



UNCONFIRMED MINUTES

AUDIT COMMITTEE MEETING

15 JULY 2020

Shire of Carnamah

Council Chambers
33-37 Macpherson Street
CARNAMAH



UNCONFIRMED MINUTES ORDINARY COUNCIL MEETING 15 JULY 2020

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**AUDIT COMMITTEE MEETING
COUNCIL CHAMBER – 3.30 PM**

1.0 DECLARATION OF OPENING

The Presiding Member declared the meeting open at 3.15pm and welcomed Elected Members and Staff.

Acknowledgment of Country

The Shire of Carnamah would like to acknowledge the traditional custodians of this land, and pay its respect to local Aboriginal Elders, both past and present.

We also reflect on the spirit of the pioneers who settled this country and developed the land, and the service personnel whose sacrifices have enabled us to enjoy the lifestyle we have become accustomed to.

2.0 RECORD OF ATTENDANCE

2.1 Present

<i>Cr Merle Isbister</i>	<i>Shire President (Presiding Member)</i>
<i>Cr Ian Bowman</i>	
<i>Cr Bruce Chisholm</i>	
<i>Cr Con Kikeros</i>	
<i>Cr Luke Risinger</i>	
<i>Vin Fordham Lamont</i>	<i>Chief Executive Officer</i>
<i>Ian Walsh</i>	<i>Deputy Chief Executive Officer</i>
<i>John Skinner</i>	<i>Manager Works and Services</i>
<i>Giulia Stangle</i>	<i>Executive Co-ordinator (Minute Taker)</i>

2.2 Apologies

Cr Wayne Counsel

2.3 Leave of Absence (previously approved)

Cr Dwayne Woollorton

3.0 PUBLIC QUESTION TIME

Nil

4.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

4.1 Audit Committee Meeting 19 February 2020

AC20200701 COMMITTEE DECISION

RECOMMENDATION

That the Minutes of the Audit Committee Meeting held on Wednesday 19 February 2020 be accepted as a true and correct record.

Moved: **Cr Risinger**
Seconded: **Cr Chisholm**

CARRIED 5/0

5.0 DISCLOSURE OF INTEREST

5.1 Declaration of Financial Interest and Proximity Interests


Nil

5.2 Declaration of Interest Affecting Impartiality

Nil

6.0 OFFICER ITEMS

6.1 Business Continuity Plan

File Code	ADM0029
Author	Vin Fordham Lamont - Chief Executive Officer
Disclosure of Interest	Nil
Attachments	1. Shire of Carnamah Business Continuity Plan 

SUMMARY

The Audit Committee is requested to consider recommending the attached Shire of Carnamah Business Continuity Plan (BCP), which has been drafted with the assistance of LGIS.

BACKGROUND

The attached Business Continuity Plan to Council has been developed with assistance from LGIS to help Shire of Carnamah to provide an adequate response to disruptive incidents. A plan is necessary to ensure the capability of Shire of Carnamah to identify and continue the delivery of critical activities and services following a disruptive incident.

The Business Continuity Plan has been customised to reflect the Shire's priorities, stakeholder expectations and any existing capabilities.

COMMENT

As part of risk management discussions with LGIS, it was discovered that the Shire did not have a current Business Continuity Plan. Using a template provided by LGIS, officers have developed a suitable BCP.

CONSULTATION

- LGIS Risk Management Officers
- DCEO
- Manager Works and Services
- Executive Co-ordinator

STATUTORY ENVIRONMENT

Emergency Management Act 2005

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple majority

AC20200702 COMMITTEE DECISION



RECOMMENDATION

That the Audit Committee recommends that Council endorses the attached Shire of Carnamah Business Community Plan, which has been drafted with the assistance of LGIS.

Moved: **Cr Kikeros**
Seconded: **Cr Risinger**

CARRIED 5/0

6.2 Risk Management Documentation

File Code	ADM0373
Author	Vin Fordham Lamont - Chief Executive Officer
Disclosure of Interest	Nil
Attachments	1. Risk Management Framework  2. Risk Management Policy 

SUMMARY

The Shire of Carnamah Audit Committee is requested to consider recommending that Council adopts the attached draft Risk Management Framework and Risk Management Policy documents.

