Our Vision

A City which values its heritage, cultural diversity, sense of place and natural environment.

A progressive City which is prosperous, sustainable and socially cohesive, with a strong community spirit.
<table>
<thead>
<tr>
<th></th>
<th>Confirmation of Minutes of the Audit Committee Meeting held on 28 May 2018</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Presiding Member’s Communication</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Questions Without Notice</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Questions With Notice</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Written Notices of Motion</td>
<td>1</td>
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<tr>
<td>6</td>
<td>Staff Reports</td>
<td>1</td>
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<td>Draft Annual Report to Council</td>
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<td>6.2</td>
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<td>Finance Policies</td>
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<td>6.4</td>
<td>Internal Control and Risk Management Assessment</td>
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<td>6.5</td>
<td>Insurance Coverage</td>
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<td>6.6</td>
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<td>6.7</td>
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<td>6.8</td>
<td>Update of Council’s Risk Management Policy</td>
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<td>Confidential Reports</td>
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<td>7.1</td>
<td>Question with Notice – Council Related Matter</td>
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<td>Other Business</td>
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<td>9</td>
<td>Next Meeting</td>
<td>33</td>
</tr>
<tr>
<td>10</td>
<td>Closure</td>
<td>33</td>
</tr>
</tbody>
</table>
VENUE Mayors Parlour, Norwood Town Hall

HOUR 7.00pm

PRESENT

Committee Members
Mayor Robert Bria
Cr John Minney (Presiding Member)
Cr Kevin Shepherdson
Mr Peter Holmes (Independent Member)
Ms Julie Wobber (Independent Member)

Staff
Mario Barone (Chief Executive Officer)
Sharon Perkins (General Manager, Corporate Services)
Andrew Alderson (Financial Services Manager)

APOLOGIES Nil

ABSENT Nil

TERMS OF REFERENCE:
The Audit Committee is responsible to facilitate:

- the enhancement of the credibility and objectivity of internal and external financial reporting;
- propose and provide information relevant to a review of the Council’s Strategic Management Plans and Annual Business Plan;
- the review and reporting on any matter relating to financial management or the efficiency and economy with which the Council manages its resources;
- effective management of financial and other risks and the protection of the Council’s assets;
- compliance with laws and regulations related to financial and risk management as well as use of best practice guidelines;
- the provision of an effective means of communication between the external auditor, management and the Council;
- proposing and reviewing the exercise of powers under Section 130A of the Local Government Act 1999;
- review Annual Financial Statements to ensure that they present fairly the state of affairs of the Council;
- liaising with the Council’s Auditor; and
- reviewing the adequacy of accounting, internal control reporting and other financial management systems and practices of the Council on a regular basis.

1. CONFIRMATION OF MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 28 MAY 2018

Mr Peter Holmes moved that the minutes of the Audit Committee meeting held on 28 May 2018 be taken as read and confirmed. Seconded by Cr Shepherdson and carried.

2. PRESIDING MEMBER’S COMMUNICATION
Nil

3. QUESTIONS WITHOUT NOTICE
Nil

4. QUESTIONS WITH NOTICE
Nil

5. WRITTEN NOTICES OF MOTION
Nil

6. STAFF REPORTS
6.1 DRAFT ANNUAL REPORT TO COUNCIL

REPORT AUTHOR: General Manager, Corporate Services
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4585
FILE REFERENCE: S/01823
ATTACHMENTS: A - C

PURPOSE OF REPORT

The purpose of this report is to provide, the draft Annual Report, which details the activities undertaken by the Audit Committee for the year ended 30 June 2018.

BACKGROUND

The Audit Committee’s 2017-2018 Work Program, requires an Annual Report to be provided to the Council which addresses the following:

- outputs relative to the audit committee’s work program and the results of a self-assessment of performance for the preceding period including whether it believes any changes to its Terms of Reference are appropriate;
- any identified training needs;
- advising future work program proposals; and
- invite comment from the Council on all of the above.

RELEVANT POLICIES & STRATEGIC DIRECTIONS

Not Applicable.

FINANCIAL IMPLICATIONS

Nil

SOCIAL ISSUES

Nil

CULTURAL ISSUES

Nil

ENVIRONMENTAL ISSUES

Nil

RESOURCE ISSUES

Nil

RISK MANAGEMENT

Nil
CONSULTATION

- Committee Members
  Not Applicable.
- Community
  Not Applicable.
- Staff
  Not Applicable.
- Other Agencies
  Not Applicable.

DISCUSSION

The Audit Committee 2017-2018 Work Program has been updated to include all of the activities which have been completed. A copy of the updated Program is contained in Attachment A.

A copy of the Draft 2017-2018 Audit Committee Annual Report to the Council, is contained in Attachment B. The Committee is requested to review the document and discuss any amendments which it wishes to make to the document.

The Annual Report to the Council requires the Audit Committee to determine whether its Terms of Reference remain appropriate. Staff have undertaken a review of the existing Terms of Reference and consider the Terms of Reference to be appropriate and relevant and therefore no changes are recommended. A copy of the Terms of Reference is contained in Attachment C.

OPTIONS

Not Applicable

CONCLUSION

Nil

COMMENTS

Nil

RECOMMENDATION

That the draft 2017-2018 Audit Committee Annual Report, be endorsed and submitted to the Council.

Mr Peter Holmes moved:

That the draft 2017-2018 Audit Committee Annual Report as amended to include reference to the review of the Annual Business Plan and Budget, be endorsed and submitted to the Council.

Seconded by Ms Julie Wobber and carried.
6.2 DRAFT 2018-2019 AUDIT COMMITTEE WORK PROGRAM

REPORT AUTHOR: General Manager, Corporate Services
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4585
FILE REFERENCE: S/01823
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of the report is to provide the Audit Committee with the Draft Work Program for the year ended 30 June 2019.

