



GOLDEN PLAINS SHIRE

# **ATTACHMENTS**

**Under Separate Cover  
Ordinary Council Meeting**

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**6.00pm Tuesday 25 February 2020**



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# MINUTES

## Audit and Risk Committee Meeting

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**9.30 Tuesday 11 February 2020**

**VENUE:**  
**Bannockburn Shire Hall**  
**Council Chambers**  
**12 High Street, Bannockburn**

NEXT AUDIT AND RISK COMMITTEE MEETING  
9.30 Tuesday 12 May 2020

Copies of Golden Plains Shire Council's Agendas & Minutes  
Can be obtained online at [www.goldenplains.vic.gov.au](http://www.goldenplains.vic.gov.au)

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Audit and Risk Committee Meeting Minutes

11 February 2020

**MINUTES OF GOLDEN PLAINS SHIRE COUNCIL  
AUDIT AND RISK COMMITTEE MEETING  
HELD AT THE BANNOCKBURN SHIRE HALL, COUNCIL CHAMBERS, 12 HIGH STREET,  
BANNOCKBURN  
ON TUESDAY, 11 FEBRUARY 2020 AT 9.30**

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

**IN ATTENDANCE:** Eric Braslis (CEO), Philippa O'Sullivan (Director Corporate Services), Steven Sagona (Director Infrastructure and Development), Lisa Letic (Director Community Services), Fiona Rae (Finance Manager), Claire Tehan (People and Culture Manager), Rebecca Failla (ICT and Digital Transformation Manager), Candice Robinson (Corporate Governance and Risk Coordinator), David Greaves (Works Manager), Scott Cayzer (Coordinator People and Culture), Jacquilyn Douglas (Governance and Legal Services Officer), Emily Chapman (Governance and Corporate Services Administration Officer), John Gavens (Crowe Horwath), Robert Smith (McLaren Hunt)

**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 November 2019 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

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**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<sup>th</sup> November 2019.

**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 2018-19 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.

**ACTION**

1. Table report on Manslaughter Legislation at Audit and Risk Committee meeting being held on 12 May 2020.

**COMMITTEE RESOLUTION**

Moved: Mr Phil Delahunty  
Seconded: Cr Owen Sharkey

That the Audit and Risk Committee note the Publications of Interest (October 2019 to December 2019) as prepared by Internal Auditors, Crowe Horwath.

**CARRIED**

#### 4.4 MAJOR PROJECTS - PROGRESS UPDATE BANNOCKBURN HEART

##### EXECUTIVE SUMMARY

This report is the fourth and final progress update covering the period between 13 November 2019 and 29 January 2020 in relation to the completion of the construction of the Bannockburn Heart Precinct ('the Heart Project') noting that a future post-completion audit report will be presented to the Audit and Risk Committee which is required in accordance with Government requirements.

Stage 1 of the Heart Project was completed on 18 December 2019 and officially opened on 19 December 2019 by Senator The Hon Sarah Henderson, Senator for Victoria, Danielle Green MP, Parliamentary Secretary for Sport and Regional Victoria, and Cr Owen Sharkey, Mayor of Golden Plains Shire Council. The opening was a celebration of the collaborative work among the Federal and State governments, community groups, Council and other stakeholders.

At its meeting on 12 November 2019 Audit and Risk Committee considered the third progress update report about the Heart Project since its commencement in April 2019 and the commendable work of the Project Team and Rendine Constructions Pty Ltd in order to complete this important Project for the Golden Plains Shire community.

The Heart Project has shown significant progress and positive achievements since the third progress update to the Audit and Risk Committee and Council.

The construction of the Heart Project was completed on 18 December 2019, 2 months prior to the agreed revised Contract timeframe and the cumulative expenditure for the construction stage was \$2,522,194.00 (exclusive of GST). In accordance with Government requirements, Management is in the process of undertaking a post-completion audit about the overall project which will be reported to Audit and Risk Committee and Council at their future meetings. The post-completion audit report will include, but will not be limited to, an audit on the project including project costs from Council's external auditors, compliance with the reporting requirements for the funding bodies, recording of 'good practice' and 'lessons learnt' from the good governance, project management and continuous improvement points of view for future projects.

The Heart Project was monitored by the Project Steering Group 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 Heart Project achieves the agreed outcomes in the best interest of the community.

