



GOLDEN PLAINS SHIRE

ATTACHMENTS

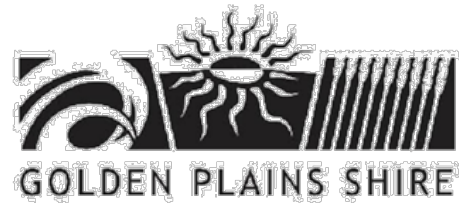
**Under Separate Cover
Council Meeting**

6.00pm Monday 21 September 2020

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MINUTES

Audit and Risk Committee Meeting

9.30 Tuesday 8 September 2020

VENUE:
Meeting held via Zoom in response to COVID-19 restrictions

NEXT AUDIT AND RISK COMMITTEE MEETING
9.30 Tuesday 10 November 2020

Copies of Golden Plains Shire Council's Agendas & Minutes
Can be obtained online at www.goldenplains.vic.gov.au

Audit and Risk Committee Meeting Minutes

8 September 2020

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**MINUTES OF GOLDEN PLAINS SHIRE COUNCIL
AUDIT AND RISK COMMITTEE MEETING
HELD VIA ZOOM IN RESPONSE TO COVID-19 RESTRICTIONS
ON TUESDAY, 8 SEPTEMBER 2020 AT 9.30**

PRESENT: Mr Andrew Pearce, Mr Joe Adamski, Mr Phil Delahunty, Cr Owen Sharkey (Mayor), Cr Les Rowe

IN ATTENDANCE: Eric Braslis (CEO), Philippa O'Sullivan (Director Corporate Services), Phil Josipovic (Director Infrastructure and Development), Lisa Letic (Director Community Services), Claire Tehan (Manager People & Culture), Fiona Rae (Manager Finance), David Greaves (Manager Works), Rebecca Failla (Manager Digital Transformation), Candice Robinson (Coordinator Governance and Risk), Andrew Leary (Coordinator OHS), Jacquilyn Douglas (Governance and Legal Services Officer), Emily Chapman (Governance and Corporate Services Administration Officer), Chris Kol (McLaren Hunt), Martin Thompson (Crowe), Gabrielle Castree (Crowe), Thivya Mahendran (Crowe)

1 APOLOGIES AND LEAVE OF ABSENCE

Nil

2 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Mr Joe Adamski
Seconded: Mr Phil Delahunty

That the minutes of the Audit and Risk Committee Meeting held on 12 May 2020 be confirmed.

CARRIED

3 DECLARATION OF CONFLICT OF INTEREST

Committee members must disclose a conflict of interest in accordance with Section 79 of the *Local Government Act 1989*.

Nil

4 COUNCIL REPORTS

4.1 AUDIT COMMITTEE ACTION ITEMS

COMMITTEE RESOLUTION

Moved: Mr Joe Adamski
Seconded: Cr Owen Sharkey

That the Audit & Risk Committee note the progress on actions from previous meeting held on 12 May 2020.

CARRIED

4.2 OUTSTANDING INTERNAL AND EXTERNAL AUDIT ACTIONS

EXECUTIVE SUMMARY

The purpose of this report is to update the Committee on the progress of all internal and external audit recommendations within the Strategic Internal Audit Plan (SIAP), Internal Risk Management Audit, VAGO Interim Management Letter and Local Government Inspectorate Report.

COMMITTEE RESOLUTION

Moved: Cr Owen Sharkey
Seconded: Mr Phil Delahunty

That the Audit and Risk Committee notes the updates and closed actions on the Outstanding Internal and External Audit Actions report.

CARRIED

4.3 PUBLICATIONS OF INTEREST

EXECUTIVE SUMMARY

The Reports and Publications of interest provides a summary of key industry reports that have been released over the last three months which identifies outcomes from audits or reviews which may impact on Golden Plains Shire.

The report is provided for the Audit and Risk Committee's noting and includes Management comments.

COMMITTEE RESOLUTION

Moved: Cr Les Rowe
Seconded: Mr Phil Delahunty

That the Audit and Risk Committee note the Publications of Interest (April 2020 to June 2020) as prepared by Internal Auditors, Crowe.

