

Please note: These minutes are yet to be confirmed as a true record of proceedings

CITY OF BUSSELTON

MINUTES FOR THE AUDIT COMMITTEE MEETING HELD ON 14 MARCH 2019

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MINUTES

MINUTES OF AUDIT COMMITTEE HELD IN THE COMMITTEE ROOM, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 14 MARCH 2019 AT 9.30AM.

1. **DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

The Presiding Member opened the meeting at 11.40pm.

2. **ATTENDANCE**

Presiding Member:

Cr Paul Carter

Members:

Cr Grant Henley

Cr Kelly Hick

Officers:

Mr Tony Nottle, Director, Finance and Corporate Services

Ms Sarah Pierson, Manager, Governance and Corporate Services

Apologies:

Nil

3. **PUBLIC QUESTION TIME**

Nil

4. **DISCLOSURE OF INTERESTS**

Nil

5. **CONFIRMATION OF MINUTES**

5.1 **Minutes of the Audit Committee Meeting held 21 November 2018**

COMMITTEE DECISION


AU1903/029 Moved Councillor G Henley, seconded Councillor K Hick

That the Minutes of the Audit Committee Meeting held 21 November 2018 be confirmed as a true and correct record.

CARRIED 3/0

6. REPORTS

6.1 COMPLIANCE AUDIT REPORT 2018

SUBJECT INDEX:	Reporting and Compliance
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Governance Services
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Governance Coordinator - Emma Heys Administration Officer - Governance - Kate Dudley
AUTHORISING OFFICER:	Director Finance and Corporate Services - Tony Nottle
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Attachment A Compliance Audit Return 2018 

PRÉCIS

The Compliance Audit Return (CAR) is a statutory reporting tool that seeks to evaluate the City's compliance with targeted sections of the *Local Government Act 1995* during the period 1 January 2018 to 31 December 2018.

The City has completed the CAR and it is included in this report at Attachment A for consideration by the Audit Committee. The completed CAR is recommended for adoption, after which it will be lodged with the Department of Local Government, Sport and Cultural Industries (the Department) as required by 31 March 2019.

BACKGROUND

The Department has made available the 2018 CAR for completion by local governments.

Section 7.13 of the Act requires a local government to complete the CAR in the form specified by the Department. The *Local Government Audit Regulations* require the CAR to be considered by the Audit Committee and Council prior to being submitted to the Department by 31 March.

STATUTORY ENVIRONMENT

Section 7.13 of the Local Government Act 1995 provides for the making of Regulations as to Audits.

Regulation 13 of the Local Government (Audit) Regulations 1996 sets out the prescribed statutory requirements for which the compliance audit needed. Regulation 14 and 15 state as follows:

14. *Compliance audits by local governments*

- (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) *The local governments audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- (4) *After the audit committee has reported to the council under sub regulation (3A), the compliance audit report is to be –*

- (a) presented to council at a meeting of the council; and*
- (b) adopted by council; and*
- (c) recorded in the minutes of the meeting at which it is adopted.*

15. *Compliance audit return, certified copies of etc. to be given to Executive Director.*

- (1) After the compliance audit report has been presented to the council in accordance with regulation 14(3) a certified copy of the return, together with –*
 - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and*
 - (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Executive Director by 31 March next following the period to which the return relates.*
- (2) In this regulation – **certified** in relation to a compliance audit means signed by –*
 - (a) the mayor or president; and*
 - (b) the CEO.*

RELEVANT PLANS AND POLICIES

There are no relevant plans or policies to consider in relation to this matter.

FINANCIAL IMPLICATIONS

There are no budget implications associated with the officer recommendation.

LONG-TERM FINANCIAL PLAN IMPLICATIONS

There are no long term financial plan implications associated with the officer recommendation.

STRATEGIC COMMUNITY OBJECTIVES

The officer recommendation primarily aligns with the following Key Goal Area and Community Objective of the City of Busselton's Strategic Community Plan 2017:

Key Goal Area 6 – Leadership: Visionary, collaborative, accountable

6.1 Governance systems, process and practices are responsible, ethical and transparent.

RISK ASSESSMENT

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework. Risks are only identified where the individual risk, once controls are identified, is medium or greater. No such risks have been identified with the CAR reflecting a high level of compliance.