This report provides a final update to the Audit and Risk Committee and subsequently to Council on the following key areas:

- project status which outlines what work has been completed before the opening of the Project;
- progress against the agreed timeframe;
- project budget which provides actual expenditure against the approved budget;
- governance and compliance aspects of the Project;
- successful opening of the Project on 19 December 2019; and
- progress on actions in order to comply with the reporting requirements of the funding agreements.

The Project Team under the stewardship of David Greaves and David Miocic, Project Manager for the Heart Project have achieved good results in the completion of the Heart Project for Golden Plains Shire community, its visitors and other stakeholders.



**ACTION**

1. Present post-completion audit report to Audit and Risk Committee once completed.

**COMMITTEE RESOLUTION**

Moved: Cr Owen Sharkey

Seconded: Mr Joe Adamski

That Audit and Risk Committee receive and note the final report on the Bannockburn Heart Precinct Project (Stage 1).

**CARRIED**

UNCONFIRMED

#### 4.5 MAJOR PROJECTS - PROGRESS UPDATE GPCCC

##### EXECUTIVE SUMMARY

This report is the fourth progress update covering the period between 13 November 2019 and 29 January 2020 in relation to the construction of the Golden Plains Community & Civic Centre Project ('the GPCCC Project').

At its meeting on 12 November 2019 Audit and Risk Committee considered the third progress update report about the GPCCC Project since its commencement in March 2019.

Despite the Christmas and New Year holiday closure from 20 December 2019 to 13 January 2020 the GPCCC Project has shown progress and positive achievements since the third progress update to the Audit and Risk Committee and Council. The progress of GPCCC Project was monitored by the Project Steering Group 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 GPCCC Project achieves the agreed outcomes in the best interest of the community.

This report provides updates on the following key areas of GPCCC 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 GPCCC Project.

The Project Team under the stewardship of David Greaves, Project Manager, are achieving good results in the completion of the GPCCC Project.

##### ACTION

1. Clarification on contingencies to be provided in next report to Audit and Risk Committee on 12 May 2020.

##### COMMITTEE RESOLUTION

Moved: Mr Phil Delahunty

Seconded: Cr Les Rowe

That Audit and Risk Committee:

1. Receive and note the progress update on the Golden Plains Community and Civic Centre Project for the period of 13 November 2019 to 29 January 2020.
2. Recommend the report be presented to the February Council briefing for noting.

**CARRIED**

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

This report is the first 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 and project timelines and risk management.

**COMMITTEE RESOLUTION**

Moved: Mr Joe Adamski  
Seconded: Cr Owen Sharkey

That the Audit and Risk Committee:

1. Receive and note the progress of the Bannockburn Children's Service Long Day Care Lease Expression of Interest to date.
2. Recommend the report be presented to the February Council briefing for noting.

**CARRIED**

**4.7 QUARTERLY FINANCE REPORT****EXECUTIVE SUMMARY**

The purpose of this report is to:

1. Present the quarterly finance report for the Committee's review and consideration prior to it being presented to Council in accordance with the *Local Government Act 1989*; and
2. Update the Committee on any current or emerging issues that may have an impact on Council's financial position or sustainability.

The Income Statement reports total operating revenue of \$32.1m and total operating expenditure of \$19.5m, which results in a year to date surplus of \$12.5m. This is \$0.2m unfavourable compared to the original budget, and \$2.1m favourable to the revised budget.

The Capital Works Statement indicates total capital works expenditure of \$11.4m, which is \$2.7m above the original budget, and \$0.9m below the revised budget.

**COMMITTEE RESOLUTION**

Moved: Mr Phil Delahunty  
Seconded: Cr Owen Sharkey

That the Audit and Risk Committee:

1. Note and support the content in the Quarterly Finance Report for the 6 months ended 31 December 2019, and
2. Recommend the report be presented to Council for noting at the February Council meeting.
3. Recommend that Council commit to approving a list of projects that could be undertaken as savings are identified within the 2019/20 budget.

**CARRIED**

#### 4.8 QUARTERLY OHS REPORT

##### EXECUTIVE SUMMARY

This report discusses OHS information and performance details for the period of 1 October 2019 to 31 December 2019.

Quarter 2 (Q2) included an organisation-wide review of designated work groups (DWG) to ensure the Health and Safety Representatives (HSRs) appointed represent all areas of Council effectively. The review resulted in new HSRs positions being identified, one of which was filled during the quarter.

