



The Barossa Council

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

held on Tuesday 3 March 2020, commencing at 3.05pm
in the Council Chamber, 43-51 Tanunda Road, Nuriootpa

1. **WELCOME**

Mr Brass declared the meeting open at 3.05pm and welcomed all in attendance.

2. **MEMBERS PRESENT**

Mr Peter Brass, Mr Ian Swan, Cr Russell Johnstone, Cr John Angas

Invited Staff Members

Mr Martin McCarthy, Chief Executive Officer

Mr Mark Lague, Manager Financial Services

Ms Nicole Rudd, Coordinator Internal Control (until 4.00pm)

Mr Derek Jones, Risk Advisor (until 4.15pm)

Ms Thomas, Director Corporate and Community Services (from 4.00pm)

Ms Annette Randall, Executive Assistant (Minute Secretary)

3. **APOLOGIES**

Ms Ellen Ewing

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 16 December 2019 be confirmed as a true and correct record of the proceedings of that meeting.

Seconded Mr Swan

CARRIED 2019-20/18

6. **BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

7. **CONSENSUS AGENDA**

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

Nil

Regarding Item 7.1.1, Cr Johnstone asked if policy reviews were included in the Workplan. Noted that it is included under 'Reporting Responsibilities', although individual policies are not specified.

NOT CONFIRMED

Regarding Item 7.1.3, Mr Brass queried if the matter had been presented to Council as yet. Mr Lague advised it has not. Mr Brass stated that the Audit Committee supported the action to extend the audit contract for the remaining three years.

8. RECEIPT OF CONSENSUS AGENDA

MOVED Cr Angas that Reports for Information items 7.1.1 to 7.1.3 be received.

Seconded Mr Swan

CARRIED 2019-20/19

9. DEBATE AGENDA

9.1.1

INTERNAL FINANCIAL CONTROL REPORT

B3705

Ms Rudd spoke to the Report and answered questions from the Members.

Mr McCarthy will forward a copy of the City of Playford's ICAC Report to Members for information.

MOVED Mr Swan that the report from the Coordinator Internal Control on the status of Internal Financial Control work, be received and noted.

Seconded Cr Johnstone

CARRIED 2019-20/20

PURPOSE

To provide an update on the status of Internal Financial Control work.

REPORT

Attached is a copy of the Internal Financial Control Report for October 2019 to February 2020.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Internal Financial Control Report – October 2019 to February 2020

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



How We Work – Good Governance

Corporate Plan

How We Work – Good Governance

- 6.2 Ensure that Council's policies and process frameworks are based on principles of sound governance and meet legislative requirements.
- 6.4 Ensure that decisions regarding expenditure of Council's budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements

Local Government Act 1999 – Section 125, 126, 129 (1) (b)

Local Government (Financial Management) Regulations 2011, 14(e)

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

The regular monitoring and review of Council's financial internal controls and risk assessments will significantly facilitate the on-going safeguarding of Council assets. The control and review of risks is a core officer function and responsibility.

NOT CONFIRMED

COMMUNITY CONSULTATION

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

9.1.2

TREASURY MANAGEMENT REVIEW

B2237

Mr Lague spoke to the Report.

MOVED Cr Johnstone that the report on Council's 2019 Treasury Management activities be received and noted.

Seconded Cr Angas

CARRIED 2019-20/21

PURPOSE

Pursuant to Section 140 of the Local Government Act 1999, and in accordance with Council's Treasury Management Policy, Council must undertake an annual performance review of its Treasury Management activities.

REPORT

The key principles within Council's Treasury Management Policy are as follows:

Council will:

- Maintain target ranges for its Net Financial Liabilities ratio;
- Generally only borrow funds when it needs cash and not specifically for particular projects;
- Not retain and quarantine money for particular future purposes unless required by legislation or agreement with other parties;
- Apply any funds that are not immediately required to meet approved expenditure (including funds that are required to be expended for specific purposes but are not required to be kept in separate bank accounts) to reduce its level of borrowings or to defer and/or reduce the level of new borrowings that would otherwise be required.

Comments regarding the 2019 performance with regard to the above principles are outlined below:

Net Financial Liabilities Ratio

Council's policy regarding its net financial liabilities is that they shall not exceed 100% of total operating revenue (adopted February 2010).

