

Confirmed Minutes Audit and Risk Committee Meeting

25 June 2024

I certify that the minutes of the meeting
of the Audit and Risk Committee
meeting held 25 June 2024 were
confirmed on 27 August 2024.



Presiding Member



ATTENTION/DISCLAIMER

The purpose of this Committee Meeting is to discuss and make recommendations to Council about items appearing on the agenda and other matters for which the Committee is responsible. The Committee has no power to make any decisions which are binding on the Council or the Shire of Mundaring unless specific delegation of authority has been granted by Council. No person should rely on or act on the basis of any advice or information provided by a committee member or employee, or on the content of any discussion occurring, during the course of the Committee Meeting.

The Shire of Mundaring expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a committee member or employee, or the content of any discussion occurring during the course of the Committee Meeting.



CONTENTS

1.0	OPENING PROCEDURES	4
1.1	ANNOUNCEMENT OF VISITORS.....	4
1.2	ATTENDANCE/APOLOGIES	4
2.0	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	4
3.0	DECLARATION OF INTEREST	5
3.1	DECLARATION OF FINANCIAL INTEREST AND PROXIMITY INTERESTS	5
3.2	DECLARATION OF INTEREST AFFECTING IMPARTIALITY.....	5
4.0	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	5
5.0	PUBLIC QUESTION TIME	5
6.0	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	6
	ARC1.06.24.....	6
7.0	REPORTS OF EMPLOYEES	7
7.1	WORK HEALTH AND SAFETY - ACTION PLAN PROGRESS	7
	ARC2.06.24.....	9
7.2	AUDIT AND RISK COMMITTEE ACTION ITEMS - STATUS REPORT.....	14
	ARC3.06.24.....	16
8.0	URGENT BUSINESS (LATE REPORTS)	17
9.0	CONFIDENTIAL REPORTS	17
	ARC4.06.24.....	18
9.1	GENERAL COMPUTER CONTROLS - CAPABILITY MATURITY FRAMEWORK SELF-ASSESSMENT	18
	ARC5.06.24.....	18
10.0	CLOSING PROCEDURES	18
10.1	DATE, TIME AND PLACE OF THE NEXT MEETING	18
10.2	CLOSURE OF THE MEETING	18

**AUDIT AND RISK COMMITTEE
COMMITTEE ROOM, 7000 GREAT EASTERN HIGHWAY, MUNDARING – 4.00PM**

1.0 OPENING PROCEDURES

The Presiding Member declared the meeting open at 4.01pm.

Acknowledgement of Country

Shire of Mundaring respectfully acknowledges the Whadjuk people of the Noongar Nation, who are the traditional custodians of this land. We acknowledge Elders past, present and emerging and respect their continuing culture and the contribution they make to the region.

1.1 Announcement of Visitors

Nil

1.2 Attendance/Apologies

The Presiding Member confirmed that they have received Ms Zulsdorf's declaration to attend this meeting by electronic means with approval provided by the Shire President in accordance with section 14CA of the *Local Government (Administration) Regulations 1996*.

Members	Mr Tony Wittcomb (Presiding Member)	External Member
	Cr Trish Cook (Deputy Presiding Member)	South Ward
	Pres Paige McNeil	President
	Cr Prapti Mehta	Central Ward
	Cr Doug Jeans	Central Ward
	Ms Shona Zulsdorf (via electronic means)	External Member

Staff	Garry Bird	Director Corporate Services
	Stan Kocian	Manager Finance and Governance
	Jeannine Bryant (Item 7.1)	Manager People and Culture
	Robert Campbell (Item 9.1)	Manager Information Technology
	Andrea Douglas	Minute Secretary

Apologies	Cr Karen Beale	West Ward
	Jason Whiteaker	Chief Executive Officer
	Elizabeth Nicholls	Governance Coordinator

Guests Nil

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

- The Presiding Member attended an OAG Forum for Audit and Risk Committee Chairs on May 30, with Ms. Caroline Spencer (Auditor General) presenting:-
 - Hardline process to continue
 - Will expect outstanding issues to be address in a timely manner
 - Recommendation that OAG Guidelines are used as checklist prior to any audits
 - New audit tool being developed – OAG in learning process

- Recent survey of Committee Chairs → learnings
 - Improve timeliness
 - Better communications and engagement
 - OAG members to attend ARCs if invited
 - Provide clarity around independent roles
 - Clarity on fee structure
- Cyber fraud increasing area of focus → major areas of concern
- Treasury and Public Sector → Financial Management Capability CI Project
 - Reducing instructions from 63 – 10
 - Moving from Principles to Rules based from next financial year
 - Expecting capability lift, especially related to document judgements

3.0 DECLARATION OF INTEREST

3.1 Declaration of Financial Interest and Proximity Interests

Council Members must disclose the nature of their interest in matters to be discussed at the meeting (*Part 5 Division 6 of the Local Government Act 1995*).

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting (*Sections 5.70 and 5.71 of the Local Government Act 1995*).

