



**MINUTES OF THE HINDMARSH SHIRE AUDIT & RISK COMMITTEE MEETING HELD VIA MICROSOFT TEAMS, WEDNESDAY 12 JUNE 2024, COMMENCING AT 11AM.**

**PRESENT:**

Mr A Roberts (Chairperson), Mr D Welsh (Member), Mr S Coutts (Member), Mr A Cordy (Member), Cr D Nelson (Councillor Delegate), Mayor M Albrecht (Councillor Delegate), Ms Monica Revell (CEO), Ms P Croot (Director Corporate and Community Services), Mr R Upadhyaya (Director Infrastructure Services), Ms H Boyd (Manager Finance), Ms Kathie Teasdale (Internal Auditor), Ms A Veitch (Coordinator People and Safety), Item 15.

**1. Welcome and Acknowledgement of the Indigenous Community**

Welcome and acknowledgement of the indigenous community by the Chairperson.

*Hindmarsh Shire Council acknowledges the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagalk Nations as Traditional Owners of Country.*

*We recognise the important ongoing role that Indigenous people have in our community and pay our respects to their Elders, past and present.*

**2. Apologies**

Mr Paul Harrison (Internal Auditor); Mr Tim Fairclough (External Auditor)

**3. Declaration of Interests**

Committee Members to declare any known interests in relation to any item published on the agenda for this meeting, either:

- Material; or
- General.

Declaration of material or general interest must also be advised by Committee Members at the commencement of discussion of the specific item.

*Nil Interests declared.*

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#### **4. Internal & External Auditor Assurance**

Assurance from the internal and external auditors that there have been no obstructions to work undertaken.

*Nil obstructions disclosed.*

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#### **5. Confirmation of Minutes of Previous Meeting**

**MOVED: D WELSH / M ALBRECHT**

***That the Minutes of the Audit & Risk Committee meeting held on Wednesday 13 March 2024 via Teams, as circulated to members, be taken as read and confirmed.***

Refer attachment 5.1

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#### **6. Draft Budget 2024/2025, Incorporating the draft Long Term Financial Plan and revised Revenue and Rating Plan**

**Responsible Officer:** Manager Finance

**Attachment Number:** 6.1 Draft 2024/2025 Budget incorporating Revised Revenue and Rating Plan and Long-Term Financial Plan

##### **Introduction:**

This report presents the draft 2024/2025 Annual Budget incorporating the draft Long Term Financial Plan and the revised Revenue and Rating Plan in accordance with the *Local Government Act 2020*.

##### **Discussion:**

Council is required under Section 94 of the *Local Government Act 2020* to prepare a budget for each financial year and the subsequent 3 financial years by:

- a) 30 June each year; or
- b) Any other date fixed by the Minister by notice published in the Government Gazette.

The draft budget has been prepared in accordance with relevant statutory requirements, including the *Local Government Act 2020 (the Act)* and *Local Government (Planning and Reporting) Regulations 2014*.

A requirement of the *Local Government Act 2020* is that all Victorian Local Governments are required to adopt a Revenue and Rating Plan by 30 June 2021. The draft Revenue and Rating Plan was developed and adopted on 23 June 2021 and has been revised as part of the draft Budget 2024/2025. The Revenue and Rating Plan was developed to retain the current differentials for farm and commercial/industrial properties (10 percent discount), recreational properties (50 percent discount) and

non-farm vacant land (100 percent penalty). When revising the plan consideration was given on the capacity for each class of ratepayer to pay rates and benchmarking against similar councils was undertaken.

The 2024/25 draft budget has been developed to balance the retention of existing community service levels, maintenance, and renewal of assets, as well as new initiatives to improve amenity and make Hindmarsh a better place to live. It replicates the format of the four Key Results Areas used in the 2021-2025 Council Plan, namely:

- Our Community;
- Built and Natural Environment;
- Competitive and Innovative Economy ; and
- Good Governance and Financial Sustainability.

The budget has been prepared based on available information, including the State and Federal Budget, to inform forecasts and assumptions.