BACKGROUND

The International Organization for Standardization (ISO) defines risk management as the "coordinated activities to direct and control an organisation with regard to risk".

Risk management is cornerstone to the success of good corporate governance and ensuring a safer workplace and community.

By taking an integrated, structured, supported and embedded approach to risk management, you benefit from:

- Increased confidence in decision making
- Increased certainty of achieving strategies, objectives and goals
- Improved workplace safety and morale
- Enhanced governance, compliance and assurance
- Cost effectiveness and improved budget control
- Better managed resources and workflows, with less re-work
- Reduced potential for litigation and claims
- Meeting stakeholder expectations and attracting and retaining quality people

COMMENT

In early 2020, LGIS was contracted to work with the Shire to develop a risk management framework and policy that would assist with identifying and managing risks across the organisation. In May/June, LGIS Risk Consultant, Michael Sparks, presented several workshops to the Shire's senior staff, and one to elected members.

From the workshops with Shire officers, framework and policy documents were developed to guide the organisation in its risk management journey. At the same time, a number of risks were identified and corresponding risk profiles established. The Risk Profiles Summary Dashboard will be presented to the Audit Committee on a regular basis.

CONSULTATION

- LGIS Risk Consultant, Michael Sparks
- DCEO
- Manager Works and Services
- Executive Co-ordinator

STATUTORY ENVIRONMENT

Australian New Zealand Standard AS/NZS ISO 31000:2018 Risk management – Guidelines

STRATEGIC IMPLICATIONS

Shire of Carnamah Strategic Community Plan 2017-2027

Theme: Civic Leadership

Objective: To be a professional, customer focussed organisation, which:

- effectively engages (with) the community to determine strategic direction,
- responsibly manages the organisation's assets and financial resources,
- is a strong advocate for the community.

POLICY IMPLICATIONS

The new Risk Management Policy will be added to Council's Policy Manual.

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple Majority

AC20200703 COMMITTEE DECISION


RECOMMENDATION

That the Shire of Carnamah Audit Committee recommends that Council adopts the attached draft Risk Management Framework and Risk Management Policy documents.

Moved: ***Cr Chisholm***
Seconded: ***Cr Risinger***

CARRIED 5/0

6.3 Workplace Emergency Management Plan

File Code	ADM0084
Author	Giulia Stangle - Executive Co-ordinator
Disclosure of Interest	Nil
Attachments	1. Admin Workplace Emergency Management Plan 

SUMMARY

The Audit Committee is requested to consider recommending the attached Shire of Carnamah Admin Workplace Emergency Management Plan, which has been drafted with the assistance of LGIS.

BACKGROUND

The attached Admin Workplace Emergency Management Plan has been developed with assistance from LGIS to help Shire of Carnamah to provide emergency procedures in relation to Fire/Smoke, Medical, Personal Threat, Bomb Threat, External or Internal Emergencies. In addition, the Plan identifies and assigns tasks to the Chief Warden and Deputy Warden to ensure early control and coordination in case of emergency is quickly established.

A plan is necessary to ensure the capability of Shire of Carnamah to identify and continue the delivery of critical activities and services following a disruptive incident.

COMMENT

As part of risk management discussions with LGIS, it was discovered that the Shire did not have a current Admin Workplace Emergency Management Plan. Using a template provided by LGIS, officers have developed a suitable Plan.

CONSULTATION

- LGIS Risk Management Officers
- DCEO
- Manager Works and Services
- Executive Co-ordinator

STATUTORY ENVIRONMENT

Emergency Management Act 2005

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple majority

AC20200704 COMMITTEE DECISION

RECOMMENDATION

That the Audit Committee recommends that Council endorses the attached Shire of Carnamah Admin Workplace Emergency Management Plan, which has been drafted with the assistance of LGIS.

Moved: Cr Kikeros
Seconded: Cr Chisholm

CARRIED 5/0

7.0 CONFIDENTIAL REPORTS

Nil

8.0 NEW BUSINESS OF AN URGENT NATURE

Nil

9.0 CLOSURE OF MEETING

9.1 Date, Time and Place of the Next Meeting

Wednesday 16 December, 2.30pm at Shire of Carnamah's Council Chambers, 33-37 Macpherson Street Carnamah.

9.2 Closure of the Meeting

The Presiding Person declared the meeting closed at 3.33pm.