As at 30 June 2019, Council's net financial liabilities represented 10% of total operating revenue, and it is projected to increase to 32% as at 30 June 2020 (as per Mid-year Budget Review as at 31 December 2019). Accordingly, Council is currently operating within its policy threshold.

Loan Borrowings

Council's policy relative to loan borrowings states that the use of internal reserves be considered prior to consideration of external loan borrowings. The total variable borrowings for Nuriootpa Centennial Park Authority are currently \$1,160,000. No new fixed debenture loans were borrowed by Council in 2019.

The use of internal cash reserves has continued to be used in funding Council's capital works programs and has subsequently minimised the net interest cost to Council.

A summary of the fixed interest rate borrowings provided through the Local Government Finance Authority are shown below:

NOT CONFIRMED

Debenture Loan Summary				
No.	Loan Amount	Interest Rate	Final Payment Date	Principal Outstanding as at 31 December 2019
100	1,954,200	6.45%	15/03/20	99,417
101	2,500,000	6.24%	15/03/21	365,559
102	5,000,000	6.62%	16/10/21	979,336
103	100,000	6.80%	15/11/21	19,768
104	2,900,000	6.90%	15/03/22	708,469
105	7,000,000	7.02%	16/11/24	4,661,707
106	2,000,000	6.85%	15/04/26	1,115,106
107*	113,000	4.75%	16/07/22	39,622
108*	515,000	6.20%	15/01/34	429,045
109*	125,000	5.30%	15/09/29	93,642
112*	180,000	4.25%	15/12/27	149,788
113*	80,000	4.50%	15/02/28	70,148
114	1,750,000	3.60%	15/08/28	1,601,738
				10,333,345

* Loans approved by Council, provided for the Community to Clubs, Societies or Groups. The repayments to Council are on schedule for the community loans outstanding - a total principal balance at 31 December 2019 of \$782,245.

A summary of the variable interest rate borrowings are shown below:

Cash Advance Loan Summary (Nuriootpa Centennial Park Authority)				
No.	Total Facility Loan Amount	Current Interest Rate	Facility End Date	Principal Outstanding as at 31 December 2019
CA110	1,000,000	2.70%	15/06/20	1,000,000
CA111	260,000	2.70%	15/03/21	160,000
				1,160,000

Council Funded Loans

Council has approved external loans not included in the Debenture Loan Summary table that have been paid from Council funds. Two existing loans are in place:

- 1) Barossa Valley Machinery Preservation Society Inc
- 2) Nuriootpa Centennial Park Authority (NCPA). The current adopted long term financial plan (LTFP) includes a \$130k repayment in June 2020 and the loan is to be fully repaid during 2025/26. The NCPA loan repayment schedule is subject to an annual review of their LTFP, checking the operational and capital expenditure, cash flow requirements and the financial sustainability of the business. The NCPA loan is charged at the current cash advance loan interest rate. The Council Funded loan summary is shown in the following table:

Council Funded Loan Summary				
Name.	Total Facility Loan Amount	Current Interest Rate	Facility End Date	Principal Outstanding as at 31 December 2019
Barossa Valley Machinery Preservation Society Inc	25,000	4.30%	8/11/28	22,940
Nuriootpa Centennial Park Authority	650,000	2.70%	per LTFP 2025/26	520,000
				542,940

