



GLADSTONE REGIONAL COUNCIL

MINUTES OF AN AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING OF

GLADSTONE REGIONAL COUNCIL

HELD AT THE COUNCIL CHAMBERS – CIVIC CENTRE BOARDROOM
101 GOONDOON STREET, GLADSTONE

ON WEDNESDAY 21 SEPTEMBER 2022 COMMENCING AT 9AM

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PRESENT

Kerry Phillips (Chairperson)
Sandra Collins
Stephen Coates (via teams)
Cr Desley O'Grady
Cr Natalia Muszkat

Officers:

Leisa Dowling, Chief Executive Officer
Mark Holmes, General Manager Finance, Governance and Risk
Theunis Mienie, General Manager People, Culture and Safety
Sarah Hunter, General Manager Strategy and Transformation, Acting
John Tumbers, General Manager Operations
Helen Robertson, General Manager Customer Experience, Acting
Deon Matthee, Principal Internal Auditor
Rachael Millett, Executive Secretary
Ashlyn Chalker, Compliance and Audit Officer
Nerrilyne Taylor, Team Leader Financial Operations
Jessica Rossow, Statutory Accountant
Leslie Seminutin, Manager Culture and Capability
Jessica Hall, Risk and Insurance Officer
Sue-Ellen Howie, Transformation Lead, Acting
Celisa Faulkner, Manager Asset Planning
Rod Burge, Asset Maintenance Project Lead
Emma Catlin, Disaster Response Specialist

Others in Attendance:

Steven Bosiljevac, PwC
Mansheel Kumar, PwC
Dale Hassell, QAO (via teams)
Vaughan Stemmett, QAO (via teams)
Peter Sheville
Cr Chris Cameron

1. COMMITTEE IN CAMERA

There were no matters to report from the Committee in Camera session.

2. CONFIDENTIAL SESSION

2.1. CHIEF EXECUTIVE OFFICER REPORT

There were no matters to report from the Chief Executive Officer Report.

2.2. LEGAL REPORT

There were no matters to report from the Legal Report.

3. APOLOGIES

Cr Darryl Branthwaite
Cr Rick Hansen
Cr Kahn Goodluck
Tanya Whalley, Manager Governance and Risk

4. DECLARATION OF CONFLICTS OF INTEREST

Councillor Desley O'Grady declared a conflict of interest during the Confidential Session Item 2.2 Legal Report and left the meeting room while the subject of the conflict of interest was discussed.

5. CONFIRMATION OF MINUTES

5.1. CONFIRMATION OF AUDIT RISK AND IMPROVEMENT COMMITTEE MINUTES FOR 15 JUNE 2022

Responsible Officer: Chief Executive Officer

Audit Risk & Improvement Committee Meeting: 21 September 2022

File Ref: CM7.2

Purpose:

Seeking confirmation of the Audit Risk and Improvement Committee Meeting Minutes of the 15 June 2022.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the Committee confirm the Minutes of the Audit Risk and Improvement Committee Meeting held on the 15 June 2022.

Decision:

Moved Sandra Collins
Seconded Kerry Phillips

That the Officers recommendation be adopted.

CARRIED

6. BUSINESS ARISING FROM MINUTES

6.1. AUDIT RISK AND IMPROVEMENT COMMITTEE OPEN TASKS REPORT

Responsible Officer: General Manager Finance Governance and Risk

Audit Risk & Improvement Committee Meeting: 21 September 2022

File Ref: CM7.2

Estimated Duration: Noting

Purpose:

Standing Item to update the Committee on the Open Tasks Report.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the Committee note and receive the Open Tasks Report.

Decision:

Moved Kerry Phillips
Seconded Cr O'Grady

That the Officers recommendation be adopted.

CARRIED

7. NOTING PAPERS

7.1. ASSET MANAGEMENT

Responsible Officer: General Manager Strategic Asset Performance

Officer Presenting Report: For Noting

Audit, Risk & Improvement Committee Meeting Date: 21 September 2022

File Ref: FM18.1. PRJ-297

Estimated Meeting Duration: For Noting

Purpose:

To provide an update on Council's asset management activities including a summary of the current status of Council's asset data and future data improvement actions.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

It is recommended that the update be noted.

