



20 June 2023

NOTICE OF MEETING

Dear Committee Member,

The next Audit and Risk Committee meeting will be held at 4.00pm on Tuesday, 27 June 2023 in the Committee Room, 7000 Great Eastern Highway, Mundaring.

The attached agenda is presented for your consideration.

Yours sincerely

Jonathan Throssell
CHIEF EXECUTIVE OFFICER

Please Note

If a Council Member has a query regarding a report item or requires additional information in relation to a report item, please contact the senior employee (noted in the report) prior to the meeting.



AGENDA
AUDIT AND RISK COMMITTEE MEETING
27 JUNE 2023

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 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 Member or Employee, or the content of any discussion occurring during the course of the Committee Meeting.

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

1.0 OPENING PROCEDURES

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

1.2 Attendance/Apologies

Members	Mr Craig Wilkinson (Presiding Person)	External Member
	Mr Tony Wittcomb	External Member
	Ms Rachael Green	External Member
	Cr James Martin	South Ward
	Cr Paige McNeil	Central Ward
	Cr Doug Jeans	Central Ward
	Cr Karen Beale	West Ward
	Cr John Daw	East Ward
Cr Neridah Zlatnik	East Ward	

Staff	Jonathan Throssell	Chief Executive Officer
	Garry Bird	Director Corporate Services
	Stan Kocian	Manager Finance and Governance
	Liz Nicholls	Governance Coordinator
	Robert Campbell	Manager Information Technology
	Anna Italiano	Minute Secretary

Apologies

Guests

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

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*).

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*).

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 Person and in accordance with the Shire's Meeting Procedures Local Law 2015. Questions must relate to a function of the Committee.

6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION

That the Minutes of the Audit and Risk Committee Meeting held 26 April 2023 be confirmed.

7.0 REPORTS OF EMPLOYEES

7.1 Review of Audit and Risk Committee Terms of Reference

File Code	GV.MTG
Author	Elizabeth Nicholls, Governance Co-ordinator
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	1. Draft Terms of Reference - Audit and Risk Committee ↓ 2. Draft Terms of Reference - Audit and Risk Committee - with track changes ↓

SUMMARY

The Audit and Risk Committee's Terms of Reference have been reviewed (**Attachment 1**) and are presented to the Audit and Risk Committee (the Committee) and Council for consideration prior to the 2023 local government ordinary election.

Once adopted, the Terms of Reference including details of membership will be advertised to seek nominations for the position of external members to be appointed following the 2023 local government ordinary election.

BACKGROUND

The Committee was established in its current format in September 2015.

Appointment to the Committee is determined by Council following ordinary local government elections, for a term to expire on the date of the subsequent ordinary local government elections.

STATUTORY / LEGAL IMPLICATIONS

Section 7.1A of the *Local Government Act 1995* (the Act) provides the following in relation to audit committees (in part):

- (1) *A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.*
- (2) *The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the members, and the majority of the members, are to be council members.*

** Absolute majority required...*

Part 5, Subdivision 2 provides for committees including establishment and appointment of members. Part 5 Subdivision 3 of the Act provides for the quorum, voting, decisions and minutes of committees. The *Local Government (Administration) Regulations 1996* also make provisions in regards to committees.

The *Local Government Amendment (Auditing) Act 2017* gives the Auditor General the mandate to take on responsibility for the annual financial audits of all Western Australian local governments.

The *Local Government (Audit) Regulations 1996* provide details on the functions of an audit committee.

POLICY IMPLICATIONS

Code of Conduct for Council Members, Committee Members and Candidates

The “Code of Conduct for Council Members, Committee Members and Candidates” provides an expected standard of conduct for council members and committee members appointed to the Committee.

Internal Audit Charter Policy

The “Internal Audit Charter Policy” relates to the functions of the Committee and is included in the Terms of Reference.

Committees, Advisory Groups, Representatives Meeting and Working Groups Policy

A “Committees, Advisory Groups, Representatives Meeting and Working Groups Policy” has been drafted and presented to the Governance Committee at its meeting on 19 June 2023 for consideration and endorsement. The draft policy provides minimum requirements of advertising for external members, clarity of how meetings are to be conducted in addition to legislated requirements and a sample Terms of Reference.