Nil

3.2 Declaration of Interest Affecting Impartiality

A Council Member or an employee who has an interest in a matter to be discussed at the meeting must disclose that interest (*Shire of Mundaring Code of Conduct, Local Government (Admin) Reg. 34C*).

Nil

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.0 PUBLIC QUESTION TIME

Procedures for asking and responding to questions are determined by the Presiding Member and in accordance with the Shire's Meeting Procedures Local Law 2015. Questions must relate to a function of the Committee.

Nil

6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OFFICER RECOMMENDATION / COMMITTEE DECISION		ARC1.06.24	
Moved by	Pres McNeil	Seconded by	Cr Mehta
That:			
1. the Minutes of the Audit and Risk Committee Meeting held 23 April 2024 be confirmed; and			
2. the Minutes of the Special Audit and Risk Committee Meeting held 21 May 2024 be confirmed.			
CARRIED 6/0			
For:	Pres McNeil, Cr Cook, Cr Mehta, Mr Wittcomb, Ms Zulsdorf and Cr Jeans		
Against:	Nil		

7.0 REPORTS OF EMPLOYEES

7.1 Work Health and Safety - Action Plan progress

File Code	HR.WHS 4.4.1
Author	Jeannie Marlow, WHS coordinator
Senior Employee	Jeannine Bryant, Manager People & Culture
Disclosure of Any Interest	Nil
Attachments	1. Shire of Mundaring WHS Action Plan ↓

PURPOSE

This report outlines progress and actions following the audit undertaken by Delivering Outcomes Pty Ltd. Shire of Mundaring's WHS Action Plan (**Attachment 1**) is presented to the committee for noting.

BACKGROUND

A large component of the plan required a detailed review of all Work Health and Safety (WHS) policies and procedures. Further to activities reported in December 2023, the following projects have been completed as follows:

- Procurement and Implementation of WHS Software (SiteDocs)
 - Development of forms and templates
 - Education and training
- Asbestos Management Project
 - New policy and procedure
 - Asbestos Management Plans for 46 Shire Buildings
 - Asbestos Register
 - Awareness Training
- Working in Isolation
 - New policy and procedure

Work has commenced on the following projects

- Volunteer Management and Contractor Management
 - New policy and procedure
 - Streamline process for Onboarding
 - Education and training
- Visitor Management
 - New policy and procedure

- Education and training
- Health and Well-being Project

STATUTORY / LEGAL IMPLICATIONS

Work Health and Safety Act 2020

Work Health and Safety (General) Regulations 2022

POLICY IMPLICATIONS

The Shire’s “Work Health and Safety Policy” (2.1) has been reviewed and is current as at April 2023.

FINANCIAL IMPLICATIONS

The report by Delivering Outcomes Pty Ltd recommended investment in Work Health and Safety. The below provides an update of progress in this regard;

- LGIS (consultant) engaged to deliver Incident Investigation, Hazard Awareness, Identification and Control training

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.3 – Risks are well managed

SUSTAINABILITY IMPLICATIONS

Governance

- Commitment to providing a safe work environment
- Deliver outcomes that are consistent with strategic goals and objectives of the Shire
- Comply with relevant legislation and regulation
- Adequately manage risk

EXTERNAL CONSULTATION

The Shire may seek to engage an external consultant to assist with WHS projects.

RISK IMPLICATIONS

Risk: Delayed roll out of safety management system champions and other key staff not available within expected timeframes.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
Provide sufficient notice and set meeting and roll-out dates as soon as possible to reduce the possibility of delay with staff not being available.		

Risk: Availability of devices to access SiteDocs for field staff		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
Sufficient support is provided by line manager to ensure all team members have access.		

CORPORATE COMMUNICATIONS

The Council Decision will be communicated in the following way/s.

Direct to stakeholder /s	Website article/ post	Social media post	Print article/ media release	E-newsletter/ Community update	Advertisement	Nil
						✓

COMMENT

The WHS Action plan is progressing well and the Shire continues to work towards an improved safety culture. This has been demonstrated by increased WHS communication through safety noticeboards, and increased site visits from the WHS team.

The implementation of the SiteDocs safety management system will continue to build a positive safety culture, with the project objectives detailed below:

1. To provide access to all workers to WHS documents, including training records licenses, certificates, and internal training records, policies, procedures, improvement plans, action plans, SDS records, SWMS, SWPs, AND JSAs
2. To automate all WHS procedures, processes, workflows and tools to an appropriate level.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION / COMMITTEE DECISION	ARC2.06.24
Moved by Cr Cook	Seconded by Cr Mehta
That the Committee note actions completed from the Work Health and Safety Action Plan.	
CARRIED 6/0	
For: Pres McNeil, Cr Cook, Cr Mehta, Mr Wittcomb, Ms Zulsdorf and Cr Jeans	
Against: Nil	