Discussion:

The committee noting that the reports provided for Item 7 Noting Papers were of a high quality. The committee requested future reports include commentary regarding the risk to council for items that are delayed and the impact to the risk profile for items that have been achieved, for example has the risk profile of council improved with the achievement.

A discussion was held regarding the asset valuations and the indexation approach used by Council. It was noted that a number of the asset bases have been indexed and the approach taken by Council was in consideration of the current environment and the flow-on impact on the community. It was further noted that there is a variation of indexation approaches across councils in both Queensland and New South Wales.

Decision:

Moved Kerry Phillips

Seconded Stephen Coates

That the Officers recommendation be adopted.

CARRIED

7.2. INFORMATION COMMUNICATION TECHNOLOGY

Responsible Officer: General Manager Strategy and Transformation

Officer Presenting Report: Noting

Audit, Risk & Improvement Committee Meeting Date: 21 September 2022

File Ref: IT5.1

Estimated Meeting Duration: Noting

Purpose:

The purpose of this report is to provide the committee with an update on the work managed by the Information, Communication and Technology (ICT) team.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the committee note the Information Communication and Technology update for Quarter 4 2021-22.

Discussion:

Nil

Decision:

Moved Kerry Phillips
Seconded Stephen Coates

That the Officers recommendation be adopted.

CARRIED

7.3. CONTRACTS AND PROCUREMENT REPORT

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: For Noting

Audit, Risk & Improvement Committee Meeting Date: 21 September 2022

File Ref: PE7.2

Estimated Meeting Duration: For Noting

Purpose:

The purpose of this report is to present procurement KPIs for the quarter ending 31 July 2022.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the Contracts and Procurement Report is received and noted.

Discussion:

Nil

Decision:

Moved Kerry Phillips

Seconded Stephen Coates

That the Officers recommendation be adopted.

CARRIED

7.4. ANNUAL INSURANCE RENEWAL

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: For Noting

Audit, Risk & Improvement Committee Meeting Date: 21 September 2022

File Ref: RM1.7

Estimated Meeting Duration: For Noting

Purpose:

To provide an update to the Audit Risk and Improvement Committee on the annual renewal of Council's insurance policies and insurance claims statistics for the period ending 30 June 2023.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the Annual Insurance Renewal Report is noted.

Discussion:

The committee mentioned the total number of internal insurance claims comparison with previous years and enquired regarding the variations over the years. A discussion was held regarding the trend of insurance claims tending to increase during years with high wet weather which cause degradation to Council's road network.

Decision:

Moved Kerry Phillips
Seconded Stephen Coates

That the Officers recommendation be adopted.

CARRIED

7.5. PEOPLE CULTURE SAFETY QUARTERLY REPORT

Responsible Officer: General Manager People Culture and Safety

Officer Presenting Report: For noting

Audit, Risk & Improvement Committee Meeting Date: 21 September 2022

File Ref: HS9.1

Estimated Meeting Duration: Noting Report

Purpose:

The purpose of this noting report is to provide the Audit, Risk and Improvement Committee with an update of the People and Culture statistics and activities.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the People Culture and Safety update report be received and noted.

Discussion:

The committee enquired regarding the attraction and employment of the older demographic noting that Council has a strategy to encourage the younger demographic. It was noted that Council does not have a strategy in place to attract the older demographic with the focus for recruitment on candidates meeting the essential requirements for the role. A discussion was held regarding the benefits of engaging the older demographic noting the current skill shortages and that Council should explore the matter further if the opportunity arises. Further discussion was held regarding the capturing and reporting of data demonstrating diversity in the workforce such as First Nations, disability and age. It was noted that organisations will be asked to supply this information in the future and that Council is currently exploring options to capture the data.