Plainsafe and the purpose of OHS management systems was the key discussion topic at the final OHS Committee meeting for 2019. The Regional Risk Consultant (RRC), Lyn Stanley, facilitated discussion at the OHS Committee meeting that included discussion on the purpose of a Safety Management System, role of HSRs and some of the common weaknesses experienced within Councils.

In terms of performance throughout the quarter, there were a total of 10 incidents reported. Two of the incidents resulted in some lost time. One of the lost time injuries was from a trip and fall, and the other was a result of a gate closing and hitting a person's leg.

A total of 7 hazards were reported, 2 relating to potential trip / slip hazards and 3 associated with issues caused by extremely windy conditions.

The Health & Wellbeing Committee have been meeting on a monthly basis and an initiative that commenced at the end of quarter 2 was "Choose Water Every Day". The initiative resulted in fewer sugary drinks being available for purchase in the fridge managed by the Social Club.

##### COMMITTEE RESOLUTION

Moved: Mr Joe Adamski

Seconded: Cr Les Rowe

That the Audit and Risk Committee:

1. Note the Occupational Health and Safety (OHS) report for the quarter ended 31 December 2019.

**CARRIED**

#### **4.9 RISK MANAGEMENT QUARTER TWO REPORT**

##### **EXECUTIVE SUMMARY**

Risk management is critical in the achievement of the Council Plan's strategic objectives. Prudent decision-making regarding the use of Council's human, financial and physical resources is vital to achieving Council's strategic objectives.

Council staff have a duty to identify and manage threats to Council resources. By fostering a risk management ethos, Council seeks to minimise resource waste by encouraging staff to apply robust risk management practices to Council events, activities and projects in order to minimise the risk to staff, contractors and the general public, however, it is neither possible nor desirable to eliminate risks.

The objective is to implement cost effective processes that either:

- reduce risks to an acceptable level; or
- reject risks if unacceptable; or
- transfer risks through insurance and other means.

Council is committed to systematically identifying, analysing, evaluating, treating, monitoring and communicating all risks that directly or indirectly impact on Council's ability to achieve the vision and strategic objectives of the Council Plan.

To ensure that Council delivers on its commitment to risk management, this report will present, on a quarterly basis to the Audit and Risk Committee, the following information:

- New Risks identified during the quarter and how these will be managed.
- Identify any emerging events/issues that increase the likelihood or consequence of certain events occurring.
- Audits undertaken during quarter and upcoming audits.

##### **ACTION**

1. Verbal corrections to the report noted by management to be reflected in future reports:
  - Emerging Risks to read Dynamic Risks; and
  - Emerging Risks Status closed to read treated.

##### **COMMITTEE RESOLUTION**

Moved: Mr Joe Adamski  
Seconded: Cr Owen Sharkey

That the Audit and Risk Committee receive and note the Risk Management Quarter Two Report noting changes to be made as follows: 'emerging risks' changed to 'dynamic risks' and 'closed' actions changed to 'treated'.

**CARRIED**

**4.10 RISK MANAGEMENT PRESENTATION****EXECUTIVE SUMMARY**

Council have an increased commitment to enhance risk management practices and maturity following an audit of the Golden Plains Shire Council risk management framework in May 2019. The audit identified a number of improvement opportunities.

At its November 2019 meeting the Audit and Risk Committee requested that a risk management update be provided at the February 2020 meeting.

A presentation on risk management (Attachment 1) will be provided at the February 2020 Audit and Risk Committee meeting and includes an overview of the risk management function, risk management overview, current risk management framework, key project and next steps.

**ACTION**

2. Risk Owners / Managers to present to Audit and Risk Committee commencing in May 2020.
3. Upload copy of current Risk Register online for Audit & Risk Committee Members to view.

**COMMITTEE RESOLUTION**

Moved: Cr Owen Sharkey

Seconded: Mr Joe Adamski

That the Audit and Risk Committee receive and note the Risk Management Presentation.

**CARRIED**

**4.11 CYBER SECURITY RISK MANAGEMENT CONTROLS AT GPSC****EXECUTIVE SUMMARY**

The purpose of this report is to update the Audit and Risk Committee on the current controls in place within the Information and Communication Technology (ICT) team to manage Information Security and Cyber Risk.

