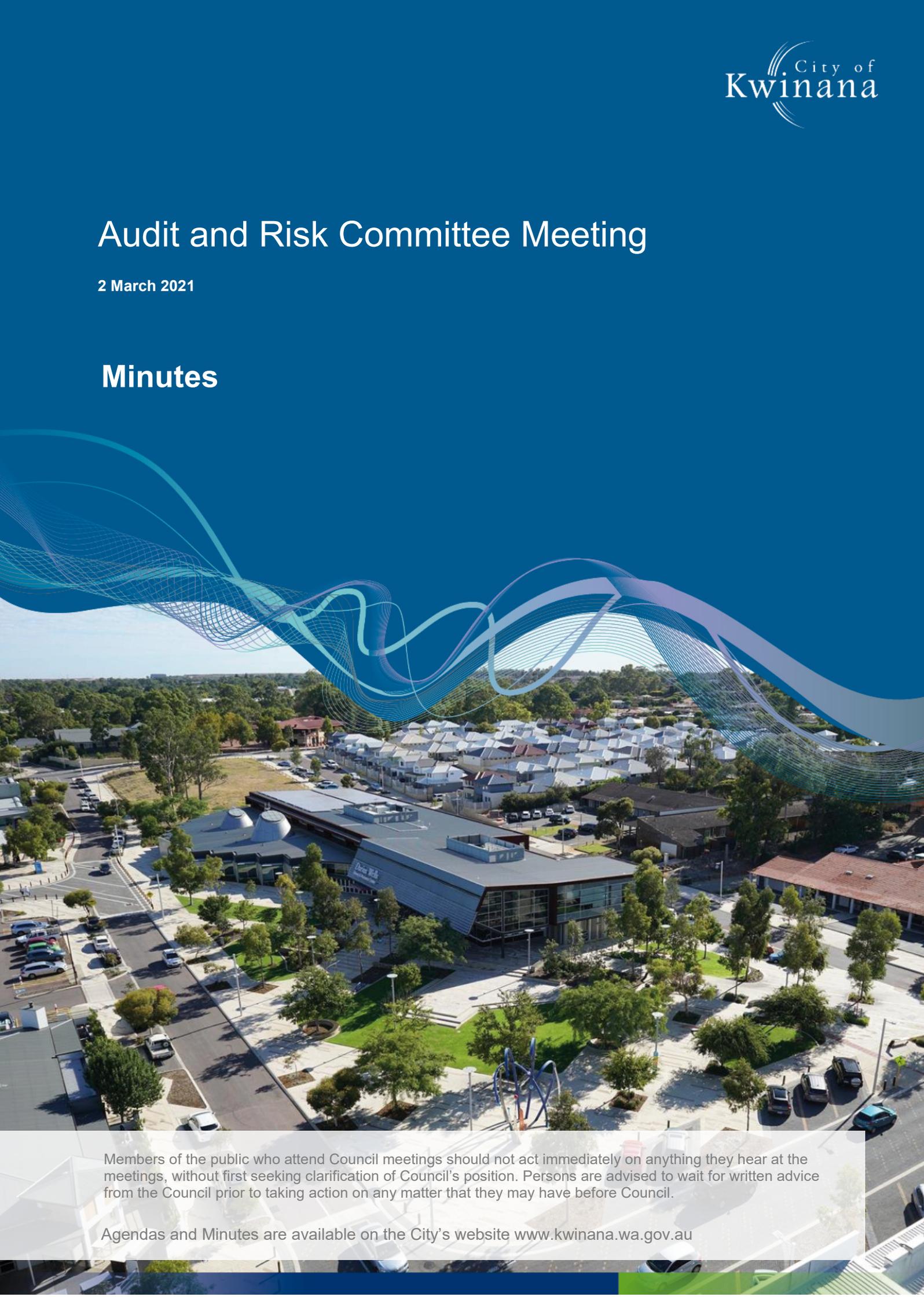


Audit and Risk Committee Meeting

2 March 2021

Minutes

An aerial photograph of a city building complex, likely the City of Kwinana headquarters, surrounded by residential areas and greenery. The image is overlaid with a decorative blue and white wavy graphic that flows across the top and middle of the page.

Members of the public who attend Council meetings should not act immediately on anything they hear at the meetings, without first seeking clarification of Council's position. Persons are advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

Agendas and Minutes are available on the City's website www.kwinana.wa.gov.au

TABLE OF CONTENTS

1	Opening and announcement of visitors	3
2	Acknowledgement of country	3
3	Attendance, apologies, Leave(s) of absence (previously approved).....	3
4	Declarations of Interest (financial, proximity, impartiality – both real and perceived) by Members and City Officers	3
5	Confirmation of minutes	4
5.1	Audit Committee Meeting held on 7 December 2020:	4
6	Reports	5
6.1	Amendment to Risk Management Reporting.....	5
6.2	Compliance Audit Return.....	8
6.3	Occupational Safety and Health (OSH) Statistical Data Report.....	14
7	Late and urgent Business.....	17
8	Confidential items	18
8.1	Risk Report – OneCouncil Project.....	18
8.2	Management Comment	19
9	Close of meeting	20

Present:

MAYOR CAROL ADAMS, OAM
DEPUTY MAYOR P FEASEY
COUNCILLOR M ROWSE
COUNCILLOR S LEE
COMMITTEE MEMBER G MCMATH – Chair

MR W JACK	-	Chief Executive Officer
MRS B POWELL	-	Director City Engagement
MR D ELKINS	-	Director City Infrastructure / Acting Director City Business
MRS M COOKE	-	Director City Regulation
MRS S WILTSHIRE	-	Manager Human Resources
MR K TOGHER	-	Project Manager - Corporate Business System
MS A MCKENZIE	-	Council Administration Officer

PRESS - 0
PUBLIC - 0

1 Opening and announcement of visitors

The Chair, Gaye McMath declared the meeting open at 5:30pm and welcomed the Elected Members and the City Officers in attendance.

2 Acknowledgement of country

The Chair read the Acknowledgement of county

“It gives me great pleasure to welcome you all here and before commencing the proceedings, I would like to acknowledge that we come together tonight on the traditional land of the Noongar people and we pay our respects to their Elders past and present.”