BACKGROUND

Pursuant to Section 126 of the Local Government Act 1999 and as detailed in the Audit Committee’s Terms of Reference, the Audit Committee is responsible for facilitating:

- the enhancement of the credibility and objectivity of internal and external financial reporting;
- provision of information relevant to a review of the Council’s Strategic Management Plans and Annual Business Plan;
- the review and reporting on any matter relating to financial management or the efficiency and economy with which the Council manages its resources;
- effective management of financial and other risks and the protection of the Council’s assets;
- compliance with laws and regulations related to financial and risk management as well as use of best practice guidelines;
- the provision of an effective means of communication between the external auditor, management and the Council;
- the review of the exercise of powers under Section 130A of the Local Government Act 1999;
- review of the Annual Financial Statements to ensure that they present fairly the state of affairs of the Council;
- liaising with the Council’s Auditor; and
- reviewing the adequacy of accounting, internal control reporting and other financial management systems and practices of the Council on a regular basis.

RELEVANT POLICIES & STRATEGIC DIRECTIONS

Not Applicable.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this issue.

SOCIAL ISSUES

Nil

CULTURAL ISSUES

Nil
ENVIRONMENTAL ISSUES
Nil

RESOURCE ISSUES
Nil

RISK MANAGEMENT
The Audit Committee must ensure that the Work Program addresses the statutory obligations and focuses on the adequacy of the Councils’ systems and practices with respect to risk management, financial reporting, the internal control environment and other financial management systems.

The Draft 2018-2019 Work Program contained in Attachment A reflects the requirements to the Audit Committee’s Terms of References and meets the Council’s statutory requirements.

CONSULTATION
- Committee Members
  Not Applicable.
- Community
  Not Applicable.
- Staff
  Not Applicable.
- Other Agencies
  Not Applicable.

DISCUSSION
To ensure that the requirements of the Local Government Act 1999 and the Terms of Reference are fulfilled, the Audit Committee must develop a Work Program each year.

A draft Work Program, based on prior years is contained in Attachment A.

OPTIONS
The Committee can either endorse the Work Program (contained in Attachment A) or amend the document as appropriate.

CONCLUSION
Nil

COMMENTS
Nil

RECOMMENDATION
That the Draft 2018-2019 Audit Committee Work Program as contained in Attachment A be adopted.
Mayor Bria moved:

That the Draft 2018-2019 Audit Committee Work Program as contained in Attachment A be adopted.

Seconded by Ms Julie Wobber and carried.
6.3 FINANCE POLICIES

PURPOSE OF REPORT

The purpose of this report is to provide the Audit Committee with a number of policies for consideration and endorsement prior to being presented to the Council for its consideration and adoption.

BACKGROUND

Pursuant to Section 125 of the Local Government Act 1999, the Council must ensure that appropriate policies, practices and procedures of internal control are implemented and maintained in order to assist the Council to carry out its activities in an efficient and orderly manner to achieve its objectives, to ensure adherence to management policies, to safeguard the Council's assets, and to secure (as far as possible) the accuracy and reliability of the Council's records.

The 2017-2018 Audit Committee Work Program requires the Audit Committee to review the appropriateness of the range and content of the Council’s financial policies and practices.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

FINANCIAL AND BUDGET IMPLICATIONS

Not Applicable.

EXTERNAL ECONOMIC IMPLICATIONS

Nil

SOCIAL ISSUES

Nil

CULTURAL ISSUES

Nil

ENVIRONMENTAL ISSUES

Nil

RESOURCE ISSUES

Nil

RISK MANAGEMENT

Documentation of policies relating to the Council’s financial transactions improves transparency and ensures consistent treatment over subsequent reporting periods unless Accounting Standards or legislation changes.
CONSULTATION

- Committee Members
  Nil

- Community
  Nil

- Staff
  Nil

- Other Agencies
  Nil

DISCUSSION

A review of the following policies has been undertaken and the amendments which have been recommended to be made to the Policies are detailed in Table 1 below. These Policies are now presented to the Committee for consideration and recommendation to the Council for adoption subject, to any amendment which may be considered appropriate by the Committee.

TABLE 1: PROPOSED POLICY AMMENDMENTS

<table>
<thead>
<tr>
<th>Policy</th>
<th>Details of Proposed Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate Rebate Policy</td>
<td>Removed the detail of the respective sections of the <em>Local Government Act 1999</em> (the Act) and replaced with the reference to the relevant sections of the Act. Included within the policy a hyperlink to the <em>Local Government Act 1999</em>. Minor amendment to reflect the current position titles.</td>
</tr>
<tr>
<td>Asset Impairment Policy</td>
<td>No changes recommended</td>
</tr>
<tr>
<td>Asset Revaluation Policy</td>
<td>No changes recommended</td>
</tr>
</tbody>
</table>

OPTIONS

The Policies can be recommended to the Council for adoption with or without amendment.

CONCLUSION

To ensure compliance with Section 125 of the Act, the Council must have in place appropriate policies, practices and procedures which assist the Council to carry out its activities in an efficient and orderly manner. It is important to ensure that the policies adopted by the Council are regularly reviewed to ensure that they reflect the current operating environment and continue to meet the Council’s overall objectives.

COMMENTS

Nil
RECOMMENDATION

1. That the Audit Committee notes that the suite of Policies (as set out below) have been reviewed and notes that minor amendments have been proposed:
   - Rate Rebate Policy;
   - Asset Impairment Policy; and
   - Asset Revaluation Policy.

2. That the Audit Committee recommends to the Council that the Policies (as set out below) be approved:
   - Rate Rebate Policy (Attachment A);
   - Asset Impairment Policy (Attachment B); and
   - Asset Revaluation Policy (Attachment C).

Cr Shepherdson moved:

1. That the Audit Committee notes that the suite of Policies (as set out below) have been reviewed and notes that minor amendments have been proposed:
   - Rate Rebate Policy;
   - Asset Impairment Policy; and
   - Asset Revaluation Policy.

2. That the Audit Committee recommends to the Council that the Policies (as set out below) be approved:
   - Rate Rebate Policy (Attachment A);
   - Asset Impairment Policy (Attachment B); and
   - Asset Revaluation Policy (Attachment C).

Seconded by Ms Julie Wobber and carried.
6.4 INTERNAL CONTROL AND RISK MANAGEMENT ASSESSMENT

REPORT AUTHOR: Management Accountant
GENERAL MANAGER: General Manager, Corporate Service
CONTACT NUMBER: 8366 4585
FILE REFERENCE: S/01823
ATTACHMENTS: A – D

PURPOSE OF REPORT

The purpose of this report is to provide the Audit Committee with an update on the status of the Council’s major risks and the assessment of the Council’s Internal Controls.

