



The Barossa Council

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

held on Thursday 5 October 2017, commencing at 1.03pm in the
Council Chambers, 43-51 Tanunda Road, Nuriootpa

1. WELCOME

The Chair, Mr Peter Brass, welcomed everyone to the meeting at 1.03pm.

Mr Brass advised that the Audit Committee members held an Informal Gathering with Council's Internal Control Compliance Officer and external Auditors (as per the published Agenda) from 12.35pm – 12.55pm.

2. PRESENT

Mr Peter Brass, Mr James Heuzenroeder, Ms Tanya Johnston, Cr John Angas

Invited Staff Members and Auditors

Ms Joanne Thomas, Acting Chief Executive Officer
Mr Mark Lague, Group Manager Corporate Services
Mr Vincent Marsland, Group Manager Community Services
Ms Vicky Rohrlach, Senior Accountant
Ms Nicole Rudd, Internal Control Compliance Officer
Ms Elizabeth Waters, Accountant
Ms Jayne Glover, Acting Risk Coordinator
Ms Annette Randall, Executive Assistant (Minute Secretary)
Ms Samantha Allard, Dean Newbery & Partners
Mr Stuart Simpson, Dean Newbery & Partners

3. APOLOGIES

Cr Scotty Milne
Mr Martin McCarthy, Chief Executive Officer

4. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

MOVED Mr Heuzenroeder that the Minutes of the Ordinary Audit Committee Meeting held 4 May 2017, be confirmed as a true and correct record of the proceedings of that meeting, subject to amendment of the commencement time to 12.05pm.

Seconded Cr Angas

CARRIED 2017-18/1

MOVED Cr Angas that the Minutes of the Confidential Audit Committee Meeting held 4 May 2017 at 12.07pm, be confirmed as true and correct record of the proceedings of that meeting.

Seconded Mr Heuzenroeder

CARRIED 2017-18/2

Not Confirmed

BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

6. CONSENSUS AGENDA

7. ADOPTION OF CONSENSUS AGENDA

7.1 ITEMS FOR EXCLUSION FROM THE CONSENSUS AGENDA

Nil

7.2 RECEIPT OF CONSENSUS AGENDA

MOVED Mr Heuzenroeder that Information reports 6.1.1 to 6.1.4 be received and any recommendations contained therein be adopted.

Seconded Cr Angas

CARRIED 2017-18/3

MOVED Ms Johnston that Correspondence report 6.2.1 be received and noted.

Seconded Mr Heuzenroeder

CARRIED 2017-18/4

8.1 DEBATE AGENDA

8.1.1

NURIOOTPA CENTENNIAL PARK AUTHORITY – 2016-17 ANNUAL FINANCIAL STATEMENTS B5734

Mr Lague spoke to the Report. Staff answered questions from the members.

MOVED Ms Johnston that the 2016/17 Annual Financial Statements for the Nuriootpa Centennial Park Authority be endorsed and presented to Council for adoption.

Seconded Mr Heuzenroeder

CARRIED 2017-18/5

PURPOSE

To provide a copy of the Nuriootpa Centennial Park Authority Annual Financial Statements for the year ended 30 June 2017. (Refer *attached*).

REPORT

Introduction

In accordance with Section 126(4) of the Local Government Act 1999, the Committee must review the Annual Financial Statements to ensure that they present fairly the state of affairs of the Council.

Discussion

The Council Auditors commenced their Balance Date Audit on 18 August 2017.

Council officers have provided information to the auditors to ensure they were able to conduct their audit and have made necessary adjustments to the report as required.

The audited final signed copy of the financial statements has been provided (as attached).

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Nuriootpa Centennial Park Authority Annual Financial Statements for the year ended 30 June 2017.

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.
- 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 126(4)

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

The financial statements have been incorporated into Council's consolidated Financial Statements.

COMMUNITY CONSULTATION

No separate consultation is required under Council's Public Consultation Policy. The Statements are public documents, accessible to the community via Council's website.

8.1.2

THE BAROSSA COUNCIL PRELIMINARY 2016-17 ANNUAL FINANCIAL STATEMENTS B5734

Mr Lague spoke to the Report.

MOVED Ms Johnston that subject to final confirmation with Council auditors, the 2016/17 Annual Financial Statements be endorsed and presented to Council for adoption.

Seconded Mr Heuzenroeder

CARRIED 2017-18/6

PURPOSE

To provide a copy of the Annual Financial Statements for the year ended 30 June 2017 for review. (Refer attached).

REPORT

Introduction

In accordance with the Local Government Act 1999, Section 126(4) the Committee must ".review the adequacy of the financial management systems and practices of the Council...". This is to ensure that they present fairly the state of affairs of the Council.