3 Attendance, apologies, Leave(s) of absence (previously approved)

Apologies

Nil

Leave(s) of Absence (previously approved):

Nil

4 Declarations of Interest (financial, proximity, impartiality – both real and perceived) by Members and City Officers

Nil

5 Confirmation of minutes

5.1 Audit Committee Meeting held on 7 December 2020:

COMMITTEE DECISION

MOVED MAYOR C ADAMS

SECONDED CR S LEE

That the Minutes of the Audit Committee Meeting held on 7 December 2020 be confirmed as a true and correct record of the meeting.

**CARRIED
5/0**

6 Reports

6.1 Amendment to Risk Management Reporting

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

As part of the City's framework for managing its compliance and risk management obligations, a Risk Management Report is to be prepared and presented to the Audit and Risk Committee for recommendation of endorsement by Council.

The City currently utilises spreadsheets to generate the Risk Management Report. As part of modernising City processes, future Risk Management Reports will be automated using Camms.Risk software.

The transition to Camms.Risk software is continuing with a go live date expected to be March 2021. The soon to be superseded spreadsheet version is presently being reviewed and processed into Camms.Risk software. On this basis, there will be no risk management register presented at this time.

OFFICER RECOMMENDATION:

That the Audit and Risk Committee note that the City is currently transitioning to Camms.Risk software for its reporting of risk and that the new report will be presented at the Audit and Risk Committee meeting to be held 14 June 2021.

DISCUSSION:

As part of the City's framework for managing its compliance and risk management obligations, a Risk Management Report is to be prepared and presented to the Audit and Risk Committee for recommendation of endorsement by Council.

The City currently utilises spreadsheets to generate the Risk Management Report. As part of modernising City processes, future Risk Management Reports will be automated using Camms.Risk software.

The Camms.Risk software will provide a more streamlined approach to the reporting of risk management, provide a better understanding on reporting requirements and the controls that should be in place for identified risks within the City.

The transition to Camms.Risk software is continuing with a go live date expected to be March 2021. The soon to be superseded spreadsheet version is presently being reviewed and processed into Camms.Risk software. On this basis, there will be no risk management register presented at this time.

While the City is undergoing this transition all business units will be required to undertake a major review of their risk management register to ensure they are reporting appropriately and appropriate controls are in place. Currently training for the Camms.Risk software has commenced for licenced users, this training is expected to be completed by the first week of March 2021. The training is being conducted by Camms.

6.1 AMENDMENT TO RISK MANAGEMENT REPORTING

LEGAL/POLICY IMPLICATIONS:

Regulation 17 of the Local Government (Audit) Regulations 1996 provides:

17. CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial implications identified as a result of this report.

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications identified as a result of this report.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications identified as a result of this report.

STRATEGIC/SOCIAL IMPLICATIONS:

There are no strategic/social implications as a result of this proposal.

COMMUNITY ENGAGEMENT:

There are no community engagement implications as a result of this report.

PUBLIC HEALTH IMPLICATIONS:

There are no implications on any determinants of health as a result of this report.

6.1 AMENDMENT TO RISK MANAGEMENT REPORTING**RISK IMPLICATIONS:**

The risk implications in relation to this proposal are as follows:

Risk Event	Implementation of new risk management reporting
Risk Theme	Errors omissions delays Failure of IT or systems and infrastructure Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Service Delivery
Risk Assessment Context	Operational Project
Consequence	Minor
Likelihood	Possible
Rating (before treatment)	Moderate
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Staff training is currently being undertake with Camms.Risk and process are being developed
Rating (after treatment)	Low

COMMITTEE DECISION**MOVED M ROWSE****SECONDED MAYOR C ADAMS**

That the Audit and Risk Committee note that the City is currently transitioning to Camms.Risk software for its reporting of risk and that the new report will be presented at the Audit and Risk Committee meeting to be held 14 June 2021.

**CARRIED
5/0**

Audit and Risk Committee Noted:

- That the Audit and Risk Committee will not be receiving Camms.Risk training, just the risk reporting outputs.
- That the transition to Camms.Risk software is proceeding on time and on budget.

6.2 Compliance Audit Return

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

The Department of Local Government, Sport and Cultural Industries (the Department) has circulated to all Western Australian Local Governments the annual Compliance Audit Return for completion.

The return covers the period 1 January to 31 December 2020. The return is a requirement of the Department and monitors the local government's compliance with the *Local Government Act 1995* and its Regulations.

The function of the Audit and Risk Committee includes reviewing the effectiveness of the local government's systems in regard to risk management, internal control and legislative compliance which includes the Compliance Audit Return.

The Compliance Audit Return 2020 is as detailed at Attachment A.

OFFICER RECOMMENDATION:

That Audit and Risk Committee:

1. Reviews the Compliance Audit Return 2020.
2. Recommends that Council adopt the Compliance Audit Return 2020 as detailed at Attachment A.

DISCUSSION:

Each year Western Australian Local Governments are required to complete a Compliance Audit Return (CAR) for the Department in accordance with the *Local Government Act 1995*.

The Department has circulated to all Western Australian Local Governments for completion its annual CAR, covering the review period 1 January to 31 December 2020. The return is a means of monitoring compliance with the requirements of the *Local Government Act 1995* and its Regulations and is a statutory requirement. These returns are required to be completed and submitted to the Department no later than 31 March each year.

Regulation 14 of the *Local Government (Audit) Regulations 1996*, requires that the Local Government's Audit and Risk Committee review the CAR and report the results of that review to the Council prior to its adoption by Council. Once adopted by Council the report is to be submitted to the Department by 31 March 2021.

Whilst a 100% CAR is the ideal outcome, the CAR must be considered as a means of internal audit, capable of identifying shortcomings and weaknesses in the system, which can then be improved or modified practices can be implemented, to resolve these issues.

6.2 COMPLIANCE AUDIT RETURN

The area in which the City did not provide a 'Yes' response were:

- Optional Questions
 - Questions 3 and 4 in relation to disclosures of gifts - Response – No – One notifiable gift that wasn't logged within the 10 day, this gift was in relation to works provided for the judging of a Chamber of Commerce event.