Although the “Committees, Advisory Groups, Representatives Meeting and Working Groups Policy” has not been formally adopted by Council, the reviewed Terms of Reference is based on the sample Terms of Reference and includes references to the draft policy.

FINANCIAL IMPLICATIONS

Section 5.100 of the Act provides for the reimbursement of expenses for external members appointed to the Committee.

Requests for reimbursements in accordance with the Act can be met by current budget allocations.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.8 – Compliance with the Local Government Act 1995 and all relevant legislation and regulations

SUSTAINABILITY IMPLICATIONS

Economy

- Provide for the responsible and effective management of finances and assets

Governance

- Effectively consult and actively engage the community in decision-making
- Comply with relevant policy, legislation, regulation, criteria and guidelines

RISK IMPLICATIONS

Risk: Compliance: The objectives and functions of the Committee are not clearly articulated in the Terms of Reference consistent with the requirements of legislation.

Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
The reviewed Terms of Reference be adopted and adhered to by the Committee.		

Risk: Reputation: There is a perceived lack of transparency regarding the appointment of external members to the Committee, their skills and experience and how Council determines who these members will be in the event of the number of applications exceeding the external vacancies.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
The reviewed Terms of Reference be adopted with Council appointing external members with relevant qualifications, skills and experience. Should the number of applications exceed the number of vacancies, Council is to conduct interviews consistent with the process included in the Terms of Reference.		

EXTERNAL CONSULTATION

Nil

COMMENT

The Act requires that all local governments establish an audit committee. As such, the Audit and Risk Committee's existing Terms of Reference have been reviewed in a stand-alone process, separate to the review of Terms of Reference for other committees established by the Shire that will undertaken prior to the 2023 local government ordinary election.

Work is currently being done by the State Government to reform the Act. Information available on the Department of Local Government website provides what was originally proposed in early 2022 and what the proposal was amended to following consultation with the sector:

Original Proposal

To ensure independent oversight, it is proposed the chair of any audit committee be required to be an independent person who is not on council or an employee of the local government.

Audit committees would also need to consider proactive risk management.

To reduce costs it is proposed that local governments should be able to establish shared regional audit committees.

The committees would be able to include council members but would be required to include a majority of independent members and an independent chairperson.

Amended Proposal

No requirement for majority of independent members (only independent chair)

Recognising the practical difficulty in recruiting independent people expressed by several local governments, the requirement for Audit Committees to have a

majority of independent members will not be progressed. However, the requirement for an independent chairperson remains.

Local governments may remunerate independent committee members

The Act will be amended to allow local governments to pay fees to committee members within Salaries and Allowances Tribunal limits.

Due to the scale of the reform, the amendments to the Act have been split into two tranches. The changes to remuneration were included in the *Local Government Amendment Act 2023* which came into effect in May 2023. Subsequently, the reviewed Terms of Reference incorporates that provision. The proposal to require an independent chair; that an external member is to be appointed as the Presiding Member, is to be introduced in Tranche 2. A time frame has not been provided of when Tranche 2 is anticipated to be completed and has therefore not been included in the reviewed Terms of Reference.

Changes have been tracked from the Committee's existing Terms of Reference (**Attachment 2**) and incorporates standardised clauses from the "Committees, Advisory Groups, Representatives Meeting and Working Groups Policy" sample Terms of Reference:

- Objectives, duties and responsibilities are consistent with the model terms of reference as provided by the Department of Local Government's Operational Guideline – The appointment, function and responsibilities of audit committees.
- Delegation updated to reflect what is included in the Shire's adopted Delegations Register.
- Removal of policy review as a function of the Committee as this is the purview of the Governance Committee (C21.09.22).
- Reduction in membership to consist of the Shire President, Deputy Shire President, up to three council members and up to two external members. This is due to the amendment to the Act requiring that the Shire reduce the number of council members from 12 to nine.
- Clarity on the process of advertising vacancies and the appointment of external members.
- Clarity on the expectations of the committee members conduct and roles specific to each membership type.
- Details of remuneration have been amended to be consistent with the recent changes to the Act and references the relevant section of the legislation.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council:

1. Adopts the reviewed Terms of Reference for the Audit and Risk Committee (**Attachment 1**).
2. Advertises that the Audit and Risk Committee has two external member vacancies to be appointed following the 2023 local government ordinary election.
3. Seeks applications from candidates that possess financial, accounting, governance and risk management experience and have strong business acumen, management and communication skills.