As required in the Terms of Reference "the Committee shall monitor the integrity of the financial statements of the Council, including its annual report, reviewing significant financial reporting issues and judgements they contain".

Discussion

The Council Auditors conducted their Balance Day Audit on 21-22 September. Council Officers have provided information to the Auditors to ensure they were able to conduct their audit and have made necessary adjustments to the report as required.

The Auditors have reviewed the financial statements and have provided Council with an Audit Completion Report for the Financial Year Ended 30 June 2017 (as attached). A final copy of the financial statements will be presented to Council at the October 2017 Council meeting.

Not Confirmed

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: The Barossa Council 2016/17 Annual Financial Statements.
Attachment 2: Audit Completion Report Financial Year Ended 30 June 2017

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan



How We Work – Good Governance

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Legislative Requirements

Section 126(4) of the Local Government Act 1999
Local Government (Financial Management) Regulations 2011

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

All known financial and resourcing requirements as at 30 June 2017 have been included in the financials.

Risk Management

Risk management issues are considered by Management throughout the financial year and communicated to Council as required.

COMMUNITY CONSULTATION

No separate consultation is required under Council's Public Consultation Policy. The Statements are public documents, accessible to the community via Council's website.

Mr Brass acknowledged and thanked Mr Lague and the Finance team for their great work throughout the year and in compiling the financial statements.

ACTION:

- *Mr Lague to invite Council's Manager Engineering Services to the next Audit Committee meeting to provide an update on the Angaston Landfill reinstatement requirements, including independent/EPA endorsed plan.*

8.1.3

REPORT ON FINANCIAL RESULTS

B5734

Mr Lague spoke to the report.

MOVED Mr Heuzenroeder that the Report on Financial Results for 2016/2017 be endorsed and presented to Council for adoption.

Seconded Cr Angas

CARRIED 2017-18/7

Not Confirmed

PURPOSE

To provide a copy of the Report on Financial Results for 2016/2017 (as at 30 June 2017) for review. (Refer *attached*).

REPORT

Discussion

The Report on Financial Results is prepared following the completion of the Financial Statements. This report provides a final variance report for the actual results as compared to the adopted budget, along with suggested carried forward adjustments to the 2017/2018 financial year.

The report provides information as to the financial position of Council, containing: Executive Summary, Uniform Presentation of Finances, Key Performance Indicators, Financial Statements with Variance Reporting as compared to the original budget and compared to last year actual results.

The report also provides a list of proposed Operating and Capital Budget carried forward adjustments. Many of these adjustments are for projects not completed by 30 June 2017 for various reasons and/or are attached to grant funding/contributions for programs in 2017/2018.

For further analysis, reference should be made to the Annual Financial Statements 2016/2017, attached to Agenda item 8.1.2.

The report also includes capital expenditure and new initiatives review.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Report on Financial Results 2016/2017 (will be emailed separately)

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan



How We Work – Good Governance

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Legislative Requirements

Section 126(4) of the Local Government Act 1999

Local Government (Financial Management) Regulations 2011

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

To enable Council to make effective and strategic financial decisions, a regular up to date high level financial report is provided. This report contains budget adjustments for decisions Council has made since the last review and other adjustments to meet financial changes in capital and/or operational areas. The document contains comments and implications for the Long Term Financial Plan as a result of this review.

COMMUNITY CONSULTATION

Community Consultation was part of the original budget adoption process in June 2016, as per legislation.

Not Confirmed

Ms Allard and Mr Simpson advised they would be leaving the meeting at this point.

As Council's contract with Dean Newbery & Partners for provision of audit services has expired, Mr Brass thanked Ms Allard and Mr Simpson and the firm for their professional audit services over many years and wished them all the best for the future.

Ms Allard and Mr Simpson left the meeting at 2.08pm.

Ms Johnston made a disclosure to the meeting. Pursuant to S75 of the Local Government Act 1999, Ms Johnston disclosed a perceived conflict of interest in matters that may be considered by Council's Audit Committee, as she is a member of another Audit Committee of which the lead partner of Bentleys SA (Council's newly appointed external Auditor) is also a member. Ms Johnston remained in the meeting.

8.1.4

INTERNAL FINANCIAL CONTROLS COMPLIANCE REPORT

B5734

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

MOVED Cr Angas that the Internal Financial Control Report be received and noted.
Seconded Mr Heuzenroeder **CARRIED 2017-18/8**

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 February to September 2017.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment: Internal Financial control Report

Supporting References

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

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

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



How We Work – Good Governance

Corporate Plan

How We Work – Good Governance

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- 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

Not Confirmed

risks is a core officer function and responsibility. The introduction of the new system supports officers by providing a consistent framework and process.