Action to be taken as an outcome of the no response - Reminders and processes will be provided to all officers and Elected member with regards to the requirements around declarations of gifts.
 - Questions 5 and 6 in relation to the adoption and advertising of an attendance at events policy – Response – No - A review of the Elected Members policies was completed and a proposed new policy including the attendance at events of Elected Members and the Chief Executive Officer was included and presented to Council at the Ordinary Council Meeting held on 11 November 2020. Council resolved that the item be withdrawn to allow for further review and consultation.

Action to be taken as an outcome of the no response – Continue with further review and consultation with Elected Members, draft policy to be presented to Council in the near future.

The CAR is provided electronically through a secure internet portal and is divided into sections. Each section deals with a specific area of the *Local Government Act 1995* and these sections are then allocated to the relevant officer within the local government who 'signs in' electronically through the portal to complete each question, in some instances there have been issues with accessing the portal and their comments have been entered on behalf of the relevant officer by the Governance and Risk Officer.

The officers who are required to complete a section within the CAR are advised how to use the online system and how to undertake an audit of their procedures to ensure that compliance is occurring. Where compliance is not occurring, officers are advised that an honest answer is required, so that procedural changes can be made to improve the City's compliance systems.

Once the audit has been completed, the City is required to:

- Present the Compliance Audit Return to the Audit and Risk Committee for review;
- Present the Compliance Audit Return to Council and seek adoption of the completed Compliance Audit Return; and
- Return the reviewed, adopted and certified Compliance Audit Return, along with a copy of the Council minutes, to the Department by no later than 31 March 2021.

The particulars of any matters of concern raised by the Audit Committee's review relating to the CAR must be recorded in the minutes of this meeting.

Any person who is not satisfied with the manner in which the compliance assessment process has been undertaken by the City or believes there may be a discrepancy in the CAR, may bring the particular issue to the attention of the Department.

6.2 COMPLIANCE AUDIT RETURN

Council may also refer the completed CAR to its Auditor or other external inspection service for an independent assessment, if it is deemed necessary.

LEGAL/POLICY IMPLICATIONS:

Local Government Act 1995

7.13. Regulations as to audits 28

- (1) *Regulations may make provision as follows —*
- (aa) *as to the functions of a CEO in relation to —*
 - (i) *a local government audit; and*
 - (ii) *a report (an **action report**) prepared by a local government under section 7.12A(4)(a); and*
 - (iii) *an audit report; and*
 - (iv) *a report on an audit conducted by a local government under this Act or any other written law;*
- (ab) *as to the functions of an audit committee, including in relation to —*
 - (i) *the selection and recommendation of an auditor under Division 2; and*
 - (ii) *a local government audit; and*
 - (iii) *an action report; and*
 - (iv) *an audit report; and*
 - (v) *a report on an audit conducted by a local government under this Act or any other written law;*
- (ac) *as to the procedure to be followed in selecting an auditor under Division 2;*
- [(ad) *deleted*]
- (ae) *as to monitoring action taken in respect of any matters raised in an audit report;*
 - (a) *with respect to matters to be included in an agreement in writing (**agreement**) made under section 7.8(1);*
 - (b) *for notifications and reports to be given in relation to an agreement, including any variations to, or termination of an agreement;*
 - (ba) *as to a copy of an agreement being provided to the Department;*
 - (c) *as to the manner in which an application may be made to the Minister for approval as an auditor under section 7.5;*
 - (d) *in relation to approved auditors, for the following —*
 - (i) *reviews of, and reports on, the quality of audits conducted;*
 - (ii) *the withdrawal by the Minister of approval as an auditor;*
 - (iii) *applications to the State Administrative Tribunal for the review of decisions to withdraw approval;*
 - (e) *for the exercise or performance by auditors of their powers and duties under this Part;*
 - (f) *as to the matters to be addressed in an audit report;*
 - (g) *requiring an auditor (other than the Auditor General) to provide the Minister with prescribed information as to an audit conducted by the auditor;*
 - (h) *prescribing the circumstances in which an auditor (other than the Auditor General) is to be considered to have a conflict of interest and requiring an auditor (other than the Auditor General) to disclose in an audit report such information as to a possible conflict of interest as is prescribed;*
 - (i) *requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —*
 - (i) *of a financial nature or not; or*
 - (ii) *under this Act or another written law.*

6.2 COMPLIANCE AUDIT RETURN

- (2) Regulations may also make any provision about audit committees that may be made under section 5.25 in relation to committees.

Local Government (Audit) Regulations 1996**13. Prescribed statutory requirements for which compliance audit needed (Act s. 7.13(1)(i))**

For the purposes of section 7.13(1)(i) the statutory requirements set forth in the Table to this regulation are prescribed.

Table

Local Government Act 1995		
s.3.57	s.3.58(3) and (4)	s.3.59(2), (4) and (5)
s.5.16	s.5.17	s.5.18
s.5.36(4)	s.5.37(2) and (3)	s.5.42
s.5.43	s.5.44(2)	s.5.45(1)(b)
s.5.46	s.5.51A	s.5.67
s.5.68(2)	s.5.69(5)	s.5.70
s.5.71B(5) and (7)	s.5.73	s.5.75
s.5.76	s.5.77	s.5.88
s.5.89A	s.5.104	s.5.120
s.5.121	s.7.1A	s.7.1B
s.7.3	s.7.6(3)	s.7.9(1)
s.7.12A		
Local Government (Administration) Regulations 1996		
r.18A	r.18C	r.18E
r.18F	r.18G	r.19
r.19C	r.19DA	r.22
r.23	r.28	r.34B
r.34C		
Local Government (Audit) Regulations 1996		
r.7	r.10	
Local Government (Elections) Regulations 1997		
r.30G		
Local Government (Functions and General) Regulations 1996		
r.7	r.9	r.10
r.11A	r.11	r.12
r.14(1), (3) and (5)	r.15	r.16
r.17	r.18(1) and (4)	r.19
r.21	r.22	r.23
r.24	r.24AD(2), (4) and (6)	r.24AE
r.24AF	r.24AG	r.24AH(1) and (3)
r.24AI	r.24E	r.24F