CARRIED

4.4 BANNOCKBURN HEART STAGE 1 - POST COMPLETION AUDIT DOCUMENTS

EXECUTIVE SUMMARY

At the Audit and Risk meeting held on 11 February 2020 it was noted that a future post-completion audit report on the Bannockburn Heart will be presented to the Audit and Risk Committee which is required in accordance with Government requirements.

COMMITTEE RESOLUTION

Moved: Mr Joe Adamski
Seconded: Cr Les Rowe

That the Audit and Risk Committee receive the attached documents in relation to the post-completion audit of the Bannockburn Heart – Stage 1.

CARRIED

The Audit and Risk Committee agreed to move item 4.17 forward in the agenda.

4.17 IN-PRINCIPLE PERFORMANCE STATEMENT AND IN-PRINCIPLE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

EXECUTIVE SUMMARY

The purpose of this report is for the Audit and Risk Committee to approve in principle the Performance Statement and Financial Statements as attached, and for two Councillors to certify these statements in accordance with Section 132 of the Local Government Act (1989).

Due to the tight timeline in approving the 'In Principle' Performance Statement and 'In Principle' Financial Statements following completion of the audit, it is necessary to delegate authority to the Audit and Risk Committee to approve the Statements and to authorise the two Councillor representatives of the Committee to certify them. Council delegated this approval at the 28 July 2020 Council meeting.

Two issues are impacting the Performance Statement and Financial Statements this year:

- Anticipated delay in the audit process due to COVID-19 impacts – the Victorian Auditor General's Office (VAGO) have advised their sign-off will be later than normal; and
- Council election resulting in no Council meeting in October.

Timing for the signed Report and Audit Certificate to be with the Minister has been extended this year due to impacts from COVID-19 causing delays in the audit process, with the timeline extended from 20 September to 20 November 2020.

The Performance Statement and Financial Statements can be approved 'In Principle', being approval of the statements subject to VAGO clearance and no material changes to the accounts are presented, which is consistent with the approach adopted in prior years and also by other Councils. Any material changes require approval from the Audit and Risk Committee.

COMMITTEE RESOLUTION

Moved: Mr Phil Delahunty

Seconded: Mr Joe Adamski

That the Audit and Risk Committee:

1. Note that having delegated power to act, and in accordance with Section 132 of the Local Government Act (1989), approve in principle the Performance Statement and Financial Statements, and submit the statements to the auditor for reporting on the audit.
2. Note that, as authorised by Council, the Mayor (or his deputy) and Cr Rowe (or his delegate), as Council representatives of the Audit and Risk Committee, certify the Performance Statement and Financial Statements in accordance with the regulations.
3. Recommend that Council note the 2019/20 financial and performance statement at the September 2020 Council meeting.
4. Note the delay with the external audit process as advised by the Victorian Auditor-General's Office (VAGO) due to COVID-19.
5. Note that due to the External Auditor's Management letter being positive, the Audit and Risk Committee recommend that the statements are certified.

CARRIED

At 10.01am, Mr Chris Kol left the meeting.

4.5 GPCC PROJECT UPDATE

EXECUTIVE SUMMARY

This Report is the sixth progress update covering the period between 30 April 2020 and 31 August 2020 in relation to the construction of the Golden Plains Community & Civic Centre Project ('the GPCCC Project')

The GPCCC project, which commenced in March 2019, has shown significant progress and positive achievements since the last update to the Audit and Risk Committee and Council. The progress of this project is monitored by the Project Steering Group ('PSG') under the chairmanship and leadership of the Chief Executive Officer to ensure compliance with the relevant legislative and policy requirements, adherence to Council's decisions, and to ensure the Project achieves the agreed outcomes in the best interest of the community.

This Report provides updates on the following key areas of the Project:

- Project status which outlines what work has been completed and what work is planned next;
- Progress against the agreed timeframe;
- Project budget which provides actual expenditure against the approved budget;
- Management of existing and emerging risks; and
- Governance and compliance aspects of the Projects.

The Project Team under the stewardship of David Greaves, Project Manager for the GPCCC Project is achieving good results toward the completion of the Project.