Shire of Mundaring WHS Action Plan											
Start: 16/01/2023		Task Start		Task Duration	54%	Display: Daily		Week: 1		Show Overdue: No	
End: 11/02/2026		Task Start		Task Duration	54%	Display: Daily		Week: 1		Show Overdue: No	
Today: 12/06/2024		Task Start		Task Duration	54%	Display: Daily		Week: 1		Show Overdue: No	
IBS	Task	Assign To	Start Date	Work Days	% Done	Priority	Start	End	Revised Start	Revised End	Work Days
Governance & Project Establishment											
			16/01/2023								-
.1	WHS Senior Project Lead In Place	Garry	16/01/2023	2	100%	●	16/01/2023	6/02/2023			15
.2	Project Plan & Approach Finalised	Jeannine	7/02/2023	4	100%	●	7/02/2023	13/02/2023			5
.3	Communication Plan finalised & agreed with WHS Chair	Jeannine	14/02/2023	3	100%	●	14/02/2023	17/02/2023			4
.4	WHS Noticeboards Sourced (Inc. materials)	Monika	9/02/2023	1	100%	●	9/02/2023	9/02/2023			1
.5	Training for WHS Chair & Executive	Monika/Jeannine	30/03/2023	1	100%	●	30/03/2023	30/03/2023			1
.6	Training for WHS Committee	Monika/Jeannine	30/03/2023	1	100%	●	30/03/2023	30/03/2023			1
.7	Training for WHS Advisor & WHS Project Officer	Monika/Jeannine	30/03/2023	2	100%	●	30/03/2023	31/03/2023			2
.8	Researching / Purchasing WHS Software	Monika/Jeannine	30/03/2023	2	100%	●	30/03/2023	31/03/2023			2
.9	Training WHS Safety Representatives (Inc on ground coaching)	Monika	30/03/2023	5	100%	●	30/03/2023	5/04/2023			5
.10	Awareness & Training for Managers & Coordinators (split into two groups)	Monika/Jeannine	10/10/2023	2	100%	●	10/10/2023	11/10/2023			2
.11	Awareness and Training for Supervisors (split into three groups)	Monika/Jeannine	10/10/2023	2	100%	●	10/10/2023	11/10/2023			2
.12	WHS Noticeboards in Place	Monika	24/02/2023	2	100%	●	24/02/2023	25/02/2023			2
.13	Discussion & agreement on how training & competency will be captured with People & Culture Manager	Jeannine	28/09/2023	3	100%	●	28/09/2023	30/09/2023			3
.14	A Contractor & Procurement dedicated resource sourced	Garry/Stan		10	100%	●	28/09/2023	11/10/2023			10
.15	Detailed WHS Advisor & WHS Project Officer training on creating Policies and Procedures	Monika	13/02/2023	2	100%	●	13/02/2023	15/02/2023			2
.16	Agree initial Communication Messages on WHS with WHS Chair and CEO	Jeannine	6/03/2023	1	100%	●	6/03/2023	7/03/2023			1
.17	CEO delivers organisation wide message on WHS, Commitment, Responsibilities and Approach	Jonathan	13/03/2023	1	100%	●	13/03/2023	14/03/2023			1
.18	Initial WHS Committee Meeting - Establishing how it needs to operate, structure and reporting lines	Garry	10/03/2023	3	100%	●	10/03/2023	14/03/2023			3
.19	WHS Project Half Yearly Report (1)	Jeannine	10/06/2023	3	100%	●	10/06/2023	14/06/2023			3
.20	WHS Project Half Yearly Report (2)	Jeannine	10/12/2023	3	100%	●	10/12/2023	11/12/2023			0
WHS Strategic Policy			16/02/2023								22
.1	Draft WHS Strategic Policy is reviewed & approved by WHS Chair & CEO	WHS Team	16/02/2023	1	100%	●	16/02/2023	16/02/2023			1
.2	CEO Draft placed on WHS notice boards	Monika	20/02/2023	2	100%	●	20/02/2023	22/02/2023			2