CONSULTATION

No external consultation was undertaken or considered necessary in relation to this matter.

OFFICER COMMENT

In completing the CAR, relevant officers designated by the Chief Executive Officer have undertaken an audit of the City's activities, practices and procedures in line with the Act and its associated Regulations.

The internal audit is summarised in Table 1 below:

Compliance Area	Compliant
Commercial Enterprises by Local Government	YES
Delegation of Power and Duty	YES
Disclosure of Interest	NO (minor delays in compliance only)**
Disposal of Property	YES
Finance	YES
Integrated Planning and Reporting	YES
Local Government Employees	YES
Official Conduct	YES
Tenders for Providing Goods and Services	YES

Where required, additional commentary has been provided in response to questions in the CAR, also included in Attachment A.

The CAR represents a high level of compliance by the City.

With regards to disclosures of interest, one annual return was not lodged by a designated employee within the required timeframe. The City took all appropriate and required steps with respect to this matter and considers this a delay in compliance only. Additionally one primary return was not submitted within the required timeframe due to the employee not commencing with the City on a full time basis initially. This is considered a minor delay in compliance only. Additional information regarding the noncompliance has been included in Attachment A.

CONCLUSION

It is recommended that the Council adopts the CAR for submission to the Department prior to 31 March 2019.

OPTIONS

Council may choose to request further information from officers prior to adopting the CAR, however the CAR must be completed endorsed by Council and submitted to the Department prior to 31 March 2019.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The CAR will be lodged with the Department prior to 31 March 2018.

OFFICER RECOMMENDATION

That Council, having reviewed the 2018 Compliance Audit Return, adopt the 2018 Compliance Audit Return and authorises the Mayor and Chief Executive Officer to sign in joint the certificate.

COMMITTEE RECOMMENDATION

AU1903/030 Moved Councillor K Hick, seconded Councillor G Henley

That Council, having reviewed the 2018 Compliance Audit Return, adopt the 2018 Compliance Audit Return, and authorises the Mayor and Chief Executive Officer to sign in joint the certificate, including the below committee amendments:






Question 5 of the Disclosure of Interest to be amended to *no*, due to one delay in lodgement as per the explanation under comments

Questions 5 and 12 of the Delegation of Power / Duty to be amended to include the review date which fell within the 2017/2018 financial year.

CARRIED 3/0

Reason: While the delay was minor and is explained in the comments the most accurate response to question 5 under Disclosure of Interest in No - as identified in the Officer's covering report. Questions 5 and 12 refer to the financial year despite the Compliance Audit Return being for the 2018 calendar year.

6.2 OFFICE OF THE AUDITOR GENERAL AUDIT - SUPPLIER MASTER FILES

SUBJECT INDEX:	Reporting and Compliance
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Finance and Corporate Services
REPORTING OFFICER:	Director Finance and Corporate Services - Tony Nottle
AUTHORISING OFFICER:	Director Finance and Corporate Services - Tony Nottle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Letter of 27 September 2018 from OAG re Focus Audit - Management of Supplier Master Files 
	Attachment B Preliminary Report from OAG on Findings Identified Arising from Focus Audit 
	Attachment C Response Letter of 18 February 2019 from Office of the Mayor to OAG's Draft Report to Parliament 
	Attachment D Draft Report to Parliament - Summary of Findings from OAG Arising from Focus Audit 
	Attachment E Parliamentary Report Amended Commentary - City of Busselton 

PRÉCIS

The Office of the Auditor General (OAG) have recently undertaken an audit of the City's Supplier Master Files as part of a recent focus audit which included Local and State Government agencies. The results of the audit, and subsequent amendments to the City's processes are presented to the Audit Committee for their information.