### **Rates and Charges:**

The rates and charges calculated for 2024/25 are based on revaluation figures as at 1 January 2024. The revised Revenue and Rating Plan includes differentials for farms and commercial/industrial properties (10 percent discount), recreational properties (50 percent discount), and non-farm vacant land (100 percent penalty).

The Victorian State government rate cap increase for 2024/2025 has been set at 2.75%. The cap, in line with the Essential Services Commission (ESC) calculation method, applies the increase to the average rates payable per assessment.

The total amount to be raised by general rates and charges in 2024/2025 is \$10.039m which is an increase of \$0.18m from 2023/2024.

### **Capital Works:**

The draft 2024/2025 budget includes capital works expenditure of \$6.335m. The proposed key initiatives for the 2024/2025 financial year are outlined below. Further details are included in the relevant sections of the budget document.

### **Community Infrastructure**

With the finalisation of LRCI funding, community infrastructure projects will be delivered in accordance with Council's own budget and any grants received or to be actioned within the financial year. Planned projects include:

- Davis Park Upgrades including AFL compliant Changerooms and tiered seating;
- \$50,000.00 for the Nhill Historical Society building; and
- Swimming Pool Upgrades, including solar heating upgrades in Dimboola and the installation of automatic dosing machines at Jeparit and Rainbow.

### **Tourism**

- \$102,000 for Silo Art;
- \$10,000 for Tourism Signage; and
- \$30,000 for replacement of industrial laundry appliances at Hindmarsh Shire Council Caravan Parks

### **Infrastructure**

- Reseals and Final Seals: Council will undertake reseal and final seal projects totalling \$613,230 based on condition audits in 2024/2025.
- Sealed Road Construction: Council will undertake sealed road construction projects totalling \$2,793,578 in 2024/2025. These include: Tarranyurk East Rd, Netherby Baker Rd and Old Minyip Rd. Dimboola Minyip Rd and Lorquon Netherby Rd will be undertaken subject to successful funding applications.
- Road Resheet Projects: Council will undertake resheeting Dimboola Minyip Rd during 2024/25 totalling \$45,713.
- Footpaths: Footpath projects totalling \$70,000 will be undertaken during 2024/2025 including replacing damaged sections of footpaths and improving crossings.
- Unsealed Road Construction. Council will undertake 14 unsealed road construction projects totalling \$402,184 during 2024/2025. These include: Tarranyurk East Rd, Tarranyurk West Rd, Boundary Rd, Keams Rd and McKenzie Rd.

The draft 2024/2025 budget incorporating the revised Rating and Revenue Plan and the draft Long Term Financial Plan was presented to Council on Wednesday 29 May 2024. Under Council's Community Engagement Policy, the draft budget, revised Revenue and Rating Plan and draft Long Term Financial Plan has been made available for public inspection and the receiving of submissions for the period Thursday 30 May 2024 to Friday 21 June 2024. Council will be advised of any submissions received at the 26 June 2024 Council meeting.

The draft 2024/2025 budget incorporating the revised Revenue and Rating Plan and draft Long Term Financial Plan was also available for public inspection at Council's Customer Service Centres or online on Council's website.

**Link to Council Plan:**

The 2024/2025 Budget provides the funding for Council to undertake its initiatives and activities proposed in the Council Plan's four key result areas. Each program in the Budget contains a statement about how the program will contribute to the initiatives and strategies detailed in the Council Plan 2021-2025.

**Financial Implications:**

The 2024/2025 Budget is consistent with the parameters set out in Councils' ten-year financial plan.

**Risk Management Implications:**

The preparation of the Budget is a statutory requirement.

**Conflict of Interest:**

Under section 130(2) of the *Local Government Act 2020* officers providing advice to Council must disclose any interests, including the type of interest.

Author & Officer Responsible: Health Boyd, Manager Finance.

In providing this advice as the Author and Officer Responsible of this report I have no interests to disclose.