A discussion was held regarding the turnover and separation reasons with the majority relating to other employment opportunities and whether Council is providing pathways to encourage people to stay with the organisation. It was noted that Council is restricted in the information gathered from exiting employees and that if the exit discussion was outsourced and anonymous, there may be clearer results. It was further noted that there are workforce shortages across Queensland and Council is looking at different ways to provide opportunities including accessing funding from the State Government. It was acknowledged that it is a challenge for local governments to compete with private industry regarding remuneration however workplace conditions can be an incentive for people to work for local government.

Decision:

Moved Kerry Phillips

Seconded Stephen Coates

That the Officers recommendation be adopted.

CARRIED

7.6. QUARTERLY RISK MANAGEMENT REPORT

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: For Noting

Audit, Risk & Improvement Committee Meeting Date: 21 September 2022

File Ref: RM1.7

Estimated Meeting Duration: For Noting

Purpose:

To provide an update to the Audit Risk and Improvement Committee on Council's risk position.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the Risk Management Report be received.

Discussion:

Nil

Decision:

Moved Kerry Phillips
Seconded Stephen Coates

That the Officers recommendation be adopted.

CARRIED

8. EXTERNAL AUDIT

8.1. PWC AND QUEENSLAND AUDIT OFFICE BRIEFING PAPER

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Queensland Audit Office Representative /
PricewaterhouseCoopers Representative

Audit, Risk & Improvement Committee Meeting Date: 21 September 2022

File Ref: FM4.4

Estimated Meeting Duration: 10 minutes

Purpose:

The purpose of this report is to allow the Queensland Audit Office (QAO) and PricewaterhouseCoopers to provide an update to the committee.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the briefing paper be received and noted.

Discussion:

An overview of the briefing paper was provided by PricewaterhouseCoopers and Queensland Audit Office representatives. A discussion regarding the impairment of investment in Gladstone Airport Corporation (GAC) was held acknowledging the improvement in GAC's performance.

A discussion was held regarding consideration of climate related risks and understanding the risks and impacts of climate change. It was noted that during a recent governance assessment, there was consideration of a climate change policy and whether there should be a standalone policy or incorporation within existing policies with work underway to understand the risks and impacts. It was further noted that Council recently endorsed a Boyne Island Tannum Sands Shoreline Erosion Management Plan which has also identified risks and works to be undertaken. A discussion was held regarding incorporating climate change and environmental risks into the day-to-day activities, such as consideration in planning and incorporating layers in GIS for flood mapping. It was noted that Council is in discussions with other councils such as Logan City, on how they have achieved net zero, and working through those opportunities. It was noted that there are also discussions in the Central Queensland region and a desire by the Central Queensland councils to band together to make a difference. The committee encouraged Council to embrace a holistic approach to climate change and encouraged officers to reach out to Townsville City Council regarding their sustainability department and their work with climate change.

Decision:

Moved Sandra Collins
Seconded Kerry Phillips

That the Officers recommendation be adopted.

CARRIED

The meeting was adjourned at 10:56am and reconvened at 11:16am.

12. OFFICER'S REPORTS

12.6. ORGANISATIONAL CULTURE UPDATE

Responsible Officer: General Manager People Culture and Safety

Officer Presenting Report: Leslie Seminutin, Manager Culture and Capability

Audit, Risk & Improvement Committee Meeting Date: 21 Sept 2022

File Ref: HR13.2 PRJ-457

Estimated Meeting Duration: 20 minutes

Purpose:

To provide an update on Council's Organisational Culture.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

It is recommended that the update be noted.

Discussion:

An overview of the culture journey was provided. The committee encouraged officers to take a pulse or measure as Council progresses through the culture journey. A discussion was held regarding the results and it was noted that discussions have been held with leaders who demonstrated blue leadership style and that the learning from those discussions have been provided to other teams. A discussion was held regarding the potential inclusion of Councillors in the culture journey.

Decision:

Moved Cr O'Grady
Seconded Cr Muszkat

That the Officers recommendation be adopted.