BACKGROUND

On the 27 September 2018, the Mayor received a letter from the OAG (*Refer Attachment 1*) advising that the City of Busselton had been selected to be the subject of a focus audit in relation to the management of Supplier Master Files. The objective and scope was outlined which included, (but not limited to):

1. *Do entities have appropriate policies, procedures and controls over the creation and management of their Supplier Master File used in the payment process?*
2. *Do entities effectively implement these policies, procedures and controls?*
3. *Is the Supplier Master File operating to promote effective accounts payable processes, reduce the risk of fraud, duplicate payments and other errors?*

The City of Busselton was selected along with 4 other local governments and 5 other state government agencies for the subject of this audit.

OAG representatives met with the CEO, Director of Finance and Corporate Services and the Manager of Finance to discuss the process and requirements for the audit on the 19 October 2018 at the City of Busselton offices.

City officers provided the OAG with the required information prior to the audit site visit that took place between 22 and 24 October 2018.

A preliminary report was provided to the Manager of Finance (*Refer Attachment 2*). The City was asked to respond to 3 findings in relation to:

1. Policies and Procedures;
2. Management of Supplier Master Files; and
3. Monitoring and Compliance.

The OAG has now completed their report and provided an opportunity for comment prior to the report being tabled in Parliament. Comments have since been provided via the Mayor (*Refer Attachment 3*).

STATUTORY ENVIRONMENT

The Local Government Amendment (Auditing) Act 2017 now makes the Auditor General responsible for financial and performance auditing of local governments.

As a result of the changeover of responsibility from the local government to the Auditor General, a decision has been made by the OAG to commence some focus audits on key activities. This particular focus audit will make recommendations and also provide a report to Parliament.

This particular audit, is not part of the City's annual financial or performance audits which occur at separate times.

RELEVANT PLANS AND POLICIES

This particular audit required consideration and review of the Purchasing and Procurement Policy as well as numerous procedures in relation to creditor file establishment, control and maintenance.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

LONG-TERM FINANCIAL PLAN IMPLICATIONS

There are no long term financial plan implications in relation to this item.

STRATEGIC COMMUNITY OBJECTIVES

This matter principally aligns with Key Goal Area 6 – Leadership of the City's Strategic Community Plan 2017 and more specifically Community Objective 6.1: Governance systems, process and practices are responsible, ethical and transparent.

RISK ASSESSMENT

There are no identified risks of a medium or greater level.

CONSULTATION

While no further consultation is required, clarification was sought regarding certain aspects of the OAG's findings around what constituted an "authorisation for payment." Following clarification and correspondence sent via the Mayor, additional commentary has been added to the final report that the OAG will be presenting to Parliament.

OFFICER COMMENT

The OAG focus audit was undertaken in October 2018 with the assistance of key Finance & Corporate Services staff. Various documentation, procedures and data were provided to the OAG officers to assist with their processes.

The initial report provided to the City indicated 3 findings to be considered by the City. OAG Officers have also provided an assessment of these findings and categorised them into 3 separate risk categories which are deemed to be of either minor, moderate or significant risk to the organisation. The City was required to provide a response to each section indicating the treatment actions and responses from City Management.

A copy of these responses is provided within the attached Management Letter in *Attachment 2*.

Council officers did provide further detail and information via the Mayor's response to clarify two points:

1. the requirement for an independent officer to ensure supplier information is correct and accurate; and
2. officers with the ability to amend a creditor file, are not able to approve payments.

In relation to the first point, the City has been able to implement an additional review and checking procedure to ensure this is the case.

Our IT system is able to separate individual employee's access to ensure that those who approve payments cannot amend supplier information. However, this is difficult on occasion within a relatively small team to separate all duties. City staff clarified with the OAG at which point a payment is actually "approved."

At the City, there is still another final step before funds are released to the suppliers which occurs outside of the finance system. If a payment is made via a cheque, two separate people are required to sign the cheque which occurs after the payment is authorised in the system.

If the payment is made via an electronic funds transfer (EFT) there is another step after the payment is authorised in the system whereby 2 individual employees supply their passwords and codes to release the funds. It was felt that while there was the risk of an employee authorising payment who also has the ability to amend creditor master files, there is another checking mechanism prior to the releasing of funds.

In light of this, however, our IT team has instigated changes to the accessibility of the user profiles to reduce the risk.