COMMUNITY CONSULTATION

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

8.1.5

UPDATE – RISK MANAGEMENT PROGRAMS AND PROJECTS

B5842

Ms Glover and Mr Marsland spoke to the Report.

MOVED Ms Johnston that the quarterly report on the progress of Risk Management programs and projects be received and noted.

Seconded Cr Angas

CARRIED 2017-18/9

PURPOSE

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

REPORT

Risk Management Framework

Risk Services has met with Development and Environmental Services and Executive Services directorates to undertake Corporate Risk Assessments. Risk Services are pending responses from Corporate and Community Services and Works and Engineering Services directorates in relation to their completed Corporate Risk Assessments. This information will feed into Council's Organisational Risk Register and will assist Council in determining its biggest risks.

Risk Services Review

As a result of the LKS Quaero Service Review, the Risk Services Team will be undergoing a further review. A consultant has now been appointed to undertake the following:

1. Review Council's current Risk Management Framework (including governance and organisational structure, policies, processes, tools and templates), its effectiveness and efficiency and provide a detailed plan, including approach and justification, for any redesign and simplification;
2. Review the scope and functions of the Risk Services Team, risk responsibilities of management and officers and determine an optimum resourcing model based on current industry standards and make recommendations regarding roles and responsibilities and required competencies for the future implementation in support of the plan developed at 1 above; and
3. Validate current gaps in Council's Risk Services operational output and provide a draft organisational and team level work plan outlining priorities for implementation.

Change in LGAWCS/MLS Audit approach & Council's Risk Plan

In September 2017, LGA Mutual Liability Scheme and LGA Workers Compensation Scheme will commence a Risk Evaluation process. This new process combines both the LGAMLS Risk Review and the LGAWCS KPI Audit into one. This change shall assist Council by allowing more time to implement agreed actions within a new two-year Action Plan. Council will be undertaking this Risk Evaluation in 2018.

To align with this new LGA audit approach, Risk Services has also been developing a new 4 year Risk Plan that will encompass areas for improvement for both risk and safety.

KPI Audit and Action Work Plans

As a result of the 2016 KPI Audit, Council received 19 conformances, 3 observations and 3 non-conformances. These non-conformances have been addressed in the KPI Action Plan that was approved by the Corporate Management Team (CMT). To date, we have 5 out of 10

Not Confirmed

actions completed with an extension sought until the October 2017 to progress the other 5 outstanding actions.

Mutual Liability Claims - 1/07/2017 to 30/09/2017

Current Claims:

22 Open/Potential Mutual Liability Claims as at 30/09/2017.

Finalised Claims:

3 Mutual Liability Claims finalised for period of 1/07/17 to 30/09/17:-

- 2 of these claims were denied by LGA Mutual Liability Scheme.
- 1 claim was accepted by LGA Mutual Liability Scheme and settled for \$5,000 with claimant (with Council to pay the policy excess of \$3,750).

Quarterly Reporting

Risk Management Quarterly Reports to CMT have been limited due to software issues obscuring data information in relation to Council's CAPA Register e.g. workers have been unable to close out completed CAPAs and workflows were not being sent to responsible persons/managers upon entry. This issue has now been resolved and Risk Services has requested Council's Organisational Management Group to review/complete outstanding CAPAs prior to 30/09/2017 in order for Risk Services to provide an accurate report to CMT for the quarter 1/7/2017 to 30/09/2017.

Business Continuity Planning

Council has entered into a Business Continuity Plan Maintenance 2 Year Program with Local Government Risk Services. Contact has been made this month with LGRS' consultant to initiate this program. The focus of this two year program is on BCP Knowledge, Plan Reviews and Desktop/Full Rehearsal Exercises. The first step of this program is to review our current 29 critical functions with a view to reduce this number and then to review the Critical Function Sub-Plans.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan



How We Work – Good Governance

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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.

8.1.6

STRATEGIC CORPORATE RISKS

B5734

Ms Thomas spoke to the Report.

Not Confirmed

MOVED Cr Angas that the report on Strategic Corporate Risks be received and noted and the Chief Executive Officer continue to provide reports and updated risk assessments to the Audit Committee as works are undertaken.

Seconded Mr Heuzenroeder

CARRIED 2017-18/10

PURPOSE

To update the Audit Committee on development, risk assessment and monitoring of strategic corporate risks.

REPORT

Since the last meeting of the Committee, the Corporate Management Team has been presented and accepted in principle, a high level assessment of the key strategic corporate risks.

