



Shire of Menzies

AUDIT & RISK COMMITTEE AGENDA

Thursday 15 December 2022

Commencing at 2:00 pm

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1 DECLARATION OF OPENING

The Chairperson declared the meeting open at _____pm.

2 ANNOUNCEMENT OF VISITORS

RSM Australia was engaged by the Office of the Auditor General (OAG) Western Australia to perform the audit of the Shire of Menzies for the year ending 30 June 2022. RSM will present its findings via video conferencing. OAG personnel will also participate.

3 RECORD OF ATTENDANCE

Councillors: Cr I Baird, Chairperson
 Cr G Dwyer
 Cr J Dwyer
 Cr S Sudhir

Staff: Mr P Durtanovich, Acting Chief Executive Officer
 Ms Kristy Van Kuyf, Acting Chief Financial Officer
 Ms M Mertyn, Executive Officer (Minutes)

4 DECLARATIONS OF INTEREST

5 CONFIRMATION/RECEIVAL OF MINUTES – 21/09/2022

(Provided under Separate Cover)

OFFICER RECOMMENDATION

That the Minutes of the Audit and Risk Committee Meeting held on 21 September, 2022 be confirmed as a true and correct record.

COMMITTEE DECISION:

Committee Resolution Number	
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Moved		Seconded	
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Carried	
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6 REPORTS OF OFFICERS

6.1	Audit Report, findings and financial statement FY 21/22
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM1005
DATE OF REPORT	06 December 2022
AUTHOR	Acting Chief Executive Officer, Pascoe Durtanovich
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Pascoe Durtanovich
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	To be tabled

SUMMARY:

The audited Financial Statements and Audit Findings have been provided by the independent auditors. Committee is now required to review the documents. (To be tabled)

BACKGROUND:

Local governments are subject to annual audits by auditors appointed by the Office of the Auditor General (OAG).

The 2021/22 audit was conducted by RSM through site visits and via external means.

The Regulations require that the audit be completed and presented to the Audit & Risk Committee and Council prior to 31st December each year.

COMMENT:

The Audited Financial Statements are presented to Council upon recommendation of the Audit Committee. The Audited Financial Statements will then be incorporated into the Annual Report to be presented at an Annual Electors Meeting.

CONSULTATION:

Office of the Auditor General
RSM
Moore Australia, consultants
Kristy Van Kuyl, Acting Chief Financial Officer

STATUTORY AUTHORITY:

Local Government Act 1995 s7.9 and s7.12(A)
Local Government (Audit) Regulations r10

POLICY IMPLICATIONS:

There are no policy implications resulting from the recommendation of this report.

FINANCIAL IMPLICATIONS:

There are no financial implications resulting from the recommendation of this report.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

- 4.2 An efficient and effective organisation.
- 4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That the Audit & Risk Committee recommends Council adopt the 2021/2022 Audited Financial Statement.

COMMITTEE DECISION:

Committee Resolution Number	
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Moved		Seconded	
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Carried	
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6.2	Significant audit findings FY 21/22
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM1006
DATE OF REPORT	06 December, 2022
AUTHOR	Acting Chief Executive Officer, Pascoe Durtanovich
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Pascoe Durtanovich
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Shire of Menzies - Audit Management Letter - 30 June 2022 [6.2.1 - 5 pages]

SUMMARY:

The audited Financial Statements and Audit Findings have been provided by the independent auditors. This paper provides the Audit Committee with the significant findings from the Audit planned and actions to rectify the issues identified.

BACKGROUND:

Local governments are subject to annual audits by agents appointed by the Office of the Auditor General (OAG).

The 2021/22 audit was conducted by RSM with site visits and external means.