CARRIED

9. INTERNAL AUDIT

9.1. ETHICS INTEGRITY AND AUDIT PROGRESS REPORT

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Deon Matthee, Principal Internal Auditor

Audit, Risk & Improvement Committee Meeting Date: 21 September 2022

File Ref: CM27.3

Estimated Meeting Duration: 15 minutes

Purpose:

Provide the Audit Risk and Improvement Committee with information about the activities of Ethics Integrity and Audit for the period 16 June 2022 to 6 September 2022.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the Ethics Integrity and Audit Progress report be received and noted.

Discussion:

An overview of the report was provided noting an update regarding the high-risk overdue task shown in the report which has been closed and implemented. The committee enquired regarding the timeline of the assurance mapping with advice provided that in consideration of impacts on the work groups, it is anticipated for Quarter 3. The committee requested the assurance map be presented in draft to the committee for feedback prior to finalisation.

Decision:

Moved Kerry Phillips
Seconded Cr O'Grady

That the Officers recommendation be adopted.

CARRIED

9.2. INTERNAL CONTROL ASSURANCE AND COMPLIANCE ASSURANCE STATEMENTS

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Deon Matthee, Principal Internal Auditor

Audit, Risk & Improvement Committee Meeting Date: 21 September 2022

File Ref: CM27.3

Estimated Meeting Duration: 15 minutes

Purpose:

Report to the Committee on the progress towards compliance assurance and internal control self assessment.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the report on the Compliance Assurance Framework be received.

Discussion:

The committee suggested that Item 7 of the Compliance Assurance Statement include 'and non-financial activities'.

Decision:

Moved Stephen Coates
Seconded Sandra Collins

That the Officers recommendation be adopted.

CARRIED

9.3. INTERNAL AUDIT REPORT - BENARABY LANDFILL GAS MANAGEMENT

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Deon Matthee, Principal Internal Auditor

Audit, Risk & Improvement Committee Meeting Date: 21 September 2022

File Ref: CM27.3

Estimated Meeting Duration: 5 minutes

Purpose:

Presentation of internal audit and compliance assurance projects finalised this quarter.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the audit report finalised this quarter be accepted.

Discussion:

Nil

Decision:

Moved Sandra Collins
Seconded Kerry Phillips

That the Officers recommendation be adopted.

CARRIED

9.4. INTERNAL AUDIT REPORT - ERA 63 SEWAGE TREATMENT COMPLIANCE WORKSHOP

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Deon Matthee, Principal Internal Auditor

Audit, Risk & Improvement Committee Meeting Date: 21 September 2022

File Ref: CM27.3

Estimated Meeting Duration: 5 minutes

Purpose:

Presentation of internal audit and compliance assurance projects finalised this quarter.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the audit report finalised this quarter be accepted.

Discussion:

The committee commended the environmental team on the work that has been undertaken on progressing the sensitivity assessment. The committee commended the workshop approach and suggested the same approach be utilised for the assurance mapping.

Decision:

Moved Kerry Phillips
Seconded Cr O'Grady

That the Officers recommendation be adopted.

CARRIED

10. FINANCE REPORTS

10.1. PRIOR PERIOD FINANCIAL STATEMENTS

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Mark Holmes, General Manager Finance Governance and Risk

Audit, Risk & Improvement Committee Meeting Date: 21 September 2022

File Ref: FM15.1

Estimated Meeting Duration: 10 minutes

Purpose:

To provide the Audit Risk and Improvement Committee with the Monthly Financial Reports for Period ending 31 July 2022.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the Audit Risk and Improvement Committee note the Monthly Financial Reports for period ending 31 July 2022.

Discussion:

An overview of the prior period financial statements was provided. It was noted that in the Background section of the report, it incorrectly refers to 1 July 2023 with the correct date being 1 July 2022.

Decision:

Moved Kerry Phillips
Seconded Cr Muszkat

That the Officers recommendation be adopted.

CARRIED

10.2. DRAFT 2021/22 FINANCIAL STATEMENTS

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Nerrilynne Taylor, Team Leader Financial Operations

Audit, Risk & Improvement Committee Meeting Date: 21 September 2022

File Ref: CM26.2

Estimated Meeting Duration: 20 minutes

Purpose:

The purpose of this report is to present the unaudited financial statements for the year ended 30 June 2022 for review and feedback ahead of presentation to external audit. The draft financial statements and comparative analysis will be distributed separately prior to the meeting.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the committee receives and notes the report.