At Attachment 1 is the accepted list of key strategic corporate risks.

Work on updating or developing relevant new risk assessments is now underway and by way of example, at Attachment 2 is the top priority risk assessment for fraud and corruption which is now practically complete. The assessment is sound and in the main indicates the system is reasonably sound and there are no discernible critical improvements. The organisation will now proceed with completing the necessary risk assessment work and then consider how to embed the monitoring of risks into internal reporting frameworks.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Strategic Corporate Risks

Attachment 2: Corporate Risk Assessment – Fraud and Corruption

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Natural Environment and Built Heritage



Community and Culture



Infrastructure



Health and Wellbeing



Business and Employment



How We Work – Good Governance

All Strategies.

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Internal resourcing and financing is sufficient to address the work of managing and monitoring strategic corporate risks.

COMMUNITY CONSULTATION

No community consultation is considered necessary or required at this time in relation to the outcomes of this report.

8.1.7

SERVICE REVIEW AND CONTINUOUS IMPROVEMENT UPDATE

B5734

Ms Thomas spoke to the Report.

Not Confirmed

MOVED Ms Johnston that the report on Service Review and Continuous Improvement be received and noted and the Chief Executive Officer continue to provide reports and findings to the Audit Committee as works are undertaken.

Seconded Mr Heuzenroeder

CARRIED 2017-18/11

PURPOSE

To update the Audit Committee on service review activity and continuous improvement in the organisation.

REPORT

Service Review Update

Since presenting the Service Review report to the Audit Committee and presenting the Audit Committee's recommendation to Council, four specific pieces of work have been approved and have commenced. They are:

- Detailed documentation of every service level in the organisation (undertaken internally).
- Detailed review of the Depot operations under the auspice of the Service Review but also workforce plan findings (undertaken internally).
- Detailed review of the Development and Environmental Services directorate also under the auspice of the Service Review and workforce plan findings (significant internal work support by Frank Brennan Consulting).
- Engagement of consultant to undertake a review of risk management and risk services in Council with a view to determining future resourcing and framework simplification.

The first three pieces of work are well advanced, with the Depot and Development and Environmental Services reviews completing their consultation periods recently. A full report will be available for the executive and then Council and the Audit Committee by year's end.

The documentation of all service levels, outputs, outcomes and inputs and then consultation with Council and potentially community to ensure understanding, prioritisation, efficiency, resourcing and alignment of services to the Corporate Plan will be rolled out from November 2017. The target completion for this work is April 2018. By way of example, at Attachment 1 is documentation related to the first completed directorate, Executive Services.

The goal of all this work is to ensure alignment of services to the Corporate Plan that are properly resourced, efficient and the identification of ongoing and continuous improvement initiatives.

The final product is anticipated to be a coordinated raft of reforms for the next two to three years, similar to the past Strategic Projects Framework, or as I term it the next tranche of improvement, having addressed many of the initial changes identified in the Strategic Project Framework from 2012 and then updated in 2014.

Continuous Improvement

Continuous improvement is ongoing in the organisation. In accordance with the Service Review, recently through the all staff meetings that are held each 4 months, a 30 minute session was undertaken which outlined the simple basis of continuous improvement and what it is. These sessions were undertaken in the week of 25 September 2017 at three separate sessions. As part of those sessions, participants were asked to consider ideas that can offer improvements to how we deliver services that result in better service outcomes at no more or less cost. This was done in the context of saving 1 minute of your day, when multiplied over the organisation that would be 12.5 hours per day or efficiency gain of 1.65 FTE's. The executive will receive a report on the ideas in the near future and this too will be embedded in the change program outlined in the Service Review update above.

Further, the management team undertook a preliminary review, and then subsequently consulted with the whole organisation, against the nine principles of the Australian Business

Not Confirmed

Excellence Framework and this is currently being finalised. At Attachment 2 the findings to date are presented.

The organisation, whilst all this other work is being undertaken, continues to invest in ongoing improvement and these are extensive. Some larger ones are driven by general improvement principles in the organisation as well as the ICT Strategic Plan:

- Increasing electronic transactions e.g. dog fees, electronic rate notices.
- Implementing significant backend process and automation improvements, especially around development management, records management and integration between our systems to cut out duplication of records and a single point of truth.
- Policy and process improvement are ongoing.
- Advocating for system improvements, for instance CITB levy payments, which are highly inefficient.
- Proactive assessment of plant and equipment utilisation to determine the best mix and achieving higher utilisation and ridding ourselves of under-utilised assets.
- Increasing and improving our community engagement activities.
- Continued use of regional approaches to activities such as recent recommitment to the regional procurement strategy for three years and developing a regional planning board option for the future strategic management of the region.