Terms of Reference



AUDIT AND RISK COMMITTEE

These Terms of Reference are to be read in conjunction with the “Committees, Advisory Groups, Representative Meetings and Working Groups Policy”.

1. Name

The name of the committee is Shire of Mundaring Audit and Risk Committee.

2. Head of Power

The committee is established by Council under section 5.8 of the *Local Government Act 1995* (C15.09.15).

3. Definitions

Act	the <i>Local Government Act 1995</i> .
Council	the body consisting of all council members sitting formally as the Council of Shire of Mundaring (the Shire).
Chief Executive Officer	the Chief Executive Officer (CEO) of Shire of Mundaring.
committee	Shire of Mundaring Audit and Risk Committee
council member	a person elected under the Act as a member of Council. Shire of Mundaring council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act).
external member	a person who is not a council member appointed to the committee with requisite skills, knowledge and experience that complement the committees objectives.
member	a person appointed to this committee.

4. Objectives

The primary objective of the committee is to accept responsibility for the annual external audit and liaise with the Shire’s auditor so that Council can be satisfied with the performance of the Shire in managing its financial affairs.

Reports from the committee will:

- a. Assist Council in discharging its legislative responsibilities of controlling the Shire’s affairs.
- b. Ensure openness in the Shire’s financial reporting.
- c. Liaise with the CEO to ensure the effective and efficient management of the Shire’s financial accounting systems, risk management framework and compliance with legislation.

7.2 Strategic Risk Review

File Code	RM.RAS 1
Author	Elizabeth Nicholls, Governance Co-ordinator
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	1. Strategic Risks - ELT Review May 2023 ↓

SUMMARY

The Committee is requested to note the strategic risks.

The strategic risks are incorporated into the Risk Dashboard which will be updated and continue to be used to inform the operating risks. This information is included in the Risk Dashboard - Strategic Risks and Operational Risk Register. An excerpt of the strategic risks is attached (**Attachment 1**).

BACKGROUND

As part of a greater focus on risk management in general, the Executive Leadership Team (ELT) has reviewed and further developed the strategic risks.

A comprehensive review of the Shire's strategic risks was last undertaken by ELT in March 2021. There were no significant changes to the strategic risks when reviewed by ELT, the Audit and Risk Committee and Council in 2022.

STATUTORY / LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Strategic risks have been assessed in accordance with the "Risk Management Policy".

FINANCIAL IMPLICATIONS

Nil

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

Nil

RISK IMPLICATIONS

Risk: Not actively maintaining the Strategic Risk Register increases the risk and possibility of significant risks not being identified and managed in a timely manner across all risk impact categories, more so in the current volatile environment.

Likelihood	Consequence	Rating
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Likely	Major	High
Action / Strategy		
The Executive Leadership regularly review strategic risks as part of good business practice with reports provided to the Audit and Risk Committee.		

EXTERNAL CONSULTATION

Nil

COMMENT

The Shire’s strategic risks and their treatment and controls are aligned using the same risk matrix that is used for operational risks which is included in the Risk Policy. Measures of consequence included in the Risk Policy and used to categorise strategic risks include:

- People
- Interruption to Service
- Reputation
- Compliance
- Property
- Natural Environment
- Financial Impact
- Project Time
- Project Cost

Overall the strategic risks appears to accurately capture current state. Changes made from the strategic risks endorsed by the Audit and Risk Committee in May 2023 (ARC3.05.22) are captured below.

