of Acting CEO

The wording in the Power or Duty being Delegated has been amended to read 'authority to appoint a City Director as Acting CEO when the CEO is absent on leave.' This amendment is considered sufficient to eliminate the need for additional conditions.

DC677 *Bush Fire Act 1954* – Local Government Functions

The Power or Duty being Delegated has been extended to grant the Chief Executive Officer the authority to appoint persons as Bush Fire Control Officers under the *Bush Fires Act 1954*. This addition is considered necessary as the appointment authority under section 9.10 of the Act does not extend to the *Bush Fires Act 1954*.

DC685 Inviting Expressions of Interest

The legislative references have been updated to include specific clauses related to Inviting Expressions of Interest and to remove references to tenders. All relevant tender clauses are now contained within DC607. Consequently, the Power or Duty being Delegated now aligns with the specific legislation concerning expressions of interest.

Two conditions have been added to ensure compliance with the Regulations and with City Policy P607 on Tenders and Expressions of Interest.

Revoke**DC102 Community Funding Program**

DC102 Community Funding Program is proposed to be revoked as it is deemed unnecessary. Given it is not a requirement of the Act or Regulations, there is no power Council can delegate to the CEO. Instead this Delegation is an instruction to operate in accordance with a City policy. Policy 102: Community Funding Program and Management Practice 102: Community Funding Program are considered sufficient to manage this process.

DC601 Preparation of Long Term Financial Plan, Annual Budget and Annual Financial Report

At its meeting held 22 March 2022, Council resolved to retain Delegation DC601 until a policy on a Long-Term Financial Plan was developed and adopted by Council. On 27 June 2023 Council resolved to adopt Policy P601 Strategic Financial Management Preparation of Long-Term Financial Plan. As such, DC601 is now proposed to be revoked.

Having a long-term financial plan is not a requirement of the Act or Regulations. Given it is not a requirement of the Act or Regulations, there is no power Council can delegate to the CEO.

This delegation also authorises the CEO to prepare the City's annual budget in accordance with section 6.2 of the Act and Part 3 of the Local Government (Financial Management Regulations). It is a requirement under legislation that an annual budget be prepared. The preparation of the budget is an administrative task that is undertaken by the administration in conjunction with Elected Members through a number of workshops. As such, there is no power to be delegated to the CEO and given the adoption of the plan requires an absolute majority of Council, delegating this to the CEO is prohibited by Section 5.43 of the Act.

Further, this delegation authorises the CEO to prepare the Annual Financial Report for the preceding financial year in accordance with section 6.4 of the Act and Part 4 of the Local Government (Financial Management) Regulations. However, as above, it is a requirement under legislation that an Annual Financial Report be prepared. This is an administrative function that already falls within the responsibility of the CEO and therefore Council do not have the ability to delegate this task.

The delegations provided in DC601 Preparation of Long-Term Financial Plan, Annual Budget and Annual Financial Report are administrative functions that are the responsibility of the City's administration and Council has the responsibility to adopt the Annual Budget and Annual Financial Reports.

DC607B Non Acceptance of Tenders

DC607B Non Acceptance of Tenders is proposed to be revoked as it is now captured by the comprehensive update to Delegation DC607 Tenders/E-Quotes/Common Use Agreements making it simpler, more efficient and effective for users and administrators.

DC608 Acceptance of Contract Variations Relating to Tenders Approved by Council

At its meeting held 22 March 2022, Council resolved to retain Delegation DC608 until a policy on Contract Variations was developed and adopted by Council. On 27 June 2023 Council resolved to adopt Policy P701 Variations to Contract. As such, DC608 is now proposed to be revoked.

As the CEO is responsible for the implementation of Council decisions, in effect no discretion is to be exercised (Section 5.41 of the Act) and limitations imposed by the Local Government (Functions and General) Regulations 1996 Section 21A provide for very specific requirements with respect to variations. Other types of variations are simply not allowed under legislation as that would effectively constitute a new contract to be formed and would require the initiation of the procurement process. Any variation will be subject to budget availability and/or budget variation approval by Council and the conditions imposed by P701.

