

# Minutes

## **Audit and Risk Management Committee**

**Tuesday 8 February 2022**

*By signing these minutes I certify that they were confirmed at the Audit and Risk Management Committee held on Tuesday, 15 March 2022*

---

CR GEORGIA JOHNSON  
CHAIRPERSON

**TABLE OF CONTENTS**

<b>1</b>	<b>OFFICIAL OPENING .....</b>	<b>3</b>
<b>2</b>	<b>ACKNOWLEDGEMENT OF COUNTRY .....</b>	<b>3</b>
<b>3</b>	<b>ATTENDANCE .....</b>	<b>3</b>
	<b>3.1 Apologies .....</b>	<b>3</b>
<b>4</b>	<b>DISCLOSURE OF INTEREST SUMMARY .....</b>	<b>4</b>
<b>5</b>	<b>DELEGATED AUTHORITY BY COUNCIL .....</b>	<b>4</b>
<b>6</b>	<b>TERMS OF REFERENCE .....</b>	<b>4</b>
<b>7</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>6</b>
<b>8</b>	<b>REPORTS.....</b>	<b>7</b>
	<b>8.1 Debtors Write-Off.....</b>	<b>7</b>
	<b>8.2 Corporate Business Plan 2019-23 Progress Report - 1 October To 31 December 2021 .....</b>	<b>11</b>
	<b>8.3 2021 Compliance Audit Return.....</b>	<b>24</b>
<b>9</b>	<b>PREVIOUS MATTERS DEALT WITH NOT ON THE AGENDA .....</b>	<b>39</b>
<b>10</b>	<b>GENERAL BUSINESS .....</b>	<b>39</b>
<b>11</b>	<b>BRIEFING NOTES .....</b>	<b>39</b>
<b>12</b>	<b>CONFIDENTIAL ITEMS .....</b>	<b>39</b>
	<b>12.1 Finance And Assets Internal Audit .....</b>	<b>39</b>
	<b>12.2 Audit Log For The Quarter Ending 31 December 2021 .....</b>	<b>41</b>
	<b>12.3 Debt Write Off Request .....</b>	<b>42</b>
<b>13</b>	<b>NEXT MEETING .....</b>	<b>43</b>
<b>14</b>	<b>CLOSURE .....</b>	<b>43</b>

**Minutes** of the Audit and Risk Management Committee of the Bayswater City Council which took place in the Committee Room, City of Bayswater Civic Centre, 61 Broun Avenue, Morley on Tuesday 8 February 2022.

## 1 OFFICIAL OPENING

The Chairperson, Cr Giorgia Johnson, declared the meeting open at 5:02 pm.

## 2 ACKNOWLEDGEMENT OF COUNTRY

In accordance with the City of Bayswater's Reflect Reconciliation Action Plan November 2019-November 2020, the Presiding Member will deliver the Acknowledgement of Country.

### Noongar Language

*Ngalla City of Bayswater kaatanginy baalapa Noongar Boodja baaranginy, Wadjuk moort Noongar moort, boordiar's koora koora, boordiar's ye yay ba boordiar's boordawyn wah.*

### English Language Interpretation

*We acknowledge the Traditional Custodians of the Land, the Whadjuk people of the Noongar Nation, and pay our respects to Elders past, present and emerging.*

The Chairperson, Cr Giorgia Johnson, acknowledged the Traditional Custodians of the land, the Whadjuk people of the Noongar nation, and paid respects to Elders past and present.

## 3 ATTENDANCE

### Members

Cr Giorgia Johnson	Chairperson
Cr Filomena Piffaretti	Mayor
Cr Josh Eveson	
Mr Andrew Cox	External Member
Ms Jillian Brazil	External Member (joined via Zoom)

### Officers

Mr Andrew Brien	Chief Executive Officer
Ms Lorraine Driscoll	Director Corporate and Strategy
Mr Kelley Ambrose	Manager Governance and Strategy
Ms Karen D'Cunha	Acting Governance Project Officer

### Observers

Mr Jordan Langford-Smith	Senior Director, Financial Audit, Office of the Auditor General
Mr Conley Manifis	Director, William Buck

### Leave of Absence

Nil.

### 3.1 Apologies

Nil.

Cr Michelle Sutherland  
 Ms Hilda Ho  
 Mr Dorji Wangdi

Acting Manager Financial Services  
 Graduate Accountant, William Buck

#### 4 DISCLOSURE OF INTEREST SUMMARY

In accordance with section 5.65 of the *Local Government Act 1995*:

A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by the member must disclose the nature of the interest -

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

The following disclosures of interest were made at the meeting:

Name	Item No.s	Type of Interest	Nature of Interest
Ms Jillian Brazil	12.1.1 & 12.2.1	Impartial	These reports mention Paxon Group, for which Ms Brazil has done some work for in the past.
Cr Giorgia Johnson	12.1.1	Impartial	Cr Johnson's daughter works at Bayswater Waves, which is mentioned in the report.

#### 5 DELEGATED AUTHORITY BY COUNCIL

The Audit and Risk Management Committee has certain legislated powers and authority as outlined in the Terms of Reference, however no Delegated Authority has been provided by Council.

This meeting is open to the public.

#### 6 TERMS OF REFERENCE

TERMS OF REFERENCE Audit and Risk Management Committee	
<b>Purpose</b>	The purpose of the Committee is to provide independent oversight so that Council can be satisfied with the performance and effectiveness of the City's financial reporting, governance systems, risk management and internal control practices.
<b>Elected Member membership</b>	Four Elected Members*. <i>*minimum three required under legislation</i>
<b>External Member membership</b>	Up to two external members.
<b>Non-Voting Members</b>	The Chief Executive Officer or his/her nominee is to be available together with the Director Corporate and Strategy or his/her nominee, to attend all meetings to provide advice and guidance to the Committee. Other Council officers may attend meetings as and when required. The City shall provide such administrative support to the Committee as may be required from time to time.
<b>Powers</b>	The Committee does not have executive powers or authority implement actions in areas over which the Chief Executive Officer has legislative responsibility and does not have any delegated financial responsibility. The