**MOVED: A CORDY / D WELSH**

**That the Audit & Risk Committee receives the draft 2024/2025 budget**

***incorporating the revised Revenue and Rating Plan as well as the draft Long Term Financial Plan.***

Refer attachment 6.1

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## **7. Hindmarsh Shire Council Quarterly Financials**

**Responsible Officer:** Manager Finance

**Attachment Number:** 7.1 Quarterly Finance Report ending 31 March 2024

### **Introduction:**

The purpose of this report is to provide the Audit & Risk Committee the quarterly finance report to 31 March 2024.

### **Discussion:**

The quarterly finance report for the period ending 31 March 2024 was presented to Council on Wednesday 8 May 2024.

The report includes a comprehensive income statement, balance sheet, cash flow and capital works statement, along with a dashboard providing information on various financial and non-financial elements of Councils business, and the half yearly Local Government Performance Reporting data.

As at 31 March 2024 the Comprehensive Income Statement reports a year to date surplus of \$3,627,369 against a budgeted surplus of \$4,152,680. Cash at 31 March 2024 was \$12,834,671, with capital works expenditure \$5,459,316 against a year to date budget of \$5,911,876.

### **Link to Council Plan:**

Long-term financial sustainability: Continue to focus on responsible financial management in budgeting and long-term financial planning.

### **Financial Implications:**

This decision has no financial implications.

### **Risk Management Implications:**

The preparation of the quarterly statement is a statutory requirement.

### **Conflict of Interest:**

Under section 130(2) of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

Author & Officer Responsible: Heather Boyd, Manager Finance

In providing this advice as the Author and Officer Responsible, I have no interests to disclose.

***MOVED: S COUTTS / D WELSH***

***That the Audit & Risk Committee receives the quarterly finance report for the period ending 31 March 2024.***

Refer attachment 7.1

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## 8. Internal Audit Update

**Responsible Officer:** Director Corporate and Community Services  
**Attachment Number:** 8.1 Payroll Procedure Internal Audit Project Scope  
8.2 Internal Audit Findings Action List  
8.3 Internal Audit Status Report  
8.4 Internal Audit Update Report

Verbal report to be given during the meeting by RSD Audit on the recent internal audit publications, internal audit plan, internal audit status, recently completed and underway internal audits.

Manager Finance to discuss progress on internal audit findings action list.

**MOVED: M ALBRECHT / D NELSON**

***That the Audit & Risk Committee***

- 1. Notes the Payroll Procedure Internal Audit Project Scope that was endorsed out-of-session;***
- 2. Receives the internal audit status report;***
- 3. Receives the update on the recently completed and underway internal audits; and***
- 4. Notes the progress on internal audit findings.***

Refer attachment 8.1, 8.2, 8.3 & 8.4

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## 9. VAGO Audit Update

**Responsible Officer:** Director Corporate and Community Services  
**Attachment Number:** 9.1 VAGO Report on Local Government

Verbal report to be given during the meeting by Mr Tim Fairclough, Crowe.

**MOVED: M ALBRECHT / S COUTTS**

***That the Audit & Risk Committee notes the VAGO Report on Local Government and notes that the Interim Management Letter remains outstanding.***

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## 10. Risk Management Report

**Responsible Officer:** Director Corporate & Community Services  
**Attachment Number:** 10.1 Strategic Risk Report  
10.2 Risk Appetite and Tolerance Statement  
10.3 Draft Risk Management Policy  
10.4 Draft Risk Management Framework

**Introduction:**

The purpose of this report is to inform the Audit and Risk Committee of Council's current strategic risk portfolio through the presentation of the Strategic Risk Report It also provides Council's draft Risk Appetite Statement, Risk Management Policy, and Risk Management Framework for Committee endorsement.

## **Discussion**

The Risk Register will continue to be updated and reviewed regularly with department officers and management.

At the Audit and Risk Committee meeting held on 13 March 2024, the Committee noted that there were a significant number of overdue treatments associated with Strategic Risks and requested attention be given to updating the register accordingly. As part of our risk register internal reporting, tasks are now included in progress tracking.