6.2 COMPLIANCE AUDIT RETURN

14. Compliance audits by local governments

- (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) *The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- (3) *After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —*
 - (a) *presented to the council at a meeting of the council; and*
 - (b) *adopted by the council; and*
 - (c) *recorded in the minutes of the meeting at which it is adopted.*

15. Certified copy of compliance audit return and other documents to be given to Departmental CEO

- (1) *After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —*
 - (a) *a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and*
 - (b) *any additional information explaining or qualifying the compliance audit, is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.*
- (2) *In this regulation —*

certified *in relation to a compliance audit return means signed by —*

 - (a) *the mayor or president; and*
 - (b) *the CEO.*

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial implications as a result of this report

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications as a result of this report

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications as a result of this report

STRATEGIC/SOCIAL IMPLICATIONS:

There are no strategic/social implications as a result of this proposal.

COMMUNITY ENGAGEMENT:

There are no community engagement implications as a result of this report

6.2 COMPLIANCE AUDIT RETURN**PUBLIC HEALTH IMPLICATIONS:**

There are no implications on any determinants of health as a result of this report.'

RISK IMPLICATIONS:

The risk implications in relation to this proposal are as follows:

Risk Event	Non compliance with the requirements of the <i>Local Government Act 1995</i> , Section 7.13(i) and <i>Local Government (Audit) Regulations 1996</i> , Regulations 13 – 15.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Compliance
Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Unlikely
Rating (before treatment)	Moderate
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	Ensure that the Compliance Return is completed annually.
Rating (after treatment)	Low

COMMITTEE DECISION

MOVED S LEE

SECONDED CR M ROWSE

That Audit and Risk Committee:

- 1. Reviews the Compliance Audit Return 2020.**
- 2. Recommends that Council adopt the Compliance Audit Return 2020 as detailed at Attachment A.**

**CARRIED
5/0**

Audit and Risk Committee Noted:

- Confirmed that in the Commercial Enterprises by Local Governments section of the 2020 Compliance Audit Return, No 1, '*Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?*' is checked during the annual financial audit which is presented to Council each year. In addition any new trading activity would require a Council resolution.
- That the 2020 Compliance Audit Return was relatively clean with no significant issues.



Kwinana - Compliance Audit Return 2020

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A		Warwick Carter
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	N/A		Warwick Carter
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	N/A		Warwick Carter
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	N/A		Warwick Carter
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Warwick Carter

Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes	All delegations and amendments to delegation have been resolved by absolute majority.	Victoria Patton
2	s5.16	Were all delegations to committees in writing?	Yes	All delegations to committees were in writing, Council resolved to revoke committee delegations at its OCM 11 March 2020 -#110 and 25 March 2020 - #126.	Victoria Patton
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes		Victoria Patton



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	All delegations to Committees have been recorded in writing within the City's delegation register. Delegations to Committees were then removed from the register after Council resolved to revoke.	Victoria Patton
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	Yes	Delegations to committees have been revoked, passed by absolute majority at it OCM held 11 March 2020 - #110 and 25 March 2020 - #126	Victoria Patton
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes	Page 2 of the Delegated Authority register stipulates what can not be delegated to the CEO	Victoria Patton
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	All delegations and amendments to delegations have been resolved by absolute majority	Victoria Patton
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	All delegations to the CEO are contained 'Register of Delegated Authority - Local Government to Chief Executive Officer, Officers and Committees 2019	Victoria Patton
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	All delegations to any employees are contained in the Register of Delegated Authority - Local Government to Officers 2019	Victoria Patton
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	All delegations and amendments to delegations have been resolved by absolute majority	Victoria Patton
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	All delegation are in writing these are listed in the delegated authority registers	Victoria Patton



No	Reference	Question	Response	Comments	Respondent
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	Yes	The City reviewed and adopted its delegated authority register in September of 2019/2020 financial year	Victoria Patton
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes	The City has software (Attain) used by all employees holding delegations for recording uses of their exercised power.	Victoria Patton

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	All Elected Members making declarations of financial, indirect financial and/or proximity interest vacated the Council Chambers, as required.	Victoria Patton
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	There were no Council decisions made relating to an Elected Member interest relating to a gift.	Victoria Patton
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes	Yes. Note that there were no disclosures made relating to sections 5.70 or 5.71A (3).	Victoria Patton
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	All relevant persons completed their primary return within the relevant time.	Victoria Patton
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	Yes	All relevant persons completed their annual return within the relevant time.	Victoria Patton
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	The CEO and Mayor provided written acknowledgement for receipt of all primary and annual return as required by this section.	Victoria Patton
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes	Yes, a register of financial interests and Primary and Annual Returns is maintained within Content Manager.	Victoria Patton



No	Reference	Question	Response	Comments	Respondent
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes	Yes, a register of financial interests is maintained within Content Manager. Note that there were no disclosures made relating to sections 5.70, 5.71 or 5.71A.	Victoria Patton
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes	All persons ceasing as a relevant persons are removed from the relevant registers.	Victoria Patton
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	returns are removed from the financial interest container/register and placed in a destruction container with a retention period set	Victoria Patton
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes	The register is located within the City's Attain software and record keeping system.	Victoria Patton
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	The City's gift registers are available on the City's website within the publications section.	Victoria Patton
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes		Victoria Patton
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Victoria Patton
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	Yes	Recorded and retained in CM9	Victoria Patton
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11 (2) was the nature of the interest recorded in the minutes?	Yes	Yes it is recorded in the minutes and also the City's disclosure of interests register.	Victoria Patton
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	Record on each report, where required.	Victoria Patton



No	Reference	Question	Response	Comments	Respondent
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	Yes	No such application was required for 2020.	Victoria Patton
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	Yes	No such decision was made	Victoria Patton
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?	Yes	Model codes have now come into effect and the City is in the process of adopting new policies	Victoria Patton
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes	Recorded using Attain software	Victoria Patton

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	N/A		Warwick Carter
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A		Warwick Carter



Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	N/A	The City held no Elections for 2020.	Victoria Patton
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A	The City held no Elections for 2020.	Victoria Patton
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	N/A	The City held no Elections for 2020	Victoria Patton

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	Council Decision 209 22 July 2020	Stacey Hobbins
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A		Stacey Hobbins
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	N/A	OAG appointed auditor	Stacey Hobbins
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	Yes	OAG appointed RSM	Stacey Hobbins
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	Yes	Audit Report dated 8 December 2020	Stacey Hobbins
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	Actions outlined in Report to Audit Committee dated 8 December 2020 and OCM 16 December 2020	Stacey Hobbins



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	Yes	Actions outlined in Report to Audit Committee dated 8 December 2020 and OCM 16 December 2020	Stacey Hobbins
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes	Email sent to Department 18 December 2020	Stacey Hobbins
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes	Reports were published on the City's website in the minutes of the Audit Committee Meeting 7 December 2020 and OCM 16 December 2020	Stacey Hobbins
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	Yes		Stacey Hobbins
11	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes	Report received by Council at OCM 16 December 2020	Stacey Hobbins



Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted 26 June 2019: SCP 2019-2029	Victoria Patton
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted 24 June 2020: CBP 2020-2025	Victoria Patton
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes	Corporate Business Plan (CBP) exceeds the requirement of at least 4 financial years. CBP clearly expresses the local government's priorities in relation to the SCP and internal business planning through the use of well developed strategies. Resources, asset management, workforce planning and long term financial planning have been taken into consideration in developing the plan.	Victoria Patton



Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	Yes	CEO selection & appointment process endorsed by Council at OCM - 14 August 2019. Process was finalised at OCM - 26 February 2020 - Appointment of CEO.	Sue Wiltshire
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	Yes	Only recruitment activity (vacancy) was for CEO (Advertised 2019).	Sue Wiltshire
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	Yes	Confirmed by Recruitment Agency engaged to conduct CEO recruitment.	Sue Wiltshire
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	Yes	Also as per Salaries and Allowances Act 1975.	Sue Wiltshire
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		Sue Wiltshire
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Sue Wiltshire

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	N/A	The CEO is the City's complaints officer	Victoria Patton
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)?	N/A		Victoria Patton
3	s5.121(2)	Does the complaints register include all information required by section 5.121 (2)?	Yes		Victoria Patton
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	No	There are no complaints on the register so the City had not placed the register on the website, this will now be rectified and placed in the City's publications section of the website.	Victoria Patton

Optional Questions					
No	Reference	Question	Response	Comments	Respondent



No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	Yes	OCM 22 July 2020	Stacey Hobbins
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	N/A	The City's Systems and Procedures review is due to be conducted in the the 2020/2021 financial year. Resolution to appoint auditor was presented to Audit and Risk Committee on 7 December 2020 and Council on 16 December 2020 resolution #328	Victoria Patton
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	No	One notifiable gift that wasn't logged within the 10 day, this gift was in relation to works provided for the judging of a Chamber of Commerce event	Victoria Patton
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	No	The information required under section 5.87C has been met apart from 5.87C(2), please see comments in No.3	Victoria Patton
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	No	A review of the Elected Members policies was completed and a proposed new policy including the attendance at events of Elected Members and the Chief Executive Officer was included and presented to Council at the Ordinary Council Meeting held on 11 November 2020. Council resolved that the item be withdrawn to allow for further review and consultation. In addition an Elected Members Code of Conduct was required to be adopted in accordance with new Regulations.	Victoria Patton



No	Reference	Question	Response	Comments	Respondent
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	No	A review of the Elected Members policies was completed and a proposed new policy including the attendance at events of Elected Members and the Chief Executive Officer was included and presented to Council at the Ordinary Council Meeting held on 11 November 2020. Council resolved that the item be withdrawn to allow for further review and consultation.	Victoria Patton
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes	All documents relating to item 5.96A(1)(f), (g), (h) have been made available on the City's website. Any confidential items relating to section 5.96A(1) (f) or (h) have not been published, only the decision of Council in accordance with Section 5.96A(2) and (3). Compliance has been met with regards to Section 5.96A(4)(b) and the Owners and Occupiers Roll has not been published.	Victoria Patton
8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	The City had an Elected Members and Chief Executive Officer training and Development Policy, which was reviewed in relation to the continuing of professional development of Elected Members at the Ordinary Council Meeting held on 25 March 2020.	Victoria Patton
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	Yes	This report was completed and presented to Council at the ordinary Council Meeting held on 22 July 2020 and then published on the City's website accordingly.	Victoria Patton
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	Yes	Uploaded to auditor portal on 30 September 2020	Stacey Hobbins



Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Warwick Carter
2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	Internal controls place emphasis on review of procurement over \$70,000. Further internal controls being developed.	Warwick Carter
3	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes		Warwick Carter
4	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes	via The West Australian newspaper	Warwick Carter
5	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	Yes		Warwick Carter
6	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes		Warwick Carter
7	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Warwick Carter
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	Has always been available for public inspection and on the City's website from 8 December 2020.	Warwick Carter
9	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes		Warwick Carter



No	Reference	Question	Response	Comments	Respondent
10	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Warwick Carter
11	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Warwick Carter
12	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	N/A	No EOIs undertaken in this period	Warwick Carter
13	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A		Warwick Carter
14	F&G Reg 23(3)	Were all expressions of interest that were not rejected assessed by the local government?	N/A		Warwick Carter
15	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?	N/A		Warwick Carter
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A		Warwick Carter
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A	No panels were undertaken in this period	Warwick Carter
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A		Warwick Carter
19	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A		Warwick Carter
20	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A		Warwick Carter



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
21	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A		Warwick Carter
22	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A		Warwick Carter
23	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A		Warwick Carter
24	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A		Warwick Carter

I certify this Compliance Audit Return has been adopted by council at its meeting on _____

Signed Mayor/President, Kwinana

Signed CEO, Kwinana

6.3 Occupational Safety and Health (OSH) Statistical Data Report

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

This statistical data is provided to the Audit Committee for noting.