	<p>Committee does not have any management functions and cannot involve itself in the management processes or procedures.</p> <p>In discharging its responsibilities, the Committee will liaise with the Chief Executive Officer to ensure the effective and efficient management of the City's functions and compliance with legislation and, in particular, Part 6 (Financial Management) and Part 7 (Audit) of the <i>Local Government Act 1995</i> ('the Act') as well as Part 16 (Functions of Audit Committee) and Part 17 (CEO to review certain systems and procedures) of the <i>Local Government (Audit) Regulations 1996</i> ('the audit regulations') and periodic reviews of the City's financial management systems under Regulation 5 (2) of the <i>Local Government (Financial Management) Regulations 1996</i> ('the financial regulations').</p> <p>The Committee may request such access to members of management, employees and all relevant information as it considers necessary to discharge its duties. This includes being entitled to request access to records, data, reports and explanatory information as the Committee deems necessary to discharge its responsibilities for providing independent oversight.</p>
<b>Roles and Functions</b>	<p>The roles and functions of the Committee are to:</p> <ol style="list-style-type: none"> <li>Guide and assist the City in carrying out its functions under Part 7 of the Act which covers the essential requirements for appointment of auditors and conducting audits, and in particular, oversee implementation of any action under section 7.12 of the Act which covers financial audits, supplementary audits and performance audits by the Auditor General.</li> <li>Guide and assist the City in carrying out its functions under regulation 17 of the audit regulations and, in particular, monitor and advise the CEO when undertaking a review under regulation 17 (1) of the audit regulations or regulation 5 (2) of the financial management regulations, and review reports provided to the Committee by the CEO under regulation 17 (3) of the audit regulations and refer the results of its review to Council;</li> <li>Support the City's auditors, both external (including the financial and performance audits conducted by the Office of the Auditor General) and internal when conducting an audit or carrying out other duties under the Act and associated regulations;</li> <li>Perform any other function conferred on the Committee by these regulations or another written law.</li> <li>In addition to the above functions, the Committee also has the following responsibilities: <ul style="list-style-type: none"> <li>To review the scope of the Internal Audit plans and to consider their effectiveness;</li> <li>Support the implementation of a risk management culture. Consider reports at least annually on the City's Risk Management Framework.</li> </ul> </li> <li>May guide and assist the City in carrying out its functions under part 6 of the Act which deals with the annual budgeting process, financial accounting, and management and reporting of municipal and trust funds and the requirements for rates setting and land valuation general.</li> <li>Review the quarterly performance reports of the Corporate Business Plan and annual reviews of the Corporate Strategies.</li> </ol>
<b>Delegated Authority</b>	Nil.
<b>Meetings:</b>	Committee meetings are to be in accordance with the <i>City of Bayswater Standing Orders Local Law 2021</i> .
<b>Meeting Frequency:</b>	The Committee shall meet at least quarterly**.

	<i>**minimum annually under legislation</i>
<b>Meeting Date and Time:</b>	Quarterly or as required.
<b>Location</b>	City of Bayswater Civic Centre
<b>Liaison Officer</b>	Director Corporate and Strategy or nominated officer.

## 7 CONFIRMATION OF MINUTES

### COMMITTEE RESOLUTION

The Minutes of the Audit and Risk Management Committee held on Tuesday, 14 December 2021 which have been distributed, be confirmed as a true and correct record.

Cr Filomena Piffaretti, Mayor Moved, Cr Josh Eveson Seconded

CARRIED UNANIMOUSLY: 5/0

**For:** *Cr Filomena Piffaretti, Mayor, Cr Josh Eveson, Cr Giorgia Johnson, Andrew Cox and Jillian Brazil.*

**Against:** *Nil.*

**8 REPORTS****8.1 Debtors Write-Off**

<b>Responsible Branch:</b>	Financial Services
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Legislative
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. CONFIDENTIAL - Infringement debtors list [8.1.1 - 1 page]</li> <li>2. CONFIDENTIAL - Rate small balance write off [8.1.2 - 1 page]</li> <li>3. CONFIDENTIAL - Recreation facilities debtor list [8.1.3 - 1 page]</li> </ol>

***Confidential Attachment(s) - in accordance with Section 5.23(2)(b) of the Local Government Act 1995 - the personal affairs of any person.***

**SUMMARY**

This report presents and notifies Council of a list of bad debts that have been written off under delegated authority in accordance with the Sundry Debt and Recovery Policy.

**COMMITTEE RECOMMENDATION TO COUNCIL****(OFFICER'S RECOMMENDATION)**

That Council:

1. Notes an amount of \$3,675.40 of bad debts as outlined in Attachment 1 and 3 and Rate penalty interest amount of \$729.64 as outlined in this report has been written off under delegated authority.

2. Approves the write off of \$5.67 rate small balance as outlined in Attachment 2.

Cr Josh Eveson Moved, Andrew Cox Seconded

**CARRIED UNANIMOUSLY: 5/0**

**For:** Cr Filomena Piffaretti, Mayor, Cr Josh Eveson, Cr Giorgia Johnson, Mr Andrew Cox and Ms Jillian Brazil.

**Against:** Nil.

**BACKGROUND**

This report provides an overview of bad debts accrued and requiring write off under the Sundry Debt Collection and Recovery Policy.

Australian Accounting Standards and the provisions of the *Local Government Act 1995* and Financial Management Regulations require, inter alia, ongoing assessment of the likelihood that debts recognised in the organisation's accounts will be collected.

Sundry debtors are managed in accordance with the City's Sundry Debt Collection and Recovery Policy. While all reasonable efforts are made to recover aged debts, there are also some that, for practical purposes, require write off.

These can be monies due for user charges, infringements, fees and other services rendered, and the process for collection is dependent on the type of debt raised and the mechanisms available under various legislation for recovery. Section 6.12 (1) of the *Local Government Act 1995* allows for debts to be written off by Council, and the Sundry Debt and Recovery Policy gives delegated

authority to the Chief Executive Officer to write off any uncollectable bad debts under \$500 per account, and advise Council accordingly.

Any amount in excess of \$500.00 requires approval from Council to write off.

## EXTERNAL CONSULTATION

Not applicable.

## OFFICER'S COMMENTS

### Infringement Debtors

The infringement write-off list (**Attachment 1**) refers to infringements where either the City cannot acquire the offender's details from the Department of Transport or the Fines Enforcement Registry (FER) has advised that the debt is not recoverable or economical to enforce. The amount written off under Delegated Authority is \$3,120.00.

### Rates Debtors

Rates debtors with an account balance that is \$5.00 or less are written off under Delegated Authority.

For the period 1 October 2021 to 31 December 2021, 630 properties had a small balance of penalty interest totalling \$729.64, which was written off under Delegated Authority.

In addition, Council approval is being sought to write off small balance for rates totalling \$5.67 for 3 properties (**Attachment 2**) for the period 1 October 2021 to 31 December 2021 as the City does not have delegated authority to do so.

### Recreation Facilities Debtors

The Recreation Facilities bad debts (**Attachment 3**) have arisen from outstanding invoices for passes issued for The Waves, which have not been recoverable.

Users have not returned to use the service or the payment has been denied resulting in cancelled membership. As a result, the debts incurred were unable to be recovered.

Following a documented recovery process, a number of debts accrued have been reviewed and require approval to be written off under delegated authority in accordance with Council's Sundry Debt Collection and Recovery. These write-offs total \$555.40.

## LEGISLATIVE COMPLIANCE

The Sundry Debt Collection and Recovery Policy applies and section 6.12 (1) of *the Local Government Act 1995* states:

*"Subject to subsection (2) and any other written law, a local government may —  
...(c) write off any amount of money, which is owed to the local government."*

## RISK ASSESSMENT

In accordance with the City's Risk Management Framework, the officer's recommendation has been assessed against the City's adopted risk tolerance. Comments are provided against each of the risk categories.

Officer's Recommendation	That Council:
	1. Notes an amount of \$3,675.40 of bad debts as outlined in <b>Attachment 1</b>



	<b>and 3 and Rate penalty interest amount of \$729.64 as outlined in this report has been written off under delegated authority.</b> <b>2. Approves the write off of \$5.67 rate small balance as outlined in Attachment 2.</b>	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Low
Governance	Low	Low
Community and Stakeholder	Moderate	Low
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	By writing off these debts, the outstanding debtors account will reflect amounts that are deemed recoverable.	