### Risk Appetite and Tolerance Statement

Council Officers have developed a Risk Appetite and Tolerance Statement (the Statement) that describes how much risk Council is willing to accept in pursuit of our Strategic goals. The Statement has been developed in consideration of risk appetites adopted by organisations within the Local Government sector and has been contextualised to Council's unique risk, financial and resource landscape. Officers have recommended that Council adopt an overarching 'cautious' approach to risk tolerance, as this reflects the requirement for prudent and conservative planning in an environment where key variables are outside Council's control, in balance with the need to utilise risk as an opportunity to explore innovative and progressive change to the benefit of our organisation and community. If adopted, Council will need to review and update our risk matrix to align with the Statement.

### Draft Risk Management Policy and Risk Management Framework

Council officers have reviewed and updated Council's Risk Management Policy and Risk Management Framework.

Key proposed changes to the Risk Management Policy include:

- Introducing and embedding the three lines of defence model;
- Updating the wording of the definition of 'Risk' to improve clarity;
- Minimising the inclusion of large bodies of text that are directly copied from a relevant source of truth (i.e. legislation or ISO);
- Defining clear responsibilities.

Key proposed changes to the Risk Management Framework include:

- Inclusion of the three lines of defence model;
- Updated responsibilities in line with policy and framework requirements;
- Reference to new Risk Appetite Statement;
- Updated response requirements for risk rating levels;
- Inclusion of reporting schedules;
- Inclusion of risk management maturity model;
- Inclusion of training requirements.

The continuing focus of the Risk Management process will be –

- Focusing on the upcoming Local Council elections and ensuring that governance and compliance processes and requirements are embedded in Council's transition planning;
- Reviewing Council's Business Continuity Plan annually, to be presented to the Audit and Risk Committee in September 2024 (inclusive of additional critical function sub-plans)
- Maintaining Council's Strategic Risk framework in consultation with the Audit and Risk Committee;

- Ensuring that Council’s policies, procedures, plans and decision-making responds to the changing legislative and risk environment around climate change;
- Regular review of individual risks with consideration of current controls and possible improvements to further reduce the risk;
- The provision of appropriate risk management training given staffing changes across both organisational directorates;
- Ensuring the treatment plan listed includes achievable treatments to address risks faced by Council and that treatments are updated and reviewed regularly; and
- Regular discussion with Senior Management Team about high risks faced by Council.

**Link to Council Plan:**

Ensure responsible risk management principles: Further develop and implement Council’s Risk Management Framework and ensure all key risks have been measured and adequately controlled.

**Financial Implications:**

Nil.

**Risk Management Implications:**

Management of risks will minimise Council’s exposure to adverse financial impacts, improve effectiveness and generate efficiencies.

**Conflict of Interest:**

Under section 130(2) of the *Local Government Act 2020*, officers providing advice to Council must disclose any conflict of interest, including the type of interest.

Author and Officer Responsible: Petra Croot, Director Corporate & Community Services.

In providing this advice as the Officer Responsible, I have no interests to disclose.

**MOVED: D WELSH / S COUTTS**

***That the Audit & Risk Committee:***

- 1. receives the Risk Management update;***
- 2. endorses the Risk Appetite and Tolerance Statement for Council consideration;***
- 3. endorses the Risk Management Policy for Council consideration; and***
- 4. endorses the Risk Management Framework for Council consideration.***

Refer attachment 10.1, 10.2, 10.3 & 10.4.

**11. Governance and Compliance Report**

**Responsible Officer:** Director Corporate and Community Services  
**Attachment Number:** 11.1 Fee Waiver and Reduction Policy  
 11.2 Councillor Interaction with Developers Policy  
 11.3 Councillor Expense Entitlements Policy

**Introduction:**

The purpose of this report is to inform the Audit Committee of an update of governance and compliance measures undertaken since the previous meeting on 13 March 2024



and provide the Committee with a report on any disclosable gifts, hospitality or benefits to Councillors or Council employees.

It also seeks Committee endorsement of the Councillor Expense Entitlements Policy and Fee Waiver and Reduction Policy prior to final consideration by Council.

## **Discussion**

### *Local Government Act 2020*

Council has completed its substantive implementation of the *Local Government Act 2020*, with updates to policies and processes undertaken in line with amendments and reforms. Council is anticipating additional reforms to be publicised in the coming 12 months and will act in accordance with any changes in requirements.