The *Local Government Act 1995* specifies certain duties of Local Government with respect to Audits:

- (3) *A local government must -*
 - (aa) *examine an audit report received by the local government; and*
 - (a) *determine if any matters raised by the audit report, require action taken by the local government; and*
 - (b) *ensure that appropriate action is taken in respect of those matters.*
- (4) *A local government must -*
 - (a) *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
 - (b) *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on local government's official website.*

COMMENT:

Nil

CONSULTATION:

Office of the Auditor General
RSM
Moore Australia, consultants
Kristy Van Kuyl, Acting Chief Executive Officer

STATUTORY AUTHORITY:

Local Government Act 1995 s7.9 and s7.12(A)
Local Government (Audit) Regulations 16

POLICY IMPLICATIONS:

There are no policy implications resulting from the recommendation of this report.

FINANCIAL IMPLICATIONS:

There are no financial implications resulting from the recommendation of this report.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

- 4.2 An efficient and effective organisation.
- 4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That the Audit & Risk Committee recommends that Council adopt the significant audit findings report for FY 2021/2022.

COMMITTEE DECISION:

Committee Resolution Number	
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Moved		Seconded	
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Carried	
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ATTACHMENT

SHIRE OF MENZIES

PERIOD OF AUDIT: 1 JULY 2021 TO 30 JUNE 2022

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
CURRENT YEAR FINDINGS			
1. Fair value of Infrastructure Assets - Frequency of Valuations	✓		
2. No completion of purchase assessment forms or conflict of interest forms		✓	
3. No depreciation charged on additions of capitalised expenditure		✓	
4. Maintenance of grant register including assessment on AASB15/1058 revenue recognition		✓	

KEY TO RATINGS

The ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

ATTACHMENT

SHIRE OF MENZIES

PERIOD OF AUDIT: 1 JULY 2021 TO 30 JUNE 2022

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

1. Fair Value of Infrastructure Assets - Frequency of Valuations

Finding:

The Shire has not performed an annual assessment since the infrastructure assets were last revalued to determine whether its infrastructure assets represent fair value.

Rating: Significant**Implication:**

Without a robust assessment of fair value of the Shire's Infrastructure Assets there is a risk that the fair value of infrastructure assets may not have been assessed adequately and in compliance with AASB 13 Fair Value Measurement, as well as Regulation 17A(4)(b) of the Local Government (Financial Management) Regulations 1996 (the Regulations).

Recommendation:

The Shire to consider implementing as part of the preparation of financial statements a formal robust process to determine whether indicators exist annually, that would trigger a requirement to perform a formal revaluation of Infrastructure Assets. Where indicators exist a robust fair value assessment should be performed capturing the requirements of AASB 13 Fair Value Movements. This process is to ensure that the Shire's infrastructure assets are recorded at fair value in compliance with AASB 13 Fair Value Measurement and the Regulations.

This may entail obtaining relevant input from an independent valuer as to whether or not they consider there are any prevailing market factors which may indicate that the fair value of relevant assets is likely to have been impacted to any significant / material extent from the prior year. Where a fair value assessment has been performed internally the Shire may consider having this assessment peer reviewed by an independent valuer to obtain assurance over the valuation methodology applied, inputs and the reasonableness of the valuation model applied.

Management comment:

The Shire of Menzies complies with the current five-year cycle for Revaluation of Assets, however given the current escalation in the cost of build assets more regular revaluations may be required. Management will investigate how to determine whether a formal annual revaluation of assets is required.

Responsible person: *Chief Executive Officer*

Completion Date: *28 February 2023*

ATTACHMENT

SHIRE OF MENZIES

PERIOD OF AUDIT: 1 JULY 2021 TO 30 JUNE 2022

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

2. No completion of Purchase Recommendation Reports or conflict of interest forms

Findings

Per Policy 4.2 Purchasing and Tenders, purchasing decisions for all purchases above \$5,000 (excluding GST) are to be evidenced using Assessment Forms, and are authorised by the CEO or CFO per the delegation of authority. We noted that this policy was introduced in December 2021. Of the 10 transactions that took place after the introduction of the policy, 5 samples required a Recommendation Report to be completed. No Recommendation Reports were completed for these samples.