<b>Option 2</b>	<b>That Council:</b>  <b>1. Notes an amount of \$3,675.40 of bad debts as outlined in Attachment 1 and 3 and Rate penalty interest amount of \$729.64 as outlined in this report has been written off under delegated authority.</b> <b>2. Does not approve the write off of \$5.67 rate small balance as outlined in Attachment 2.</b>	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Low
Governance	Low	Low
Community and Stakeholder	Moderate	Low
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	By writing off these debts, the outstanding debtors account will reflect amounts that are deemed recoverable. Not writing off the \$5.67 will result in the amounts remaining outstanding and will show arrears for the 2022/23 rate notices. These amounts will also continue to attract penalty interest.	

## FINANCIAL IMPLICATIONS

Bad debts are reflected in the end-of-year operating result. The ongoing review of the City's revenue collection and debt recovery practices is considered to be an important feature of risk management and strengthening corporate governance.

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance  
Goal L4: Communicate in a clear and transparent way.  
Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.

## CONCLUSION

It is recommended that Council notes an amount of \$4,410.71 of bad debts has been written off under delegated authority.

In addition, it is recommended Council approve the rate small balance write off of \$5.67 as outlined in **Attachment 2**.

## 8.2 Corporate Business Plan 2019-23 Progress Report - 1 October To 31 December 2021

<b>Responsible Branch:</b>	Business Strategy
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Information Purposes
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	1. Corporate Business Plan 2019-23 Progress Report - 1 October to 31 December 2021 [8.2.1 - 9 pages]
<b>Refer:</b>	Item 10.2.2: OCM 11.06.2019

### SUMMARY

This report presents a progress update for action items contained within the City's Corporate Business Plan 2019-23. This is the second quarterly report for the financial year 2021/22, covering activities between 1 October and 31 December 2021.

### COMMITTEE RECOMMENDATION TO COUNCIL (OFFICER'S RECOMMENDATION)

That Council notes the Corporate Business Plan 2019-23 Progress Report for the quarter 1 October to 31 December, as outlined in Attachment 1.

Cr Giorgia Johnson Moved, Cr Filomena Piffaretti, Mayor Seconded

**CARRIED UNANIMOUSLY: 5/0**

**For:** Cr Filomena Piffaretti, Mayor, Cr Josh Eveson, Cr Giorgia Johnson, Mr Andrew Cox and Ms Jillian Brazil.

**Against:** Nil.

### BACKGROUND

Section 5.56 of the *Local Government Act 1995* (WA) requires all local governments to effectively plan for the future. The components of this plan are contained in the Integrated Planning and Reporting Framework (IPRF) and include the Strategic Community Plan, the Corporate Business Plan and the Long-Term Financial Plan. The intent of the framework is to ensure the priorities and services provided by the City are aligned with community vision, needs and aspirations.

A minor review of Strategic Community Plan and Corporate Business Plan was completed in 2019 and Council adopted the Corporate Business Plan 2019-2023 in June 2019. The updated plan sets out 34 actions aligned with the Strategic Community Plan 2017-2027. This report presents the second progress report for the financial year 2021/22.

A major review of the Strategic Community Plan was undertaken during 2020 and 2021. Council adopted the new Strategic Community Plan 2021-2031 in May 2021. It is expected that the new Corporate Business Plan will be presented to Council during the first half of 2022, following which reporting will commence against the new plan.

### EXTERNAL CONSULTATION

No external consultation was undertaken to prepare this report. The community engagement was undertaken to develop the Corporate Business Plan 2019-2023 and to inform of the major review.

### OFFICER'S COMMENTS

12 actions have been completed to date. A further 19 are on track for targeted completion, and 2 are considered to be off track and one action has not yet commenced. A summary of overall progress is provided in Figure 1.

**Figure 1:** Summary of overall progress by action status

Highlights from 1 October to 31 December 2021 are provided below. Further detail about progress against each action is provided in **Attachment 1**.

### Complete

The following action was completed during this quarter.

Action	Due date	Comments
<b>L2.1.2</b> Undertake a community perception survey every two years.	30 June 2023	The final Community Perception Survey report was delivered from the consultant in September, with a presentation on the methodology and high level results provided to OLT.

### On track

Of the 19 actions that are on track this quarter, the following are considered of note.

Action	Due date	Comments
<b>B2.1.1</b> Partner with the Department of Transport to deliver strategic bicycle routes.	Ongoing	The City has received DOT funding and agreements have been signed. The City in conjunction with DOT have developed an RFQ and is seeking quotations from consultants to undertake the work. The two projects funded are: 1. Update the City's Local Bike Plan 2. Provide a cycle path along Drake St from Railway Pde to Broun Ave.
<b>B3.2.1</b> Facilitate the development of shopping precincts	Ongoing	The Bedford Place Manager is currently developing Implementation Plans for the Grand Promenade and Walter Road West precincts. Community engagement commenced in December and will continue in February. The City has also been awarded an \$80,000 grant from RAC Connect program to improve the Grand Promenade Precinct.
<b>C1.1.1</b> Implement the approved future option for the Maylands Waterland site.	30 June 2023	Project at 50% construction with underground utilities and aquatic pipework installed. Toilet and changing blocks installed and main retaining wall structures constructed. Plant room, waterplay splash pads, playgrounds and pathways still to complete.

### Off track

The following 2 actions are considered off track this quarter.

Action	Due date	Comments
<b>C2.1.1</b> Review of Aged Care assets	30 June 2021	The recommendation to the November 2021 Aged Care Asset Divestment Committee was endorsed by Council at its OCM of December - all negotiations must be finalised by 31 March 2022
<b>B1.1.1</b> Develop and implement a streetscape upgrade plan for Morley and Bayswater	30 June 2021	Council adopted the Morley Activity Centre Streetscape Plan and Implementation Plan in March 2020. The City is currently seeking qualified consultants to develop detailed (construction ready) designs and costings for the upgrades of the streets identified in the Streetscape plan.

### Not started

The following action is yet to commence.

Action	Due date	Comments
<b>B1.1.2</b> Develop and implement a streetscape upgrade plan for Noranda	30 June 2022	No funding has been allocated to this project, therefore it is not scheduled to commence in 2021/22.

### Impact of the COVID-19 pandemic

The COVID-19 pandemic has had varying impact on the City's services and projects. While most services and projects have continued unhindered (except in lockdown), in cases where there has been an impact, progress has been delayed or postponed due to business continuity needs, service disruption and/or recovery efforts. The City continues to work to mitigate these effects and the operational and community impacts of the pandemic.

### LEGISLATIVE COMPLIANCE

The *Local Government Act 1995* (WA) requires that a local government creates a plan for the future of the district and that the local government reports on progress towards achieving this plan.

### RISK ASSESSMENT

In accordance with the City's Risk Management Framework, the officer's recommendation has been assessed against the City's adopted risk tolerance. Comments are provided against each of the risk categories.