.3	Draft submitted to Governance for Council approval	Garry	14/03/2023	1	100%	●	14/03/2023	14/03/2023			1
.4	Council approval process completed	Garry	14/03/2023	1	100%	●	14/03/2023	14/03/2023			1
.5	Council approval version updated on WHS noticeboard	Monika	17/03/2023	1	100%	●	17/03/2023	17/03/2023			1
Hazard & Risk Policy & Procedure											
.1	Draft the Management Policy & Procedure & Forms, Templates & Register	Monika	10/09/2023	10	100%	●	10/09/2023	1/11/2023			37
.2	Initial review & education with WHS Committee	WHS Committee	28/02/2023	1	100%	●	28/02/2023	28/02/2023			1
.2.1	Out for consultation & gather feedback	WHS Reps	10/09/2023	12	100%	●	10/09/2023	13/10/2023			24
.2.2	Finalise Policy & Procedure & Give Feedback	WHS Committee	31/9/2023	7	100%	●	10/09/2023	20/10/2023			29
.3	Create your roll out Plan	WHS Team	10/10/2023	5	100%	●	10/10/2023	31/10/2023			16
.3.1	Training & Competency	WHS Team	10/10/2023	24	100%	●	10/10/2023	30/11/2024			300
.3.2	Organisational wide hazard identification	WHS Team	10/10/2023	18	50%	●	10/10/2023	30/11/2024			300
.3.3	Activate full Policy & Procedure	WHS Team	10/10/2023	2	100%	●	10/10/2023	31/10/2023			16
.3.4	Ongoing review to check understanding & Compliance	WHS Team		365	50%	●	-	-			-
Incident Reporting & Investigation											
.1	Draft the Management Policy & Procedure & Forms, Templates & Register	Monika	16/02/2023	7	100%	●	16/02/2023	24/02/2023			7
.2	Initial review & education with WHS Committee	WHS Committee	28/02/2023	1	100%	●	28/02/2023	28/02/2023			1
.3	Out for consultation & gather feedback	WHS Reps	1/03/2023	13	100%	●	1/03/2023	17/03/2023			13
.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	31/03/2023	7	100%	●	31/03/2023	8/04/2023			7
.5	Create your roll out Plan	WHS Team	4/09/2023	5	100%	●	4/09/2023	9/09/2023			5
.6	Training & Competency	WHS Team		24	50%	●	10/10/2023	30/11/2024			300
.7	Activate full Policy & Procedure	WHS Team	15/05/2023	2	100%	●	15/05/2023	17/05/2023			2
.8	Ongoing review to check understanding & Compliance	WHS Team	17/05/2023	365	50%	●	-	-			-
PPEC - Personal Protective Equipment											
.1	Draft the Management Policy & Procedure	Monika	28/02/2023	14	100%	●	28/02/2023	17/03/2023			14
.2	Initial review & education with WHS Committee	WHS Committee	17/03/2023	1	100%	●	17/03/2023	17/03/2023			1
.3	Out for consultation & gather feedback	WHS Reps	18/03/2023	11	100%	●	18/03/2023	1/04/2023			11
.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	31/03/2023	5	100%	●	31/03/2023	6/04/2023			5
.5	Create your roll out Plan	Monika	31/03/2023	7	100%	●	31/03/2023	8/04/2023			7
.6	Training & Competency	WHS Team	8/04/2023	18	100%	●	8/04/2023	3/05/2023			18
.7	Activate full Policy & Procedure	Monika	1/05/2023	2	100%	●	1/05/2023	3/05/2023			2
.8	Ongoing review to check understanding & Compliance	WHS Team		365	50%	●	-	-			-
Competency Identification, Induction, Evaluation & Training											
.1	Draft the Management Policy & Procedure	WHS Team	10/03/2025	65	0%	●	10/03/2025	30/05/2025			65