We additionally noted that no conflict-of-interest forms were completed in relation to these samples.

Rating: Moderate

Implication:

Purchases made without an appropriately completed Assessment Form and Conflict of Interest Form may increase the risk of conflicts of interest occurring and going undetected. Additionally, non-compliance with the internal purchasing policy increases the risk of breaching Part 4 of the Local Government (Functions and General) Regulations 1996 and regulation 11A (3)(b) of the Local Government (Finance and General ledger) Regulations. There is a further risk of not achieving the objectives of 'Value for Money' as stated in Policy 4 Value for Money of the Shire's purchasing policy.

Recommendation:

The Shire should ensure that all purchase orders above \$5,000 have a corresponding Recommendation Report that has been appropriately authorised. All purchase orders should have a completed Conflict of Interest Form.

Management comment:

Recommendation noted. Conflict of Interest section will be added to the purchasing assessment form. The authorized officers will be reminded of the need for Purchasing Recommendation Reports. An internal audit process will be introduced to ensure compliance.

Responsible person: *Chief Financial Officer*

Completion Date: *31 January 2023*

ATTACHMENT

SHIRE OF MENZIES

PERIOD OF AUDIT: 1 JULY 2021 TO 30 JUNE 2022

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

3. No depreciation charged on additions of capitalised expenditure

Finding

During our audit procedures, it was noted that expenditure in relation to completed capital works is capitalised at the end of the financial year. As such, depreciation is therefore not calculated on capitalised expenditure for completed works, resulting in an understatement of depreciation.

The impact to the depreciation expense is immaterial, estimated to be approximately \$66,918, therefore no adjustment has been posted to recognise this balance. Depreciation should be charged on all capitalised expenditure from the date of the capital works' completion.

Rating: Moderate

Implication

Recognising capitalised expenditure within the fixed asset register at the end of the financial year may result in an understatement of depreciation expense.

Recommendation

The Shire should record all capitalised expenditure in the fixed asset register at the date of the capital works' completion, and record depreciation from this date onwards.

Management comment

Recommendation noted and agreed

Responsible person: *Chief Financial Officer*

Completion date: *December 2022 and ongoing*

ATTACHMENT

SHIRE OF MENZIES

PERIOD OF AUDIT: 1 JULY 2021 TO 30 JUNE 2022

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

4. Maintenance of grant register including assessment on AASB15/1058 revenue recognition

Finding

In our assessment on grant revenue, contract asset and contract liabilities, we noted that:

1. The Shire does not maintain a complete grant register that records the amount of grant fundings received and expended during the year i.e. while a schedule of grants reconciling to the total contract asset and liability is maintained, there is no reconciliation maintained for total grant revenue.
2. The Shire does not perform a complete revenue assessment on grants that are recognised under AASB 15 or AASB 1058.

Rating: Medium

Implication

There is an increased risk that any grant received or expended during the year may be omitted from reporting hence resulting in error in financial reporting. There is also a risk that certain grant revenue may not be adequately recognised under the accounting standards.

Recommendation

The Shire should actively maintain a grant register and regularly updates the register whenever a grant is received or expended. The grant register should be independently reviewed.

Management Comment

Recommendation noted and agreed. The establishment of Grant register will assist in the tracking and acquittal of grants.

Responsible Person:

Chief Financial Officer

Completion Date:

31 January 2023

6.3	Risk Management Updates November 2022
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM1007
DATE OF REPORT	09 December 2022
AUTHOR	Tanya Browning, Moore Australia
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Pascoe Durtanovich
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	<ol style="list-style-type: none"> 1. CONFIDENTIAL REDACTED - Menzies Risk Register Draft November 2022 Committee Copy [6.3.1 - 2 pages] 2. CONFIDENTIAL REDACTED - Shire of Menzies Draft Risk Profiles November 2022 [6.3.2 - 6 pages] 3. CONFIDENTIAL REDACTED - ME N 800 November 2022 Risk updates summary [6.3.3 - 2 pages] 4. CONFIDENTIAL REDACTED - Menzies Risk Register Draft November 2022 Full Register [6.3.4 - 2 pages]

SUMMARY:

Summary of risk management activities since August 2022, including risk profile updates, summary report (as included in confidential attachments to the agenda).