<b>Officer's Recommendation</b>	<b>That Council note the Corporate Business Plan 2019-23 Progress Report for the quarter 1 October to 31 December 2021, as outlined in <u>Attachment 1</u>.</b>		
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>		<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate		Low
Reputation	Low		Low
Governance	Low		Low
Community and Stakeholder	Moderate		Low
Financial Management	Low		Low
Environmental Responsibility	Low		Low
Service Delivery	Low		Low
Organisational Health and Safety	Low		Low
<b>Conclusion</b>	Accepting this progress report presents low risk and reduces risk long-term by keeping Council informed of progress against the Corporate Business Plan 2019-23.		

**FINANCIAL IMPLICATIONS**

Financial implications for individual actions are detailed in their respective budgets and the annual budget for the respective financial year or years.

**STRATEGIC IMPLICATIONS**

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance

Goal L4: Communicate in a clear and transparent way.

Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.

**CONCLUSION**

Generally, progress against the Corporate Business Plan 2019-2023 is on track, with full disclosure made of any exceptions. The COVID-19 pandemic has affected the progress of several actions, and is expected to have a continuing effect on this financial year and beyond. With the major review of the Corporate Business Plan drawing to a close, a new plan is expected to be presented to Council during the first half of 2022.



# Corporate Business Plan 2019-23

Progress Report - 1 October 2021 to 31 December 2022

Following is an update for the actions set out in the City of Bayswater Corporate Business Plan 2019-2023 for the period of 1 October 2021 to 31 December 2022

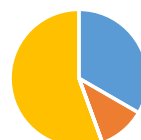
## At a glance...



### OUR COMMUNITY

**Aspiration:** An active and engaged community.

**Strategies:** C1 A strong sense of community through the provision of quality services and facilities.  
C2 Accessible services that recognise diversity.



On track (3)  
Off track (1)  
Not started (0)  
Complete (5)



### OUR NATURAL ENVIRONMENT

**Aspiration:** A quality and connected built environment.

**Strategies:** N1 Natural environment and biodiversity that are conserved and protected.  
N2 A resilient community that responds to sustainability challenges.



On track (3)  
Off track (0)  
Not started (0)  
Complete (0)



### OUR BUILT ENVIRONMENT

**Aspiration:** An active and engaged community.

**Strategies:** B1 Appealing streetscapes.  
B2 A connected community with sustainable and well maintained transport.  
B3 Quality built environment.



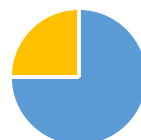
On track (6)  
Off track (1)  
Not started (1)  
Complete (2)



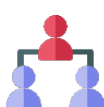
### OUR LOCAL ECONOMY

**Aspiration:** An active and engaged community.

**Strategies:** E1 Support initiatives for local business.  
E2 Active and engaging town and city



On track (3)  
Off track (0)  
Not started (0)  
Complete (1)



### LEADERSHIP & GOVERNANCE

**Aspiration:** An active and engaged community.

**Strategies:** L1 Accountable and good governance.  
L2 Proactively communicates and consults.  
L3 Strong stewardship and leadership.



On track (4)  
Off track (0)  
Not started (0)  
Complete (4)



## OUR COMMUNITY

Aspiration: An active and engaged community.

1 October 2021 to 31 December 2022

Outcomes	Strategies	Actions	Timeframes				Status	Comments
			19/20	20/21	21/22	22/23		
C1 A strong sense of community through the provision of quality services and facilities.	C1.1 Plan and provide a range of community facilities and services to meet current and future needs.	C1.1.1 Implement the approved future option for the Maylands Waterland site.	●	●	●	●	On Track	Project at 50% construction with underground utilities and aquatic pipework installed. Toilet and changing blocks installed and main retaining wall structures constructed. Plant room, waterplay splash pads, playgrounds and pathways still to complete.
		C1.1.2 Implement a library services strategy.	●	●	●	●	Complete	Report on recommended actions emanating from the Library Services Strategy document and an the actions completed, underway and planned delivered that are intended to satisfy the action delivered to ELT in December 2021. Supported actions will be implemented as part of ongoing operations.
		C1.1.3 Investigate possible locations for permanent event stage structures within the City's Regional reserves.	●	●			Complete	In August 2020, Council resolved not to progress a community event stage.
	C1.2 Deliver community programs that encourage community interaction and participation.	C1.2.1 Develop and implement a Community Recreation Plan.	●	●	●	●	On Track	Desk top review completed, preliminary engagement completed, draft action plans under review. Project delivery delayed six months due to Covid impacts during 2020.
		C1.2.2 Deliver and implement a youth plan.	●	●	●	●	Complete	The City's Youth Action Plan, The Platform, was adopted by Council at the OCM 3 September 2019. The Plan is now available on the City's website and was launched to key external stakeholders at The RISE on 4 December 2019. Actions will be implemented as part of ongoing business as usual operations. Outcomes will be reported annually as prescribed by action L3.1.3.
		C1.2.3 Develop and implement a Public Health Plan.	●	●	●	●	Complete	The Public Health and Wellbeing Plan was completed and endorsed by Council in June 2019. It was reviewed in July 2020 and a progress report was provided to the Audit and Risk Committee in August 2020. Actions will be implemented as part of ongoing business as usual operations. Outcomes will be reported annually as prescribed by action L3.1.3.





## OUR COMMUNITY

Aspiration: An active and engaged community.

1 October 2021 to 31 December 2022

Outcomes	Strategies	Actions	Timeframes				Status	Comments
			19/20	20/21	21/22	22/23		
		C1.2.4 Develop and implement a Culture Plan.	●	●	●	●	Complete	The City's inaugural Cultural Plan 2019-2024 was adopted by Council at the OCM of 23 July 2019. The Plan was launched to the wider workforce and community in September 2019. Actions will be implemented as part of ongoing business as usual operations. Outcomes will be reported annually as prescribed by action L3.1.3.
	C1.3 Deliver a safety service which builds a strong sense of community safety.	C1.3.1 Apply Crime Prevention Through Environmental Design principles in Town Centre developments.	●	●	●	●	On Track	CPTED principals are applied through projects as they arise.
C2 Accessible services that recognise diversity.	C2.1 Ensure the City's services and facilities are accessible and inclusive.	C2.1.1 Review of Aged Care assets.	●	●			Off Track	The recommendation to the November 2021 Aged Care Asset Divestment Committee was endorsed by Council at its OCM of December - all negotiations must be finalised by 31 March 2022



# OUR NATURAL ENVIRONMENT

Aspiration: A green and sustainable environment.