COMMITTEE RESOLUTION

Moved: Mr Joe Adamski

Seconded: Mr Phil Delahunty

That Audit & Risk Committee:

1. Receive and note the progress update on the Golden Plains Community and Civic Centre for the period of 30 April 2020 to 31 August 2020.
2. Recommend the report be presented to the September Council briefing for noting.

CARRIED

4.6 BANNOCKBURN CHILDREN SERVICES LONG DAY CARE - PROGRESS UPDATE**EXECUTIVE SUMMARY**

This report is the third progress report provided to the Audit and Risk Committee following Council's decision to call for expressions of interest for a lease for part of Bannockburn Children's Service for the provision of long day care at its November 26 Meeting. The report provides the Audit and Risk Committee with information about the project governance, progress of the implementation of Council resolution, project timelines and risk management. The project has been delayed from dates previously reported by up to a month due to COVID -19. The next steps are now the closing of the submission process, the consideration and hearing of submissions, if required, and a final determination on the lease by Council.

COMMITTEE RESOLUTION

Moved: Cr Les Rowe

Seconded: Cr Owen Sharkey

That the Audit and Risk Committee receive and note the progress of the Bannockburn Children's Service Long Day Care Lease Expression of Interest to date.

CARRIED**4.7 FINANCE QUARTER FOUR REPORT****EXECUTIVE SUMMARY**

As at 30 June 2020, the Income Statement reports total operating revenue of \$45.4m and total operating expenditure of \$40.7m, which results in a year to date surplus of \$4.7m. This is \$2.2m favourable compared to the original budget, and \$0.5m favourable to the revised budget.

The Capital Works Statement indicates total capital works expenditure of \$21.4m, which is \$2.7m above the original budget, and \$7.3m below the revised budget.

The Finance Report for quarter four will be presented to Council at the 21 September 2020 meeting to note.

COMMITTEE RESOLUTION

Moved: Mr Phil Delahunty

Seconded: Mr Joe Adamski

That the Audit and Risk Committee note the content in the Quarterly Finance Report for the 12 months ended 30 June 2020.

CARRIED

4.8 INFRASTRUCTURE VALUATION

EXECUTIVE SUMMARY

A formal revaluation of infrastructure assets has been completed and included in the 2019-20 financial statements. An extensive review of the asset data has been completed with some changes to data sources resulting in more accurate data sets. Key inputs into the valuation process have also been updated resulting in a more robust process and valuation.

COMMITTEE RESOLUTION

Moved: Mr Phil Delahunty

Seconded: Cr Les Rowe

That the Audit and Risk Committee:

1. Note the formal valuation of infrastructure assets has been completed in 2019-20.
2. Note the process undertaken in this valuation.

CARRIED

4.9 OHS QUARTER FOUR UPDATE

EXECUTIVE SUMMARY

This report discusses OHS information and performance details for the period of 1 April 2020 to 30 June 2020.

A total of 43 proactive projects were completed in Q4 as well as a number of business as usual undertakings. Most of the OHS teams' time was focused on mitigation of risk incurred due to the COVID-19 pandemic declaration operational changes, implementation of the Business Continuity Management System and implementation of the Elumina OHS Management System. Additional updates for these three areas are included for committee update.

A number of business as usual service activities were undertaken to manage risk in commercial projects. This included review of tenders and contractor OHS Management Systems, roll out of a Safe Work Method Statements (SWMS)/Work Instruction process for the outdoor works team, ongoing return to work case management as well as providing specialist OHS advice as a service to the organisation.

COMMITTEE RESOLUTION

Moved: Cr Owen Sharkey

Seconded: Mr Joe Adamski

That the Audit and Risk Committee note the Occupational Health and Safety (OHS) report for the period Q4 2019-2020.

CARRIED

4.10 BUSINESS CONTINUITY PLAN - UPDATE IN COVID 19

EXECUTIVE SUMMARY

The COVID-19 Coronavirus pandemic has dominated the Global Community through 2020, with Australia introducing wide ranging and sweeping conditions to restrict transmission of the virus through any interactions.

GPSC has been responding internally as per our Business Continuity Management System processes since early March 2020. We are undertaking a variety of processes assess and control risk in our internal processes and external service provision across the business.