BACKGROUND:

From 1 July 2022, the Shire of Menzies sought proposals through Vendor Panel from external consultants for compliance and governance services, which included risk management support services. Moore Australia (WA) were successful with their proposal and have been engaged to provide compliance and risk management support services for 2022, 2023 & 2024.

The Shire's Risk Management Strategy, as previously reviewed by the Audit and Risk Committee, and the Shire's risk management policy (previously adopted by Council) align to *AS/NZS ISO 31000:2018 Risk Management Guidelines*. The Risk Management Strategy is prepared utilising the Principles, Framework and Process as defined within the standard, considers the context of the Shire and conforms to the requirements of the standard by providing the necessary guidance and direction to be followed by the Shire in its risk management activities, aligned to the risk management policy.

The guidance and direction within the Risk Management Strategy includes the assessment, prioritisation and communication of risk. This includes the reporting of risks through the Audit and Risk Committee. The reporting of risk management activities historically occurred through quarterly 'dash board reports', bi-annual 'summary reports' and an annual 'risk control assurance workshop', which will continue through the Shire's current engagement with Moore Australia.

A workshop was held onsite with the executive team 9-10 November 2022 to review risk profiles, controls, consider emerging or new risks as well as to set out planned control assurance activities for the year. Following the workshop, updates to the risk profiles were made, and the risk register populated with updated information to be reported to the Audit and Risk Committee.

These activities continue to form the foundation for risk management activities to be reported and monitored through the Audit and Risk Committee.

COMMENT:

A summary of updates to the risk profiles, the risk register and risk profiles up to November 2022 were presented at a briefing session for the Committee's information. These documents are not circulated with agenda documents, as they include the controls to be implemented / actioned by the Shire in an effort to reduce risk levels. Publication of such information may adversely impact on risk management activities if published.

The risk summary report is to be provided bi-annually to the committee. This report enables analysis of what has changed for the organisation, and whether these changes result in new or emerging risks against each risk profile. This subsequently allows for the risk register to be updated, and to summarise new risks or changes to existing risks for the committee. The risk summary report highlighting risk changes identified against each profile since the last review, including actions and treatments in place for high level risks, was provided at the information session OR is attached.

A quarterly dashboard report is essentially a progress report informing the committee with a summary of the current number of risks, unaddressed high level risks, total new risks etc. The table below demonstrates the format of quarterly reports to the committee communicating risk movements.

Risk Category	No. of High or Extreme Rated Risks Identified	No. of High or Extreme Rated Risks after Treatment	No. of New Risks Identified (November 2022)	No. of Risks Closed (November 2022)
Performance	2	1	1	0
Environmental	2	1	0	1
Reputational Damage	2	1	0	0
Financial	4	1	0	0
Service Delivery / Business Interruption	5	2	0	0
Legislative / Regulatory / Policy/ Occupational Safety and Health	3	2	0	0

Discussions with Moore Australia as well as future site visits will be undertaken to further update risk profiles, actions and treatments for the next reporting period. These reports will be updated for the next meeting for committee information.

CONSULTATION:

Moore Australia (Consultants)

STATUTORY AUTHORITY:

Regulation 17.1 of the *Local Government (Audit) Regulations 1996* requires the CEO to monitor the appropriateness and effectiveness of systems and procedures in regard to risk management, internal controls and legislative compliance.

POLICY IMPLICATIONS:

The Risk Management Policy outlines the Shire's commitment and approach to managing risks impacting on day-to-day operations and the delivery of strategic objectives.