1 October 2021 to 31 December 2022

Outcomes	Strategies	Actions	Timeframes				Status	Comments
			19/20	20/21	21/22	22/23		
N1 Natural environment and biodiversity that are conserved and protected.	N1.1 Develop and implement management strategies to strengthen the resilience of the environment.	N1.1.1 Develop and implement a City of Bayswater Environmental liveability framework including biodiversity, climate change, and urban forest.	●	●	●	●	On Track	Draft ELF document updated and presented to ELT. ELT approved presentation to Council briefing forum.
N2 A resilient community that responds to sustainability challenges.	N2.1 Provide innovative waste and recycling services to reduce waste and empower the community to do the same.	N2.1.1 Review waste collection practices, investigate and implement alternative waste treatment technologies, including Food Organics and Garden Organics (FOGO).	●	●	●	●	On Track	The City and the EMRC are continuing the construction of a Household Hazardous Waste drop-off point at the City's Transfer Station. The City has signed an agreement to enable with Paintback to enable paint to be dropped off at the Transfer station. City officers have started rolling out FOGO to some multi unit developments based on readiness and infrastructure.
		N2.1.2 Deliver waste education to the community in partnership with other stakeholders.	●	●	●	●	On Track	The City is continuing to provide waste education through local schools in conjunction with Cleanaway. Meetings are being held with Cleanaway to better understand their updated education deliver model and ensure it meets City requirements. The City is working with the Eastern Metropolitan Regional Council (EMRC) in relation to: 1. Implementing additional waste initiatives at the Bayswater Transfer Station 2. Delivering waste education to the community as a part of the FOGO rollout, which commenced in March 2021. City officers have been offering FOGO education at City events over summer.



## OUR BUILT ENVIRONMENT

Aspiration: A quality and connected built environment.

1 October 2021 to 31 December 2022

Outcomes	Strategies	Actions	Timeframes				Status	Comments
			19/20	20/21	21/22	22/23		
B1 Appealing streetscapes.	B1.1 Develop and maintain streetscapes.	B1.1.1 Develop and implement a streetscape upgrade plan for Morley and Bayswater.	●	●			Off Track	Council adopted the Morley Activity Centre Streetscape Plan and Implementation Plan in March 2020. The City is currently seeking qualified consultants to develop detailed (construction ready) designs and costings for the the upgrades of the streets identified in the Streetscape plan.
		B1.1.2 Develop and implement a streetscape upgrade plan for Noranda.			●		Not Started	No funding has been allocated to this projected. Therefore it is not scheduled to commence in 2021/22.
B2 A connected community with sustainable and well maintained transport.	B2.1 Advocate for safe and accessible public transport.	B2.1.1 Partner with the Department of Transport to deliver strategic bicycle routes.	●	●	●	●	On Track	The City has received DOT funding and agreements have been signed. The City in conjunction with DOT have developed an RFQ and is seeking quotations from consultants to undertake the work. The two projects funded are: 1. Update the City's Local Bike Plan 2. Provide a cycle path along Drake St from Railway Pde to Broun Ave.
		B2.1.2 Complete and implement a City wide Local Area Traffic Management Study.	●	●	●	●	Complete	The study was complete and endorsed by Council in 2018. The Citywide Traffic Management Implementation Plan was adopted by Council in March 2019. Actions will be implemented as part of ongoing business as usual operations. Outcomes will be reported annually as prescribed by action L3.1.3.
		B2.1.3 Develop remaining Parking Management Strategies for Town Centres.	●	●	●	●	On Track	Noranda is the only town centre without an endorsed Parking Management Plan. The City intended to develop the plan as a part of the Noranda District Centre Precinct Plan, which was not funded in the FY2021/2022 budget. Therefore this project is not progressing at this time.
		B2.1.4 Investigate a pedestrian friendly shared place in the Bayswater Town Centre.	●	●	●	●	On Track	This will be implemented with DevelopmentWA and PTA as part of the redevelopment of the Bayswater Station and the surrounding precinct. The City will seek to influence the detailed road and public realm design of these two agencies.



## OUR BUILT ENVIRONMENT

Aspiration: A quality and connected built environment.

1 October 2021 to 31 December 2022

Outcomes	Strategies	Actions	Timeframes				Status	Comments
			19/20	20/21	21/22	22/23		
B3 Quality built environment.	B3.1 Develop plans, policies and guidelines for quality built form.	B3.1.1 Prepare a Structure Plan and built form policies for each town centre - Maylands, Morley, Noranda and Bayswater.	●	●	●	●	On Track	Noranda is the only town centre without an endorsed Precinct Plan. The City requested a budget allocation to develop a Precinct Structure Plan for the Noranda Town Centre as a part of the 21/22 budget process, however no funds were allocated. This projects is therefore not going to occur in 2021/22
		B3.1.2 Develop and implement a Local Planning Strategy and develop a new town planning scheme.	●	●	●	●	On Track	Awaiting comments form the Department of Planning, Lands and Heritage regarding the City's updated Local Planning Scheme.
		B3.1.3 Review and implement the Municipal Heritage Inventory and associated processes.	●	●	●	●	Complete	The Local Heritage Survey was adopted at the OCM 12 February 2020. The document has been finalised and is available on the City's website.
	B3.2 Facilitate the development of activity nodes.	B3.2.1 Facilitate the development of shopping precincts.	●	●	●	●	On Track	The Bedford Place Manager is currently developing Implementation Plans for the Grand Promenade and Walter Road West precincts. Community engagement commenced in Decemeber and will continue in February. The City has also been awarded an \$80,000 grant from RAC Connect program to improve the Grand Promenade Precinct.



## OUR LOCAL ECONOMY

Aspiration: A business and employment destination.

1 October 2021 to 31 December 2022

Outcomes	Strategies	Actions	Timeframes				Status	Comments
			19/20	20/21	21/22	22/23		
E1 Support initiatives for local business.	E1.1 Implement initiatives that support business growth.	E1.1.1 Create precinct marketing plans that itemise the qualities of the town centres and transmits them to the public.	●	●			Complete	The Destination Marketing Strategy was adopted by Council at the OCM 27 April 2021 and implementation has commenced. Implementation and outcomes will be reported annually as prescribed by action L3.1.3.
E2 Active and engaging town and city centres.	E2.1 Increase public amenity in town and city centres to enhance community interaction and public safety.	E2.1.1 Strengthen the Morley City Centre as a pedestrian friendly environment to meet the requirements of a Strategic Metropolitan Centre.	●	●	●	●	On Track	Council adopted the Morley Activity Centre Streetscape Plan and Implementation Plan in March 2020. The City is currently seeking qualified consultants to develop detailed (construction ready) designs and costings for the the upgrades of the streets identified in the Streetscape plan. A report on the matter is scheduled to go to the January Council Meeting
		E2.1.2 Implement Town Centre Activation Plans.						The City has recently completed - Public space at The RISE - Noranda Nook additional infrastructure.
		E2.1.3 Develop and implement a Public Art Strategic Plan.	●	●			On Track	Further works on the Shade Structure and other works at Bert Wright Park are currently being sourced, however may be delayed due to current capacity of the building industry.  Construction on the Morley Library Pocket park is scheduled to commence in February, subject to DA approval and availability of contractors. No funding has been allocated to this project. A draft project plan is being created to develop the Strategy inhouse.