ACTION

1. Undertake a community impact analysis to assess whether service delivery has been impacted by COVID-19.

COMMITTEE RESOLUTION

Moved: Mr Phil Delahunty

Seconded: Cr Owen Sharkey

That the Audit & Risk Committee note actions taken by Golden Plains Shire Council in enacting our business continuity system in response to the ongoing COVID-19 State of Emergency Declaration.

CARRIED

4.11 RISK MANAGEMENT AND INSURANCE QUARTER FOUR REPORT

EXECUTIVE SUMMARY

To ensure that Council delivers on its commitment to risk management, the Audit and Risk Committee is be provided with a risk report and update at each meeting, including new risks identified, any emerging risk events/issues, audits undertaken during quarter, upcoming audits and other items of interest for the Committee.

ACTION

1. Updated COVID-19 Risk Report to be presented to the Audit and Risk Committee in November.
2. Move treated Dynamic Risks e.g. Tree Management to Risk Register.
3. Add level of risk for Dynamic Risks to future reports by way of a new column titled "Risk Rating".

COMMITTEE RESOLUTION

Moved: Mr Joe Adamski

Seconded: Cr Owen Sharkey

That the Audit and Risk Committee receive and note the Risk Management and Insurance Quarter Four Report.

CARRIED

4.12 DRAFT RISK MANAGEMENT FRAMEWORK

EXECUTIVE SUMMARY

Earlier this year Council commenced a Risk Management Strategy Development Project and appointed an external consultant, Crowe, to deliver the project. The project scope included the review of Council's Risk Management Framework, development of Risk Appetite Statements and delivery of organisational risk management learning and development.

The work in regards to the Risk Management Framework and Risk Appetite Statements has now been completed.

The Risk Management Framework (Attachment 1) and Risk Register and Risk Rating Tools (Attachment 2) were endorsed by the Senior Management Team (SMT) at its 27 July 2020 meeting.

The documents were emailed to the Audit and Risk Committee for comment on the 19 August 2020 and now attached for endorsement.

Following endorsement by the committee, the documents will be provided to the Council at its 24 November 2020 Council Meeting for final consideration and adoption.

Following final adoption, the framework, risk tools and appetite statements will be and implemented across the organisation and embedded in work practices. Management are also currently considering arrangements for the delivery of organisational risk management learning and development.

COMMITTEE RESOLUTION

Moved: Mr Joe Adamski

Seconded: Cr Owen Sharkey

That the Audit and Risk Committee:

1. Endorse the Risk Management Framework (Attachment 1);
2. Endorse the Risk Management Register and Rating Tools (Attachment 2) and note work is underway to complete any missing information.
3. Forward the Risk Management Framework to Council for consideration and endorsement at its 24 November 2020 Council Meeting.

CARRIED

4.13 RISK OWNER PRESENTATION - SAFE COMMUNITIES**EXECUTIVE SUMMARY**

At each Audit and Risk Committee meeting, a risk owner will present a key corporate risk to the committee.

Previous Presentations:

- Cyber Security – 12 May 2020.

This meeting will include a presentation from Council's Director Community Services, Lisa Letic, on the key corporate risk – Safe Communities.

Please find the presentation attached. The discussion will include:

- What is this risk
- What causes the risk;
- Risk rating; and
- Impact, controls ad treatments.

COMMITTEE RESOLUTION

Moved: Mr Phil Delahunty

Seconded: Mr Joe Adamski

That the Audit and Risk Committee note the presentation on the key corporate risk – Safe Communities.

CARRIED

4.14 GOVERNANCE QUARTER FOUR REPORT**EXECUTIVE SUMMARY**

To ensure that Council delivers on its commitment to Governance and compliance, the Audit and Risk Committee is be provided with a governance report at each meeting, including an update on the Governance Reform and Improvements Program and other items of interest for the Committee. The governance report is also presented to Councillors on a quarterly basis.

COMMITTEE RESOLUTION

Moved: Mr Joe Adamski

Seconded: Cr Owen Sharkey

That the Audit and Risk Committee receive and note the Governance Quarter Four Report.