BACKGROUND

The 2017–2018 Audit Committee Work Program provides for the Committee to:

Identify whether weaknesses in internal controls have been previously identified, e.g. by management or Council’s external auditor, and if so whether action has been taken to have them addressed:
- consider the range of documented internal control policies and procedures; and
- whether they are being followed.

Develop and monitor the delivery of the Council’s Strategic Internal Audit Plan by:
- meeting with the Council’s Internal Auditors to discuss any points of concern raised by the Internal Auditor, as part of the delivery of the Strategic Audit Plan;
- assessing the appropriateness of the Council’s response to matters raised in the Internal Audit Reports; and
- annually review the appropriateness of the Council’s three (3) year Strategic Internal Audit Plan.

Review Management’s assessment of Council’s major risks.

Establish whether locally appropriate strategies exist to minimise the likelihood of occurrence and adverse consequence for obvious and major risks. Consider:
- whether an assessment has been undertaken to identify foreseeable events with potentially catastrophic consequences and actions established to minimise their likelihood and effect;
- whether a business continuity plan has been developed in case of major damage to key Council properties or other, (e.g. computer, assets);
- whether there are significant risks that have been identified by Council’s insurers that have not been reasonably addressed and therefore could jeopardise insurance cover in this regard; and
- adequacy of insurance coverage.

At its meeting held on 15 October 2010, the Audit Committee requested that Risk Management be a standard agenda item and that a brief report be prepared for each meeting confirming that the risks remain current and that the identified existing controls remain in place.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

FINANCIAL AND BUDGET IMPLICATIONS

Additional funding may be required to complete the work which has been requested by the Audit Committee, depending on the nature and timeframes set for any further work required to be undertaken.

EXTERNAL ECONOMIC IMPLICATIONS

Nil.
SOCIAL ISSUES
Nil.

CULTURAL ISSUES
Nil.

ENVIRONMENTAL ISSUES
Nil.

RESOURCE ISSUES
Refer to Financial Implications above.

RISK MANAGEMENT
The risks identified to be managed are contained in Attachment D.

CONSULTATION
- Committee Members
  Not Applicable.
- Community
  Not Applicable.
- Staff
  Where Applicable.
- Other Agencies
  Not Applicable.

DISCUSSION
Internal Audit
Rating Procedures
As part of the Council’s Internal Audit Plan, a review of the Council Rating Procedures was undertaken in December 2017.

The specific objectives of the audit were to:

- review and assess the controls over existing processes for rebates of rates, including mandatory and discretionary rebates;
- perform data analysis to ensure the data integrity in Authority;
- assess compliance with applicable laws and regulations;
- determine adequacy of current internal controls in addressing risks associated with the process; and
- identify future initiatives to be undertaken to improve processes.
Governance objectives, where relevant, were also considered. This included an assessment of whether governance processes were in place, including:

- defined roles and responsibilities;
- segregation of duties;
- appropriate levels of delegated authority;
- monitoring and reporting of abnormal activity; and
- records management and documented audit trails.

This Audit reviewed on the adequacy of the rating practices by the Council including the assessment of whether:

- requirements of the Local Government Act 1999 and the Natural Resources Management Act 2004 (NRMA) are being complied with;

- a strategic framework is developed and applied when making rating decisions, including:
  - rating policies and annual business plan established to set an appropriate rate structure; and
  - valuation and rating systems that perform well against taxation principles, and are robust and adaptable into the future in uncertain market conditions;

- Elected Members, the Community, property owners and residents are informed about rate change proposals to understand rating fluctuations, including:
  - formal reports are prepared to addresses the key elements and issues; and
  - a public consultation policy is developed and implemented, including publication of a Rate Notice and organisation of a public meeting;

- Elected Members, the Community, property owners and residents feedback (including objections) on the rate change proposals were taken into account before finalising rates;

- declaration of rates including general rates and separate rates is appropriate in terms of contents, channels and timeline;

- training needs and tools such as strategies to build the capability and capacity of the Council to deliver reasonable ratings outcomes for the community are identified and implemented;

- Rates module of Authority is set up to ensure data integrity; and

- processes to determine the eligibility of the property owner for the mandatory rebates is in place to ensure the ongoing eligibility.

The Audit has identified five (5) findings, with one (1) being rated as representing a medium risk to the Council and four (4) representing a low risk. Overall, the control environment was assessed as Majority Effective. Given that the staff are relatively new to the Rates process, the outcome of the review is pleasing.

The medium risk finding relates to a review of the 2017-2018 Authority data with that of the valuation data provided by the Valuer General (VG). Due to the timing of the appointment of the Rate and Revenue Officer (September 2017), the knowledge transfer from the Senior Rates Officer who resigned in June 2017 did not occur and as such, the processes undertaken with respect to the 2017-2018 Rates calculation and generation were limited, with the main focus being on the review and issue of Rate Notices. As the current staff were not involved in the 2017-2018 rates setting and generation process, staff were unable to demonstrate, at the time of the review, that the reconciliation between the Authority database and VG Report were undertaken.

As part of the 2018-2019 rates modelling and rate setting process, data integrity checks have been undertaken and data was reconciled to the VG Report.

A copy of the report is contained in Attachment A.
Recruitment, Selection, Induction and Probation

At the Audit Committee Meeting held on 22 May 2017, the Internal Audit Review on the Councils’ Recruitment, Selection, Induction and Probation (RSIP) processes and procedures was considered. As status report on the actions identified as part of the Management Response to the RSIP Review report is contained in Attachment B.

The update on the progress of the actions contained in Attachment B, essentially “closes out” the nine (9) audit report findings and observations.

The three (3) audit report findings and observations, which were outstanding in the February 2018 progress update, will be completed with the release of the Recruitment, Selection, Induction and Probation (RSIP) Package in July 2018 and the activity based training session which is scheduled for 30 August 2018.