1 October 2021 to 31 December 2022

Outcomes	Strategies	Actions	Timeframes				Status	Comments
			19/20	20/21	21/22	22/23		
L1 Accountable and good governance.	L1.1 Ensure policies, procedures and practices are effective.	L1.1.1 Investigate opportunities to simplify processes and reduce red tape in all areas of the City's business.	●	●	●	●	On Track	The City continues to seize opportunities for improvement. Live streaming of Council meetings has been successfully implemented. A policy register has also been developed and will be published on the City's website as a comprehensive record of Council adopted policies.
	L1.2 Deliver long term financial planning.	L1.2.1 Develop a land asset disposal and acquisition strategy and program, including review of use.	●	●			Complete	Council adopted the Land Acquisition and Disposal Strategy and associated Policy at the OCM 23 June 2020.
L2 Proactively communicates and consults.	L2.1 Communicate and engage with the community.	L2.1.1 Develop a public relations and marketing strategy, including online and social media.	●	●			Complete	The development of a Public Relations and Marketing Strategy was a historic action in the CBP. In consultation with the CEO, the decision was made to instead develop a Strategic Communications Plan and Social Media Strategy. Both documents have now been completed and are currently being implemented. The Social Media Strategy includes the Baysie is My Home video campaign.
		L2.1.2 Undertake a community perception survey every two years.		●		●	Complete	The final Community Perception Survey report was delivered from the consultant in September, with a presentation on the methodology and high level results provided to OLT.
	L2.2 Provide quality customer services to the community.	L2.2.1 Develop, review and implement processes and corporate systems to be more responsive to community needs and contemporary customer interaction.	●	●	●	●	On Track	The City continues to update IT infrastructure to improve facilities and service delivery. The new Digital Strategy is expected to be finalised in the new year. The City is also undertaking preliminary investigation into improvements to its document management system and online forms to simplify registration and distribution of enquiries.
L3 Strong stewardship and leadership	L3.1 Provide Council with information and support to enable informed decision making.	L3.1.1 Co-ordinate ongoing training programs for elected members.	●	●	●	●	On Track	Councillor training is being arranged as requested by Councillors, ensuring compliance with training requirements under the Local Government Act.
		L3.1.2 Undertake annual staff satisfaction surveys.	●	●	●	●	Complete	The FY2020/21 survey was completed as part of the City's COVID-19 staff survey. Work for the FY2021/22 survey will commence in late 2021.



## LEADERSHIP & GOVERNANCE

Aspiration: Open, accountable and responsive service.

1 October 2021 to 31 December 2022

Outcomes	Strategies	Actions	Timeframes				Status	Comments
			19/20	20/21	21/22	22/23		
		L3.1.3 Provide an annual report on the implementation of approved strategies.					On Track	Annual progress reports are presented to the Audit and Risk Management Committee. Different strategies are reported each quarter, to spread the workload for Council and the City. The reports have been well received by the Committee. The reports keep Council informed of how the City is progressing against adopted strategies. As this process is now established, this action is considered complete.

**8.3 2021 Compliance Audit Return**

<b>Responsible Branch:</b>	Governance and Strategy
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Legislative
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	1. Draft Compliance Audit Return 2021 [8.3.1 - 12 pages]
<b>Refer:</b>	Item 10.6.3.9: OCM 23.2.2021

**SUMMARY**

Local governments are required to prepare and submit a compliance audit return each year, and that has now been completed for the reporting period 1 January 2021 to 31 December 2021. The Compliance Audit Return is essentially a self-assessment by each local government of how it has complied with the Local Government Act 1995 (the Act). The Compliance Audit Return must be reviewed by the Audit Committee before being considered and adopted by Council. The final step is to submit it to Department of Local Government, Sport and Cultural Industries by the due date.

**COMMITTEE RECOMMENDATION TO COUNCIL**  
**(OFFICER'S RECOMMENDATION)**

**That Council adopts the completed Compliance Audit Return for the period 1 January 2021 to 31 December 2021, as included in Attachment 1.**

**Cr Filomena Piffaretti, Mayor Moved, Andrew Cox Seconded**

**CARRIED UNANIMOUSLY: 5/0**

**For:** *Cr Filomena Piffaretti, Mayor, Cr Josh Eveson, Cr Giorgia Johnson, Mr Andrew Cox and Ms Jillian Brazil.*

**Against:** *Nil.*

**BACKGROUND**

There are general requirements under Section 7.12A of the *Local Government Act 1995* (the Act) for local governments to undertake audits and carry out corrective actions as identified in those audits.

Section 7.13 of the Act allows for regulations to be developed for how those audits are to be conducted.

The *Local Government Audit Regulations 1996*, (the Regulations) prescribe the requirements for local governments to carry out an annual compliance audit return, which is essentially a self-assessment for the reportable period against a series of questions that are issued by the Department of Local Government, Sport and Cultural Industries.

Regulations 13 – 15 set out the requirements for the compliance audit return to be conducted, including that it is to be reviewed first by the audit committee. The results of that review are required to be reported to Council before adoption.

The adopted Compliance Audit Return must be received by the Department by no later than 31 March following the reportable period to which the audit relates.

The topics in the Compliance Audit Return for the 2021 reportable period are similar to that of previous years. The 2020 compliance audit return was considered by Council at its Ordinary Meeting of 23 February 2021.



## EXTERNAL CONSULTATION

No consultation has yet occurred with the public or other agencies on this matter.

## OFFICER'S COMMENTS

The Compliance Audit Return for the reportable period 1 January 2021 to 31 December 2021 is shown at **Attachment 1**. The Audit and Risk Management Committee is required to review this completed Compliance Audit Return, and any comments will be considered in the follow up report to Council.

The Department released the 2021 questionnaire in mid-January 2022 and the adopted Compliance Audit Return must be submitted to the Department by no later than 31 March 2021.

Most responses are similar to previous years, and comments have been included where appropriate.

There are two non-compliance issues which have been noted, and those relate to two staff members not lodging their Annual Returns by the required cut-off date of 31 August 2021, and the Chief Executive Officer has since advised the Department.

One of the above non-compliances was attributed to the particular circumstances of the staff member leaving the City, and the other was attributed to an internal process issue. That has since been investigated, and corrective actions have been implemented.

As an alternative to the proposed recommendation, Council may choose to request further information from officers prior to adopting the 2021 compliance return. However, the adopted compliance audit return must be submitted to the Department by no later than 31 March 2021.

## LEGISLATIVE COMPLIANCE

- Section 7.13(i) of the Local Government Act 1995
- Regulations 13 - 5 of the Local Government (Audit) Regulations 1996

## RISK ASSESSMENT

In accordance with the City's Risk Management Framework, following options have been assessed against the City's adopted risk tolerance. Comments are provided against each of the risk categories.

Officer's Recommendation	That Council adopts the completed Local Government Compliance Audit Return for the period 1 January 2021 to 31 December 2021 as included in Attachment 1.		
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome	
Strategic Direction	Moderate	Low	
Reputation	Low	Low	
Governance	Low	Low	
Community and Stakeholder	Moderate	Low	
Financial Management	Low	Low	
Environmental Responsibility	Low	Low	
Service Delivery	Low	Low	
Organisational Health and Safety	Low	Low	
Conclusion	This option meets the legislative requirements for Council to adopt the Annual Compliance Return.		
Option 2	That the Audit and Risk Management Committee recommends to Council adoption of the completed Local Government Compliance Audit Return for the period of 1 January 2021 to 31 December 2021 as included in		

	<b><u>Attachment 1</u></b> , with requests for additional information or amendments to the comments.	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate	Moderate
Reputation	Low	Moderate
Governance	Low	Moderate
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	The Compliance Audit Return is required to be reviewed by the Audit Committee, and Council may wish to seek further information from the City on any of the responses prior to submission of the adopted Compliance Audit Return to the Department by 31 March 2021. The Reputational and Governance risk ratings have been increased to Moderate to reflect any potential delays in submitting the Compliance Audit Return by the due date, subject to what additional information may be required by Council. Amending any of the comments will not affect the submission process, and Council may wish to simply amend some of the comments.	

## FINANCIAL IMPLICATIONS

Nil.

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance  
 Aspiration: Open, accountable and responsive services  
 Outcome L1: Accountable and good governance  
 Outcome L2: Proactively communicates and consults

## CONCLUSION

The questions for the 2021 are similar to those of receding years, and the responses are as per **Attachment 1**. The required process is that the responses are considered by the Audit Committee before adoption by Council.

Two procedural non-compliances are noted and those have been reported to the Department through Serious Breach Forms and to the Corruption and Crime Commission.

Councils may wish to either amend the responses or to seek additional information, however it is imperative that the compliance audit return is lodged to the Department by no later than March 2022.

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
**Local Government, Sport  
and Cultural Industries**

## Bayswater - Compliance Audit Return 2021

### Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2021?	N/A	The City did not undertake any major trading undertaking in 2021.	Andrew Brien
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2021?	N/A	The City did not undertake any major land transactions in 2021.	Andrew Brien
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2021?	N/A	The City did not undertake any major land transactions in 2021.	Andrew Brien
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2021?	N/A	The City did not undertake any major land transactions in 2021.	Andrew Brien
5	s3.59(5)	During 2021, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	The City did not undertake any major trading undertakings or major land transactions in 2021.	Andrew Brien

Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes	The Reconciliation Advisory Committee was granted delegated authority at the Ordinary Council Meeting of 29 October 2019 and did so again at the Ordinary Council Meeting of 26 October 2021. The COVID Committee was granted delegated authority at the Ordinary Council Meeting of 24 March 2020 and again at the Ordinary Council Meeting of 26 October 2021. Both were resolved by an Absolute Majority.	Andrew Brien

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
**Local Government, Sport  
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
2	s5.16	Were all delegations to committees in writing?	Yes		Andrew Brien
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes		Andrew Brien
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	These are displayed on the City's website.	Andrew Brien
5	s5.18	Has council reviewed delegations to its committees in the 2020/2021 financial year?	Yes	Committee delegations were reviewed at the Ordinary Council Meeting of 8 December 2020.	Andrew Brien
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Andrew Brien
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	The Annual Delegations Review report was adopted at the Ordinary Council Meeting on 24 November 2021.	Andrew Brien
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Andrew Brien
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Sub Delegation Memos were sent to designated employees.	Andrew Brien
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	Some delegations were reviewed as part of the Annual Delegations Review Report that was adopted at the Ordinary Council Meeting on 24 November 2020.	Andrew Brien
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	These are located within the City's Delegated Authority Register, which is located on the website, within the City's records management system (ECM) and a hard copy is kept by the Governance team.	Andrew Brien
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year?	Yes	Council reviewed and adopted the Delegations register at the Ordinary Council Meeting held on 24 November 2021.	Andrew Brien
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes	All designated officers were notified in writing of their delegations and specifically advised in the memorandum to keep a written copy of these.	Andrew Brien

**Disclosure of Interest**

No	Reference	Question	Response	Comments	Respondent
----	-----------	----------	----------	----------	------------

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
**Local Government, Sport  
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		Andrew Brien
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	None of these decisions occurred.	Andrew Brien
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Andrew Brien
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Andrew Brien
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2021?	No	One Annual Return was not submitted by a staff member who has since left the organisation. There was also one late Annual Returns lodged by a staff member.  These were reported to the CCC and the Department through Serious Breach Forms which have been acknowledged.	Andrew Brien
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Andrew Brien
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Andrew Brien
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		Andrew Brien
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Andrew Brien
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Andrew Brien

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
**Local Government, Sport  
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		Andrew Brien
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Andrew Brien
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes		Andrew Brien
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Andrew Brien
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?*  *Question not applicable after 2 Feb 2021	Yes		Andrew Brien
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?*	Yes		Andrew Brien
		*Question not applicable after 2 Feb 2021			
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes		Andrew Brien
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Andrew Brien
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Andrew Brien

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
**Local Government, Sport  
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?*	Yes		Andrew Brien
		*Question not applicable after 2 Feb 2021			
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?*	Yes		Andrew Brien
		*Question not applicable after 2 Feb 2021			
22	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes		Andrew Brien
23	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4)?	No		Andrew Brien
24	s5.104(7)	Did the CEO publish an up-to-date version of the adopted code of conduct on the local government's website?	Yes		Andrew Brien
25	s5.51A(1) & (3)	Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?	No	The current Code of Ethics for employees is available on the City's website. The Code is currently being updated and the new version is expected to be released in February 2022.	Andrew Brien

#### Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes		Andrew Brien
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes		Andrew Brien

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
**Local Government, Sport  
and Cultural Industries**

Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes		Andrew Brien
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	Yes		Andrew Brien
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes		Andrew Brien



Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
**Local Government, Sport  
and Cultural Industries**

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Andrew Brien
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	The Audit and Risk Committee does not have delegated powers or duties.	Andrew Brien
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?	No	There have been delays with receiving the auditor's report. The City is hoping to receive the report by the end of February 2022.	Andrew Brien
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	The City hasn't received the auditor's report for the 2021 financial year.	Andrew Brien
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	The City hasn't received the auditor's report for the 2021 financial year.	Andrew Brien
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A	The City hasn't received the auditor's report for the 2021 financial year.	Andrew Brien
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	N/A	The City hasn't received the auditor's report for the 2021 financial year.	Andrew Brien

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
**Local Government, Sport  
and Cultural Industries**

Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Major review of the SCP was conducted and adopted by Council at Ordinary Council Meeting 25/05/2021	Andrew Brien
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Council adopted the City of Bayswater Corporate Business Plan 2019-2023 at the Ordinary Council Meeting 11/06/2019	Andrew Brien
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes	<a href="https://www.bayswater.wa.gov.au/city-and-council/corporate-plans-and-strategies">https://www.bayswater.wa.gov.au/city-and-council/corporate-plans-and-strategies</a>	Andrew Brien

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	Yes	This occurred in December 2021.	Andrew Brien
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A	The CEO position was advertised in 2022.	Andrew Brien
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		Andrew Brien
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		Andrew Brien
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		Andrew Brien
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Andrew Brien

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
**Local Government, Sport  
and Cultural Industries**

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes		Andrew Brien
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)? Does the complaints register include all information required by section 5.121(2)?	Yes		Andrew Brien
3	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes		Andrew Brien
Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2021? If yes, please provide the date of council's resolution to accept the report.	Yes	An internal audit of the City's finance systems and associated procedures, including asset management, was conducted in June 2021 by William Buck.	Andrew Brien
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2021? If yes, please provide date of council's resolution to accept the report.	Yes	Yes, review of Regulation 17 was undertaken during 2020 and adopted at the Ordinary Council Meeting of 23 June 2020.	Andrew Brien
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C?	Yes		Andrew Brien
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events ?	Yes		Andrew Brien