### *Compliance Reviews – Council Policies*

At the meeting held on 29 May 2024, the following policies were considered by Council:

- **Fee Waiver and Reduction Policy**

This Policy was presented at this meeting to align with the presentation of the draft Budget 2024-2025 (incorporating Council's proposed discretionary fees and charges). It is presented to the Audit and Risk Committee for review and comment prior to presentation to Council for final adoption.

- **Councillor Interaction with Developers Policy**

This Policy was adopted by Council with an additional minor provision to better support the principles and requirements of the *Privacy and Data Protection Act 2014*, with the policy no longer requiring the publication of unreasonable personal information of prospective or current developers on the public register.

The Draft Councillor Expense Entitlements Policy is presented to the Committee for endorsement prior to presentation to Council.

- **Councillor Expense Entitlements**

Minor updates, clarifications and details have been added to this draft policy, including:

- Clarifying Councillor allowances and Councillor expenses;
- Strengthening all provision to ensure that they are reflective of the *Local Government Act 2020*;
- Inclusion of a pre-approved expense entitlement for interstate travel involved in representing Council at the National General Assembly of Local Government;
- Clarifying approval requirements for Council and the CEO when Councillors request expenses to be paid for seminars, workshops and professional development.
- Including a limitations note in the insurance section of the Policy;
- Including a reference to s43 of the *Local Government Act 2020* that provides that indemnity would be provided in instances where the Councillor (past and current) has acted in good faith;
- Including provisions for entitlements where the Councillor is a carer or where the Councillor has a disability.

### *Gifts and Hospitality*

Council is responsible for maintaining a Gifts and Hospitality Register in accordance with both its Councillor (C007) and Staff (HR010) Gifts and Hospitality policies and for reporting on compliance with the policy to the Audit and Risk Committee. In the period since the previous Audit and Risk Committee meeting, there were no disclosed gifts, hospitality or benefits to Councillors and one disclosed gift to a member of Council Staff valued at \$7.99.

#### *Procurement Non-compliances*

In the period since the last Audit and Risk Committee meeting, there were no reported or detected procurement non-compliances. Council has implemented a two-party approval process for all purchase orders, this has ensured that there is a significant increase in internal controls to prevent procurement non-compliances.

#### *Legislative Update*

In 2024, changes to the following pieces of legislation that impact Council operations have been noted and considered by Officers for any required action.

- *Food Act 1984*  
Modernising and clarifying notice requirements, enabling written directions to be issued by registration authorities to a food premises proprietor to revise their FSP.
- *Fair Work Act 2009* (further proposed changes anticipated in August 2024)  
Labour hire arrangements, workplace delegate's rights, clauses in relation to discrimination based on family violence, extension of the right to family violence leave to 10 days from 9 June 2024, criminal offence for intentional underpayment (no earlier than 1 January 2025), increase of civil penalties for a range of contraventions.
- Local Government Amendment (Governance and Integrity) Bill 2024 (before Parliament) – Council is working closely with VEC to prepare for any changes to election timelines based on the proposed Bill.

#### *Business Continuity Plan*

Council is currently undertaking a review of its Business Continuity Plan (**BCP**) to be presented at the September Audit and Risk Committee Meeting.

#### **Link to Council Plan:**

Strong Governance Practices: Ensure compliance with the *Local Government Act 2020*.

#### **Financial Implications:**

Nil.

#### **Risk Management Implications:**

The updated policies and plans will ensure that Council maintains its governance, transparency and community engagement obligations under the Act and other relevant regulations.

Keeping up to date with the implementation of the *Local Government Act 2020* and legislation relevant to Council ensures that Council is meeting its compliance requirements.

#### **Conflict of Interest:**

Under section 130(2) of the *Local Government Act 2020*, officers providing advice to Council must disclose any conflict of interest, including the type of interest.

Author & Officer Responsible – Petra Croot, Director Corporate and Community Services.

In providing this advice as the Author and Officer Responsible, I have no interests to disclose.