Discussion:

It was noted that the attachments were distributed late due to various challenges experienced throughout the year and that it was anticipated to have the complete set of statements by COB Friday 23 September 2022. It was noted that the Draft 2021/22 Financial Statements be provided to the committee by COB Friday 23 September 2022 with a view to feedback being provided by the committee within 2 calendar days back to Council.

Decision:

Moved Kerry Phillips
Seconded Sandra Collins

That the Draft 2021/22 Financial Statements be provided to the Committee by COB Friday 23 September 2022 with a view to feedback being provided within 2 calendar days back to Council.

CARRIED

11. RISK MANAGEMENT

11.1. ANNUAL RISK REPORT

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Mark Holmes, General Manager Finance Governance and Risk

Audit, Risk & Improvement Committee Meeting Date: 21 September 2022

File Ref: RM1.7

Estimated Meeting Duration: 10 Minutes

Purpose:

To provide an update to the Audit Risk and Improvement Committee on the ongoing management of Councils risk management framework.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the Annual Risk Report be received.

Discussion:

A discussion was held regarding the review of the high residual risk items and it was noted that work is continuing to be undertaken in the review process with an anticipated completion within the coming months. A discussion was held regarding Beakon and the usability of the system. It was noted that there are guidelines, work instructions and videos available to assist people in using the Beakon system.

Decision:

Moved Stephen Coates
Seconded Sandra Collins

That the Officers recommendation be adopted.

CARRIED

12. OFFICER'S REPORTS

12.1. ANNUAL COMMITTEE SELF-ASSESSMENT AND COUNCIL SURVEY

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Deon Matthee, Principal Internal Auditor

Audit, Risk & Improvement Committee Meeting Date: 21 September 2022

File Ref: CM27.3

Estimated Meeting Duration: 15 minutes

Purpose:

Presentation of the results of the Audit Risk and Improvement Committee (ARIC) annual self-assessment survey and the results of the survey of Councillors in relation to ARIC.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That

1. The results of the Audit Risk and Improvement Committee self-assessment survey be received and noted.
2. A review of the Audit Risk and Improvement Committee roles and responsibilities be undertaken with the Executive Leadership team at the ARIC planning day – to support coordinated and consistent understanding.
3. Information included in the Gladstone Regional Council Annual Report be provided to ARIC.

Discussion:

A discussion was held regarding the annual committee self-assessment and council survey results. The committee noted that previously the report was combined with results from key officers and councillors. It was noted that a review of the questions and questionnaire with the committee for future self-assessments would be beneficial and that an alternative survey for key officers and councillors be developed.

Decision:

Moved Kerry Phillips

Seconded Sandra Collins

1. The results of the Audit Risk and Improvement Committee self-assessment survey be received and noted.
2. That the key staff and elected member feedback be provided in a consolidated piece at the next committee meeting.

CARRIED

12.2. AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING DATES 2023

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Mark Holmes, General Manager Finance Governance and Risk

Audit Risk and Improvement Committee Meeting Date: 15 September 2022

File Ref: CM26.2

Estimated Meeting Duration: 5 minutes

Purpose:

To determine dates for the Audit Risk and Improvement Committee meetings in 2022.

Officer's Recommendation to the Audit Risk & Improvement Committee:

That the Audit Risk and Improvement Committee:

1. Schedule ordinary business meetings for the following dates and times in 2023:
 - Wednesday 15 March 2023 from 9am – 1pm;
 - Wednesday 14 June 2023 from 9am – 1pm;
 - Wednesday 20 September 2023 from 9am – 1pm;
 - Wednesday 6 December 2023 from 9am – 1pm; and
2. Undertake an Information Briefing at a Councillor Information Session planned to be scheduled for Tuesday 11 April and Tuesday 10 October 2023 (subject to Council meeting dates); and
3. Undertake a planning meeting and site visit on Wednesday 1 February 2023 subject to committee and Council availability.