CARRIED

4.15 INSURANCE RENEWALS REPORT FOR 2020/21**EXECUTIVE SUMMARY**

The 2020/21 insurance renewals have now been completed, Council has renewed its insurance with Municipal Association of Victoria (MAV) & JLT Public Sector for the 2020/21 financial year. The insurance renewals are summarised in this report and the full renewal report attached for the committees information (Attachment1).

ACTION

1. Continue to monitor premium increases.

COMMITTEE RESOLUTION

Moved: Mr Phil Delahunty

Seconded: Mr Joe Adamski

That the Audit and Risk Committee receive and note the 2020/21 Insurance Renewals Report.

CARRIED

4.16 INTERNAL AUDIT 3 YEAR STRATEGIC INTERNAL AUDIT PLAN**EXECUTIVE SUMMARY**

Crowe are Golden Plains Shire Council appointed internal audit providers. In accordance with the Council's internal audit contract specification the three year strategic internal audit plan (SIAP) presents both:

- An Annual Internal Audit Plan for 2020/21.
- Indicative Strategic Internal Audit Plan (SIAP) for 2021-23

ACTION

1. Business Continuity Plan Audit Report to be presented to the Audit and Risk Committee in November.

COMMITTEE RESOLUTION

Moved: Cr Owen Sharkey

Seconded: Mr Phil Delahunty

That the Audit and Risk Committee note the upcoming internal audits and the three year strategic internal audit plan as presented by Internal Auditors, Crowe

CARRIED

Item - 4.17 In-Principle Performance Statement and In-Principle Financial Statements for the year ended 30 June 2020 - has been moved to another part of the document.

4.18 VICTORIAN PROTECTIVE DATA SECURITY PLAN (VPDSP)**EXECUTIVE SUMMARY**

The purpose of this report is to update the Audit and Risk Committee on the attestation that has been submitted to OVIC in August 2020 and outline the planned activities in line with the requirements of the Victorian Protective Data Security Framework.

COMMITTEE RESOLUTION

Moved: Mr Joe Adamski
Seconded: Mr Phil Delahunty

That the Audit and Risk Committee:

1. Notes the Information Security Protective Data Security Plan attestation submitted to OVIC on August 31, 2020.
2. Notes the Protective Data Security Plan – Action Plan that outlines the elements and standards that are planned.

CARRIED

4.19 NEW LOCAL GOVERNMENT ACT 2020 - IMPLEMENTATION UPDATE**EXECUTIVE SUMMARY**

The *Local Government Act 2020* was passed in March 2020 and is now being implemented in four stages, as set by State Government. The first implementation phase took effect on 6 April with several other transitional stages occurring this year and up until 1 July 2021.

Implementing the new Act is a complex, lengthy and multi layered project that touches on most areas of the organisation.

Work has commenced work towards implementation, including the development of an Implementation Schedule (Attachment 1) and detailed Summary of Changes Register (Attachment 2) both provided for the committees information.

Progress updates are provided to the Full Management Team on a monthly basis. Additional updates will also continue to be provided to the Audit and Risk Committee and Councillors, as necessary.

COMMITTEE RESOLUTION

Moved: Cr Les Rowe
Seconded: Mr Joe Adamski

That the Audit and Risk Committee receive and note the new *Local Government Act 2020* Implementation Update.

CARRIED

4.20 PROPERTY MANAGEMENT FRAMEWORK 2020

EXECUTIVE SUMMARY

The Property Management Framework has been developed to provide Golden Plains Shire Council with a guide to managing, leasing, issuing licenses, acquiring, and disposing of property under the Council's ownership, care and control.

The framework will take into account Council's statutory obligations and the desire to promote the wellbeing of all people in the community through support of recreational and community groups and the provision of high quality and accessible facilities.

The framework is being presented to the Audit and Risk Committee for consideration. Management seek feedback from the committee prior to the committee's endorsement. Once endorsed by the committee, the framework will be presented to Council for final consideration and adoption.

COMMITTEE RESOLUTION

Moved: Mr Phil Delahunty

Seconded: Mr Joe Adamski

That the Audit and Risk Committee:

1. Endorse the Property Management Framework.
2. Forward the Property Management Framework to Council for consideration and adoption.