Overall the focus audit has enabled the City to improve its management of Creditor Master Files and reduce its risk. Some of the tasks that have been undertaken since the audit include:

- Independent review mechanisms are now in place for new supplier records;
- Instructions and procedures prepared to address legacy, obsolete and duplicate supplier records;
- User profiles amended to reduce the amount of staff able to amend records and authorise payments; and
- Review undertaken to update existing master files to ensure all necessary information is collected and the removal of obsolete (greater than 2 years of non-activity) Creditor Master Files is undertaken.

The tasks required to be undertaken have been completed and there will be an ongoing requirement to continue to review the Creditor Master Files on a regular basis.

At the conclusion of this process the Mayor was asked to respond to the OAG's Draft Report to Parliament (*Refer Attachments 3 & 4*).

As a result of these responses, the Report to Parliament from the OAG has included additional commentary which is highlighted in *Attachment 5*.

CONCLUSION

This report has been provided to inform the Audit Committee of the recent Focus Audit that took place at the City of Busselton. Improvements have been made to ensure the risk of fraud and error is minimised.

This audit was part of an overall Focus Audit across both Local and State Governments.

OPTIONS

The Committee is only being asked to receive and acknowledge the report. The Committee may consider requesting further information in relation to the current procedures of the City in relation to Master Creditor Files.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The actions required and recommended out of the OAG Focus Audit have already been implemented.

OFFICER RECOMMENDATION

That the Audit Committee acknowledge and receive the report on the Office of the Auditor General's Focus Audit undertaken at the City of Busselton for the period 1 January 2018 – 30 September 2018 in relation to the Management of Supplier Master Files.

COMMITTEE DECISION


AU1903/031 Moved Councillor G Henley, seconded Councillor K Hick

That the Audit Committee acknowledge and receive the report on the Office of the Auditor General's Focus Audit undertaken at the City of Busselton for the period 1 January 2018 – 30 September 2018 in relation to the Management of Supplier Master Files and request that the required actions are implemented by the CEO and reported back to the Audit Committee at the next meeting.

CARRIED 3/0

Reason: To ensure the actions being implemented are reported back to the Audit Committee.

6.3 GOVERNANCE SYSTEMS REVIEW - STATUS UPDATE

SUBJECT INDEX:	Governance Systems
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Governance Services
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Governance Coordinator - Emma Heys Manager Governance and Corporate Services - Sarah Pierson
AUTHORISING OFFICER:	Director Finance and Corporate Services - Tony Nottle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A List of Recommendations 

PRÉCIS

This report presents an update on the status/progress of the implementation of the recommendations identified in the Governance Systems Review undertaken in August 2017 by Mr John Woodhouse LLB B.Juris.

BACKGROUND

In August 2017, the CEO commissioned a high level independent review of the City's governance systems and processes, the Governance Systems Review (GSR), undertaken over a 3 month period by Mr John Woodhouse LLB B.Juris. As a result of the GSR, Mr Woodhouse identified nine broad topics or areas with opportunities for improvement. The GSR and resulting recommendations for improvement (see Attachment A) were presented to Council at a briefing in October 2017 and as a result of that briefing, it was agreed that staff would commence implementation of the recommendations and would periodically report to Council on the progress of their implementation.

The GSR recommended improvements in the areas of:

- Council;
- Policies and procedures;
- Procurement and tendering;
- Supporting local business;
- Contracts;
- Misconduct prevention;
- Codes of conduct; gifts;
- Local laws; and
- Internal reporting.

A total of 66 recommendation were made across these nine areas of focus.

This report provides an update to the Audit Committee as to the current status of the implementation of the GSR recommendations.

STATUTORY ENVIRONMENT

The GSR reviewed the City's performance against various governance requirements of the *Local Government Act 1995* and associated regulations. Comparisons to 'best practice' local governments (generally larger metropolitan Band 1 Councils) were also made.

RELEVANT PLANS AND POLICIES

As a result of the recommendations of the GSR, the City developed a Policy Framework. This framework has formed the basis of how our subsequent policy and Staff Management Practice (SMP) reviews have taken place.

FINANCIAL IMPLICATIONS

There are no financial implications directly associated with the officer recommendation. Having said that implementation of the recommendations of the GSR has and will continue to require resourcing, with significant staff time being dedicated to progressing the recommendations.