The RSIP Package includes the following supporting documents and templates:

- RSIP Process Matrix
- RSIP Process Guide
- Request & Authority to Recruit form
- Position & Person Description template
- Job Advertisement template
- Interview (Questions & Candidate Assessment) Summary Sheet
- Reference Check Summary Sheet
- Employment Selection Report
- Staff Induction Booklet with Probation Review Assessment Sheets

Financial Internal Controls

A self-assessment of the Council’s Financial Internal Controls was undertaken for the twelve (12) month period to June 2018. The Overall Organisational effectiveness rating for the assessment period was 4.87 out of a maximum score of 5 (2017: 4.58), which means that the controls in place have been consistently and or effectively applied in the majority of cases. The overall rating has increased significantly in the last twelve (12) months due to the following reasons:

- staff are now well versed with the understanding of the self-assessment tool and as such, staff are more aware of the internal control environment and are imbedding improved practices within the day to day activities. Overtime the increased awareness has reduced the Council’s ‘financial risks’.
- key accounting policies and procedures have been prepared and or updated during the past twelve months and communicated to all or relevant staff through OneNPSP (the Council’s Intranet).

While there has been minimal movement in the overall assessment, as detailed in Table1 below, there have been some significant movements within each assessment category.
**TABLE 1: ASSESSED RATING BY CATEGORY**

<table>
<thead>
<tr>
<th>Category</th>
<th>2018</th>
<th>2017</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assets</td>
<td>4.93</td>
<td>4.63</td>
<td>Improvement in the result is predominately due to Finance policies and procedures for all processes being prepared and or updated and communicated to the relevant staff. No evidence to indicate non-compliance with internal controls</td>
</tr>
<tr>
<td>Liabilities</td>
<td>4.96</td>
<td>4.67</td>
<td>The improvement is rating is due to deficiencies identified in the control environment relating to the taxation category (lack of documented procedures) being addressed in the current assessment period.</td>
</tr>
<tr>
<td>Revenue</td>
<td>4.78</td>
<td>4.39</td>
<td>The improvement is due policies and procedures being reviewed and updated as part of the education process for new staff. Staff training has also been undertaken, with particular emphasis on the Rating controls.</td>
</tr>
<tr>
<td>Expenses</td>
<td>4.83</td>
<td>4.72</td>
<td>The improvement in the assessment is due to the deficiencies in the contract and procurement category, identified in previous assessments being addressed.</td>
</tr>
<tr>
<td>Strategic Financial Planning</td>
<td>4.82</td>
<td>4.48</td>
<td>The improvement is due to deficiencies identified in the control environment relating to the General Ledger category (lack of and communication of documented procedures) being addressed in the current assessment period.</td>
</tr>
</tbody>
</table>

*Attachment C* contains a summary report on the assessment and the action plans developed to strengthen the control activities requiring improvement.

**Risk Management Assessment**

At the Audit Committee meeting held on 19 October 2011, a report detailing the Council's Major Risks was considered by the Committee.

As at the time of preparing this report, no additional risks, to those identified as part of the Risk Workshop held on 27 July 2015 have been identified. Of those identified risks, eleven (11) risks were identified with a target risk greater than the residual risk as a result of exiting mitigating controls that have been implemented by the Council. The status of the risks requiring additional mitigation strategies and controls is contained in *Attachment D*.

**Information Security**

**Disaster Recovery (DR) Site Testing**

As previously advised, the Council has commissioned an IT Disaster Recovery (DR) site at the St Peters Library, with the back-up of all IT data being reconfigured to the DR site. The DR Solution was tested on 29 May 2018, with the objective of the test being to restore all the key servers at the DR site.

All the key servers were restored within 42 minutes. Once restored, IT staff could use the server and access the necessary systems. While the first test was successful, learnings from the test have highlighted areas that can further improve the restore time. Other actions from the initial test include:

- update the maintenance plan to include regular update of Terminal Servers and installation of NPSP apps at DR Site;
- improve disk performance;
- install back-up ADSL internet connection; and
- expansion of the mobile gateway.
The next stage of testing will involve the following areas:

- Internet connectivity;
- mail flow; and
- remote site access.

**Vulnerability Testing**

The Council has recently taken advantage of a free service offered by Local Government Risk Services and commissioned CQR, Cyber Security specialist to perform a Vulnerability Assessment of the Councils IT Network. The assessment has been tentatively booked in August, to allow for the completion of the Core Switch Upgrade Project.

The Vulnerability Assessment will be performed in four (4) stages:

1. Baseline Cyber Security Review;
2. Router / Firewall Configuration Review;
3. Sever Configuration review; and
4. External Penetration Testing.

The external Network Penetration Testing simulates an attack from an anonymous host on the Internet and assesses the risks associated with any identified exposures. The threat model for an external penetration test is an unauthorised outsider attempting to gain access to internal systems. Examples of this class of attacker include hackers and activists. CQR will document the findings in a report that will be presented to the Council.

**OPTIONS**

Nil.

**CONCLUSION**

Nil.

**COMMENTS**

Nil.

**RECOMMENDATION**

That the report be received and noted.

*Mr Peter Holmes moved:

*That the report be received and noted.*

*Seconded by Ms Julie Wobber and carried.*
6.5 INSURANCE COVERAGE

REPORT AUTHOR: Management Accountant
GENERAL MANAGER: General Manager, Corporate Services
CONTACT NUMBER: 8366 4541
FILE REFERENCE: S/1823
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to provide the Audit Committee with information regarding the Council’s 2018-2019 Insurance Coverage.

BACKGROUND

The Council’s Insurance Coverage is placed with Local Government Risk Services (LGRS). LGRS was established to manage and service the unique insurance and risk management needs of Local Government in South Australia.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable

FINANCIAL AND BUDGET IMPLICATIONS

For the 2018-2019 Financial year, the value of insurance premiums placed is $469,104. The breakdown of premiums per policy is set out in Table 1 below;

<table>
<thead>
<tr>
<th>Policy</th>
<th>Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Insurance</td>
<td>238,968</td>
</tr>
<tr>
<td>Income Protection</td>
<td>212,343</td>
</tr>
<tr>
<td>Journey Insurance</td>
<td>10,872</td>
</tr>
<tr>
<td>General &amp; Products Liability</td>
<td>5,152</td>
</tr>
<tr>
<td>Personal Accident</td>
<td>1,769</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>469,104</strong></td>
</tr>
</tbody>
</table>

The Council has separate coverage for Workers Compensation and Public Liability. The premium associated with these policies is $892,001. The Council’s total cost for insurance is $1,361,105.