**MOVED: D WELSH / M ALBRECHT**

***That the Audit & Risk Committee***

- 1. receives the governance and compliance update;***
- 2. notes the Councillor Interaction with Developers Policy;***
- 3. endorses the Draft Fee Waiver and Reduction Policy for Council consideration; and***
- 4. endorses the Councillor Expense Entitlements Policy for Council consideration.***

Refer attachment 11.1, 11.2 & 11.3

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## **12. Rural Council Transformation Program**

**Responsible Officer:** Manager Finance

Verbal report to be given during the meeting by Heather Boyd, Manager Finance, on the current status of the Rural Council Transformation Program.

**MOVED: A CORDY / D NELSON**

***That the Audit & Risk Committee receives the verbal audit update on the Rural Council Transformation Program.***

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## **13. Audit and Risk Committee Self-Assessment**

**Responsible Officer:** Director Corporate & Community Services

**Attachment Number:** 13.1 Audit & Risk Committee Self-Assessments

**Introduction:**

This report provides the Audit & Risk Committee with the findings of the self-assessment conduction in May 2024.

**Discussion:**

Under section 54 of the *Local Government Act 2020* the Audit and Risk Committee must undertake an annual assessment of their performance with the assessment to be tabled at the next meeting of Council.

The self-assessment provides guidance to the Council on the effectiveness of the committee and ensures that the Committee members have the necessary experience to enable the committee to make informed recommendations to the Council. The

document also informs management of any changes that need to be made to reports tabled to the Committee to ensure they can make informed recommendations.

The online self-assessment was distributed to Committee members on Monday 15 May 2024. At the time of writing this report, 4 self-assessments were received. The Committee will review the self-assessment during the meeting and discuss its performance.

Skill matrix of current independent Committee members for Committee noting:

Member	<b>Financial Management</b> (accounting and auditing standards, accounting and financial management)	<b>Risk Management</b> (public/private sector risk management experience, good understanding of public sector emerging risks)	<b>Public Sector Management</b> (sound understanding of entity's purpose, business and services, operating environment and performance framework)
Independent		X	X
Independent	X	X	X
Independent		X	X
Independent	X	X	

**Link to Council Plan:**

Strong governance practices

**Financial Implications:**

This decision has no financial implications.

**Risk Management Implications:**

A high performing Audit & Risk Committee will ensure strong oversight of Council's financial, risk and governance responsibilities.

**Conflict of Interest:**

Under section 130(2) of the *Local Government Act 2020* officers providing advice to Council must disclose any interests, including the type of interest.

Author & Officer Responsible: Petra Croot, Director Corporate & Community Services  
In providing this advice as the Author and Officer Responsible, I have no interests to disclose.

**MOVED: D WELSH / S COUTTS**

***That the Audit & Risk Committee discuss the performance of the Committee and self-assessment questionnaire, recommend improvements relating to the performance of the Committee and include an agenda item at the next meeting to consider meeting frequency.***

Refer attachment 13.1

## 14. Reimbursements & Interstate Travel Register

**Responsible Officer:** Director Corporate & Community Services

**Attachment Number:** 14.1 CEO Credit Card Listing

### Introduction:

This report provides the Audit & Risk Committee with a list of reimbursements made to the CEO and Councillors, and the interstate travel by staff and Councillors for the period 01 March 2024 to 31 May 2024.

### Discussion:

A listing is provided for review by the Audit & Risk Committee of payments made to the CEO and Councillors (excluding Councillor Allowances).

Councillor	Reimbursement (\$)	Purpose
W Bywaters	298.00	Attendance ALGWA Conference
R Gersch	180.00	Internet Fees
B Ireland	194.00	RCV Event Attendance

There has been no interstate travel between 01 March to 31 May 2023.

### Link to Council Plan:

Strong governance practices

### Financial Implications:

This decision has no financial implications.

### Conflict of Interest:

Under section 130(2) of the *Local Government Act 2020* officers providing advice to Council must disclose any interests, including the type of interest.

Author & Officer Responsible: Petra Croot, Director Corporate & Community Services  
In providing this advice as the Author and Officer Responsible, I have no interests to disclose.