LONG-TERM FINANCIAL PLAN IMPLICATIONS

There are no long term financial plan implications associated with the officer recommendation.

STRATEGIC COMMUNITY OBJECTIVES

The officer recommendation primarily aligns with the following Key Goal Area and Community Objective of the City of Busselton's Strategic Community Plan 2017:

Key Goal Area 6 – LEADERSHIP: Visionary, collaborative, accountable

6.1 Governance systems, processes and practices are responsible, ethical and transparent.

RISK ASSESSMENT

The primary purpose of this report is to provide an update with respect to the progress of the recommendations of the GSR; as such there are no applicable or identified risks associated with the officer recommendation. More broadly there is a risk that, due to levels of resourcing and competing priorities, not all of the recommendations of the GSR will be able to be implemented within an appropriate timeframe (suggested as two years or October 2019). This risk is considered of a medium level, that is, minor in terms of consequence but likely.

CONSULTATION

External consultation of varying types has, and will continue to be, undertaken as required in relation to the GSR recommendations.

OFFICER COMMENT

The GSR resulted in a total of 66 recommendations, spread across nine areas (as per Attachment A). It is important to note however that 4 of the recommendations under policies and procedures (to review all Council policies, delete inappropriate Council policies, review all OPPs and review 3 protocols) require the review of 159 separate documents.

Overall progress to date (of the 66 recommendations) is outlined in Table 1 below and further detailed under each subheading.

Measure	Percentage
Recommendations completed	43.9%
Recommendations partially completed or commenced	13.6%
Recommendations not yet commenced	57.9%
Recommendations proposed for non-adoption	4.5%

Council

A total of ten recommendations were made in relation to the Council. In general, these recommendations addressed the ease of access to documents, guidelines, Acts and Regulations, and local laws for Councillors. All ten recommendations were accepted by the CEO and implementation was completed by December 2018.

Policies and procedures

A total of six recommendations were made in relation to Policies and Procedures. The recommendations include a thorough review of all Council policies, OPP's and protocols and the development of a new organisational policy framework. As stated above this area of recommendation requires the review of 159 documents.

Currently, two of the six recommendations have been complete, with the development of a new policy framework setting out the purpose of a Council policy as opposed to a (new) Staff Management Practice document and other operational documents, and four are progressing. Of the 159 documents identified for review, 42 have been completed.

Through use of the new policy framework and the process of review to date of the current council policies, OPP's and protocols, several additional areas of improvement have been identified. Governance are currently re-evaluating the policy framework, with the aim of providing improved clarity and education to staff in policy development and improving the overall review process, particularly in relation to consultation. This may result in the policy review schedule extending beyond October 2019.

Procurement and tendering

The GSR made seven recommendations in relation to procurement and tendering policies, including the amalgamation of several separate policies into one, the development of a new OPP, review and revision of the City's Regional Price Preference policy and the management and availability of evaluation and pricing information for tenders.

Four of the seven recommendations are now complete with a revised Purchasing Policy, Regional Price Preference Policy and a new Procurement Selection Criteria SMP, two are progressing and expected to be completed by 30 April 2019, while the final recommendation, 'to delegate to the CEO the authority to make a Purchasing Policy' is not proposed to be actioned as a decision has been made to leave this as a Council Policy.

Supporting local business

A recommendation to review the City's current approach to supporting local business through policy was implemented by July 2018, along-side the review of Council policies and the implementation of the new Procurement Selection Criteria SMP. A local benefit criteria with a fixed weighting of 5 percent was included in this selection criteria SMP.

Contracts

The GSR made nine recommendations in the area of contracts, covering off issues in relation to variations, appointment of superintendents, management and document control. In addressing these recommendations, officers have progressed the development of a suite of standard contracts to meet new objectives, with these set for completion by the end of April 2019. Officers have also considered the appointment of a panel of superintendents but have determined not to proceed with this. The City would only appoint an external superintendent for very large value projects, and, given the limited number of these, officers do not feel that appointment of a panel is necessary or an efficient use of resourcing. The remaining seven recommendations, relating to the implementation of practices and procedures, are pending a wider review of the current processes and systems.