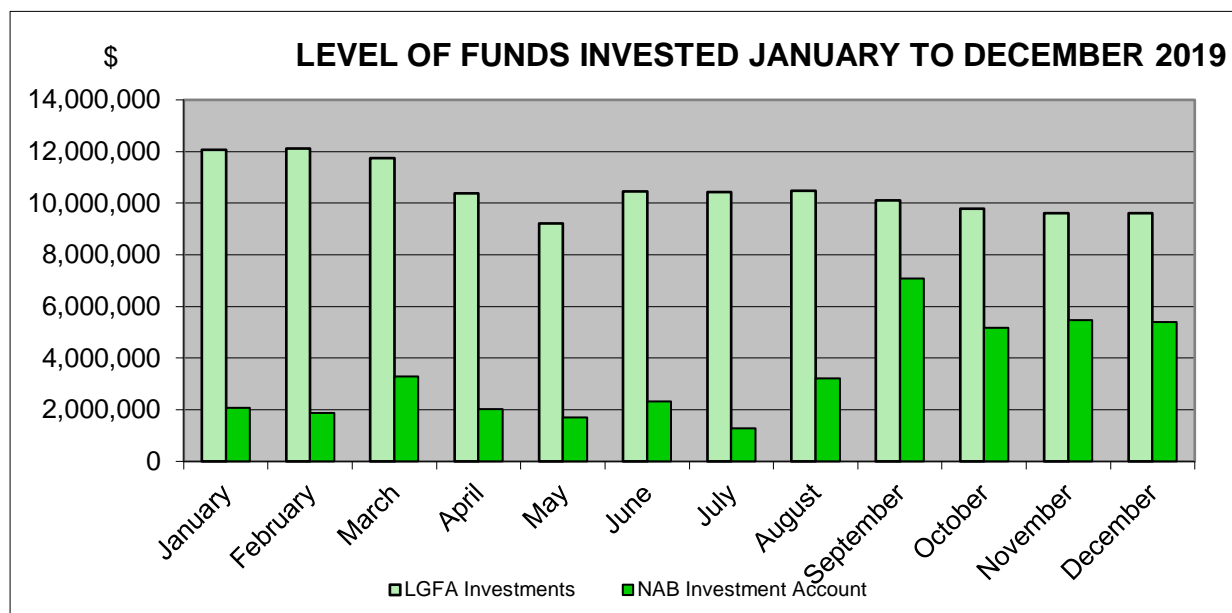
NOT CONFIRMED

Investments

Council currently holds investments with National Australia Bank (NAB) and the Local Government Finance Authority (LGFA). Council's total investments as at 31 December 2019 were:

	Variable Interest Rate \$'000	≤ 1 year Fixed \$'000	> 1 year ≤ 5 years \$'000	> 5 years \$'000	TOTAL \$'000	Interest Rate Range 2019
LGFA	2,131	7,481	0	0	9,612	1.05% to 2.20%
NAB Investment A/c	5,395	0	0	0	5,395	1.25% to 2.00%
TOTAL	7,526	7,481	0	0	15,007	

The level of funds invested during the year is presented in the graph below. The graph excludes Council's separate operating bank account which was maintained at minimum working capital levels in accordance with the Policy.



ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Policy

Treasury Management Policy

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



How We Work – Good Governance

Corporate Plan

- 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.
- 6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.

NOT CONFIRMED

Legislative Requirements
Local Government Act 1999, Section 140

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

A review of investments and borrowings is required as per the Treasury Management Policy and Local Government Act

COMMUNITY CONSULTATION

No separate consultation is required under Council's Public Consultation Policy.

9.1.3

2020/21 AUDIT COMMITTEE BUDGET

B9880

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

Noted in relation to any requirement for Consultant fees, Mr McCarthy advised that the Change Program is currently providing an efficiency and effectiveness reform function, as detailed reviews of services and processes are being undertaken in the Program. An update report on the Change Program will be provided to the next meeting.

MOVED Mr Swan that for the 2020/21 draft Audit Committee budget, the Audit Committee recommend Council:

- (1) Include an amount for Training of \$1,000 and Nil for Consultants;
- (2) Consider and approves the other budgets listed in this report during the budget processes.

Seconded Cr Johnstone

CARRIED 2019-20/22

PURPOSE

To consider a draft 2020/21 budget for the Audit Committee's operations.

REPORT

The budget for 2020/21 is being prepared by completing the base budget for activities that are externally and internally required by the Audit Committee.

In the Audit Committee budget, two items that require review are Consultant and Training/Seminar expenditure.

In the past, consultants have been used to undertake reviews and compliance checks for taxation and accounting, along with purchase and implementation of the internal control tracking tool. The training budget has previously been used by independent members to attend LGA programs.

A proposed 2020/21 budget to support the operations of the Audit Committee is outlined in the following table:

Audit Committee Financial Statement as at 24 February 2020:

	February YTD Actuals	Budget Review 2019/20 Q2	Budget % YTD	Draft 2020/21 Budget
496 - Audit Committee				
Salaries & related costs (preparation of reports/agendas, attendance at	15,275	22,195	60%	22,776

NOT CONFIRMED

meetings – CEO, Director C&CS, Manager Financial Services, Minute Secretary)				*
Consultants (provision for sundry project work undertaken as part of Committee work plan or specifically requested by Council)	0	0	0%	0
Training / Seminar expenses	0	1,000	0%	1,000 ~
Sitting Fees (Independent Members)	3,205	5,835	48%	5,965 #
Advertising	0	700	93%	700 ~
Total 496 - Audit Committee	18,480	29,730	57%	30,441