### **MOVED: D WELSH / S COUTTS**

#### ***That the Audit & Risk Committee***

- 1. receives the reimbursement listing for the CEO and Councillors for the period 01 March 2024 to 31 May 2024; and***
- 2. notes that there was no overseas or interstate travel for the period 01 March 2024 to 31 May 2024.***

*Refer attachment 14.1*

## 14. Incident and Hazing Report

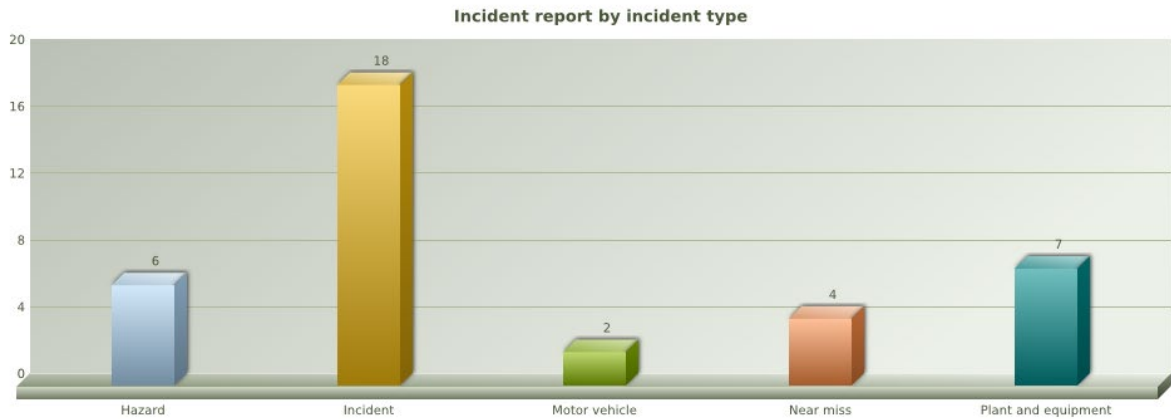
**Responsible Officer:** Coordinator People and Safety

## Introduction

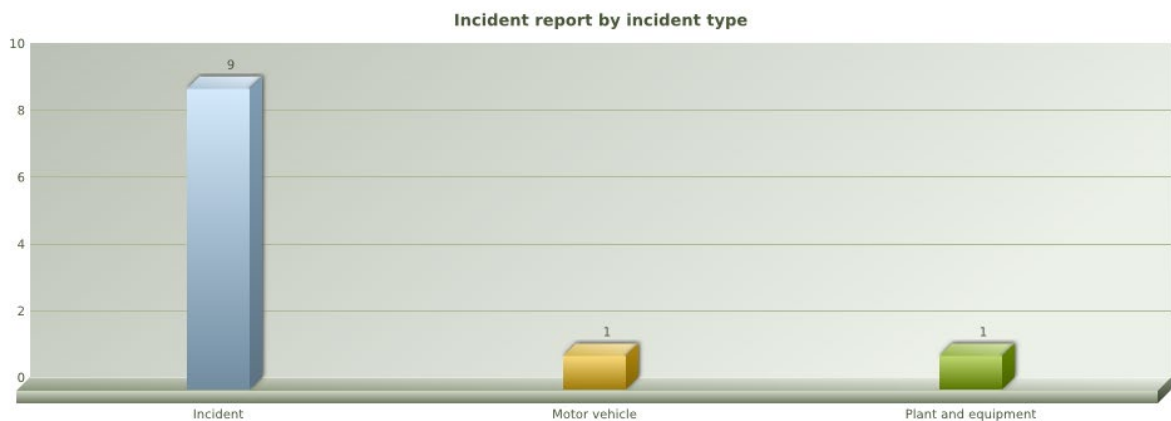
The purpose of this report is to provide the Audit Committee with an update on the Hazard, Incident and Injury Reports from 1 March 2024 and 22 May 2024 and a comparison with the same period in 2023.

## Discussion

37 reports were received in the period 1 March 2024 and 22 May 2024. This is in comparison to 11 reports during the same period in 2023.