Council has endorsed a Health and Safety Policy to meet its moral and legal obligation to provide a safe and healthy work environment for all employees, contractors, customers and visitors. This commitment extends to ensuring the City's operations do not place the community at risk of injury, illness or property damage. At every Audit and Risk Committee Meeting the Committee receives a report detailing statistical data. This report entitled the City of Kwinana OSH Statistical Data Report is enclosed as Attachment A.

OFFICER RECOMMENDATION:

That the Audit and Risk Committee note the City of Kwinana OSH Statistical Data Report detailed in Attachment A.

DISCUSSION:

The OSH Statistical Data Report is provided to the Audit and Risk Committee at each Audit and Risk Committee Meeting. The City assesses the incident reporting data to provide information on the nature and extent of injury and/or disease, including a comprehensive set of data for the workplace, to assist in the efficient allocation of resources, to identify appropriate preventative strategies and monitor the effectiveness of these strategies and to provide a set of data for benchmarking against other Local Governments. As a result, the City can adequately identify, evaluate and manage the safety and health aspects of its workforce operations.

Summary of Statistical Data:

The statistical data report details information over a three month period, 1 December 2020 to 15 February 2021. From the represented data, it is noted a decrease in incident frequency trend from the December to February period from six to two incidents. (Noting, the data recorded at the Quarter ending 31 March 2021 only captures the incidents recorded in the month of January 2021 and part of February 2021).

A total of 12 incidents were recorded for the three month period. Four from the City Infrastructure directorate, four from the City Engagement directorate, three from the Office of the CEO/Leadership and one from City Development and Sustainability directorate. (Noting, the teams that are domiciled to both the City Infrastructure and Engagement directorates have teams that are considered as "high risk" teams due to their operational nature. One of the incidents were listed as a Lost Time Injury, three as injuries but no lost time, three as medical treatments, one first aid, one near miss, and three reports only.

6.3 OCCUPATIONAL SAFETY AND HEALTH (OSH) STATISTICAL DATA REPORT

LEGAL/POLICY IMPLICATIONS:

Regulation 17 of the Local Government (Audit) Regulations 1996 provides:

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
 - (a) risk management; and*
 - (b) internal control; and*
 - (c) legislative compliance.*
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) The CEO is to report to the audit committee the results of that review.*

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial/budget implications as a result of this report.

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications as a result of this report.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications as a result of this report.

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal will support the achievement of the following outcome and objective detailed in the Corporate Business Plan.

Plan	Outcome	Objective
Corporate Business Plan	Business Performance	7.1 Attract and retain a high quality, motivated and empowered workforce so as to position the organisation as an "Employer of Choice"

COMMUNITY ENGAGEMENT:

There are no community engagement implications as a result of this report.

PUBLIC HEALTH IMPLICATIONS:

There are no implications on any determinants of health as a result of this report.

6.3 OCCUPATIONAL SAFETY AND HEALTH (OSH) STATISTICAL DATA REPORT

RISK IMPLICATIONS:

The risk implications in relation to this proposal are as follows:

Risk Event	The Audit Committee does not receive the OSH Statistical Data Report
Risk Theme	Inadequate safety and security practices
Risk Effect/Impact	People/Health Reputation Compliance
Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Unlikely
Rating (before treatment)	Moderate
Risk Treatment in place	Reduce - mitigate risk
Risk Treatment in place	OSH Statistical Data Report will be presented to the Audit Committee at each Audit Committee Meeting to ensure compliance with the <i>Local Government (Audit) Regulations 1996</i> for the CEO to have systems and processes in place for safety and health requirements
Rating (after treatment)	Low

COMMITTEE DECISION**MOVED CR P FEASEY****SECONDED MAYOR C ADAMS**

That the Audit and Risk Committee note the City of Kwinana OSH Statistical Data Report detailed in Attachment A.