- * Provides for expected increase for salary costs for Enterprise Agreement. Depending on cost centre allocations, this amount may change when the budget is finalised.
- ~ Training and advertising expenses provide for one independent member appointment if required.
- # Provides for Sitting Fees as follows: Chairperson \$585 and Independent Members x 2 - \$380 to attend 4 meetings each and annual report attendance at Council meeting for the Chairperson; to be considered and approved by Council – only provided for Audit Committee members' information.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Policy

Budget & Business Plan and Review Policy

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan



How We Work – Good Governance

- 6.4 Ensure that decisions regarding expenditure of Council's budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.
- 6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.

Legislative Requirements

Local Government (Financial Management) Regulations 2011 - Reg 9(1)(b)
LGA Information paper no. 25 – Monitoring Council Budget Performance

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

Funding to support the operations of the Audit Committee is required to ensure resources are adequate to undertake this vital role within Council and is included in the annual budget.

As part of the draft Budget 2020/21, Council has approved budget process where costs should be reviewed with actual \$ required for that ongoing service provision. Selected costs are increased by indexation where agreements, contracts, EBA, licensing, arranged service charges, etc. provide for that option, along with costs outside of our control, can be increased where the service provider(s) initiate increases, ie fuel, postages.

The Independent Members - Sitting Fee is not subject to agreement or contract but should ensure Council can attract and retain qualified and experienced people and receive value for service provision. It is recommended that Council increase the fee by the CPI for Adelaide, September 2019 being 1.9% (December 2019 at 2.1%), rounded to the nearest \$5. In 2019/20, the sitting fee for the Chairperson is \$575 and Independent Members is \$370. The proposed amount for 2020/21 financial year is \$585 and \$380 respectively. The Sitting Fee will be included in the draft 2020/21 budget to be considered and approved by Council.

NOT CONFIRMED

COMMUNITY CONSULTATION

Public Consultation will be included as part of the draft 2020/21 Budget/Business Plan consultation and adoption process.

9.1.4

REVIEW DRAFT BUDGET 2020/21 AND ANNUAL REVIEW LONG TERM FINANCIAL PLAN INDEXATION AND ASSUMPTIONS

B9880

Mr Lague spoke to the Report.

MOVED Mr Swan that the Audit Committee notes the indexation and assumptions for the Annual Budget & Business Plan 2020/21 and Long Term Financial Plan 2020/21 to 2029/30.

Seconded Cr Angas

CARRIED 2019-20/23

PURPOSE

As per the 2020/21 Annual Budget/Business Plan timetable endorsed by Council in January 2020, the Audit Committee needs to receive and can provide comment on the indexation and assumptions for the Annual Budget & Business Plan (AB&BP) 2020/21 and Long Term Financial Plan (LTFP) 2020/21 to 2029/30.

REPORT

Overview

The review of indexing and assumptions for the Annual Budget & Business Plan 2020/21 and Long Term Financial Plan (LTFP) 2020/21 to 2029/30 has been considered by Council at the information briefing Workshop on 27 January 2020. This process enables Council to take a long term view and 'set the big picture' before starting the annual budget process.

Key Assumptions and Enhancements

Each annual review process provides an opportunity to introduce new assumptions or enhance the information base as required, using the existing indexation and assumptions.

The main assumptions and indexation being considered during this early stage of budget preparation is the income and expenditure indexation. As included in the presentation paper, Council reviews the proposed rate increase and the indexation application to operational expenditure.

The LGPI (Local Government Price Index) is used as a base for the plan(s) and considering local needs and requirements to meet service levels, including external influences such as service contracts where fuel prices and employment costs may vary the service cost. The Local Government Price Index (LGPI) increase for 12 months to 30 September 2019 was 1.9%; (noting the Adelaide CPI for the 31 December 2019 period was 2.1%).

As the cost indexation has been reducing from previous adopted Long Term Financial Plans, Council will reconsider the cost of delivering services and any changes to the level of service to ensure income or charges for the services are appropriate. The following indexation is sourced from the adopted LTFP.

Income

Rate increases to fund and ensure service level provision is maintained in line with revised sustainability requirements.

Both the residential and non-residential rate revenue (excluding growth) were budgeted to increase at 2.25% in 2020/21 to 2022/23, and the years following 2023/24 to 2028/29 at 2.50% per annum plus growth at 1%.