CARRIED

4.21 STATUTORY OBLIGATIONS AND COMPLIANCE SCHEDULE 2019/20

To assist the Golden Plains Shire Council in understanding and meeting its statutory obligations and key deadlines, a Statutory Obligations and Compliance Schedule (the schedule) is kept for each financial year.

The schedule was first implemented in 2019 following the Local Government Inspectorate Examination Report - February 2019 which highlighted the importance of a governance schedule.

The 2019/20 Schedule predominantly covers legislative requirements and obligations under the *Local Government Act 1989* (the Act). The management and oversight of responsibilities and requirements under other legislation remains with the relevant departments within Council, though support is provided through the Instrument of Delegation documents.

The 2020/21 Schedule will be updated to reflect legislative requirements and obligations under the new *Local Government Act 2020*. This piece of work is currently underway.

The 2019/20 Schedule is presented for Audit and Risk Committee information.

COMMITTEE RESOLUTION

Moved: Mr Joe Adamski

Seconded: Cr Owen Sharkey

That the Audit and Risk Committee receive and note the Statutory Obligations and Compliance Schedule for 2019/20 (Attachment 1).

CARRIED

4.22 UPDATED AUDIT AND RISK COMMITTEE CHARTER**EXECUTIVE SUMMARY**

In order to achieve compliance with Stage 2 implementation of the phased introduction of the new Local Government Act 2020, the Audit and Risk Committee Charter was required to be adopted by Council no later than 1 September 2020.

The revised Audit and Risk Committee Charter was circulated to the Audit and Risk Committee (Committee) for feedback prior to it being presented to Council for adoption at its 28 July 2020 Council meeting.

COMMITTEE RESOLUTION

Moved: Mr Joe Adamski

Seconded: Mr Phil Delahunty

The Audit and Risk Committee note the revised Audit and Risk Committee Charter that was adopted by Council at its 28 July Council meeting.

CARRIED**4.23 ANNUAL WORK PLAN 2020/21 - AUDIT AND RISK COMMITTEE****EXECUTIVE SUMMARY**

The purpose of this report is to table the proposed Annual Schedule for the meetings scheduled during 2019/20.

The new Local Government Act 2020 received Royal Assent on 24 March 2020. A requirement of the new Act was the development of a revised Audit and Risk Committee Charter to be adopted by 1 September 2020.

Golden Plains Shire Council adopted the revised Audit and Risk Committee charter at its July 2020 meeting and as a result, the 2020/21 annual Audit and Risk Committee plan has been updated to align to this new charter.

COMMITTEE RESOLUTION

Moved: Cr Les Rowe

Seconded: Mr Joe Adamski

That the Audit and Risk Committee adopt the attached Annual Work Plan for 2020/21.

CARRIED

4.24 SELF-ASSESSMENT - AUDIT AND RISK COMMITTEE**EXECUTIVE SUMMARY**

The outcome from the self-assessment indicates that the committee members are generally satisfied with the performance of the Committee throughout 2019-20.

Although the average result for all nine areas was rated as 'adequate' or 'more than adequate', there were responses relating to related party transactions and business continuity and disaster recovery planning that were rated as 'less than adequate'.

Management has continued a dedicated focus on increasing the quality of reports to the Audit and Risk Committee over the last 12 months with a significant increase in reporting of governance and compliance topics, dedicated efforts on risk management and occupational, health and safety reporting to ensure key issues, trends and themes are clearly identified to enable measures are put in place to mitigate the organisations risks.

COMMITTEE RESOLUTION

Moved: Mr Joe Adamski

Seconded: Mr Phil Delahunty

That the Audit and Risk Committee:

1. Notes the self-assessment report for the 2019-20 year.
2. Notes that the number of areas that have improved from last year.
3. Notes the areas where there continues to be opportunities to improve.

CARRIED**5 OTHER BUSINESS**

Councillor Rowe requested an update on roadside soil dumps. Question was taken on notice.

6 DATE OF NEXT MEETING

Tuesday, 10th November 2020.

7 CLOSE OF MEETING

The Meeting closed at 11.44am.

The minutes of this meeting were confirmed at the Audit and Risk Committee Meeting held on 10 November 2020.

.....
CHAIRPERSON