**1 March 2024 – 22 May 2024**



**1 March 2023 – 22 May 2023**

### **General Insurance:**

No reports received.

### **Hazards:**

6 hazards have been reported during this time, of which 3 were reported as speeding within worksites where adequate traffic management was in place (reports of 1 council employee and 2 public vehicles). 2 hazards involved plant/equipment that have been tagged out or booked for repair. 1 hazard involved overgrown vegetation at an intersection which resulted in a near miss with another vehicle due to the need to encroach on the intersection for clear vision around the vegetation. This has been referred on as a Customer Action Request to the Infrastructure team.

During the same period in 2023, 0 hazards were reported. Looking at this comparison the overall push for our employees to report more hazards is working. We will continue to encourage more hazards to be reported.

**Incidents:**

18 incident reports were received during this time, of which included 8 reports of minor injury which resulted in first aid or early intervention physiotherapy. 1 of these incidents has resulted in a Workcover claim.

1 incident was a report of a psychological injury relating from the second lift breakdown in recent weeks. The employee got stuck in the lift and couldn't easily get out. There was 1 report of improper use of equipment and 9 reports of harassment involving the public, either via face-to-face confrontation or phone call. This is compared to 9 incident reports during the same period in 2023, of which 5 were abusive phone calls / interactions and 4 incident reports resulting in a minor injury.

Two new WorkCover claims were accepted during this period. Neither have made a return to work as yet.

**Notifiable Incidents under the OHS Act:**

Nil

**Motor Vehicle:**

2 Motor vehicle incidents were reported, both were minor damage compared to 1 motor vehicle report in this same period in 2023.

**Near Miss:**

4 Near Misses have been reported during this period in comparison to 0 reported near misses in this same period in 2023.

**Plant and Equipment:**

There have been 6 reports of Plant and Equipment based incidents (minor damage) all of them are minor as reported in Elumina compared to 1 report of plant damage in this same period in 2023.

**OHS Updates / General Discussion:**

The OHS Management Plan (OHSMP) has been updated with targets to measure how OHS is tracking over each quarter. These may need to be adjusted pending any observations that are made over the coming months. This should give Council sufficient scope to see how safety and reporting is trending in the workplace and will be supported by audits, general participation and accountability.

Wellbeing initiatives have also been added to the OHSMP and these will be reviewed and decided on by the Health and Safety Committee on a yearly basis.

David Rowe, Health and Safety Officer, attended a Psychosocial Health seminar online that will support Council's continued development in this area.

David has begun discussing and generating Safe Operating Procedures (SOP's) and processes with various staff, prior to presenting to the Health and Safety Committee. The Local Laws role is a high-risk area and will be one David will focus on in the coming months.

David is working closely with the Works and Operations team, as another goal for this position is to revise a safety induction that can be done by any employee or new starter for specific roles that may have specific duties. The induction will not

determine their competence but will give them an understanding of processes and procedures and give a reference document if they need to revise the information. This won't be a quick process, but it will be something that can be built, adjusted, and grown over time.

**Link to Council Plan:**

Ensure responsible risk management principles.  
A skilled Council and workforce capable of meeting community needs.

**Financial Implications:**

Nil.

**Risk Management Implications:**

Managing incident and hazard reports is a key aspect of Council's Risk Management Framework. The reporting of hazards and near misses allows hazards to be identified and controlled to mitigate further incidents.

**Conflict of Interest:**

Under section 130(2) of the *Local Government Act 2020*, officers providing advice to Council must disclose any conflict of interest, including the type of interest.

Author: David Rowe, Health and Safety Officer  
In providing this advice as the Author, I have no interests to disclose.

Officer Responsible: Ange Veitch, Coordinator People and Safety.  
In providing this advice as the Officer Responsible, I have no interests to disclose.

***MOVED: D WELSH / A CORDY***

***That the Audit & Risk Committee receives the Incident Report update.***

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**15. Late Reports**

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**16. General Business**

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**17. Next Meeting**

The next meeting will be held via Microsoft Teams on Wednesday 18 September 2024, commencing at 11am.

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Meeting closed 12:23pm.