Attachment 1 to Report 7.1

End: 11/02/2026		Task Start		Task Duration	54%	Priority	Week: 1	Show Overdue: No			
IBS	Task	Assign To	Start Date	Work Days	% Done	Priority	Start	End	Revised Start	Revised End	Work Days
.2	Initial review & education with WHS Committee	WHS Committee	2/06/2025	1	0%	●	2/06/2025	6/06/2025			1
.3	Out for consultation & gather feedback	WHS Reps	9/06/2025	10	0%	●	9/06/2025	20/06/2025			10
.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	23/06/2024	14	0%	●	23/06/2025	11/07/2025			14
.5	Create your roll out Plan	WHS Team	14/07/2025	7	0%	●	16/07/2025	20/07/2025			5
.6	Training & Competency	WHS Team	22/07/2025	20	0%	●	22/07/2025	16/08/2025			20
.7	Activate full Policy & Procedure	WHS Team	19/08/2025	1	0%	●					-
.8	Ongoing review to check understanding & Compliance	WHS Team		365	0%	●	-	-			-
Asset Safety											
.1	Draft the Management Policy & Procedure	WHS Team	1/07/2025	10	0%	●					-
.2	Initial review & education with WHS Committee	WHS Committee		1	0%	●					-
.3	Out for consultation & gather feedback	WHS Reps		12	0%	●					-
.4	Finalise Policy & Procedure & Give Feedback	WHS Committee		7	0%	●					-
.5	Create your roll out Plan	WHS Team		5	0%	●					-
.6	Training & Competency	WHS Team		19	0%	●					-
.7	Activate full Policy & Procedure	WHS Team		2	0%	●					-
.8	Ongoing review to check understanding & Compliance	WHS Team		365	0%	●					-
Chemicals & Hazardous Substances											
.1	Draft the Management Policy & Procedure	WHS Team / LGIS	3/02/2025	10	0%	●	3/02/2025	3/03/2025			20
.2	Initial review & education with WHS Committee	WHS Committee	3/03/2025	1	0%	●	3/03/2025	14/03/2025			9
.3	Out for consultation & gather feedback	WHS Reps	17/03/2025	12	0%	●	17/03/2025	29/03/2025			10
.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	31/03/2025	7	0%	●	31/03/2025	11/04/2025			9
.5	Create your roll out Plan	WHS Team / LGIS	14/04/2025	5	0%	●	14/04/2025	18/04/2025			4
.6	Training & Competency	WHS Team / LGIS		19	0%	●					-
.7	Activate full Policy & Procedure	WHS Team / LGIS	1/05/2025	2	0%	●	1/05/2025	10/05/2025			8
.8	Ongoing review to check understanding & Compliance	WHS Team / LGIS		365	0%	●					-
Contractors - WHS Procurement, Contracts, Compliance & Monitoring											
.1	Draft the Management Policy & Procedure	WHS Team / LGIS	1/05/2024	120	25%	●	1/05/2024	30/08/2024			120
.2	Initial review & education with WHS Committee	WHS Committee	30/08/2024	10	0%	●	30/08/2024	13/09/2024			12
.3	Out for consultation & gather feedback	WHS Reps	16/09/2024	10	0%	●	16/09/2024	27/09/2024			10
.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	30/09/2024	10	0%	●	30/09/2024	11/10/2024			10
.5	Create your roll out Plan	WHS Team / LGIS	14/10/2024	5	0%	●	14/10/2024	18/10/2024			5
.6	Training & Competency	WHS Team / LGIS	21/10/2024	20	0%	●	21/10/2024	16/11/2024			20
.7	Activate full Policy & Procedure	WHS Team / LGIS	18/11/2024	1	0%	●	18/11/2024	18/11/2024			1
.8	Ongoing review to check understanding & Compliance	WHS Team / LGIS		365	0%	●					-
.9	Review online contractor induction	WHS Team/LGIS	22/07/2024	10	0%	●	22/07/2024	2/08/2024			10
Visitor Management											
.9	Draft the Management Policy & Procedure	WHS Team (Monika)	1/07/2024	20	0%	●	1/07/2024	27/07/2024			20
.10	Initial review & education with WHS Committee	WHS Committee	29/07/2024	10	0%	●	29/07/2024	10/08/2024			10
.11	Out for consultation & gather feedback	WHS Reps	13/08/2024	13	0%	●	13/08/2024	29/08/2024			13
.12	Finalise Policy & Procedure & Give Feedback	WHS Committee	2/09/2024	7	0%	●	2/09/2024	11/09/2024			7
.13	Create your roll out Plan	WHS Team	14/09/2024	5	0%	●	14/09/2024	20/09/2024			5
.14	Training & Competency	WHS Team	17/09/2024	19	0%	●	17/09/2024	11/10/2024			19
.15	Activate full Policy & Procedure	WHS Team	14/10/2024	4	0%	●	14/10/2024	18/10/2024			4
.16	Ongoing review to check understanding & Compliance	WHS Team	21/10/2024	365	0%	●					-
Health & Well-Being											
.0	Draft the Management Policy & Procedure	WHS Team	21/10/2024	10	44%	●	21/10/2024	8/11/2024			14
.0.1	Initial review & education with WHS Committee	WHS Committee	11/11/2024	10	0%	●	11/11/2024	23/11/2024			10
.0.2	Out for consultation & gather feedback	WHS Reps	25/11/2024	5	0%	●	25/11/2024	30/11/2024			5
.0.3	Finalise Policy & Procedure & Give Feedback	WHS Committee	2/12/2024	7	0%	●	2/12/2024	11/12/2024			7
.0.4	Create your roll out Plan	WHS Team	9/12/2024	5	0%	●	9/12/2024	14/12/2024			5
.0.5	Training & Competency	WHS Team	16/12/2024	19	0%	●	16/12/2024	30/01/2025			31
.0.6	Activate full Policy & Procedure	WHS Team	3/02/2025	5	0%	●	3/02/2025	8/02/2025			5
.0.7	Ongoing review to check understanding & Compliance	WHS Team		365	0%	●					-
Working in Isolation											
.1	Draft the Management Policy & Procedure	Jeannie	22/10/2023	116	75%	●	22/10/2023	30/04/2024			136
.1.1	Initial review & education with WHS Committee	WHS Committee	30/04/2024	10	75%	●	30/04/2024	10/05/2024			10
.1.2	Out for consultation & gather feedback	WHS Reps	13/05/2024	12	75%	●	13/05/2024	24/05/2024			10
.1.3	Finalise Policy & Procedure & Give Feedback	WHS Committee	27/05/2024	7	75%	●	27/05/2024	21/06/2024			19
.1.4	Create your roll out Plan	WHS Team	22/07/2024	5	0%	●	22/07/2024	26/07/2024			5
.1.5	Training & Competency	WHS Team	5/08/2024	1	0%	●	5/08/2024	5/08/2024			1
.1.6	Activate full Policy & Procedure	WHS Team	12/08/2024	4	0%	●	12/08/2024	12/08/2024			1
.1.7	Ongoing review to check understanding & Compliance	WHS Team		365	0%	●					-
Emergency Management											