Council have previously appointed consultants Kaon Security to implement Protocol Policy Systems which provides a generic set of policies and procedures, referred to as Standards, which have been specifically tailored for our Information Technology (IT) environment and business situation.

The Standards are set to meet the regulatory compliance of ISO 22313 and ISO 27002.

The current set of Standards were created in June 2017 and are currently under review. It is expected that the new Standards will be presented to FMT for approval in March 2020. The new Standards will consider the organisational change that has occurred and our transformation to more mobile and cloud based technologies.

**COMMITTEE RESOLUTION**

Moved: Mr Joe Adamski

Seconded: Cr Les Rowe

That the Audit and Risk Committee:

1. Note the current risk management controls in place for Cybersecurity at Council.
2. Note the program of events in the upcoming 6 – 12 months.

**CARRIED****4.12 INTERNAL AUDIT 3 YEAR STRATEGIC INTERNAL AUDIT PLAN****EXECUTIVE SUMMARY**

Crowe Horwath 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 2019/20.
- Indicative Strategic Internal Audit Plan (SIAP) for 2019-22

**COMMITTEE RESOLUTION**

Moved: Mr Joe Adamski

Seconded: Cr Owen Sharkey

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

**CARRIED**

#### **4.13 INTERNAL AUDITS HELD DURING THE QUARTER - TREE MANAGEMENT UPDATE EXECUTIVE SUMMARY**

As part of the internal audit plan for the 2019/20 year, the tree management audit was included due to the potential risk this activity poses on Council. Golden Plains Shire Council has responsibility for managing hundreds of thousands of trees on council land across reserves, parks, Committee of Management land, easements and roadsides and is required to have in place processes and systems to manage trees.

This internal audit report as provided in Attachment 1 reviews Council's tree management preparedness including its response to the Coroner of Victoria recommendations for the Victorian local government sector.

It is important to note that a number of the findings identified within the audit can only be developed and implemented with additional budget and resourcing allocating equating to approximately \$200,000 per annum ongoing which is equivalent to a 0.9% rate increase over and above the rate cap. Historically, proactive tree management has not been prioritised as highly as other competing initiatives.

Due to limited financial and staffing resources it is challenging to allocate budget to all activities that pose potential risk. Every dollar invested into one activity is funding that cannot be invested into another activity and the trade-off between these is evaluated based on the overall risk appetite of the Council to meet strategic objectives.

#### **COMMITTEE RESOLUTION**

Moved: Mr Phil Delahunty  
Seconded: Cr Les Rowe

That the Audit and Risk Committee:

1. Note the findings from the Tree Management Internal Audit.
2. Note the implications for Council in addressing findings due to budgetary and resourcing constraints.

**CARRIED**

#### **4.14 INTERNAL AUDIT - PAYROLL AUDIT**

##### **EXECUTIVE SUMMARY**

- In accordance with Council's annual internal audit plan, an internal audit review is currently in progress utilising data interrogation tools to provide Council with comfort in relation to the integrity of underlying payroll master file and transaction data.

##### **ACTION**

1. Report to be provided to Audit and Risk Committee on 12 May 2020.

#### **COMMITTEE RESOLUTION**

Moved: Cr Les Rowe  
Seconded: Mr Joe Adamski

That the Audit and Risk Committee note the progress undertaken on the Payroll Internal Audit.

**CARRIED**



**4.15 VAGO 2019/20 AUDIT STRATEGY****EXECUTIVE SUMMARY**

To review and adopt the Victorian Auditor-General's Office (VAGO) 2019-20 Draft Audit Strategy prepared by McLaren Hunt Financial Group.

**COMMITTEE RESOLUTION**

Moved: Cr Les Rowe

Seconded: Mr Phil Delahunty

That the Audit and Risk Committee:

1. Consider the terms of the Victorian Auditor-General's Office (VAGO) 2019-20 Draft Audit Strategy for the financial year ending 30 June 2020.
2. Adopt the Audit Strategy.

**CARRIED****4.16 VAGO REPORT ON LOCAL GOVERNMENT 2018/19****EXECUTIVE SUMMARY**

Following completion of the 2018-19 financial audits the Victorian Auditor-General's Office (VAGO) tabled a report in Parliament.

Clear audit opinions were issued for the financial and performance statements for all Councils. The report found that generally Victorian Councils continue to be financially sound and demonstrate strong financial performance, positive operating results, strong liquidity levels and low debt levels.