The Council has received a rebate from the Local Government Workers Compensation Scheme of $226,982, which is based on the performance of the Council Workers Compensation Policies and outcomes. In addition, the Local Government Mutual Liability Scheme has provided a performance bonus of $108,946, resulting in a net insurance cost of $1,025,177 for the 2018-2019 financial year.

EXTERNAL ECONOMIC IMPLICATIONS

Nil

SOCIAL ISSUES

Nil
CULTURAL ISSUES
Nil

ENVIRONMENTAL ISSUES
Nil

RESOURCE ISSUES
Nil

RISK MANAGEMENT
Nil

CONSULTATION
- Committee Members
  Not Applicable
- Community
  Not Applicable
- Staff
  Not Applicable
- Other Agencies
  Not Applicable

DISCUSSION
The Council has in place the following insurance policies, which have been renewed for the 2018-2019 Financial year.

LGA Asset Mutual Fund

The Asset Mutual Fund provides coverage for Council owned property including but not limited to, Buildings, Structures, Plant, Machinery, Contents of every description, Motor Vehicles and Mobile Plant. Cover for the Council's property and contents under the Asset Mutual Fund, are required to be at replacement value of the respective assets in a condition and construction in an "as new state".

Under the current policy, damage to roads, footpaths and kerbing infrastructure is not covered by the Asset Insurance Policy. Neither this Council, nor any other Council in the State, purchase insurance for their respective Civil Infrastructure Network. The basis for this is that due to the significant value of the Civil infrastructure Network which Local Government is responsible for, the increase in premium cost would significantly outweigh the likely cost of any claim and therefore is uneconomical to cover.

However, over the last two (2) renewal periods, the Council has reviewed peripheral assets associated with the Council's Civil Infrastructure assets. Such assets include armco barriers, retaining walls, and interpretive signs, to determine whether insurance cover is warranted. Where items are of a high value and in high risk locations from damage predominately from motor vehicle accidents, those items are now listed on the Council's Insurance Schedule, with insurance coverage set at replacement cost.
**Income Protection Fund**

The Income Protection Policy provides Income Protection and Capital benefits coverage to the City of Norwood, Paynehem & St Peters for and on behalf of staff. The scope of the cover under this Policy includes:

- Capital Benefits for Death and Permanent Total Disablement (Accidents other than Journey claims); and
- Weekly benefits for All Illness or Injury.

**General and Products Liability**

The General & Products Policy provides coverage to the City of Norwood, Paynehem & St Peters on behalf of:

- all uninsured *ad hoc* or occasional hirers of Norwood Concert Hall and other Council owned or controlled facilities; and
- all regular user groups (as declared) of Council owned or controlled facilities for Death or Personal Injury and Loss or Damage to Property happening during the Period of Insurance and caused by an occurrence in connection with the hire of the Council facility.

Additional cover is also provided to the Staff Social Club, participants of the Norwood Christmas Pageant and buskers permitted to operate in the Council area who would not otherwise have liability insurance.

**Personal Accident**

Personal Accident Insurance provides coverage for Death and Total or Partial Disablement for the Insured Parties listed below:

a. Elected Members and their accompanying Partners/Spouses.
b. Employees and their accompanying Partners/Spouses, (excluding claims where the employee is entitled to benefits under any Workers Compensation legislation).
c. Volunteers whilst engaged in any voluntary work directly or indirectly connected with or on behalf of the Council, including individual members of any Trust or Committee formed by Council.
d. Persons whilst engaged in any Government Labour Market, Training or Job Creation Projects.
e. Members of the Council’s Development Assessment Panel and Audit Committee.

**Journey Injury**

Journey Injury Insurance provides coverage for Bodily Injury to Employees whilst engaged in a journey to and from their place of residence and place of work and between a place of training and place of work. The cover has been extended to provide coverage for Bodily Injury to Employees for private travel, whilst they are driving or riding as a passenger in a registered motor vehicle or motorcycle, bicycle or wheelchair on a public thoroughfare; or riding as a fare paying passenger in any form of public transport including but not limited to trains, trams, buses and taxis or any properly licensed aircraft travelling over recognised air routes.

A summary of each insurance policy is contained in Attachment A.

**Public Liability**

The Council is a member of the Local Government Mutual Liability Fund. This covers the Council’s risk associated with people tripping over on the footpaths, falling trees, etc. This cover is unlimited and the policy is an all Civil Liability cover and takes into account public liability, professional indemnity, director and officer indemnity and any other action in which the Council may be sued.
Workers Compensation

The Council is a member of the Local Government Workers Compensation Scheme. This is a self-funded Scheme which provides cover for employees injured in a work related accident.

OPTIONS

Not Applicable

CONCLUSION

Nil

COMMENTS

Nil

RECOMMENDATION

That the report be received and noted.

Ms Julie Wobber moved:

That the report be received and noted.

Seconded by Mr Peter Holmes and carried.
6.6 2017-2018 INSURANCE CLAIMS

REPORT AUTHOR: General Manager, Corporate Services
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4585
FILE REFERENCE: S1823
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to provide the Audit Committee with the details of the insurance claims made against the Council for the 2017-2018 Financial year.

BACKGROUND

At the its meeting held on 28 May 2018, the Committee requested that a report be presented to the Audit Committee on an annual basis, detailing any claims made against the Council.

Claims made against the Council are assessed by the Council’s Insurers, Local Government Risk Services under one of the following insurance policies;

- Public Liability (Mutual Liability Scheme); or
- Asset Mutual Fund (includes Motor Vehicle Claims).

Both the Local Government Mutual Liability Scheme (Mutual Liability) and the Local Government Asset Mutual Fund (Asset Mutual Fund) are self-insured funds managed and operated by Local Government Risk Services. The Mutual Liability Scheme is an indemnity scheme that has been established pursuant to Schedule 1, Part 1 2(1) (a) of the Local Government Act 1999 and provides unlimited civil liability. The Asset Mutual Fund has been established pursuant to Schedule 1, Part 1 2(1) (c) of the Local Government Act 1999.