NOT CONFIRMED

Due to the State Government waste disposal levy, a review of the service charge for 2020/21 will be required to ensure the cost recovery is currently adequate. The adopted Waste Service Rate Revenue indexation rate in the LTFP last year was budgeted to increase at:

2020/21	6.50%
2021/22	2.10%
2022/23 to 2024/25	2.25%
2025/26 to 2028/29	2.50%

The adopted Community Wastewater Management Systems Service Rate Revenue (excluding growth) indexation rates in the LTFP from last year was budgeted to increase at 2.25% for 2020/21 to 2025/26 and from 2.00% to 2.25% for the remaining years. An ongoing review of the service charge is underway for requirements from ESCOSA, including the cost of Capital and Risk, along with internal review of executive, administration and governance operating costs.

Other income indexation has a base increase of 2.0%.

Expenditure

Operating expenditure indexation will be assessed individually for internal and external factors as follows:

- employee costs adopted LTFP indexation is at 2.25% from 2020/21 to 2022/23 and at 2.50% from 2023/24 to 2028/29. The ASU enterprise bargaining agreement approved November 2019 increases salary costs at 2.00% from 2020/21 and 2021/22.
- contractors and materials will be reviewed to meet service requirements, using the 2019/20 budget and last two previous years actual costs as a base for the 2020/21 year draft budget (the adopted LTFP for 2020/21 was at 2.10%, from 2021/22 to 2022/23 at 2.25% and from 2023/24 to 2028/29 at 2.50%);
- selected costs are increased by indexation where agreements, contracts, licensing, arranged service charges, etc provide for that option, along with costs outside of our control; these will be considered where the service provider(s) initiate increases, ie fuel, postage;
- other operating costs have been isolated as increases to these are unique, eg. power – 2.50%, water and insurance – from 2020/21 to 2022/23 at 2.10% and from 2023/24 to 2028/29 at 2.5%, plus changes to service provision, ie. increased number of services provided (eg. number of waste collection(s)) or usage (eg. water usage at parks and gardens). All indexation quoted is from the adopted LTFP, to be reviewed.

Long term plans for Capital expenditure will be reassessed, ensuring funding is allocated for renewal and replacement assets along with an allowance for new discretionary projects.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Nil

Policy

Budget & Business Plan and Review Policy

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.

NOT CONFIRMED

- 6.4 Ensure that decisions regarding expenditure of Council's budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.
- 6.9 Provide access to Council's plans, policies and processes and communicate with the community in plain English.
- 6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.

Legislative Requirements

Local Government Act 1999 Section 123

Local Government (Financial Management) Regulations 2011

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

Long term financial planning is an ongoing regular process. As new information is included in the planning process, the plans are reviewed and updated.

Each annual review process provides an opportunity to introduce new assumptions or enhance the information base as required.

COMMUNITY CONSULTATION

Included as part of the draft 2020/21 Budget/Business Plan consultation and adoption process.

9.1.5

THE BAROSSA COUNCIL QUARTER 2 – 2019/20 PERFORMANCE & ACTIVITY REPORT 20/5796

Mr McCarthy answered questions from the Members in relation to the Customer Service Reboot Project, the Waste Management Services Contract, the status of the dump remediation site at Angaston and possibility of reporting on arrears of rates payments (as may an indication of financial stress in the community).

Update reports on the Waste Management Services Contract and the dump remediation site at Angaston will be provided to the next meeting.

MOVED Cr Johnstone that the Audit Committee receives and notes The Barossa Council Quarter 2 – 2019/20 Performance & Activity Report.

Seconded Mr Swan

CARRIED 2019-20/24

PURPOSE

To provide Council's Quarter 2 – 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 has been presented with Quarterly Performance Reports on measures adopted within the Corporate Plan.

Introduction

The Barossa Council Quarter 2 – 2019/20 Performance & Activity Report provides performance results against Corporate Plan measures as at 31 December 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

In an effort to improve the relevance and currency of information shared within Quarterly Performance Reports, a new approach has been developed to only report on Annual Measures within Quarter 4 and 1 reports at which time provisional and final annual figures are available. This change will result in more streamlined reports at the Quarter 2 and 3 intervals where only those measures featuring quarterly data and the ongoing activity snapshots will be presented.

NOT CONFIRMED

An appendix has been added to the end of the attached report providing an overview of the total suite of performance measures and the frequency that they are reported on.