The report made a number of recommendations which include long-term solutions to recyclable waste, strong procurement frameworks and controls, oversight of external service providers, impacts from new accounting standards, and improvements to asset management and valuation processes.

**COMMITTEE RESOLUTION**

Moved: Mr Joe Adamski

Seconded: Cr Owen Sharkey

That the Audit and Risk Committee:

1. Note the findings from the Victorian Auditor-General's Office report on 'Results of 2018-19 Audits: Local Government'.
2. Note the risk mitigation processes Council has in place and opportunities identified.

**CARRIED**

**4.17 VAGO PERFORMANCE AUDIT - SUPPORTING COMMUNITIES THROUGH DEVELOPMENT AND INFRASTRUCTURE CONTRIBUTIONS****EXECUTIVE SUMMARY**

The Victorian Auditor-General's Office (VAGO) selected four councils to be included in a performance audit to review Council's approach to obtaining and using development contributions, including Golden Plains Shire Council.

VAGO reviewed Golden Plains Shire Council policies and processes and have provided their findings in a report which is scheduled for tabling in Parliament in March 2020 with the key findings being that State agencies (DELWP and VPA) have not managed development contribution tools strategically to maximise their value and impact. Instead, they are managed in isolation, with overlapping roles and no overarching strategy, goals or plan to drive and measure their collective success. Collectively, the issues and inefficiencies in the various development contribution tools come at the cost of timely and needed infrastructure to support the quality of life of Victorians in growing communities.

For many councils, VA/s173 agreements are the only realistic option to collect contributions for infrastructure. However, these one-off agreements are not designed specifically for development contributions and are therefore an unsuitable back-up to the ICP and DCP programs.

The audit has identified a number of recommendations for DELWP and VPA to address.

**COMMITTEE RESOLUTION**

Moved: Cr Owen Sharkey

Seconded: Mr Phil Delahunty

That Audit and Risk Committee note the results of the performance audit completed by the Victorian Auditor-General's Office (VAGO) of development and infrastructure contributions.

**CARRIED****4.18 NEW ACCOUNTING STANDARDS****EXECUTIVE SUMMARY**

Three new accounting standards will impact Golden Plains Shire Council's 2019-20 financial statements. Council has completed a high level assessment to determine the impacts of the new accounting standards. There may be some impacts on the timing of revenue recognition, however no material impact is anticipated.

**ACTION**

1. To investigate waste truck agreement in regards to AASB16 Leases.

**COMMITTEE RESOLUTION**

Moved: Cr Les Rowe

Seconded: Mr Phil Delahunty

That the Audit and Risk Committee note the new accounting standards applicable to the 2019-20 financial year and Council's preparedness for implementing the new accounting standards.

**CARRIED**

**4.19 REVIEW OF AUDIT & RISK COMMITTEE CHARTER****EXECUTIVE SUMMARY**

At the Audit and Risk Committee meeting on 29 November 2019, the Audit and Risk Committee (The Committee) discussed the increased risk of cyber security attacks across all sectors. Following discussions, the Committee requested that the Audit and Risk Committee charter as presented in attachment 1, be updated to include cyber security monitoring as part of the Committee's responsibilities.

**COMMITTEE RESOLUTION**

Moved: Mr Joe Adamski  
Seconded: Cr Owen Sharkey

That the Audit and Risk Committee note and recommend that Council approve the change to the Audit and Risk Committee charter to update the Committee's responsibility to include cyber security monitoring.

**CARRIED**

UNCONFIRMED

#### **4.20 UPDATE ON PRIVACY AND COMPLIANCE ACTIONS**

##### **EXECUTIVE SUMMARY**

An internal audit was conducted on Council's management of information privacy in December 2017. The audit identified a number of improvement opportunities with the respect to the management of information privacy.

Since the audit, five agreed actions remained outstanding as at November 2019. At its November 2019 Audit and Risk Committee meeting, the committee requested an update on privacy and compliance outstanding actions be provided at the February 2020 meeting. All outstanding privacy and compliance actions are now reported as completed (see Agenda Item 4.2). The activities undertaken to complete the outstanding actions are detailed within this report.

In addition, the Information Privacy Policy and Information Privacy Procedure are attached for the committees comment prior to finalisation.