Risk Category	Risk Description	Key Risk Control(s)	Changes/ Reason for inclusion
Health / Economic	Lack of planning for, responding to and recovery from COVID-19 Pandemic and global impact	<ul style="list-style-type: none"> • Federal/ State Public Health and COVID-19 • Directives implemented with focus on relief and recovery requirements and critical service provision • Relief and Recovery Strategy • Sector- wide Lobbying and Advocacy • OP-30 Pandemic Leave, OP-22 COVID-19 in the Workplace 	<ul style="list-style-type: none"> • Risk consequence amended to reference any pandemic rather than specifically Covid-19. Risk of conflict/ war with global impact has also been incorporated into this risk. • Subsequently, the key risk controls should be updated to be general in nature. • Current risk likelihood is ‘Almost certain’ with the consequence as ‘Major’. As such the risk ranking is listed as ‘Extreme’. Risk likelihood reduced to ‘Possible’, with the risk consequence

			<p>increased to 'Extreme' resulting in a risk rating of 'High'.</p> <ul style="list-style-type: none"> • Include 'Business Continuity Plan' under key controls.
Economic	<p>Changing global and local economic conditions resulting in increasing costs, supply chain disruptions, decreased availability of contractors/ workforce</p>	<ul style="list-style-type: none"> • Annual IPRF process • Budget setting 	<ul style="list-style-type: none"> • New risk added.
Governance	<p>Breakdown of corporate governance controls including systems, procedures, training & reporting</p>	<ul style="list-style-type: none"> • Systems, procedures, training and reporting • Governance Framework • Annual compliance audit return, internal and external audits • Audit and Risk Committee (ARC) • External membership on ARC 	<ul style="list-style-type: none"> • Examples included of the cause of the risk. (introduction/amendment of legislation. LG Act/ WHS Act and Regulations, transition to State Industrial Relations etc.) • Although broadly referenced in the register under 'Core changes to Local Government' it has been included as an economic risk.
Governance	<p>Corporate governance failure - breakdown in relationship between Council/ CEO, Councillors/ staff and between Councillors</p>	<ul style="list-style-type: none"> • Codes of Conduct • Legislative separation of powers • Regular President/CEO liaison • CEO Annual Performance Review process • Induction programs for Elected Members and staff • Communications between Elected Members and Employees Policy • Complaints Management Policy 	<ul style="list-style-type: none"> • 'Governance Framework 2023-2028', Standards for CEO Recruitment Performance and Termination and the development of a Behaviour Complaints Policy included under key controls.

Environmental	Lack of planning for and delivery of protection and conservation of natural areas	<ul style="list-style-type: none"> • LPS4 • Development of Local Biodiversity Strategy • Friends Group Strategy • Eastern Region Catchment Management Program • Landcare and verge control services 	<ul style="list-style-type: none"> • Remove 'development of' in reference to the Local Biodiversity Strategy. • Include 'Watercourse Hierarchy Strategy' under key controls
Economic	Financial implications from advances in technology e.g. artificial intelligence accessing confidential information	<ul style="list-style-type: none"> • Sector advocacy • Development of IT policies to address 	<ul style="list-style-type: none"> • New risk added.

The operating risks, informed by the reviewed strategic risks, are intended on being presented at the December 2023 Audit and Risk Committee for noting. The strategic and operating risks will be used to inform the next Integrated Planning and Reporting Process commencing in February 2024.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Committee notes the strategic risks as included in **Attachment 1**.

7.3 Interim Audit Results for the year ending 30 June 2023

File Code	FI.AUD 2223
Author	Stan Kocian, Manager Finance and Governance
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil.
Attachments	1. Interim Audit Management Letter ↓

SUMMARY

This report present the results of the interim audit undertaken by the Office of the Auditor General (the OAG).

The OAG highlighted one finding raised as a result of the interim audit. This finding was discussed with the Shire and the comments provided by management have been included in the OAG's letter and associated findings report (**Attachment 1**).

It is recommended the Committee notes the result of the interim audit and the management comment regarding the matter raised.

BACKGROUND

The OAG, through its appointed contractor Moore Australia, has completed the interim audit for the year ending 30 June 2023 in accordance with its audit plan. The focus of the OAG's interim audit was the Shire's overall internal control environment to obtain an understanding of the Shire's key business processes, risks and internal controls relevant to the audit of the Shire's annual financial report.