Attachment 1 to Report 7.1

End: 11/02/2026		Task Start		Task Duration	54%	Week: 1	Show Overdue: No				
YBS	Task	Assign To	Start Date	Work Days	% Done	Priority	Start	End	Revised Start	Revised End	Work Days
2.1	Draft the Management Policy & Procedure	Jeannie/LGIS	17/02/2025	10	0%	●	17/02/2025	28/02/2025			10
2.2	Initial review & education with WHS Committee	WHS Committee	4/03/2025	5	0%	●	4/03/2025	7/03/2025			5
2.3	Out for consultation & gather feedback	WHS Reps	10/03/2025	10	0%	●	10/03/2025	21/03/2025			10
2.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	24/03/2024	7	0%	●	24/03/2025	28/03/2025			5
2.5	Create your roll out Plan	WHS Team / LGIS	31/03/2025	5	0%	●	31/03/2025	4/04/2025			4
2.6	Training & Competency	WHS Team / LGIS	7/04/2025	19	0%	●	7/04/2025	2/05/2025			19
2.7	Activate full Policy & Procedure	WHS Team / LGIS	5/05/2025	4	0%	●	5/05/2025	9/05/2025			4
2.8	Ongoing review to check understanding & Compliance	WHS Team / LGIS		365	0%	●					-
3	WHS Audit					●					-
3.1	Draft the Management Procedure	Monika	23/01/2023	10	100%	■	23/01/2023	4/02/2023			10
3.2	Initial review & education with WHS Committee	WHS Committee	19/02/2023	1	100%	■	19/02/2023	21/02/2023			1
3.3	Out for consultation & gather feedback	WHS Reps	24/02/2023	12	100%	■	24/02/2023	11/03/2023			12
3.4	Finalise Procedure & Give Feedback	WHS Committee	15/03/2023	7	100%	■	15/03/2023	23/03/2023			7
3.5	Create your roll out Plan	WHS Committee	24/03/2023	5	100%	■	31/03/2023	6/04/2023			5
3.6	Activate full Policy & Procedure	WHS Committee	2/05/2023	4	100%	■	2/05/2023	5/05/2023			4
4	Code of Conduct					●					-
4.1	Draft the Management Policy & Procedure	Monika	13/02/2023	10	100%	■	13/02/2023	25/02/2023			10
4.2	Initial review & education with WHS Committee	WHS Committee	28/02/2023	1	100%	■	28/02/2023	28/02/2023			1
4.3	Out for consultation & gather feedback	WHS Reps	1/03/2023	13	100%	■	1/03/2023	17/03/2023			13
4.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	31/03/2023	7	100%	■	31/03/2023	8/04/2023			7
4.5	Create your roll out Plan	Jeannine	3/04/2023	5	100%	■	3/04/2023	8/04/2023			5
4.6	Training & Competency	Jeannine	7/04/2023	19	100%	■	7/04/2023	3/05/2023			19
4.7	Activate full Policy & Procedure	Jeannine	28/04/2023	4	100%	■	28/04/2023	3/05/2023			4
4.8	Ongoing review to check understanding & Compliance	P&C	2/05/2023	365	100%	■	2/05/2023	25/09/2024			365
5	Volunteer Management					●					-
5.1	Draft the Management Policy & Procedure	Jeannie/LGIS	29/05/2024	15	25%	●	29/05/2024	19/07/2024			15
5.2	Initial review & education with WHS Committee	WHS Committee	28/07/2024	5	0%	●	22/07/2024	26/07/2024			5
5.3	Out for consultation & gather feedback	WHS Reps	5/08/2024	5	0%	●	5/08/2024	9/08/2024			4
5.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	12/08/2024	7	0%	●	12/08/2024	23/08/2024			10
5.5	Create your roll out Plan	WHS Team	26/08/2024	5	0%	●	26/08/2024	30/08/2024			5
5.6	Training & Competency	WHS Team	2/09/2024	19	0%	●	2/09/2024	13/09/2024			9
5.7	Activate full Policy & Procedure	WHS Team	30/09/2024	5	0%	●	30/09/2024	4/10/2024			4
5.8	Ongoing review to check understanding & Compliance	WHS Team		365	0%	●					-
6	WHS Targets & Objectives					●					-
6.1	Draft the Management Policy & Procedure	WHS Team	15/07/2024	7	25%	●	15/07/2024	24/07/2024			7
6.2	Initial review & education with WHS Committee	WHS Committee	24/07/2024	1	0%	●	24/07/2024	24/07/2024			1
6.3	Out for consultation & gather feedback	WHS Reps	29/07/2024	13	0%	●	29/07/2024	15/08/2024			13
6.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	19/08/2024	7	0%	●	19/08/2024	28/08/2024			7
6.5	Create your roll out Plan	WHS Team	2/09/2024	5	0%	●	2/09/2024	7/09/2024			5
6.6	Training & Competency	WHS Team	8/06/2023	19	0%	●	14/08/2024	7/09/2024			19
6.7	Activate full Policy & Procedure	WHS Team	30/06/2023	4	0%	●	8/09/2024	13/09/2024			4
6.8	Ongoing review to check understanding & Compliance	WHS Team	4/07/2023	365	0%	●	13/09/2024	11/02/2026			365
7	Asbestos Management					●					-
7.1	Draft the Management Policy & Procedure	WHS Team LGIS	13/11/2023	80	100%	■	5/02/2024	17/05/2024			80
7.2	Initial review & education with WHS Committee	WHS Committee	20/05/2024	44	25%	●	20/05/2024	19/07/2024			44
7.3	Out for consultation & gather feedback	WHS Reps	22/07/2024	13	75%	●	22/07/2024	9/08/2024			14
7.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	12/08/2024	10	50%	●	12/08/2024	24/08/2024			10
7.5	Create your roll out Plan	WHS Team LGIS	2/09/2024	5	0%	●	2/09/2024	6/09/2024			4
7.6	Training & Competency	WHS Team LGIS	30/11/2023	19	100%	■	13/02/2024	13/02/2024			1
7.7	Activate full Policy & Procedure	WHS Team LGIS	19/12/2023	4	0%	●					-
7.8	Ongoing review to check understanding & Compliance	WHS Team LGIS		365	0%	●					-
8	LGIS					●					-
8.1	Implement a Legislation Register	Monika	20/12/2022		100%	■	20/12/2022	20/12/2022			1
8.2	Register with Dept of Mines & Worksafe (for updates)	Amanda	1/04/2022		100%	■	1/04/2022	1/04/2022			1
8.3	Explore options for Safety Management Software System	Amanda	9/09/2022		100%	■	9/09/2022	9/09/2022			1
8.4	Develop WHS Management Plan - Targets & Objectives 2022/23	Amanda	6/06/2022		100%	■	6/06/2022	7/06/2022			1
8.5	Review Contractor Management information (ensure induction checklist includes/captures WHS)	Monika	1/07/2023				1/07/2023	4/07/2023			1
8.6	Creation of electronic forms	Monika	1/05/2023		100%	■	1/05/2023	2/05/2023			1
8.7	Review/improve/streamline WHS intranet site	Monika	21/12/2022		60%	●	21/12/2022	21/12/2022			1
8.8	Survey workers annually about consultation arrangements	WHS Team	4/10/2022		100%	■	4/10/2022	4/10/2022			1
8.9	Include risk management induction & confirm information is included on induction checklist	WHS Team	16/05/2022		100%	■	16/05/2022	17/05/2022			1