It should be noted that the Mutual Liability Scheme is not a commercial insurance policy, but rather provides civil liability cover to Councils based on negligence, not merely as to whether damage or injury has occurred.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

Not Applicable.

FINANCIAL AND BUDGET IMPLICATIONS

For the 2017-2018 financial year, insurance premiums to the value of $651,036 were paid by the Council to Local Government Risk Services (LGRS) for insurances covered by the Mutual Liability Scheme and the Asset Mutual Fund. Premiums were offset by performance bonuses and special distributions to the value of $224,037, with the net cost of insurance premiums being $426,999.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

Not Applicable.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable.
RESOURCE ISSUES

Not Applicable.

RISK MANAGEMENT

Pursuant to Section 142 (1) of the Local Government Act, the Council must take out and maintain insurances
to cover civil liabilities.

The Council is a member of the Local Government Association Mutual Liability Scheme, which constitutes
insurance for the purposes of Section 142.

The Council insures other risks with Local Government Risk Services.

CONSULTATION

- Elected Members
  Not Applicable

- Community
  Not Applicable

- Staff
  Not Applicable

- Other Agencies
  Not Applicable

DISCUSSION

For the 2017-2018 financial year, fifty (50) claims were lodged against the Council under the Mutual Liability
Scheme. As illustrated in Figure 1 below, the number of claims lodged this year is slightly above the five (5)
year average of 48 claims.

FIGURE 1: NUMBER OF PUBLIC LIABILITY CLAIMS

![Figure 1: Number of Public Liability Claims](image-url)
The nature of the claims, as illustrated in Figure 2 below relate predominately to trips and falls which occur on footpaths and damage caused by trees.

**FIGURE 2: NATURE OF CLAIMS FOR 2017-2018**

<table>
<thead>
<tr>
<th>Road</th>
<th>Tree</th>
<th>Stormwater</th>
<th>Footpath</th>
<th>Referred to Third Party</th>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>12</td>
<td>3</td>
<td>14</td>
<td>11</td>
<td>3</td>
</tr>
</tbody>
</table>

It should be noted that Councils are afforded immunity from civil liability under the *Civil Liability Act 1936*. Pursuant to Section 42 of the *Civil Liability Act 1936*, a road authority is not liable in tort for failure to maintain, repair, or renew a road or to take action to avoid or reduce the risk of harm that results from the failure to maintain, repair or renew a road. The definition of a road also includes bridges, alleys, laneways, carparks, footpaths and any structure associated with a road. In this instance, the Council can claim immunity for public liability claims that are associated with the Council roads, footpaths and kerbs.

In addition, the *Local Government Act 1999*, provides Councils with immunity from liability for damage and loss to property caused by trees. Pursuant to Section 245 of the *Local Government Act 1999*, the Council is not liable for damage which results from planting a tree in a road or the existence of a tree growing in the road. Having said that, if the Council has been made aware of a risk of damage that a street may pose and the Council fails to take action, the Council may be liable for damage and or loss.

Of the claims which have been lodged during 2017-2018, forty-three (43) claims were denied, with eleven (11) being denied through the application of Section 245 of the *Local Government Act 1999* and nineteen (19) denied under Section 42 of the *Civil Liability Act 1936*. Of the remaining thirteen (13), eleven (11) were referred to third parties as the claim either related to damage or loss that occurred on non-Council owned property, or was caused by persons other than the Council,(i.e. Council contractors, SA Power Networks), one (1) was denied due to a natural event (i.e. storms) and one (1) was denied due to no evidence being presented that the Council was responsible for the damage.

Two (2) claims were settled to the collective value of $836 and five (5) claims are still in the process of being investigated and assessed.

Details of the claims are contained in **Attachment A**.

With respect to claims under the Asset Mutual Fund, twenty-five (25) claims have been made, with majority of the claims made relating to motor vehicle claims. The breakdown of claims is detailed in table 1 below.
TABLE 1: ASSET MUTAL FUND CLAIMS

<table>
<thead>
<tr>
<th>Nature of Claim</th>
<th>Number of Claims</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damage or loss to Council owned Property</td>
<td>4</td>
</tr>
<tr>
<td><strong>Motor Vehicle Claims</strong></td>
<td></td>
</tr>
<tr>
<td>Collided with Parked Car</td>
<td>5</td>
</tr>
<tr>
<td>Collided with Stationary Object while reversing</td>
<td>4</td>
</tr>
<tr>
<td>(i.e. pole, gate etc.)</td>
<td></td>
</tr>
<tr>
<td>Sideswiped by third party vehicle</td>
<td>4</td>
</tr>
<tr>
<td>Collision with third party vehicle</td>
<td>4</td>
</tr>
<tr>
<td>Windscreen Damage</td>
<td>2</td>
</tr>
<tr>
<td>General</td>
<td>2</td>
</tr>
</tbody>
</table>

OPTIONS
Not Applicable

CONCLUSION
Nil

COMMENTS
Nil

RECOMMENDATION
The report be received and noted.

*Mr Peter Holmes moved:*

*That the report be received and noted.*

*Seconded by Cr Shepherdson and carried.*
6.7 REVIEW OF COUNCIL’S BUSINESS CONTINUITY PLAN

REPORT AUTHOR: Manager, WHS & Risk
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 8366 4518
FILE REFERENCE: S/02468
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to update the Audit Committee on the status of the review of the Council Business Continuity Plan.

BACKGROUND

The purpose of the Business Continuity Plan is to ensure that the Council can continue to provide and re-establish critical services following a business interruption event. The Council’s Business Continuity Plan was first developed in 2012.

Given the increasing number of business interruption events, in particular power outages throughout the State, it was considered appropriate that the Council’s Business Continuity Plan be reviewed and updated to ensure that it is relevant in today’s environment.

The Council allocated funds as part of the 2017-2018 Budget, to engage a specialist consultant to work with the Council staff to undertake a review of the Business Continuity Plan (the Plan). The review has encompassed the identification of the critical business process to be covered by the Plan, should a business interruption event occur and the testing of the Plan through training scenarios. This review also includes the conduct of periodic updates and rehearsal activities.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The Council has in place a Risk Management Policy which recognises that the effective management of risk is a fundamental component of good practice and a key element of effective corporate governance. Accordingly, risk management is regarded as an integral part of the Council’s operation and presents a challenge to not only manage risks, but to facilitate the development of opportunities.