STATUTORY / LEGAL IMPLICATIONS

Part 7 of the Local Government Act 1995 sets out the requirements for external audits of local governments.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.8 – Compliance with the Local Government Act 1995 and all relevant legislation and regulations

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: The Shire's financial processes and controls are assessed as inadequate to the extent that there is a risk that the Shire's annual financial report contains material mis-statements.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
An audit of the Shire's financial processes and controls has been undertaken by the OAG.		

EXTERNAL CONSULTATION

Nil

COMMENT

The OAG has provided a letter which identifies and highlights one finding raised as a result of the interim audit. This finding was discussed with Shire management and the comments provided by management have been included in the OAG's letter.

The table below provides a summary of the finding raised by the OAG and management's comments in relation to the finding.

OAG Finding	Management Comments
<p>1. Purchase order raised after invoice date</p> <p>Finding</p> <p>From our sample testing of purchases made during the year, we noted one instance where the approved purchase order was raised after the date of the corresponding supplier invoice.</p> <p>Recommendation</p> <p>All authorised officers should be "reminded" of the need to ensure purchase orders are raised prior to the time of authorising works/services or ordering goods. This will help to ensure goods/services have been appropriately ordered and authorised and also helps ensure budget responsibility.</p>	<p>The recommendation is accepted. It is the Shire's requirement that purchase orders are raised prior to authorising purchases of goods and services. In the instances that this does not occur the responsible officer is reminded of this requirement.</p> <p>Responsible person: Manager Finance and Governance</p> <p>Completion date: 30 June 2023</p>

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Committee notes the results of the Office of the Auditor General's interim audit and the management comments regarding the matter raised.

7.4 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

SUMMARY

An update on the status of Audit and Risk Committee action items is provided for the information of committee members.

BACKGROUND

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

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.
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Likelihood	Consequence	Rating
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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.

MEETING REFERENCE	RESPONSIBLE OFFICER	ACTION	STATUS – 13 June 2023
26.5.20 Item 8.3 Auditor General's Report – Contract Extensions and Variations Related 17.05.21 Internal Audit Report Contract Management	Director Corporate Services	Draft Contract Management Policy by 30 June 2021 and Guidelines 30 June 2022.	Contract Management Policy adopted by Council 9 March 2021 (C5.03.21). Guidelines still to be drafted. It is envisaged this task will be undertaken by the new Contract Officer position. The initial recruitment process failed to attract a suitable candidate. The position description was reviewed and a second recruitment process was to be undertaken in July/August 2022. However this did not occur due to priority being given to filling vacancies in the Finance team and recruiting a dedicated project resource for the chart of accounts project. The deadline will be revised once the second recruitment process has been undertaken (March/ April 2023) and a successful candidate is appointed to the position.

			The second recruitment process has been completed (early May) and again failed to find a suitable applicant. The requirements for this position are currently being reviewed by ELT.
25.01.2022 Item 8.2 Internal Audit Report - Infringements	Director Statutory Services	<p>An Infringements Procedures Manual will be created and maintained focused on the three stages of the process:</p> <ul style="list-style-type: none"> • Issue of infringements, including authorised employees; • Maintenance and management of infringements; and • Referral to FER. <p>This Manual will be available to all sections of Statutory Services (Rangers, Fire, Health, Planning and Building including Swimming Pools).</p> <p>Due date: 31 December 2022.</p>	<p>The manual is still in development including establishing the processes associated with fully utilising the tools available within the Authority infringements software</p> <p>June 2023 Civica have been engaged to undertake the implementation of the infringements software.</p> <p>Revised due date: 30 June 2023. Revised due date #2 – 31 December 2023</p>
25.01.2022 Item 8.2 Internal Audit Report - Infringements	Director Statutory Services	<p>1. A Compliance Register, which will show a more comprehensive picture of the Shire's compliance and enforcement actions, compared to an Infringements Register will be implemented across Statutory Services (Rangers, Fire, Health, Planning and Building including Swimming Pools). This will take the form of a centralised</p>	<p>Consultation will be undertaken with another LGA (Town of Cottesloe) in relation to their use of the Authority infringements module to gain the best usage of the system including tracking of, and reporting on, infringements and prosecutions within an infringements register.</p> <p>As the community portal, My Mundaring Online has now been implemented further</p>

		<p>spreadsheet with tabs for each service, which will be maintained by a responsible employee from each service. It is proposed that this spreadsheet is used as an interim measure pending implementation of point 2 below; and</p> <p>2. Improvements to the infringement's module in Authority (the Shire's accounting software) will be investigated.</p> <p>Due date: 31 December 2022.</p>	<p>investigation and developments of the portal can now be undertaken with the IT Service.</p> <p>June 2023 Civica have been engaged to undertake the implementation of the infringements software.</p> <p>Revised due date: 30 June 2023. Revised due date #2 – 31 December 2023</p>
25.01.2022 Item 8.2 Internal Audit Report - Infringements	Director Statutory Services	<p>An update to the legislation section of the compliance policy document will be actioned.</p> <p>Due date: 31 December 2022.</p>	<p>This action will be incorporated when the policy is reviewed as part of Shire's review of all policies.</p> <p>Revised due date: The Review of the Infringements Policy is scheduled to commence Quarter 3 2024.</p>
25.01.2022 Item 8.2 Internal Audit Report - Infringements	Director Statutory Services	<p>Infringement Reports - Statutory Services staff will liaise with IT and explore whether improvements can be made to the existing reporting facility in Authority.</p> <p>Due date: 31 December 2022.</p>	<p>June 2023 Civica have been engaged to undertake the implementation of the infringements software</p> <p>Revised due date: 30 June 2023. Revised due date #2 – 31 December 2023</p>
25.01.2022 Item 8.2 Internal Audit Report - Infringements	Director Statutory Services	<p>Timing of the issue of infringements- The timeframe for issuing infringement notices depends on the</p>	<p>This action item will be addressed as part of the development of the Infringements Register.</p>

		<p>legislation under which the infringement notice is issued. The various timeframes will form part of the Register that will be implemented. Age analysis reporting will be considered when exploring improvements to Authority.</p> <p>Due date: 31 December 2022.</p>	<p>June 2023 Civica have been engaged to undertake the implementation of the infringements software</p> <p>Revised due date: 30 June 2023. Revised due date #2 – 31 December 2023</p>
22.02.2022	Director Statutory services	Review the Shire's Business Recovery Plan.	<p>Review well underway, to be presented to ELT late June 2023.</p> <p>Due Date: 31 March 2022 Revised due date: 30 June 2023.</p>
28.06.2022 Item 8.3 Review of WALGA Contestable Energy Supply.	Director Infrastructure Services	Give further consideration and clarity in a future revision of the Purchasing Policy in regards to the use of the tender exempt procurements for goods or services supplied or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government.	The timeline for the review of Purchasing Policy has been scheduled to commence in January 2024 with a scheduled completion date of June 2024.
25 October 2022 Item 8.1 and 7 March 2023 Item 7.1 WHS Management Plan and Action Plan.	Director Corporate Services	Provide regular updates to the Committee on progress of these plans	<p>The WHS Action Plan was presented to the Committee at the 7 March 2023 meeting in conjunction with the WHS Internal Audit findings.</p> <p>Six monthly update have been requested by the Committee as follows;</p>

			<ul style="list-style-type: none"> • September 2023 • March 2024 • September 2024 • March 2025 • September 2025
28 February 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).	<p>Action items contained within the assessment are currently being progressed.</p> <p>Six monthly update have been requested by the Committee as follows;</p> <ul style="list-style-type: none"> • June 2023 • January 2024 • June 2024 • January 2025 • June 2025

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Committee notes the Action Items Status Report as at 13 June 2023.

8.0 URGENT BUSINESS (LATE REPORTS)

9.0 CONFIDENTIAL REPORTS

Meeting Closed to Public

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.

RECOMMENDATION

That Council closes the meeting to members of the public, in accordance with s5.23(2) of *the Local Government Act 1995*, in order to consider the confidential reports as detailed below:

9.1 General Computer Controls - Capability Maturity Framework Self-Assessment

Item 9.1 is considered confidential in accordance with the Local Government Act 1995 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.

10.0 CLOSING PROCEDURES

10.1 Date, Time and Place of the Next Meeting

10.2 Closure of the Meeting