DC DC115 Granting Fee Waiver – City Reserves and Facilities, DC616 Write-off Debts, DC686 Granting Fee Concessions – Development Applications and DC702 Granting Fee Waiver – Collier Park Golf Course

The abovementioned Delegations are proposed to be revoked as they are captured by the new comprehensive DC617 Granting Discounts, Concessions, Fee Waiver and Debt Write-off discussed later in this report.

New Delegations

As a result of this review, the delegations listed below and at **Attachment (d)** are new Delegations proposed for adoption, explanatory notes have been provided below:

DC377 Referrals and Issuing Certificates

This is an administrative function to which the City did not have a delegation. From time to time the City engages the services of an external building surveyor. This delegation will enable referral without a resolution from Council to do so.

DC378 Inspection and Copies of Building Records

This Delegation will provide the City with the ability to determine who can receive copies of building records, including building permits. Whilst all other documents will remain available to the public for inspection under other delegations, the ability for the City to determine who receives them is prescribed within the conditions under this Delegation.

DC379 Private Pool Barrier – Alternative and Performance Solutions

This Delegation provides the City the ability to determine alternative and performance solutions for private pool barriers, which was not previously available.

This will provide the City greater discretion when considering existing previously approved pool barriers.

DC617 Granting Discounts, Concessions, Fee Waiver and Debt Write Off

In accordance with the Act, the legislative references of DC617 encompass all aspects of the granting of discounts, concessions, fee waiver and debt write off in one place, instead of multiple delegations including DC115 Granting Fee Waiver – City Reserves and Facilities, DC616 Write-off Debts, DC686 Granting Fee Concessions – Development Applications and DC702 Granting Fee Waiver – Collier Park Golf Course. In doing so, removing the need for multiple delegations, making it simpler, more efficient and effective for users and administrators.

DC618 Commence a Prosecution for an Offence

This Delegation grants the CEO the authority to initiate prosecutions on behalf of the Local Government under the Act, all related regulations, and the City of South Perth Local Laws established under the Act. While the City can issue infringements for breaches of its local laws, the modified penalty may not always match the severity of the offence. This Delegation enables the City to pursue appropriate avenues of prosecution.

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

7.6 (a):	No Changes
7.6 (b):	Minor Changes
7.6 (c):	Major Changes
7.6 (d):	Revoke
7.6 (e):	New Delegations

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-24-26058
Author(s): Jeff Jones, 1System Project Manager
Reporting Officer(s): Garry Adams, Director Corporate Services

Summary

This is the final 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.

The Data Migration issues and the product issues that were faced after the Go-Live in December 2023 in time, saw the City evaluate the risks of continuing to use the 1System rating module. An executive decision was made to rollback to using Authority for Rating for 2023/24 and to commence deleting the migrated data in 1System with the assistance of Technology One consultants. This cleanup was completed successfully on Thursday 30 May 2024.

The plan going forward is to strike the 2024/25 Rates in Authority and then have a parallel run of the strike in 1System and continue this process until the 2nd Instalment has been completed to ensure that all product fixes provided by Technology One perform as expected by the City. A decision of when to migrate totally over to 1System will be made at this time.

The 1System project has been handed over to the Information Systems BAU Team to complete the Rates implementation and the Project will be officially closed as at the end of the 2023/24 financial year.

To minimise costs in the 2024/25 financial year, the Manager Information Systems will project manage the Rates implementation, the Business Systems Coordinator will handle data migration and Technology One consultancy will be kept to a minimum.

Officer Recommendation AND COMMITTEE RECOMMENDATION**Moved:** Ms Shona Zulsdorf**Seconded:** Mr Warwick Gately

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, Jennifer Nevard and Bronwyn Waugh, Mr Warwick Gately and Ms Shona Zulsdorf.**Against:** Nil.

8. OTHER RELATED BUSINESS

Nil.

9. CLOSURE

The Presiding Member declared the meeting closed at 7.01pm.

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.