Summary

After some 18-24 months of work to completely rewrite the organisation's strategic and corporate framework, undertake service and workforce reviews, as well as the complementary work on continuous improvement and Business Excellence, in the near future a clear picture and coordinated new change program will be formulated with implementation to commence in 2018. I also take this opportunity to highlight that much of this work has been absorbed internally by the organisation with only external support provided to specific review work, whilst maintaining existing levels of service.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Executive Service Directorate – Service Level Documentation
Attachment 2: Australian Business Excellence Framework – Findings to Date

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Natural Environment and Built Heritage



Community and Culture



Infrastructure



Health and Wellbeing



Business and Employment



How We Work – Good Governance

All Strategies.

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

In developing and continuing the work to improve the organisation, the outcomes are focused on customer service improvement through better technology, process, and people. Saving funds and better utilising available resources is sound management practice and addresses many corporate risks. Further information will be encased in the final approved change program.

Not Confirmed

COMMUNITY CONSULTATION

No community consultation is considered necessary or required at this time in relation to the outcomes of this report.

Mr Heuzenroeder left the meeting at 2.56pm.

8.1.8

QUARTER 4 – 2016/17 PERFORMANCE AND ACTIVITY REPORT

B5734

Ms Thomas spoke to the Report.

MOVED Cr Angas that the Quarter 4 – 2016/17 Performance and Activity Report be received and noted and the Chief Executive Officer continue to provide these quarterly reports to the Audit Committee.

Seconded Ms Johnston

CARRIED 2017-18/12

PURPOSE

To table with the Audit Committee the performance and activity reporting.

REPORT

Attached is the report to Council and the Performance and Activity Report which highlights the maturity in Council's reporting framework against the Community Plan. The report framework and development of indicators and data to support it continues to be a work in progress, but this methodology and accountability has already seen adjustment to resourcing, processes and information to address pinch points in the organisation and address areas of growing demand.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment – Quarter 4 Performance and Activity Report

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Natural Environment and Built Heritage



Community and Culture



Infrastructure



Health and Wellbeing



Business and Employment



How We Work – Good Governance

All Strategies.

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Internal resourcing and financing is sufficient to address the work of managing and monitoring organisational performance. Of itself the reporting framework and systems underpinning then increase accountability and knowledge and allow decision making to be made with the best information possible and therefore directly assist and support the management of risk.

COMMUNITY CONSULTATION

No community consultation is considered necessary or required at this time in relation to the outcomes of this report.

Not Confirmed

8.1.9

DRAFT ANNUAL REPORT OF AUDIT COMMITTEE'S ACTIVITIES

B5734

MOVED Ms Johnston that the draft Annual Report of Audit Committee's Activities for 2016-17 be approved for submission to Council.

Seconded Cr Angas

CARRIED 2017-18/13

PURPOSE

A draft Annual Report of the Audit Committee's activities is attached for approval.

REPORT

Introduction

One of the activities of an Audit Committee identified in the LGA Information Paper 14 'Model Work Program for Council Audit Committees' is its annual reporting to Council. Subsequent Information Paper 19 'Audit Committee Reporting' presents a 'best practice' approach for Council's to adopt.

Discussion

The Chairman's draft report follows the model template set out in the Information Paper.

The Chairman will present his report to the 17 October 2017 Council meeting.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Draft Annual Report of Audit Committee's Activities 2016-17

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



How We Work – Good Governance

Corporate Plan

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Legislative Requirements

Local Government Act – Section 126

LGA Information Paper 19 'Audit Committee Reporting'

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Council's Audit Committee has a key role in its good governance framework. Good communication between the Committee and the Council will ensure that financial and risk management issues raised receive appropriate consideration and attention.

Not Confirmed

COMMUNITY CONSULTATION

Council's Audit Committee Annual Report on Activities for 2016-17 will be available to the public via Council's website.

9. OTHER

9.1

AUDIT COMMITTEE SELF-ASSESSMENT FORM FOR COMPLETION

B5734

Mr Brass requested members to return their completed form to Ms Randall by the end of October so that responses may be collated for review at the December meeting.

10. OTHER BUSINESS

Mr Lague advised that officers have noted an error in the Minutes of the 28 February 2017 Audit Committee meeting. A report will be presented to the December meeting.

11. NEXT MEETING

December 2017 – date to be advised

12. CLOSURE OF MEETING

There being no further business, Mr Brass closed the meeting at 3.01 pm.

Confirmed:

Chairman:

Date: