



*The Barossa Council*

**MINUTES OF THE MEETING OF THE AUDIT COMMITTEE  
OF THE BAROSSA COUNCIL**

held on Monday 16 December 2019, commencing at 4.07pm  
in the Council Chamber, 43-51 Tanunda Road, Nuriootpa

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1. **WELCOME**

Mr Brass declared the meeting open at 4.07pm and welcomed all in attendance.

2. **MEMBERS PRESENT**

Mr Peter Brass, Mr Ian Swan, Ms Ellen Ewing, Cr Russell Johnstone

**Invited Staff Members**

Mr Martin McCarthy, Chief Executive Officer

Mr Mark Lague, Manager Financial Services

Ms Annette Randall, Executive Assistant (Minute Secretary)

3. **APOLOGIES**

Cr John Angas

4. **CONFLICT OF INTEREST DECLARATIONS**

Nil

5. **CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

**MOVED** Cr Johnstone that the Minutes of the Audit Committee Meeting held 29 October 2019 be confirmed as a true and correct record of the proceedings of that meeting.

**Seconded** Mr Swan

**CARRIED 2019-20/13**

6. **BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

7. **CONSENSUS AGENDA**

7.1 **ITEMS FOR EXCLUSION FROM THE CONSENSUS AGENDA**

Nil

8. **RECEIPT OF CONSENSUS AGENDA**

**MOVED** Ms Ewing that Reports for Information items 7.1.1 to 7.1.8 be received.

**Seconded** Cr Johnstone

**CARRIED 2019-20/14**

## NOT CONFIRMED

### 9. DEBATE AGENDA

#### 9.1.1

#### THE BAROSSA COUNCIL QUARTER 1 – 2019/20 PERFORMANCE & ACTIVITY REPORT 19/66143

Author: Manager Executive Services

Mr McCarthy spoke to the report and answered questions from the Members

**MOVED** Mr Swan that the Audit Committee receives and notes The Barossa Council Quarter 1 – 2019/20 Performance & Activity Report.

**Seconded** Ms Ewing

**CARRIED 2019-20/15**

#### **PURPOSE**

To provide Council's Quarter 1 – 2019/20 Performance & Activity Report on measures adopted within the Barossa Council Corporate Plan 2016/17 to 2019/20.

#### **REPORT**

##### Background

Since November 2016, Council and the Audit Committee have been presented with Quarterly Performance Reports on measures adopted within the Corporate Plan.

##### Introduction

The Barossa Council Quarter 1 – 2019/20 Performance & Activity Report provides performance results against Corporate Plan measures as at 30 September 2019. The report also includes a suite of activity measures, providing a snapshot of activity undertaken over the quarter in the delivery of key internal and external Council services under each Community Plan Theme.

##### Discussion

As part of ongoing continuous improvement activity officers are continuing to refine counting rules and formulas for the extraction and analysis of data, which may result in the revision of previously reported results where the data has been refined or cleansed. Where this is the case, the report will include a disclaimer regarding the nature of any changes implemented and its impact on the data.

Additionally, where justification exists, performance targets may be amended to reflect a more realistic figure. As above, where this is the case, the report will include an explanation of the nature of and justification for any changes implemented and its impact on the data.

#### **ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

The Barossa Council Quarter 1 – 2019/20 Performance & Activity Report.

#### **COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

##### Community Plan



How We Work – Good Governance

##### Corporate Plan

A6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals.

##### Legislative Requirements

Nil

#### **FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

Current resources are sufficient to provide ongoing quarterly reporting.

## **NOT CONFIRMED**

### **COMMUNITY CONSULTATION**

Community consultation is not required under the Act or Council's Public Consultation Policy.

#### **9.1.2**

### **UPDATE – RISK MANAGEMENT PROGRAMS AND PROJECTS**

#### **B7531**

Author: Risk Advisor

Mr McCarthy spoke to the report and answered questions from the Members.

**MOVED** Cr Johnstone that the Audit Committee receives and notes report 9.1.2 Update – Risk Management Programs and Projects.

**Seconded** Ms Ewing

**CARRIED 2019-2016**

### **PURPOSE**

To present a report on the progress of Risk Management programs and projects.

### **REPORT**

#### **Local Government Association Mutual Liability Scheme (LGAMLS)**

Between 1 October 2019 and 9 December 2019, the following claims were submitted:

#### Motor Vehicle Claims:

1. Depot Vehicle collided with a deer near Springton - Repaired.
2. Community Transport Vehicle collided with a Kangaroo - Repaired.
3. Director Vehicle collided with a Kangaroo - Repaired.
4. Office Pool Vehicle collided with a Kangaroo – Repairs in Progress.
5. Community Transport Vehicle struck from behind, shunted into vehicle in front – financial write off; to be replaced.
6. Grader collided with 3<sup>rd</sup> Party Vehicle, no damage to Grader; dispute over liability.
7. Depot Vehicle – Damage to under body sliding toolbox, not appropriately latched before operating vehicle - Repaired.

Due to the large number of vehicle incidents involving Animals, the Risk Team has distributed advice to staff to raise awareness about the large number of kangaroos currently traversing our local road network and cautioning drivers to take care and drive to the conditions.

#### Mutual Liability Claims:

1. Damaged Fence, storm damage when tree branch snapped off and landed on front boundary fence; claim denied under Local Government Act
2. Damaged Fence and retaining wall – tree roots (planted by developer) lifted and cracked retaining wall bricks and twisted 2 fence panels. 1 fence panel damaged in the removal of the tree. Negotiating outcome with Director Works and Engineering, likely to deny claim for damages caused by tree root under Local Government Act.
3. Potential Claim – Spray Drift affecting vineyard. Awaiting formal claim, property added to the 'No Spray' register maintained by Coordinator Operations.
4. Damage to SA Water infrastructure – damaged domestic water supply while cleaning drains. Less than excess, release and indemnity form completed, amount to be paid out of Works and Engineering budget.

#### Historic Mutual Liability Claim

Received communications from Duncan Basheer Hannon, representing a Claimant for injuries sustained on 22 November 2011 while riding on a Council managed cycle path. LGA Mutual Liability Scheme and The Barossa Council are represented by Wallmans Lawyers. The Claimant was a minor at the time of the injury providing him the opportunity to claim from 18 to 21 years of age; claim totals \$105,348.75.

#### Risk Management Activities

- 2019/2020 KPI Action plan development underway.
- Drug and Alcohol Management Policy and Process drafted and out for consultation.

## NOT CONFIRMED

- Smarter Ways of Working Safely Project
  - Hazard Management Policy and Process – significant review and redrafting of documents based on One System model and alignment with simplified electronic reporting and monitoring.
  - Skytrust – Organisational structure, security and user access requirements reviewed and reconfigured to allow development of workflows/system setup for electronic submission of hazard and incident reports, WHS inspections and corrective and preventative action monitoring.
- Risk Management Policy and Process – significant review and redrafting of documents based on One System model and alignment with enterprise level risk assessment methodology. It is anticipated a revised enterprise level risk management framework will be presented to the Audit Committee during Quarter 3 2019/20 .
- Emergency Management
  - Business Continuity Plan – currently reviewing critical function identification methodology and Sub Plan Templates.
  - Council Ready Program – The following are either drafted or being drafted from templates provided through the Council Ready Program:
    - Action Plan for Council Ready
    - Community Emergency Management Policy
    - Incident Operations Arrangements
  - Internal Emergency Management
    - Policy under review
    - Emergency Planning Committee meeting regularly to progress training and internal exercises.
  - Zone Emergency Management Committee
    - Joint Meeting with Barossa & Yorke and Mid North regions held on 3 December 2019.

## ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Nil

## COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

### Corporate Plan



How We Work – Good Governance

- 6.2 Ensure that Council's policy and process frameworks are based on principles of sound governance and meet legislative requirements.
- 6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals.

### Legislative Requirements

Local Government Act 1999

Work Health Safety Act 2012

## FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Addressed within the Report.

## COMMUNITY CONSULTATION

Not required under legislation or Council's Public Consultation Policy.

## 10. CONFIDENTIAL AGENDA

Nil

## 11. OTHER BUSINESS

### 11.1 PRESENTATION FROM CHIEF EXECUTIVE OFFICER ON STRATEGIC RISK REGISTER AND ACTIVITIES

Mr McCarthy provided a Powerpoint presentation on Council's Strategic Risk Register and Activities, in particular, those risks for which Executive

**NOT CONFIRMED**

Services and the Chief Executive Officer are identified as owners, and answered questions from the Members.

<p><b>MOVED</b> Cr Johnstone that the Audit Committee receives the Chief Executive Officer's Presentation on Council's Strategic Risk Register and Activities. <b>Seconded</b> Mr Swan</p>	<p><b>CARRIED 2019-20/17</b></p>
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Mr Brass commented that the existing Controls for Council's financial risks were being tested satisfactorily, but suggested that consideration be given to engaging a consultant to test non-financial risks, particularly any categorised as Extreme or High. The matter will be included in the next meeting agenda.

10. **NEXT MEETING**

February 2020 – Date to be advised

11. **CLOSURE OF MEETING**

There being no further business, Mr Brass wished everyone a very Merry Christmas and closed the meeting at 5.37pm.

Confirmed:

**Chairman:** .....

**Date:** .....