Having in place a current and maintained Business Continuity Plan, is a key strategy in minimising the risk associated with business interruption events.

FINANCIAL AND BUDGET IMPLICATIONS

As part of the 2017-2018 Budget $8,000 was allocated for the review and subsequent updates and testing occurring over two (2) financial years. The review program was developed to be undertaken over two (2) financial years to allow the systematic development, review and update of the Plan, with $4,000 being allocated to each financial year.

Given that the original Plan was developed by the Council in conjunction with Local Government Risk Services (LGRS), LGRS were again engaged to undertake the review and update of the Plan.

The 2018-2019 Budget includes a funding allocation of $4,000, to undertake scenario testing and to provide training to key staff responsible for the enactment of the Plan.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.
RISK MANAGEMENT

In the event of a business interruption event, without an up-to-date and relevant Business Continuity Plan, the Council may not be in a position to continue to provide critical business services that the community expect.

CONSULTATION

- **Elected Members**
  Not Applicable

- **Committee Members**
  Not Applicable

- **Staff**
  The following staff has been consulted / engaged through-out the review:
  - Chief Executive Officer and General Managers;
  - Director, St Peters Child Care Centres and Preschool;
  - Financial Services Manager;
  - Manager, City Assets;
  - Manager, City Services;
  - Manager, Community Care Services;
  - Manager, Libraries & Lifelong Learning;
  - Manager, Swimming Centres;
  - Project Manager, Buildings;
  - Corporate Records Co-ordinator;
  - Team Leader, Customer and Regulatory Services;
  - Venue Manager, Norwood Concert Hall; and
  - Assistant Director, St Peters Child Care Centres and Preschool.

- **Other Agencies**
  In conducting the review, the following outside agencies / stakeholders have also been consulted:
  - *East Waste*; and
  - *Local Government Risk Services* (LGRS).

DISCUSSION

The review of the Plan is being undertaken over two (2) financial years. For the 2017-2018 financial year the following activities were undertaken:

- briefing session for the Chief Executive Officer and General Managers;
- critical function sub-plan workshops;
- desk-top rehearsal of draft Plan;
- review and update of Plan, with the learnings from the desk-top rehearsal; and
- release of Business Continuity Plan.

During the 2018-2019 Financial year, a training plan will be developed and additional desktop rehearsal and business interruption exercises will be undertaken to assess the organisations ability to enact the Plan in the event of a live Business Interruption Event.
The briefing session with the Chief Executive Officer and General Managers identified the following critical functions:

- waste management;
- building maintenance;
- civil maintenance;
- payroll services;
- information technology and communication services;
- records management; and
- provision of care to children.

In conjunction with the relevant manager and process owner, Business Continuity sub-plans have been developed.

**Issues highlighted by initial desktop rehearsal**

The rehearsal of the revised Business Continuity Plan was conducted in April 2018 and was limited to the Chief Executive Officer and General Managers in the first instance. The scenario for this rehearsal was a building fire resulting in the total loss of the Norwood Town Hall. This scenario was chosen as it allowed for multiple aspects of the Business Continuity Plan (including the Information Technology Disaster Recovery Plan) to be tested.

While this scenario validated the procedures detailed within the Plan, the scenario highlighted that the loss of hard-copy Corporate Records, which are held onsite at the Norwood Town Hall, represents a significant risk to the Council. It should be noted however, the 2018-2019 Annual Business Plan and Budget includes a funding allocation for the implementation of an Electronic Document Management System (EDMS). As part of this project, the Council will need to back-scan existing Corporate Records to address this risk. The implementation of the EDMS for new corporate records is scheduled for completion in June 2019.

**Key activities for 2018-2019**

In conjunction with the Council, LGRS will continue the review of Councils Business Continuity Plan and provide training scenarios so that the Council can respond effectively to a business interruption event.

A key aspect of this review is the development of a maintenance program, in which the Council will be supported in the conduct of rehearsals to ensure that the plan is fully developed and appropriate for the Councils’ extant environment.

The intent of the maintenance program and subsequent rehearsals is to progress from a desk-top activity to real-time drills, in which key council staff will practice their respective roles during a business interruption event.

The scenario for subsequent rehearsal events have yet to be determined.

A copy of the updated Business Continuity Plan and Sub-Plans is contained in **Attachment A**.

**OPTIONS**

Not Applicable.

**CONCLUSION**

Having in place a current and maintained Business Continuity Plan will better position the Council to respond to business interruption events and continue to provide critical services to the Community.

Reviewing the Council’s Business Continuity Plan and developing a supporting training regime, will ensure that all key staff and the organisation generally can respond effectively to a business interruption event thereby ensuring that the impact on Council operations and the community is minimised.
Following the desktop rehearsal which was undertaken in April 2018, the Council now has an up-to-date Business Continuity Plan which is supported by a suite of Critical Function Sub-Plans (CFSP), which can be enacted in a business interruption event.

COMMENTS

Nil

RECOMMENDATION

That the report be received and noted.

Ms Julie Wobber moved:

That the report be received and noted.

Seconded by Mr Peter Holmes and carried.
6.8 UPDATE OF COUNCIL'S RISK MANAGEMENT POLICY

REPORT AUTHOR: Manager, WHS & Risk
GENERAL MANAGER: Chief Executive Officer
CONTACT NUMBER: 83664518
FILE REFERENCE: S02921
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to update the Audit Committee on the review and development of the Council’s Risk Management Framework and presents the Risk Management Policy for consideration and endorsement prior to being presented to the Council for its consideration and adoption.

BACKGROUND

The Council’s Risk Management Policy is due for review and update. While the current Policy articulates the Council’s strategic approach to managing risk, the Policy is not currently supported by any clear operational or procedural guidance (other than WHS procedures contained within the Council’s WHS Manual).

RELEVANT STRATEGIC DIRECTIONS & POLICIES

The management of risk is an integral component of effective Corporate Governance. An effective and fully implemented risk management framework can assist the Council manage risks and maximise opportunities. As such, the revision of the Council’s risk management policy is pivotal to all Council objectives and supporting policies.