In addition to the above, 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.

Further, 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.

Summary and Conclusion

The Barossa Council Quarter 2 – 2019/20 Performance & Activity Report is presented for consideration.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment: The Barossa Council Quarter 2 – 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.

COMMUNITY CONSULTATION

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

9.1.6

UPDATE – RISK MANAGEMENT PROGRAMS AND PROJECTS

B7531

Mr Jones spoke to the Report and answered questions from the Members.

Mr McCarthy advised further, that in relation to the publicised Covid-19 (Coronavirus), the Executive team was monitoring SA Health communications, informing Staff and Members and will act in accordance with our Business Continuity Plan if required.

MOVED Cr Johnstone that the Audit Committee receives and notes report 9.1.6 Update – Risk Management Programs and Projects.

Seconded Mr Swan

CARRIED 2019-20/25

PURPOSE

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

REPORT

Risk Management Quarterly Report

NOT CONFIRMED

Council's Risk Management Quarterly Report for Quarter 2 - 2019/2020, provided to the Corporate Management Team (CMT) for consideration at its weekly meeting of 5 February 2020. The Report is provided in Attachment 1 for the Audit Committee to review.

Local Government Association Mutual Liability Scheme (LGAMLS)

No new claims submitted to the LGAMLS between 9 December 2019 and 25 February 2020, the following potential claims were submitted to Council; these have either been rejected by Council under the Civil Liability or Local Government Acts or no formal submission has been received:

Mutual Liability Claims:

1. Damaged Fence, blown over in storm event, property bounds on a stormwater reserve. Director has communicated with property owner and rejected claim.
2. Fall Injury – 10 February 2020 – Angaston, member of public tripped over raised section of concrete footpath. Works department attended site and painted raised section to highlight hazard, CRM entered to grind concrete back to level with rest of path. Risk Advisor discussed potential claim with injured person and explained Council's indemnity under the Civil Liability Act. No claim has been received to date
3. Fall Injury – 24 February 2020 – Mt Pleasant – member of public tripped over raised paver, Works department have inspected areas as described by caller and not been able to identify hazard; an e-mail has been sent to the caller asking for clarification. Caller informed by Customer Support if they wish to make a claim to submit details to Council in writing. No claim received to date

Risk Management Activities

- 2019/2020 KPI Action plan developed and approved by Local Government Risk Services.
- Drug and Alcohol Management Policy and Process – Lots of feedback received during consultation period, redrafting to take feedback into account. Due to extensive consultation this may not meet the 30 March 2020 planned completion date.
- Smarter Ways of Working Safely Project
 - Project team have agreed the scope of the project work is complete and Risk can now manage the remaining tasks as part of usual activities.
 - Hazard Management Policy and Process – review drafted ready for Consultation, current drafted versions take into consideration future use of Skytrust as a hazard management tool.
 - Duplicate vehicle inspection books developed, printed, distributed and training provided for operational vehicles. Provides clarity to operators on what has been reported previously
 - Skytrust – Organisational structure, security and user access requirements configuration to allow development of workflows/system setup for electronic submission of hazard and incident reports, WHS inspections and corrective and preventative action monitoring.
 - Skytrust - Development of Asbestos and workplace safety inspections, contractor inductions and performance monitoring tools
- Risk Management Policy and Process – Draft review will be ready for consultation with organisation in March 2020.
- Emergency Management
 - Operational Staff called on to provide support emergency services during recent community emergencies within Council area and in neighbouring Councils.
 - Debriefings conducted with those involved, additional risk assessments to be conducted and actions developed
 - Emergency "Go Kits" prepared for workers and supervisors
 - Zone Emergency Management Committee
 - 4 February 2020.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Risk Management Quarterly Report – Qtr 2, 1 October 2019 to 31 December 2020

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan

NOT CONFIRMED



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. PRESENTATION BY DIRECTOR CORPORATE AND COMMUNITY SERVICES

Mr Brass welcomed Ms Thomas to the meeting. Ms Thomas provided a Powerpoint presentation on the highest assessed Risks (in Council's Strategic Risk Register) for which the Corporate and Community Services Directorate is responsible, and how they are being managed.

11. NEXT MEETING

Date to be advised.

12. CLOSURE OF MEETING

There being no further business, Mr Brass closed the meeting at 4.50pm.

Confirmed:

Chairman:

Date: