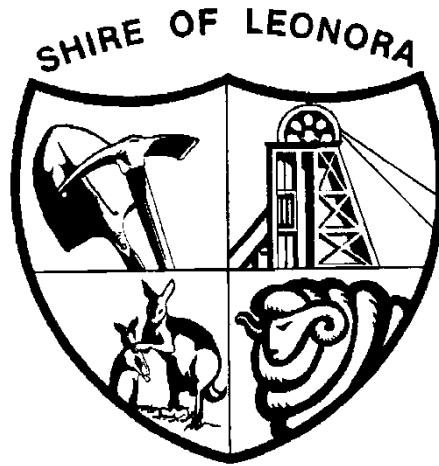


SHIRE OF LEONORA



AUDIT AND RISK COMMITTEE MEETING

MINUTES OF MEETING HELD 20TH DECEMBER 2016, AT 12:31PM.

JG EPIS
CHIEF EXECUTIVE OFFICER

1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS / FINANCIAL INTEREST DISCLOSURE

Chairperson, Cr PJ Craig, declared the meeting open at 12:31pm.

2.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

2.1 Present	
President	PJ Craig
Councillors	RM Cotterill
	RA Norrie
	AE Taylor
	LR Petersen
Acting Chief Executive Officer	TM Browning
2.2 Apologies	
Councillor	GW Baker
Chief Executive Officer	JG Epis

3.0 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

Draft motion: That the Minutes of the Ordinary Meeting held on 20th September, 2016 be confirmed as a true and accurate record.

Moved Cr MWV Taylor, Seconded Cr RA Norrie that the minutes of the Audit and Risk Committee Meeting held on the 20th September, 2016 be confirmed as a true and accurate record.

CARRIED (6 VOTES TO 0)

4.0 REPORTS OF OFFICERS

4.1 CHIEF EXECUTIVE OFFICER

4.1.1 RISK EXECUTIVE REPORT

SUBMISSION TO: Meeting of Audit Committee
Meeting Date: 20th December 2016

AGENDA REFERENCE:

SUBJECT: Risk Executive Report

LOCATION / ADDRESS: Nil

NAME OF APPLICANT: Nil

FILE REFERENCE: Nil

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Jim Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 13th December, 2016

BACKGROUND

The Shire has undertaken a review of its risk profile and established a set of strategic and operational risks which are regularly reported to the Audit Committee. At the last meeting of the Audit & Risk Committee held on 20th September 2016, the committee requested for any new risks identified as part of the ongoing review process to be presented at the next Audit Committee meeting.

The attached reports detail all high category strategic risks and operational risks that were identified when this framework was developed approximately two years ago. Each risk has been reviewed and progress comments have been updated by responsible personnel. The outcome from ongoing system and process reviews have identified two new high category strategic risks for consideration.

The reports communicate the current action status. A number of risks have been actioned and closed out as complete and the remaining risks are in progress. Details communicating the commitment to risk level management are contained within the risk report. All risks will remain under review until the end of the 2016/2017 reporting period to ensure effective controls are in place.

The attached reports form the risk actions for 2016/17 for the committee's consideration.

Both areas of risk are subject to change and modification during the year on the authorisation of the Chief Executive Officer and Audit & Risk Committee.

DETAILS

Specific attention has been made to analyse the alignment between the internal operating protocols and the Integrated Strategic Plans and Practices recently adopted by council. To date, additional strategic risks identified for consideration include regulatory obligation and effective information systems. These core level strategic risks have the potential to impact on the successful and effective delivery of the updated Integrated Strategic Plans. Solutions for managing these additional risks have been identified within the reports for consideration. A Shire operated electronic risk management platform is an option to support a high level of risk information communication on regulatory changes, reporting, data storage and improvement options. An electronic system will enable the Shire to improve on the response time to unplanned risk events and generate more accurate risk profiling reports for future funding applications.

As identified within the last reporting period, personnel independent of operations and processes have undertaken reviews of current operating protocols and adherence to statutory compliance requirements. This

process, as outlined within regulation 17, is ongoing and is preparing for the revision and updating of the overall risk management framework. A revised framework is critical for ensure the community service delivery objectives are achieved according to the acceptable risk appetite outlined within the Strategic Community Plan.

Risks identified as part of the 2015 review will remain in the reports. Each risk attracts a risk level relevant to the impact on service delivery. All risks will be included in the ongoing monitoring process regardless of action status. New risks will continue to be identified and reported on for the committee's consideration.

The attached strategic and operational risk reports detail the action progress of each risk for 2016/17 and are presented for the committee's consideration.

STATUTORY IMPLICATIONS

Areas of risk are subject to change and modification during the year on the authorisation of the Chief Executive Officer and Audit Committee, whom as per section regulation 17.1 of the Local Government (Audit) Regulations 1996 will continue to monitor the Appropriateness and Effectiveness of the Councils Systems and Procedures.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The improvement of risk profiling and reporting may increase opportunity for funding towards key service delivery objectives.

STRATEGIC IMPLICATIONS

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

The role of the audit committee is to monitor identified strategic high risks and their treatment solutions to ensure the community receives the services delivered effectively as outlined within the Strategic Plans.

Monitoring and reviewing activities will continue to provide evidence of the appropriateness and effectiveness of systems and procedures in regard to risk management, internal control and legislative compliance, as required by the Local Government (Audit) Regulations 1996.

RECOMMENDATIONS

That the Audit Committee:

- 1. Notes the reviewed Strategic Risk – December 2016 High Risk Report*
- 2. Notes the reviewed Operational Risk – December 2016 High Risk Report*
- 3. Endorse the risks and actions within the above reports for reporting purposes to the Audit & Risk Committee during 2016/2017*
- 4. Review for consideration an electronic risk management platform.*

VOTING REQUIREMENT

Simple Majority

COMMITTEE DECISION

Moved Cr RM Cotterill, Seconded Cr AE Taylor that the Audit Committee:

- 1. Notes the reviewed Strategic Risk – December 2016 High Risk Report*
- 2. Notes the reviewed Operational Risk – December 2016 High Risk Report*
- 3. Endorse the risks and actions within the above reports for reporting purposes to the Audit & Risk Committee during 2016/2017*
- 4. Review for consideration an electronic risk management platform.*

CARRIED (6 VOTES TO 0)

Strategic Risk Report December 2016 – High Risk Category

Shire of Leonora



SR-015	Failure to comply with regulatory obligations.	HIGH
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Primary Category: Corporate Governance

Responsible Officer:

Tanya Browning

Primary Sub-Category:

Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Revised

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Future

Consequence Major
Effectiveness of Controls Excellent
Likelihood Possible

Risk Rating High

Risk Rating High

Risk Rating High

Existing Controls

Revised

Delegations of Authority reviewed and updated 6 monthly. Legislation compliance checklist. Ongoing monitoring of regulatory and statutory changes and amendments.

Solutions

Solutions	Action Status	End Date	Responsible Officer
Identify suitable subscriptions to electronic platforms which will deliver internal audit documents aligned with current regulatory requirements and highlight regulatory changes for inclusion into current practices.	In Progress	30/06/2017	Tanya Browning
Progress Comments: Review for suitable systems underway.			

SR-016	Ineffective information systems.	HIGH
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Primary Category: Capacity to deliver services
Primary Sub-Category: **Responsible Officer:** Tanya Browning
Secondary Responsible Officers:

Secondary Categories:**Inherent****Consequence** Major**Likelihood** Possible**Risk Rating** High**Revised****Consequence** Major**Effectiveness of Controls** Good**Likelihood** Possible**Risk Rating** High**Future****Consequence** Major**Effectiveness of Controls** Excellent**Likelihood** Possible**Risk Rating** High**Existing Controls****Revised**

Current procedures for the effective management of Shire information. Various platforms to communicate and store information relevant to council plans.

Solutions

Solutions	Action Status	End Date	Responsible Officer
Review and implement a suitable electronic platform to store, manage and report key information required to deliver council plans.	In Progress	30/06/2017	Tanya Browning
Progress Comments: Review of suitable platforms underway.			

SR-001	Failure to protect staff or third parties from injury.	HIGH
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Primary Category:	Human Safety and Well – Being	Responsible Officer:	Jim Epis
Primary Sub-Category:		Secondary Responsible Officers:	
Secondary Categories:			
<u>Inherent</u>		<u>Revised</u>	
Consequence	Major	Consequence	Major
Likelihood	Possible	Effectiveness of Controls	Excellent
		Likelihood	Possible
Risk Rating	High	Risk Rating	High
<u>Future</u>		<u>Future</u>	
Consequence	Major	Effectiveness of Controls	Excellent
Likelihood	Possible	Likelihood	Possible
Risk Rating	High	Risk Rating	High

Existing Controls**Revised**

Comprehensive OHS procedures, policies, training and communication. Proactive operational inspections.

Solutions

Solutions	Action Status	End Date	Responsible Officer
Ensure an OSH Risk Management Plan is in place in line with the Risk Management Policy and Procedure Manual.	In Progress	30/06/2017	Jim Epis
Progress Comments: OSH Documents under review. Updates to be implemented in consultation with LGIS. Documents to be included into document management system.			

SR-006	Inability to fund the maintenance replacement and renewal of infrastructure assets	HIGH
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Primary Category:	Capacity to Deliver Services	Responsible Officer:	Tanya Browning
Primary Sub-Category:		Secondary Responsible Officers:	
Secondary Categories:			
<u>Inherent</u>		<u>Revised</u>	<u>Future</u>
Consequence	Major	Consequence	Major
Likelihood	Possible	Effectiveness of Controls	Good
		Likelihood	Possible
Risk Rating	High	Risk Rating	High
		Effectiveness of Controls	Non-existent
		Likelihood	Possible
		Risk Rating	High

Solutions

Solutions	Action Status	End Date	Responsible Officer
LTFP informed by asset management plans for infrastructure assets	In Progress	30/12/2017	Tanya Browning
Progress Comments: Strategic Resource Plan adopted by council with includes asset management and maintenance funding projections. Asset Management Plans for individual asset groups being drafted to support detailed planning.			

SR-007	Waste management facilities and services do not adhere to licensing and legislative requirements	HIGH
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Primary Category:	Capacity to Deliver Services	Responsible Officer:	Dan Yates
Primary Sub-Category:		Secondary Responsible Officers:	
Secondary Categories:			
<u>Inherent</u>		<u>Revised</u>	<u>Future</u>
Consequence	Major	Consequence	Major
Likelihood	Possible	Effectiveness of Controls	Good
		Likelihood	Possible
Risk Rating	High	Risk Rating	High
		Effectiveness of Controls	Non-existent
		Likelihood	Possible
		Risk Rating	High

Solutions

Solutions	Action Status	End Date	Responsible Officer
Waste Strategy exists in accordance with licensing and legislative requirements	In Progress	30/06/2017	Dan Yates
Progress Comments: Facility is currently operating to an acceptable compliance level. Scope for new liquid waste facility being finalised.			

SR-008	Failure or reduction in service of infrastructure assets, plant, equipment or machinery.	HIGH
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Capacity to Deliver
Primary Category: Services
Primary Sub-Category: **Responsible Officer:** Dan Yates
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Risk Rating High

Revised

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Risk Rating High

Future

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Risk Rating High

Existing Controls

Revised

Asset management, maintenance and replacement plans in place

Solutions

Solutions	Action Status	End Date	Responsible Officer
Improve the asset management schedules and create an asset management database	In Progress	30/06/2017	Dan Yates
Progress Comments: Fleet Management system being utilized. Credible output reports are being generated successfully. Additional assets are being tested for use within the system.			

SR-014	Non-compliance with Occupation Health & Safety (OH&S) Regulations and physical security requirements	HIGH
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Primary Category: Human Safety and Well – Being
Primary Sub-Category: **Responsible Officer:** Tanya Browning
Secondary Responsible Officers:

Secondary Categories:

<u>Inherent</u>		<u>Revised</u>		<u>Future</u>	
Consequence	Major	Consequence	Major	Consequence	Major
Likelihood	Possible	Effectiveness of Controls	Good	Effectiveness of Controls	Good
		Likelihood	Possible	Likelihood	Possible
Risk Rating	High	Risk Rating	High	Risk Rating	High

Existing Controls

Revised

Workplace inspections, hazard register and staff induction process in place

Solutions

Solutions	Action Status	End Date	Responsible Officer
Develop an HR Framework. This should include an OSH Risk Management Plan in line with the requirements of the risk management policy and procedure manual	In Progress	30/12/2017	Tanya Browning
Progress Comments: Continued liaison with LGIS on opportunities to engage services for development of plan. Review of induction manuals and content relating to OSH also underway. Contract staff engaged to assist with data collection and development of documentation required for framework.			

Operating Risk Report December 2016 – High Risk Category

Shire of Leonora



OR-044	Chemicals used in operating environments	HIGH
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Primary Category:	Human Safety and Well – Being	Responsible Officer:	Dan Yates
Primary Sub-Category:		Secondary Responsible Officers:	
Secondary Categories:			
<u>Inherent</u>		<u>Revised</u>	<u>Future</u>
Consequence	Major	Consequence	Major
Likelihood	Likely	Effectiveness of Controls	Good
		Likelihood	Likely
Risk Rating	High	Risk Rating	High

Existing Controls**Revised**

Draft safe operating procedure in place

Solutions

Solutions	Action Status	End Date	Responsible Officer
Safe operating procedure for use of chemicals exists as well as a chemicals register	In Progress	30/06/2017	Dan Yates

Progress Comments: Safe Working Procedures under development for chemical use. Staff trained in the safe handling of hazardous substances. New staff to undergo training in 2017.

OR-046	Plant and equipment under utilised	HIGH
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Primary Category:	Capacity to Deliver Services	Responsible Officer:	Dan Yates
Primary Sub-Category:		Secondary Responsible Officers:	
Secondary Categories:			
<u>Inherent</u>		<u>Revised</u>	<u>Future</u>
Consequence	Major	Consequence	Major
Likelihood	Likely	Effectiveness of Controls	Excellent
		Likelihood	Likely
Risk Rating	High	Risk Rating	High
		Effectiveness of Controls	Non-existent
		Likelihood	Likely
		Risk Rating	High

Existing Controls**Revised**

Fuel usage and utilisation of plant and equipment recorded

Solutions

Solutions	Action Status	End Date	Responsible Officer
Report regularly on fuel usage and utilization of plant and equipment	In Progress	30/06/2017	Dan Yates
Progress Comments: Fuel usage recorded and reported regularly ex depot fuel supply. Fleet management system has successfully been used for plant and equipment tracking and has the capabilities to report on fuel movements. Testing underway to understand the benefits of changing over from current fuel recording excel/paper based process into fleet system.			

OR-002	CEO responsible to put in place a framework of internal controls over budget formulation and management.	HIGH
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Primary Category: Financial and Legal **Responsible Officer:** Tanya Browning
Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

<u>Inherent</u>		<u>Revised</u>		<u>Future</u>	
Consequence	Major	Consequence	Major	Consequence	Major
Likelihood	Possible	Effectiveness of Controls	Good	Effectiveness of Controls	Non-existent
		Likelihood	Possible	Likelihood	Possible
Risk Rating	High	Risk Rating	High	Risk Rating	High

Existing Controls

Revised

Budget currently prepared internally in line with Long Term Financial Plan and checked by external auditors

Solutions

Solutions	Action Status	End Date	Responsible Officer
Ensure Audit Committee signs off on process and framework for the formulation and management of the annual budget	In Progress	30/06/2017	Tanya Browning
Progress Comments: Framework under development			

OR-003	Unrealistic Budgets Adopted	HIGH
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Primary Category: Financial and Legal **Responsible Officer:** Tanya Browning
Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Risk Rating High

Revised

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Risk Rating High

Future

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Risk Rating High

Existing Controls

Revised

Current Budget prepared within the Leonora Integrated Planning Framework

Solutions

Solutions	Action Status	End Date	Responsible Officer
Ensure annual budgets prepared in accordance with the Leonora Integrated Planning Framework	In Progress	30/12/2017	Tanya Browning
Progress Comments: Integrated Planning documents form basis of budgets, ensuring that priority is placed as it has been assessed. Revised Strategic Resource Plan (LTFP & AMP) being presented to Council Sep 2016 for consideration, which will provide more streamlined framework for staff preparing budget etc..			

OR-009	Council's statutory reports provide inaccurate financial information	HIGH
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Primary Category: Financial and Legal **Responsible Officer:** Tanya Browning
Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Risk Rating High

Revised

Consequence Major
Effectiveness of Controls Good

Likelihood Possible

Risk Rating High

Future

Consequence Major
Effectiveness of Controls Non-existent

Likelihood Possible

Risk Rating High

Existing Controls

Revised

General Ledger reconciliations (including control and clearing accounts) are prepared on a regular basis; all reconciliations independently reviewed.

Solutions

Solutions	Action Status	End Date	Responsible Officer
Actual results compared to budget regularly and provided in management reports. Management reviews and investigates significant variances.	In Progress	30/06/2017	Tanya Browning
Progress Comments: Moore Stephens provide remote accounting service with review of entries etc. Independent management reports are forwarded to the CEO monthly to advise of issues or actions required. Segregation of duties internally now see more responsibility to the Senior Admin Officer with end of month processing, reviewed by the DCEO			

OR-021	Fixed asset acquisitions, disposals and write-offs are fictitious, inaccurately recorded or not recorded at all	HIGH
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Primary Category: Financial and Legal

Responsible Officer:

Tanya Browning

Primary Sub-Category:

Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major

Likelihood Possible

Risk Rating High

Revised

Consequence Major

Effectiveness of Controls Good

Likelihood Possible

Risk Rating High

Future

Consequence Major

Effectiveness of Controls Non-existent

Likelihood Possible

Risk Rating High

Existing Controls

Revised

Reconciliation of fixed assets to the General Ledger is performed regularly.

Solutions

Solutions	Action Status	End Date	Responsible Officer
All fixed asset acquisitions and disposals are approved in accordance with delegation of authority and relevant procurement and fixed asset policies.	Completed	30/06/2017	Tanya Browning
Progress Comments: External valuers have inspected and reviewed registers for all assets categories. These reports are forwarded to Moore Stephens for financial reporting purposes which are also reconciled against asset and financial registers independently. Extensive review has been undertaken with infrastructure and corrected to accurately reflect Council ownership. Disposals and acquisitions reported monthly to Council and compared against budget estimates. Physical stock takes of asset classes to continue as part of revaluation cycles.			

OR-022	Fixed Asset maintenance and/or renewals are inadequately planned	HIGH
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Primary Category:	Capacity to Deliver Services	Responsible Officer:	Dan Yates
Primary Sub-Category:		Secondary Responsible Officers:	
Secondary Categories:			
Inherent		Revised	Future
Consequence	Major	Consequence	Major
Likelihood	Possible	Effectiveness of Controls	Good
		Likelihood	Possible
Risk Rating	High	Risk Rating	High
		Effectiveness of Controls	Non-existent
		Likelihood	Possible
		Risk Rating	High

Existing Controls**Revised**

Asset Management Plans direct Council's programmed maintenance and asset renewal schedules

Solutions

Solutions	Action Status	End Date	Responsible Officer
Asset Management Plans exist for all major asset classes and all changes to the asset management plan must be approved by Council	In Progress	31/06/2017	Dan Yates
Progress Comments: Combined Asset Management Plan has been incorporated into the adopted Strategic Resource Plan. Detailed individual asset class plans are being drafted through the NAMS system.			

OR-028	Council does not raise the correct level of rate income	HIGH
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Primary Category: Financial and Legal **Responsible Officer:** Tanya Browning
Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Risk Rating High

Revised

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Risk Rating High

Future

Consequence Major
Effectiveness of Controls Non-existent
Likelihood Possible

Risk Rating High

Existing Controls

Revised

Actual rate revenue and rate rebates are compared to budget regularly; management reviews and investigates significant variances.

Solutions

Solutions	Action Status	End Date	Responsible Officer
Management regularly reviews the calculation methodology within the rate application system and for a sample of ratepayers to ensure correct calculation and methodology has been used.	Completed	30/06/2017	Tanya Browning
Progress Comments: Reports are also exported to excel for double checking and data integrity sampling. Reconciliations of data is performed and checked by a senior officer daily.			