FINANCIAL IMPLICATIONS:

Provision is included in the 2022/23 Adopted Budget for Moore Australia to deliver compliance and governance services, including risk management support, in line with the awarded Vendor Panel RFQ.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
This item has been evaluated against the Shire of Menzies' Risk Management Strategy, Risk Assessment Matrix.	The perceived level of risk is high prior to treatment.	The progression of risk management activities aligned with the Risk Management Strategy will reduce the risk to low.

STRATEGIC IMPLICATIONS:

One of Council's responsibilities in risk management is to be satisfied risks are identified, managed and controlled appropriately, to achieve Shire's strategic objectives, as well as to support the allocation of funds / resources to treat risks as required.

The Chief Executive Officer and executive team plays a key role in the establishment and development of an effective risk management framework. To ensure the successful delivery of the Strategic Planning objectives, the strategy requires ongoing monitoring and revision for alignment to the Plan for the Future.

One role of the audit committee is to monitor identified strategic high level risks and their treatment solutions to ensure the community receives the services delivered effectively as outlined within the Plan for the Future.

Monitoring and reviewing activities will continue to provide evidence of the appropriateness and effectiveness of systems and procedures in regard to risk management, internal control and legislative compliance, as required by the *Local Government (Audit) Regulations 1996*. The Risk Management Strategy also provides direction for the implementation of risk management activities.

The Shire's Strategic Community Plan 2021-2031 strategies 4.1.1 Provide strategic leadership and governance, and 4.2.1 Maintain a high level of corporate governance, responsibility and accountability will be further supported by this activity.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That the Audit and Risk Committee receive the summary of updates to the risk profiles, the risk register and risk profiles up to November 2022, and the above report updating risk management activities undertaken to date.

COMMITTEE DECISION:

Committee Resolution Number	
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Moved		Seconded	
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Carried	
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6.4	WHS Committee Minutes 09 November 2022		
LOCATION	Shire of Menzies		
APPLICANT	Internal		
DOCUMENT REF	NAM1008		
DATE OF REPORT	06 December 2022		
AUTHOR	Acting Chief Executive Officer, Pascoe Durtanovich		
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Pascoe Durtanovich		
OFFICER DISCLOSURE OF INTEREST	Nil		
ATTACHMENT	1. Shire of Menzies WHS Committee Minutes 09 Nov 22 [6.4.1 - 3 pages]		

SUMMARY:

The Shire of Menzies holds regular WHS committee meetings to elevate safety issues and promote a safe environment for all employees. The copy of the meeting minutes is provided for the Audit & Risk Committee's information.

BACKGROUND:

The WHS Committee was introduced as a significant step in aligning our policies, processes and procedures with the *Work Health & Safety Act (2020)*. The Act sets rigorous legislation requirements with liability on Council to comply, attracting substantial penalties for non-compliance.

COMMENT:

WHS Committee meetings were introduced in April 2021. Initially they were held every month while a range of new safety initiatives were implemented. Thereafter the meetings were to be held quarterly, this did not occur, however a meeting schedule has now recommenced.

CONSULTATION:

WHS Committee

STATUTORY AUTHORITY:

Work Health & Safety Act (2020)

POLICY IMPLICATIONS:

Policy 6.1 details the organisation’s WHS policy.

FINANCIAL IMPLICATIONS:

There are no financial implications resulting from the recommendation of this report.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That the Audit and risk Committee notes the WHS Committee minutes.

COMMITTEE DECISION:

Committee Resolution Number	
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Moved		Seconded	
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Carried	
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Shire of Menzies
WHS Committee Meeting
Minutes
09 November 2022

1. VENUE

Council Chambers commencing at 1:45pm

2. ATTENDANCE

Pascoe Durtanovich - Acting CEO
Debbie Pianto - Administrative WHS Representative
Garth Marland - Works Manager
John Warner - (WHS Officer) Minute taker for the meeting

3. APOLOGIES

Michael Peterson - Works Section WHS Representative

4. APPOINTMENT OF COMMITTEE

After some discussion it was decided that the following persons should form the WHS Committee for the Shire of Menzies:

Moved G Marland Seconded D Pianto

That

Pascoe Durtanovich - Acting CEO
Debbie Pianto - Admin WHS Representative
Garth Marland - Works Manager
John Warner - WHS Officer
Michael Peterson - Works Depot WHS Representative

be appointed to the WHS Committee.