Attachment 1 to Report 7.1

		Task Start			Task Duration		54%		Week: 1			Show Overdue: No	
End: 11/02/2026													
oday: 12/06/2024													
IBS	Task	Assign To	Start Date	Work Days	% Done	Priority	Start	End	Revised Start	Revised End	Work Days		
8.10	WHS included on the Agenda at meetings (included as part of the WHS Management Plan - Targets & Objectives 2022/23)	WHS Team	5/05/2022		100%								
8.11	Ensure SWMS are available for all high risk work activities	WHS Team	12/11/2021		90%		12/11/2021	12/11/2021				1	
8.12	Develop a feedback form for workers to complete/submit to the Shire after completing external training	WHS Team			100%		-	-				-	
8.13	Develop an organisational level matrix that identifies training requirements	WHS Team					-	-				-	
9	Worker's Compensation / Injury Management						-	-				-	
9.1	Draft the Management Policy & Procedure	WHS Team / LGIS	1/10/2023	10	100%		18/09/2023	20/10/2023					
9.2	Initial review & education with WHS Committee	WHS Committee	1/11/2023	5	100%		1/11/2023	8/11/2023				6	
9.3	Out for consultation & gather feedback	WHS Reps	1/11/2023	5	100%		1/11/2023	8/11/2023				6	
9.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	9/11/2023	5	100%		9/11/2023	15/11/2023				5	
9.5	Create your roll out Plan	WHS Team / LGIS	15/11/2023	1	100%		15/11/2023	15/11/2023				1	
9.6	Training & Competency	WHS Team / LGIS	16/11/2023	1	100%		16/11/2023	16/11/2023				1	
9.7	Activate full Policy & Procedure	WHS Team / LGIS	17/11/2023	1	100%		17/11/2023	17/11/2023				1	
9.8	Ongoing review to check understanding & Compliance	WHS Team / LGIS			100%		-	-				-	
9.9	Paper to ELT on notifiable incidents	WHS Team					-	-				-	
1	Health & Safety Committee												
1.1	Draft the Roles and Responsibilities	WSH Team			100%								
1.2	Draft the Terms of Reference	WHS Team			100%		-	-				-	
1.3	CEO Policy HSRs Entitlements	Monika			100%		-	-				-	
1.4	Review update Site Inspection Worksheets	Monika			100%		-	-				-	
1.5							-	-				-	
2	Additional												
2.1	CEO Policy - Consultation	TBA					-	-				-	
2.2	Report highlighting Traffic Management	Garry / Shane					-	-				-	

7.2 Audit and Risk Committee Action Items - Status Report

File Code	GV.MTG 6.1
Author	Stan Kocian, Manager Finance and Governance
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	Nil

PURPOSE

To provide an update on the status of outstanding Audit and Risk Committee action items for the information of committee members.