Management are confident that since December 2017 audit, the organisations privacy management processes and practices have significantly strengthen and improved. Considerable work has been undertaken to embed a culture of privacy in work practices across the organisation. With strong foundations now in place, privacy management processes and practices will be continually reviewed and improved as necessary, to ensure not only legislative compliance but also, best practice in business.

##### **COMMITTEE RESOLUTION**

Moved: Mr Joe Adamski

Seconded: Mr Phil Delahunty

That the Audit and Risk Committee:

1. Receive the update on privacy and compliance actions and note that all outstanding actions are now reported as completed.
2. Receive and note the following draft documents and provide any commentary to management for consideration prior to finalisation:
  - (a) Information Privacy Policy; and
  - (b) Information Privacy Procedure.
3. Recommend that Council consider and adopt the Information Privacy Policy at its 25 February 2020 Ordinary Council meeting with suggested changes by the Audit and Risk Committee.
4. Recommend that the Senior Management Team consider and adopt the Information Privacy Procedure at its 24 February 2020 meeting with suggested changes by the Audit and Risk Committee.

**CARRIED**

**4.21 LOCAL GOVERNMENT PERFORMANCE REPORTING INDICATORS - PROGRESS REPORT****EXECUTIVE SUMMARY**

Council is required under the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014 to report on its performance in accordance with the Local Government Performance Reporting Framework (LGPRF).

Please note that Know Your Council made several changes to the naming of indicators plus how results are calculated following sector consultation in late 2017 and early 2018. These changes came into effect from 01 July 2019 and are also attached for the Audit and Risk Committee members information (attachment 2).

Council's performance against LGPRF measures is reported to management, the Audit & Risk Committee and Council on a six-monthly basis and included in the Golden Plains Shire Council Annual Report.

The Audit and Risk Committee previously requested that Management provide progress reports to be tabled in February and September and include trend data reporting and detailed commentary on results.

The first progress report for the period 01 July 2019 to 31 December 2020 is provided for the Audit & Risk Committee member's information (Attachment 1).

**COMMITTEE RESOLUTION**

Moved: Mr Phil Delahunty

Seconded: Cr Owen Sharkey

That the Audit and Risk Committee:

1. Receive the report on the Local Government Performance Reporting Indicators (Attachment 1) for the period 01 July 2019 to 31 December 2019.
2. Note the Know Your Council Update to LGPRF Indicators for 2019/20 (Attachment 2).

**CARRIED**

**4.22 GOVERNANCE QUARTER TWO REPORT****EXECUTIVE SUMMARY**

The purpose of this report is to provide an update on the Governance Reform and Improvements Program including improvements to governance practices over the previous quarter and other items of interest for the Committee.

**COMMITTEE RESOLUTION**

Moved: Cr Owen Sharkey

Seconded: Mr Joe Adamski

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

**CARRIED**

**4.23 PROPERTY USE AGREEMENT POLICY**

**EXECUTIVE SUMMARY**

At the 10 September 2019 Audit and Risk Committee meeting, the committee requested that Council's Property Use Agreements Policy be presented to Audit and Risk Committee on 11 February 2020.

The Property Use Agreements Policy is provided for Audit and Risk Committees information (Attachment 1). The policy was last reviewed in November 2019 and adopted by Council at its 26 November 2019 Ordinary Council meeting.

The committee is invited to provide commentary on the Policy for consideration during the next review of the policy.

**COMMITTEE RESOLUTION**

Moved: Mr Joe Adamski  
 Seconded: Mr Phil Delahunty

That the Audit and Risk Committee:

1. Receive and note the Property Use Agreement Policy.
2. Note the policy was adopted by Council at its 26 November 2019 Ordinary Council meeting.
3. Provide any commentary to management for consideration during the next review of the Policy.

**CARRIED**

**5. OTHER BUSINESS**

Bannockburn Bush fire concern raised by Councillor Rowe. Director Planning and Infrastructure continuing to monitor and will meet with CFA and Committee of Management on 27 February 2020.

Confusion from residents around evacuation areas during an emergency raised by Councillor Rowe. A review of processes will be undertaken to reduce any operational issues.

**6. DATE OF NEXT MEETING**

12 May 2020

**7. CLOSE OF MEETING**

The Meeting closed at 11.52am.

**The minutes of this meeting were confirmed at the Audit and Risk Committee Meeting held on 12 May 2020.**

.....  
**CHAIRPERSON**