Misconduct prevention

Eleven recommendations were made in relation to the City's misconduct prevention systems and processes. Staff have now completed three of the recommendations, including the provision made in the workforce plan for the appointment of an internal auditor (currently scheduled for 2021/2022); a review of the credit card policy and testing of the City's key financial controls. A number of the other recommendations align more closely with a review of the codes of conduct and therefore will be considered and implemented under that area. Specifically, the development of a misconduct prevention strategy document will be considered post the review of the codes of conduct.

Codes of conduct

In total, five recommendations were made to realise opportunities for improvement in the City's codes of conduct. A review of the current structure of the codes was undertaken and while it is supported to keep the four codes separate, the format of the codes will be amended to align more closely with a council policy template for increased formality and to ensure they are clearer and more readily understood. Officers are also developing a Councillor Charter, amending the Councillor Code of Conduct and developing a Councillor manual, with expected completion in draft form (for further workshopping with Council) by 31 March 2019. With the exception of a recommendation to delegate to the CEO the authority to prepare an employees' code, which officers don't believe is required, all other recommendations are progressing.

Gifts

The GSR made six recommendations relating to gifts to employees. Of those, two are completed, the development and provision of guidance information on the City's intranet and establishment of a regular review of the gift register by the CEO and Senior Management Group, and three are pending. Officers propose that the final one, to combine the existing gift registers and publish to the City's website, is not progressed at present, noting that there are significant changes pending in relation to gift provisions as part of the Local Government Act review process. There is currently no legislative requirement to publish the notifiable gift register, only to have it available for public viewing on request.

As with the misconduct prevention recommendations, a number of the recommendations in relation to gifts will be included in the review of the codes of conduct and subsequent induction / training of staff and elected members.

The outstanding recommendation are expected to be completed by 30 May 2019.

Local laws

A total of nine recommendations were made for improvements to the City's local laws, of which six are now completed, all in relation to the review of several clauses within the City's Standing Orders Local Law. Officers are continuing to progress the development of two new local laws under the Bush Fires Act 1954 and an Extractive Industries Local Law, with completion targeting 30 June 2019. The recommendation to develop a new Council policy for the Property Local Law is currently pending and is unlikely to be completed until the bulk of the current Council policies are reviewed.

Internal reporting

The GSR made two recommendations in relation to internal reporting – to document the CEO's expectation of Directors and the Directors' expectations for Managers within the organisation. In effect these recommendations require the formalisation of a more structured internal performance reporting system / methodology. Consideration is being given as to what sort of system / methodology might suit the City's needs, with a proposal expected to be presented to the CEO by 30 June 2019.

Other

While there were no recommendations in relation to delegations or employee culture, there is and has been a large amount of work undertaken in these two areas, with both identified internally as areas where improvement was required.

In relation to delegations, a number of gaps have been identified as compared to best practice and in response a number of delegations from Council to the CEO have been reviewed. Additionally delegations from the CEO to officers have also been reviewed and updated. This review process is nearing finalisation, as is development of a new delegations register which combines both levels of delegations. Processes in relation to issuing of delegations have also been reviewed.

With respect to employee culture, the CEO, in 2018, determined that there was a need to better understand the current levels of engagement amongst staff and what impacts the organisational culture has on engagement and ultimately performance. Work has been underway in relation to this since mid-2018.

CONCLUSION

This report presents an update on the status/progress of the implementation of the recommendations identified in the GSR. With a current completion percentage of 43.9% and a number of additional items significantly progressed, progress to date is considered to be satisfactory.

OPTIONS

The Committee / Council could request that additional information is provided.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable given the nature of this report and the recommendation

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

AU1903/032 Moved Councillor G Henley, seconded Councillor K Hick

That the Council notes the progress of the implementation of the Governance Systems Review recommendations.

CARRIED 3/0

7. GENERAL DISCUSSION ITEMS

Nil

8. NEXT MEETING DATE

To be advised

9. CLOSURE

The meeting closed at 10.45am.

THESE MINUTES CONSISTING OF PAGES 1 TO 16 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON .

DATE: _____

PRESIDING MEMBER: _____