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
**Local Government, Sport  
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Andrew Brien
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes		Andrew Brien
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2020/2021 financial year and publish it on the local government's official website by 31 July 2021?	Yes		Andrew Brien
8	s6.4(3)	By 30 September 2021, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2021?	Yes	The draft was submitted to the Auditor prior to 30 September 2021.	Andrew Brien
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes		Andrew Brien

#### Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy [adopted under F&G Reg 11A(1) & (3)] in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Andrew Brien
2	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes		Andrew Brien
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Andrew Brien
4	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	The City has no multiple contracts.	Andrew Brien

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
**Local Government, Sport  
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes	Addenda issued to all parties	Andrew Brien
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Andrew Brien
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	Further development of website is in progress.	Andrew Brien
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes		Andrew Brien
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	All tenders were assessed against the pre-determined criteria.	Andrew Brien
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Andrew Brien
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes		Andrew Brien
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	No	No EOIs were found to be non-complying during the reporting period	Andrew Brien
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under F&G Reg 23 (1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes		Andrew Brien
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	Yes		Andrew Brien
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	Yes	No panels in place	Andrew Brien

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
**Local Government, Sport  
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	No panels in place	Andrew Brien
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	No panels in place	Andrew Brien
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A	No panels in place	Andrew Brien
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	No panels in place	Andrew Brien
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	No panels in place	Andrew Brien
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	No panels in place	Andrew Brien
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A	The City is a metropolitan local government	Andrew Brien

I certify this Compliance Audit Return has been adopted by council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Mayor/President, Bayswater\_\_\_\_\_  
Signed CEO, Bayswater

**9 PREVIOUS MATTERS DEALT WITH NOT ON THE AGENDA**

Reconciliation arising from past meetings:

Nil.

**10 GENERAL BUSINESS****11 BRIEFING NOTES**

Nil.

**12 CONFIDENTIAL ITEMS****12.1 Finance And Assets Internal Audit**

<b>Responsible Branch:</b>	Governance and Strategy
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Executive/Strategic
<b>Voting Requirement:</b>	Simple Majority

***MS JILLIAN BRAZIL DECLARED AN IMPARTIAL INTEREST***

*In accordance with regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, Ms Jillian Brazil declared an impartial interest in this item as she has done work for Paxon in the past. Ms Jillian Brazil continued to participate remotely during debate and voting on this item.*

***CR GIORGIA JOHNSON DECLARED AN IMPARTIAL INTEREST***

*In accordance with regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, Cr Giorgia Johnson declared an impartial interest in this item as her daughter works at Bayswater Waves, which is mentioned in the report. Cr Giorgia Johnson remained in the room during voting on this item.*

**REASON FOR CONFIDENTIALITY**

*Item 12.1 Finance and Assets Internal Audit is a CONFIDENTIAL REPORT in accordance with section 5.23(2) of the Local Government Act 1995 (WA), which permits the meeting to be closed to the public for the business relating to:*

- (e) a matter that if disclosed, would reveal —*
  - (iii) information about the business, professional, commercial or financial affairs of a person,*

**COMMITTEE RESOLUTION**

**That the meeting be closed to the public.**

**Cr Filomena Piffaretti, Mayor Moved, Cr Josh Eveson Seconded**

**CARRIED UNANIMOUSLY: 5/0**

**For:** Cr Filomena Piffaretti, Mayor, Cr Josh Eveson, Cr Giorgia Johnson, Andrew Cox and Jillian Brazil.

**Against:** Nil.

*At 05:06 pm, the meeting closed to the public.*

**COMMITTEE RECOMMENDATION TO COUNCIL**

**(OFFICER'S RECOMMENDATION)**

That the recommendation as contained in the "Confidential Report" be adopted.

Cr Filomena Piffaretti, Mayor Moved, Cr Josh Eveson Seconded

**CARRIED UNANIMOUSLY: 5/0**

**For:** *Cr Filomena Piffaretti, Mayor, Cr Josh Eveson, Cr Giorgia Johnson, Andrew Cox and Jillian Brazil.*

**Against:** *Nil.*



**12.2 Audit Log For The Quarter Ending 31 December 2021**

<b>Responsible Branch:</b>	Governance and Strategy
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Executive/Strategic
<b>Voting Requirement:</b>	Simple Majority

**MS JILLIAN BRAZIL DECLARED AN IMPARTIAL INTEREST**

*In accordance with regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, Ms Jillian Brazil declared an impartial interest in this item as she has done work for Paxon in the past. Ms Jillian Brazil continued to participate remotely during debate and voting on this item*

**REASON FOR CONFIDENTIALITY**

*Item 12.2 Audit Log for the Quarter Ending 31 December 2021 is a CONFIDENTIAL REPORT in accordance with section 5.23(2) of the Local Government Act 1995 (WA), which permits the meeting to be closed to the public for the business relating to:*

- (f) a matter that if disclosed, could be reasonably expected to —*
- (ii) endanger the security of the local government's property;*

**COMMITTEE RECOMMENDATION TO COUNCIL**  
**(OFFICER'S RECOMMENDATION)**

That the recommendation as contained in the "Confidential Report" be adopted.

Jillian Brazil Moved, Andrew Cox Seconded

**CARRIED UNANIMOUSLY: 5/0**

**For:** *Cr Filomena Piffaretti, Mayor, Cr Josh Eveson, Cr Giorgia Johnson, Andrew Cox and Jillian Brazil.*

**Against:** *Nil.*

**12.3 Debt Write Off Request**

<b>Responsible Branch:</b>	Financial Services
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Legislative
<b>Voting Requirement:</b>	Simple Majority

**REASON FOR CONFIDENTIALITY**

*Item 12.3 Debt Request Write Off is a **CONFIDENTIAL REPORT** in accordance with section 5.23(2) of the Local Government Act 1995 (WA), which permits the meeting to be closed to the public for the business relating to:*

- (e) *a matter that if disclosed, would reveal —*
- (iii) *information about the business, professional, commercial or financial affairs of a person,*

**COMMITTEE RECOMMENDATION TO COUNCIL****(OFFICER'S RECOMMENDATION)**

That the recommendation as contained in the "Confidential Report" be adopted.

Cr Filomena Piffaretti, Mayor Moved, Jillian Brazil Seconded

**CARRIED UNANIMOUSLY: 5/0**

**For:** *Cr Filomena Piffaretti, Mayor, Cr Josh Eveson, Cr Giorgia Johnson, Andrew Cox and Jillian Brazil.*

**Against:** *Nil.*

**COMMITTEE RESOLUTION**

That the meeting be reopened to the public.

Cr Filomena Piffaretti, Mayor Moved, Cr Josh Eveson Seconded

**CARRIED UNANIMOUSLY: 5/0**

**For:** *Cr Filomena Piffaretti, Mayor, Cr Josh Eveson, Cr Giorgia Johnson, Andrew Cox and Jillian Brazil.*

**Against:** *Nil.*

*At 05:27 pm, the meeting reopened to the public.*

**13        NEXT MEETING**

**14        CLOSURE**

There being no further business to discuss, the Chairperson, Cr Giorgia Johnson, declared the meeting closed at 5:47 pm.