FINANCIAL AND BUDGET IMPLICATIONS

Not Applicable.

EXTERNAL ECONOMIC IMPLICATIONS

Not Applicable.

SOCIAL ISSUES

Not Applicable.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable.

RESOURCE ISSUES

Not Applicable.

RISK MANAGEMENT

The Risk Management Framework will provide a comprehensive approach for the Council to adopt in identifying and managing risks, which if not realised, could prevent the Council in effectively achieving its community goals and strategies.
CONSULTATION

- **Elected Members**
  Not Applicable.

- **Community**
  Not Applicable.

- **Staff**
  Chief Executive Officer and General Managers

- **Other Agencies**
  Not Applicable.

DISCUSSION

**Key changes to the new Draft policy.**

The Council’s approach to risk management and its process has not been changed as part of this review, however the Policy has been rewritten to form part of an overarching framework. To achieve the objectives of the Policy, the Council is developing a supporting Risk Management Framework which will be detailed in the Council’s Risk Management Procedure.

The Risk Management Procedures are currently in draft and will provide the following guidance and direction for all Council staff:

- clear articulation of the context in which Council operates highlighting both internal and external factors;
- common definitions used throughout the Council’s Risk Management Framework;
- risk management procedures and process to be applied throughout Council;
- newly defined risk impact categories which cover all aspects of Council operations;
- risk tolerance thresholds to be applied within Council; and
- mechanisms for monitoring and documenting Council risks.

The revised Policy, which is contained in **Attachment A**, has been updated to align with the Local Government Association Mutual Liability Scheme’s (MLS) risk management policy template.

**Drivers for change**

The Council operates in a complex environment with ever increasing competition scrutiny, greater accountability and higher quality standards of service delivery which are placing more pressure on limited resources. The implementation of a robust and transparent Risk Management Framework therefore becomes increasingly important in order for the Council to adapt and meet these challenges in a structured way, so that it can continually align its priorities and objectives against a background of changing risk and uncertainty.

**Impending new risk evaluation process**

The effectiveness and status of the Council’s Risk Management Framework will be externally validated this year as part of a new biennial risk review.

Over the past 18 months, the Local Government Association Workers Compensation Scheme (WCS) and MLS have revisited the assessment processes which are used to measure Council’s status in respect to Risk and WHS. As part of the review, it has been recognised that there is an opportunity to consolidate the Risk and WHS assessment activities into a single process. In order to do this, a new assessment process has been developed which will assess 50% of Councils each year. The assessment will take place during the September to November period, and will assess the combined Risk and WHS aspects of the Council’s operations. This new approach means that each Council will only receive one assessment engagement from the Schemes (MLS and WCS) every two years to assess their Risk & WHS profile, rather than twice a year, as is currently the case.
The new risk evaluation process is supported by a generic risk tool which has been developed by the Schemes. The new tool includes questions for testing the overarching system structure (framework) and any aspects associated with this (e.g. risk management policy etc.).

The WCS and MLS will conduct the Council’s review in late September this year and it is anticipated that this review process will assist in further developing the Council’s risk management framework.

Benefits of implementing a Risk Management Framework

The benefits of implementing a risk management program include the following:

- demonstrating due diligence in planning and day to day management activities;
- promoting proactive management rather than reactive with the early identification and treatment of risks;
- improving the focus on the Council’s key strategic goals leading to:
  - a more sound basis for strategic planning as key elements of risk have been identified;
  - more effective allocation of resources to key services and areas of high risk improving service delivery;
  - an improved level of accountability and responsibility;
  - better informed decisions about opportunities and new initiatives/projects;
  - the avoidance of taking unnecessary opportunistic risks; and
  - an acceptance of the changing patterns of risk and opportunity in an increasingly competitive environment.

OPTIONS

The Risk Management Policy as contained in Attachment A, can be recommended to the Council for adoption with or without amendment.

CONCLUSION

The revised Risk Management Policy forms the keystone of the Council’s Risk Management Framework. The intent of implementing a Risk Management Framework is to apply consistent processes for the appreciation and management of risk. This will assist and result in informed decision making with consideration of the risks associated with all decisions and Council activities, regardless of the level of complexity.

COMMENTS

Nil.

RECOMMENDATION

That the Risk Management Policy as contained in Attachment A, be endorsed and recommended to the Council for adoption.

Mayor Bria moved:

That the Risk Management Policy as contained in Attachment A, be endorsed and recommended to the Council for adoption.

Seconded by Mr Peter Holmes and carried.
7. CONFIDENTIAL REPORTS
7.1 QUESTION WITH NOTICE – COUNCIL RELATED MATTER

RECOMMENDATION 1

That pursuant to Section 90(2) and (3) of the Local Government Act, 1999 the Council orders that the public, with the exception of the Council staff present, be excluded from the meeting on the basis that the Council will receive, discuss and consider:

(d) commercial information of a confidential nature (not being a trade secret) the disclosure of which –
   (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information; and
   (ii) would on balance, be contrary to the public interest;

and the Council is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the information confidential.

RECOMMENDATION 2

Under Section 91(7) and (9) of the Local Government Act 1999, the Council orders the report, minutes and discussion be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed.

Mayor Bria moved:

That pursuant to Section 90(2) and (3) of the Local Government Act, 1999 the Council orders that the public, with the exception of the Council staff present [Chief Executive Officer, General Manager, Corporate Services and Financial Services Manager], be excluded from the meeting on the basis that the Council will receive, discuss and consider:

(d) commercial information of a confidential nature (not being a trade secret) the disclosure of which –
   (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information; and
   (ii) would on balance, be contrary to the public interest;

and the Council is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the information confidential.

Seconded by Ms Julie Wobber and carried.

Mr Peter Holmes moved:

Under Section 91(7) and (9) of the Local Government Act 1999, the Council orders the report, minutes and discussion be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed.

Seconded by Cr Shepherdson and carried.
8. OTHER BUSINESS
   Nil

9. NEXT MEETING
   Monday 22 October 2018

10. CLOSURE
    There being no further business the Presiding Member declared the meeting closed at 8.15pm.

Cr John Minney
PRESIDING MEMBER

Minutes Confirmed on __________________________ (date)