Discussion:

Nil

Decision:

Moved Stephen Coates
Seconded Cr Muszkat

That the Officers recommendation be adopted.

CARRIED

12.3. WORKS DELIVERY IMPROVEMENT PLAN UPDATE

Responsible Officer: General Manager Strategy and Transformation

Officer Presenting Report: Sarah Hunter, General Manager Strategy and Transformation, Acting

Audit, Risk & Improvement Committee Meeting Date: 21 September 2022

File Ref: CM26.11

Estimated Meeting Duration: 15 minutes

Purpose:

To update the Committee on improvements being undertaken as part of the Works Delivery initiative.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the Committee note the update provided on the Works Delivery Improvement Plan for Quarter One 2022/2023.

Discussion:

The committee enquired regarding clarification of the end / due dates for the implementation, for example, the 'embed maintenance management framework' shows as 5% completed but it is unclear what that means or when it is due for completion. The committee expressed concern with the three-year plan only having detail in the current year with limited detail in the following years. It was noted that the three-year plan includes the major items of work that will run over three years and demonstrates the confidence level of the timeline with the colours meaning different levels of confidence, eg, green demonstrates that there is confidence with the proposed timeline. It was noted that there is work yet to be determined which will be identified by items of work currently being undertaken and therefore unable to define the works or anticipate the delivery date of those works shown in grey at this stage. It was noted that some initiatives have very detailed plans with others being built and matured as work progresses.

Decision:

Moved Kerry Phillips
Seconded Cr O'Grady

That the Officers recommendation be adopted.

CARRIED

12.4. ENVIRONMENTAL PERFORMANCE REPORT

Responsible Officer: General Manager Strategic Asset Performance

Officer Presenting Report: Mark Francis, General Manager Strategic Asset Performance

Audit, Risk & Improvement Committee Meeting Date: 21 September 2022

File Ref: EM17.9

Estimated Meeting Duration: 15 minutes

Purpose:

The purpose of this report is to provide an update of Council's environmental performance against the established indicators from the last quarter being 1 April 2022 to 30 June 2022, for noting and discussion by the Audit, Risk and Improvement Committee.

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the Audit, Risk and Improvement Committee receive and note the environmental performance report for the April to June 2022 period.

Discussion:

Nil

Decision:

Moved Sandra Collins
Seconded Kerry Phillips

That the Officers recommendation be adopted.

CARRIED

12.5. EMERGENCY RESPONSE EXERCISE RESULTS

Responsible Officer: General Manager Finance Governance and Risk

Officer Presenting Report: Mark Holmes, General Manager Finance Governance and Risk

Audit, Risk & Improvement Committee Meeting Date: 21 September 2022

File Ref:

Estimated Meeting Duration: 15 minutes

Purpose:

To provide and update on the Emergency Response Exercise conducted in November 2021

Officer's Recommendation to the Audit, Risk & Improvement Committee:

That the Emergency Response Exercise Results Report is received and noted.

Discussion:

The committee were encouraged on how nuanced the scenario was in terms of tackling an emergency that hasn't been undertaken previously and highlighted the importance of getting experience with different scenarios. It was noted that a key learning was that the process is followed regarding the size of the event. The committee highlighted the importance of not having a single point of failure and acknowledged Council's ability to switch leadership when needed. The committee encouraged officers to undertake an exercise regarding the business processes, such as a ransomware attack or asbestos at the workshop. Advice was provided that planning is underway for another exercise which will incorporate testing the business processes.

Decision:

Moved Kerry Phillips
Seconded Cr O'Grady

That the Officers recommendation be adopted.

CARRIED

13. SELF-DEVELOPMENT

Sandra Collins noted that she has completed a refresher course for workplace health and safety legislation obligations.

14. COUNCIL REFERRALS

Nil

15. GENERAL BUSINESS

Nil

16. CLOSED SESSION - AUDIT REPRESENTATIVES

Nil

There being no further business the Chair formally closed the meeting.

THE MEETING CLOSED AT 1:20pm.