Carried 4 / 0

5. ELECTION OF CHAIRPERSON

Moved D Pianto Seconded J Warner

That the Chief Executive Officer be appointed Chairperson.

Carried 4 / 0

6. MINUTES FROM PREVIOUS MEETINGS – 21 Dec, 2021

Moved D Pianto Seconded J Warner

That the Minutes of the Meeting held 21/12/2021 be confirmed.

Carried 4 / 0

7. BUSINESS ARISING FROM PREVIOUS MEETINGS

a. LGIS MANUAL HANDLING TRAINING

Training completed during December 2021

b. FIRE EXTINGUISHER & FIRE BLANKET TRAINING

Successfully completed on 15 & 16 March 2021

c. PRACTICE EVACUATION DRILL

Successfully completed on 16 March 2021

d. ALCOHOL TEST EQUIPMENT PROCUREMENT.

A new alcohol breath tester (wall unit) has been purchased but isn't expected to be delivered until April 2023. An intermediate compromise, a handheld alcohol tester has been purchased.

e. WORKSHOP CLEAN-UP OVER CHRISTMAS 2021 BREAK

Completed during the break but needs ongoing attention because of the number of jobs started requiring parts and tools left laying around.

f. WHS PROCEDURES – PRE-START MEETING

Commenced in Dec 2021 and is ongoing. More of work allocation rather than purely 'pre-start meeting'. WHS issues are brought up when required i.e., different tasks, new tasks, wet weather, etc.

g. COVERING OF POWER CORDS IN ADMINISTRATION

Completed on Dec 2021 but additional cable protectors put in place as the situation arises – Council Chambers. Shire personnel need to be aware and report unprotected cables, etc.

8. OTHER BUSINESS

a. HAZARD REGISTER REVIEW

No hazards reported although there would be hazards observed. All hazards should be reported, even those that are fixed to understand and report that the hazards are being identified and addressed. Hazards that Shire personnel as well the general public notice must be reported and fixed if possible.

b. INCIDENT REVIEW

No incidents reported although there would be incidents occurring or observed. Shire personnel and the public are encouraged to report any incidents.

c. INCIDENT REPORT FORM

Incident forms are located at all Safety Boards and can be submitted via the WHS_Monitor app, when installed on shire personnel mobile phones.

d. PLANNED SAFETY ACTIVITIES

For the Shire, a 12 monthly practice of evacuation drill is sufficient. The last Evacuation drill was completed mid-March 2021. The next one will be planned for Feb/Mar 2023.

e. IDENTIFIED ISSUES

1. John Warner and Pascoe Durtanovich will carry out a WHS area inspection around town on Saturday 12th Nov. This inspection will include Nursing Post, Bush Brigade, Main Street, Railway station, Depot and proposed GROH housing area.
2. WHS committee Minutes to be uploaded into WHS_Monitor/Synergy system.
3. Works Depot Pre-Start meeting minutes to be uploaded into WHS_Monitor/Synergy system.
4. WHS issue Concrete Pathway from Council Chambers to be progressed, this may depend upon construction of the additional shire houses – waiting on Concrete Kerb Mould to be developed by Shire Mechanic.
5. Duress/ Panic button previously requested. John Warner will follow up.

9. NEXT MEETING

Wednesday 15 Feb 2023 at 1:30pm.
To be confirmed in early February 2023.

10. Meeting closed at 3:05pm.

7 INFORMATION REPORTS

8 ELECTED MEMBER MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

9 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

10 NEXT MEETING

The next Audit and Risk Committee meeting will be held on 23 March 2023 at 11am in Menzies.

11 CLOSURE OF MEETING