BACKGROUND

A number of matters have previously been considered by the Audit and Risk Committee which required follow up actions by staff.

STATUTORY / LEGAL IMPLICATIONS

There are statutory or legal implications for some of the action items listed. Please refer to the minutes of the meeting at which the matter was considered for further information.

POLICY IMPLICATIONS

There are policy implications for some of the action items listed. Please refer to the minutes of the meeting at which the matter was considered for further information.

FINANCIAL IMPLICATIONS

There may be financial implications for some of the action items listed. Please refer to the minutes of the meeting at which the matter was considered for further information.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.3 – Risks are well managed

SUSTAINABILITY IMPLICATIONS

There are sustainability implications for some of the action items listed. Please refer to the minutes of the meeting at which the matter was considered for further information.

RISK IMPLICATIONS

Risk: That action items from the Committee are not completed and expose Council to the risks being addressed by the item.
--

Likelihood	Consequence	Rating
-------------------	--------------------	---------------

Possible	Moderate	Moderate
Action / Strategy		
That staff update the Committee regularly on progress towards completing the required actions.		

EXTERNAL CONSULTATION

Nil

COMMENT

The following matters have previously been considered by the Audit and Risk Committee, with follow up actions required.

25.10.2022 Item 8.1; and 7.03.2023 Item 7.1 WHS Management Plan and Action Plan.	Director Corporate Services	Provide regular updates to the Committee on progress of these plans	Due date: June 2024
<p>Comment</p> <p>Six monthly update have been requested by the Committee as follows;</p> <ul style="list-style-type: none"> • September 2023 (completed December 2023) • June 2024 • December 2024 • June 2025 • December 2025 			
28.02.2023 Item 9.1 General Computer Controls – Capability Maturity Framework	Director Corporate Services	Provide an update to the Committee by June 2023 (six monthly update).	Due date: June 2024
<p>Comment</p> <p>Six monthly updates have been requested by the Committee as follows;</p> <ul style="list-style-type: none"> • June 2023 (completed) • January 2024 (completed December 2023) • June 2024 • December 2024 • June 2025 			

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION / COMMITTEE DECISION		ARC3.06.24	
Moved by	Cr Mehta	Seconded by	Cr Jeans
That the Committee notes the Action Items Status Report as at 11 June 2024.			
			CARRIED 6/0
For:	Pres McNeil, Cr Cook, Cr Mehta, Mr Wittcomb, Ms Zulsdorf and Cr Jeans		
Against:	Nil		

8.0 URGENT BUSINESS (LATE REPORTS)

Nil

9.0 CONFIDENTIAL REPORTS

Meeting Closed to Public at 4.37pm

The Local Government Act 1995, Part 5, Section 5.23 states in part:

- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
- (a) a matter affecting an employee or employees; and
 - (b) the personal affairs of any person; and
 - (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
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
 - (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
 - (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
 - (h) such other matters as may be prescribed.

OFFICER RECOMMENDATION / COMMITTEE DECISION		ARC4.06.24	
Moved by	Pres McNeil	Seconded by	Cr Mehta
<p>That the committee closes the meeting to members of the public, in accordance with s5.23(2) of the <i>Local Government Act 1995</i>, in order to consider the confidential reports as detailed below:</p> <p>9.1 General Computer Controls - Capability Maturity Framework Self-Assessment</p> <p>Item 9.1 is considered confidential in accordance with the <i>Local Government Act 1995</i> section 5.23(2) (f(ii)) as it contains information relating to a matter that if disclosed, could be reasonably expected to endanger the security of the local government's property.</p> <p style="text-align: right;">CARRIED 6/0</p> <p>For: Pres McNeil, Cr Cook, Cr Mehta, Mr Wittcomb, Ms Zulsdorf and Cr Jeans</p> <p>Against: Nil</p>			

Meeting Opened to Public at 4.52pm

OFFICER RECOMMENDATION / COMMITTEE DECISION		ARC5.06.24	
Moved by	Pres McNeil	Seconded by	Cr Cook
<p>That the meeting again be opened to the public.</p> <p style="text-align: right;">CARRIED 6/0</p> <p>For: Pres McNeil, Cr Cook, Cr Mehta, Mr Wittcomb, Ms Zulsdorf and Cr Jeans</p> <p>Against: Nil</p>			

10.0 CLOSING PROCEDURES

10.1 Date, Time and Place of the Next Meeting

The next Audit and Risk Committee meeting will be held on Tuesday, 27 August 2024 in the Committee Room, 7000 Great Eastern Highway, Mundaring.

10.2 Closure of the Meeting

The Presiding Member declared the meeting closed at 4.56pm.