OR-029	Council loses recurrent Grant funding to provide existing service	HIGH
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Primary Category:	Capacity to Deliver Services	Responsible Officer:	Jim Epis
Primary Sub-Category:		Secondary Responsible Officers:	
Secondary Categories:			
Inherent		Revised	Future
Consequence	Major	Consequence	Major
Likelihood	Possible	Effectiveness of Controls	Good
		Likelihood	Possible
Risk Rating	High	Risk Rating	High
		Effectiveness of Controls	Non-existent
		Likelihood	Possible
		Risk Rating	High

Existing Controls**Revised**

Council has a grant revenue register which records details such as reporting deadlines, amount and instalments expected and key milestones.

Solutions

Solutions	Action Status	End Date	Responsible Officer
Council has a clear process to review services where grant funding has ceased to ensure it understands the financial impact on its sustainability.	In Progress	30/06/2017	Jim Epis
Progress Comments: Regular reviews and meetings are held with appropriate government departments to ensure that grant commitments are maintained and not suddenly withdrawn. Grants register currently being developed to better record, report and monitor ongoing and operational grant funding.			

OR-031	Receipts are not deposited at the bank on a timely basis or not recorded	HIGH
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Primary Category: Financial and Legal **Responsible Officer:** Tanya Browning
Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

<u>Inherent</u>		<u>Revised</u>		<u>Future</u>	
Consequence	Major	Consequence	Major	Consequence	Major
Likelihood	Possible	Effectiveness of Controls	Good	Effectiveness of Controls	Non-existent
		Likelihood	Possible	Likelihood	Possible
Risk Rating	High	Risk Rating	High	Risk Rating	High

Existing Controls

Revised

Receipts are deposited regularly at the bank by a person independent from the initial recording of the cash receipts

Solutions

Solutions	Action Status	End Date	Responsible Officer
Bank statements are reconciled to the general ledger and banking reports where relevant, monthly and are reviewed by an authorised person.	Completed	30/06/2017	Tanya Browning
Progress Comments: Moore Stephens provide remote accounting service with review of entries etc. Independent management reports are forwarded to the CEO monthly to advise of issues or actions required. Bank reconciliations are completed/reviewed by Moore Stephens, who are independent of entries by Shire staff.			

OR-047	Abide by on-road regulations and - chain of responsibility	HIGH
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Primary Category: Shire Reputation and Governance
Primary Sub-Category:

Responsible Officer: Dan Yates
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Risk Rating High

Revised

Consequence Major
Effectiveness of Controls Fair
Likelihood Possible

Risk Rating High

Future

Consequence Major
Effectiveness of Controls Non-existent
Likelihood Possible

Risk Rating High

Existing Controls

Revised

Draft process being developed for maintenance and on-road chains of responsibility

Solutions

Solutions	Action Status	End Date	Responsible Officer
Ensure it is well documented where the Shire fits in the Chain of Responsibility	In Progress	30/06/2017	Dan Yates

Progress Comments: Asset maintenance plans are under development. Position descriptions are under review. Chain of responsibilities will be identified as the output of this process and a responsibilities roadmap can be developed as a visual representation to ensure relevant risks are managed effectively.

OR-048	Maintenance records for plant and machinery kept in accordance with manufacturers specifications and OHS legislation	HIGH
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Primary Category: Shire Reputation and Governance

Primary Sub-Category:

Secondary Categories:

Responsible Officer:

Dan Yates

Secondary Responsible Officers:

Inherent

Consequence Critical

Likelihood Possible

Risk Rating Moderate

Revised

Consequence Major

Effectiveness of Controls Good

Likelihood Possible

Risk Rating High

Future

Consequence Major

Effectiveness of Controls Good

Likelihood Possible

Risk Rating High

Existing Controls

Revised

Maintenance job cards completed and closed whenever an item of plant and equipment is serviced.

Solutions

Solutions	Action Status	End Date	Responsible Officer
Ensure maintenance records for all plant and machinery detailing scheduled and unscheduled maintenance, are kept and easily accessible	In Progress	30/12/2017	Dan Yates
Progress Comments: Ongoing effective use of the fleet management system. Random system testing has taken place to ensure correct use and useful output reporting.			

5.0 NEXT MEETING

20th March 2017, following the conclusion of the Ordinary meeting of Council commencing at 9:30am.

6.0 CLOSURE OF MEETING

There being no further business, Chairperson Cr PJ Craig declared the meeting closed at 1:15pm.