**CARRIED
5/0**

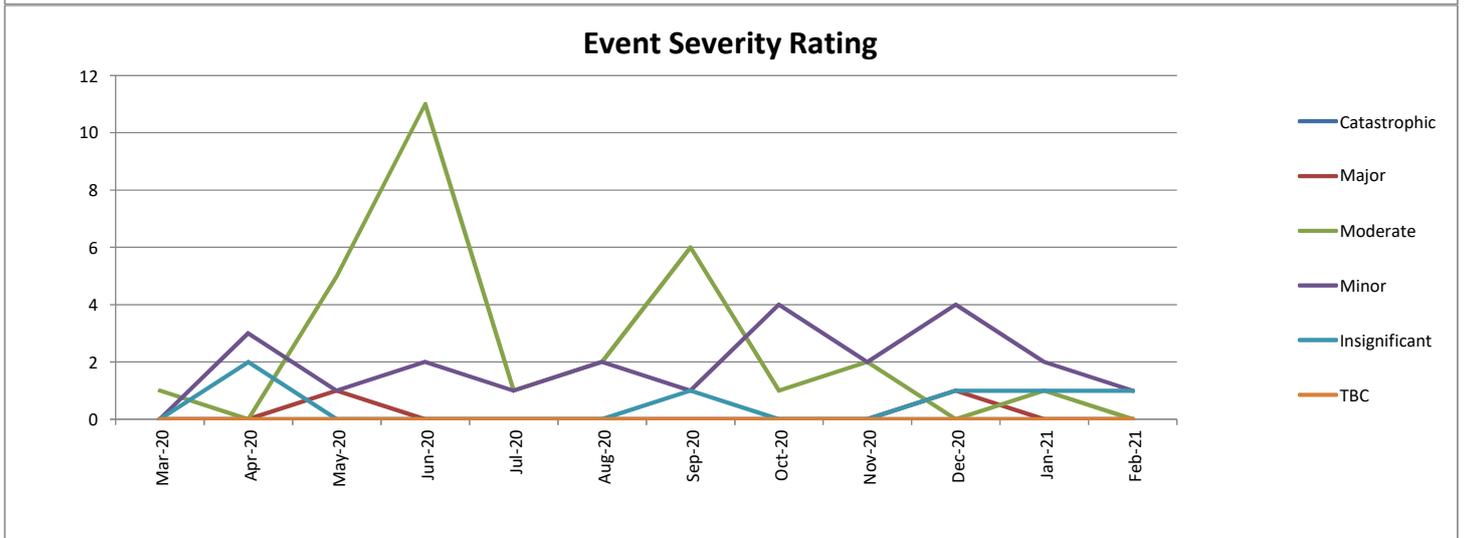
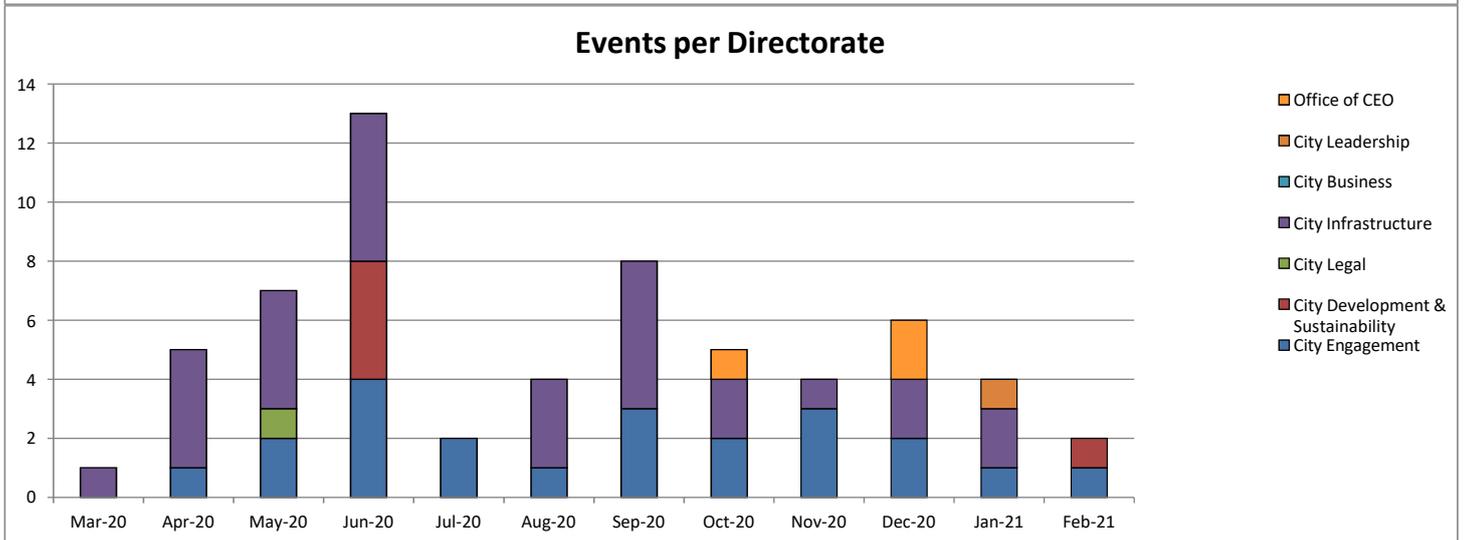
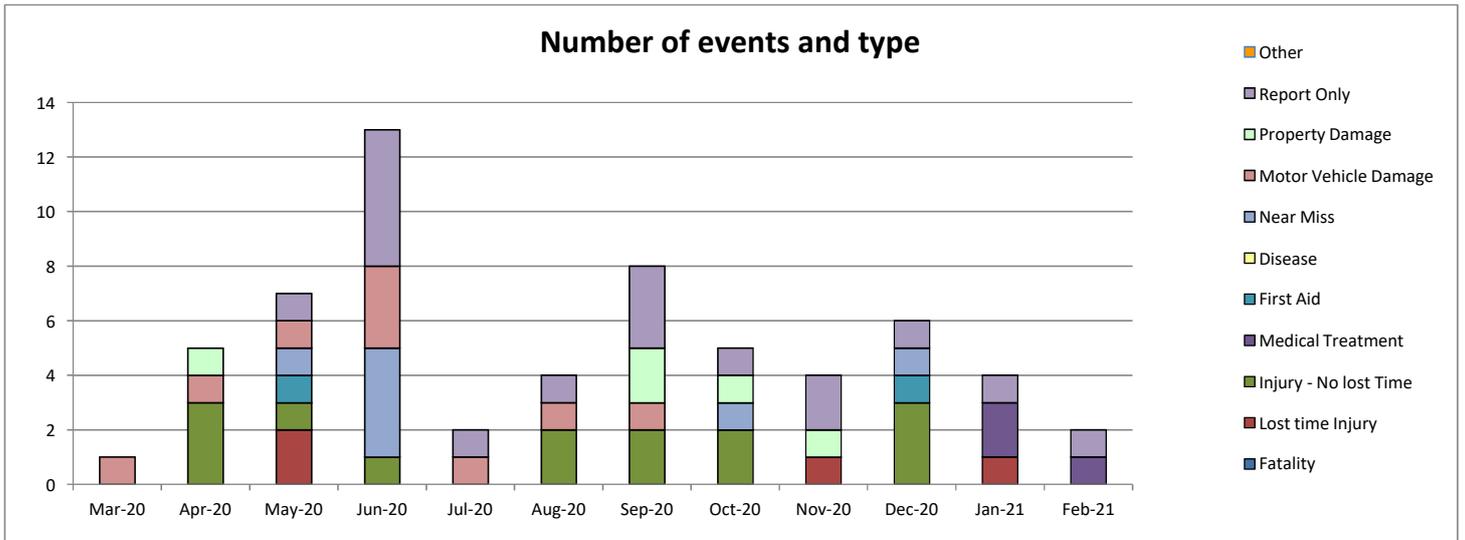
Audit and Risk Committee comments:

- Continue to encourage the reporting of all incidents, injuries and near misses.
- Reporting continuing to trend down could provide benefits to the City's premiums.

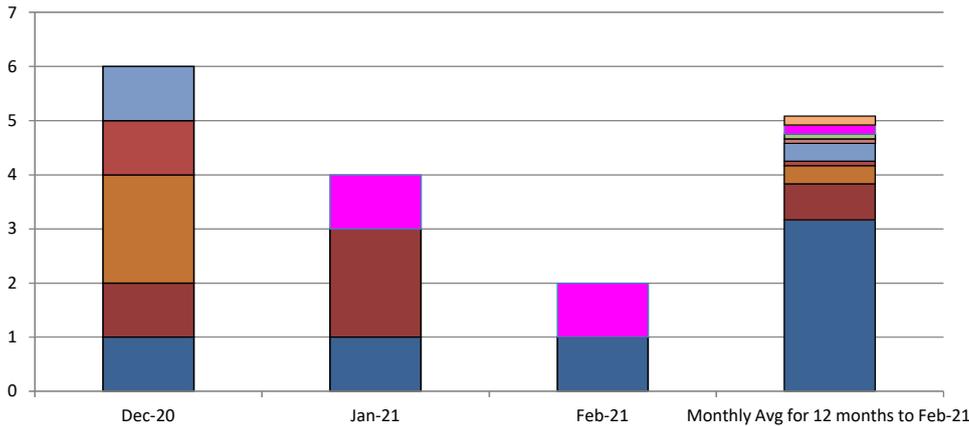
Audit and Risk Committee Noted:

- That the Safety and Health Management System Framework is comprised of a three tier approach, with the tiers one and two documentation now finalised. Tier 1 being the overview of the City's Policy and Framework, Tier 2 being the City's Safety and Health Systems, Standards and Procedures (Attachment B) and the final tier of the framework, Tier 3 being the Safety and Health Framework Procedures and Operating Processes.
- Confirmed that the Bodily Location of Injury (located within Attachment A) N/A areas relate to a near miss incident where there was no injury received. For example: an employee was forced off the footpath by a footpath cleaner and had reported the near miss.
- Near miss injuries are reported to allow the City to track all data and in the event of multiple occurrences of a near miss corrective actions can be put in place.
- That incidents reported with injuries with no loss time be encouraged to be reported, including the management of them.

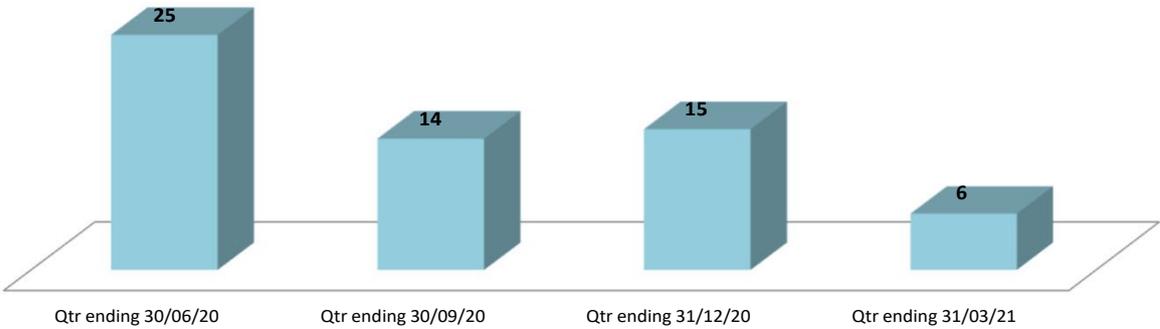
City of Kwinana - OSH Statistical Data Report – 15 February 2021



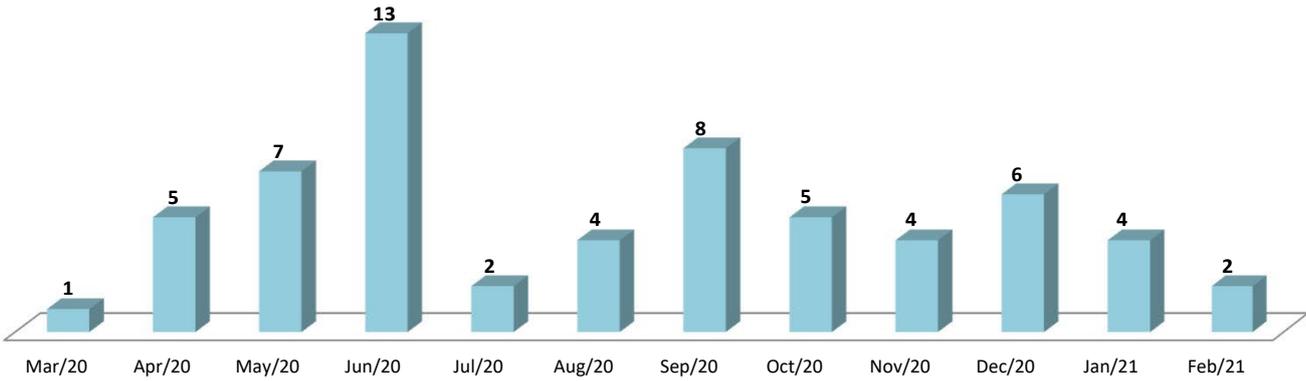
Nature of Injury



Incident Frequency Trend



Incident Frequency Trend



7 Late and urgent Business

Nil

8 Confidential items

COMMITTEE DECISION

MOVED P FEASEY

SECONDED CR M ROWSE

That, in accordance with Section 11.7 of the City of Kwinana *Standing Orders Local Law 2019*, the Audit and Risk Committee move behind closed doors to allow discussion of the Confidential Item.

CARRIED
5/0

The Council Chambers doors were closed at 5:46pm.

8.1 Risk Report – OneCouncil Project

This report and its attachments are confidential in accordance with Section 5.23(2)(c) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and

COMMITTEE DECISION

MOVED CR S LEE

SECONDED CR M ROWSE

That the Audit and Risk Committee note the Churchill Consulting's progress towards re-planning the OneCouncil project with a phased approach, and assessing the viability of transitioning to a Software as a Service (SaaS) product.

CARRIED
5/0

8.2 Management Comment

This briefing was confidential in accordance with Section 5.23(2)(a) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

- (a) a matter affecting an employee or employees; and

COMMITTEE DECISION

MOVED CR P FEASEY

SECONDED MAYOR C ADAMS

That the Audit and Risk Committee return from Behind Closed Doors.

**CARRIED
5/0**

The Council Chambers doors were opened at 5:59pm.

9 Close of meeting

The Chair, Gaye McMath declared the meeting closed at 6:03pm.