



18 June 2025

NOTICE OF MEETING

Dear Committee Member,

The next Audit and Risk Committee meeting will be held at 4:00pm on Tuesday, 24 June 2025 in the Committee Room, 7000 Great Eastern Highway, Mundaring.

The attached agenda is presented for your consideration.

Yours sincerely

Jason Whiteaker
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
24 JUNE 2025

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 Record of Attendance

Members	Mr Tony Wittcomb (Presiding Member)	External Member
	Ms Shona Zulsdorf (Deputy Presiding Member)	External Member
	Cr Doug Jeans	Central Ward
	Cr Prapti Mehta	Central Ward
	Cr Karen Beale	West Ward
	Cr Luke Ellery	South Ward
Staff	Jason Whiteaker	Chief Executive Officer
	Garry Bird	Director Corporate Services
	James Ngoroyemoto	Manager Governance and Risk
	Jonathan Allen	Governance Officer
	Robert Campbell	Manager Information Management
	Anna Italiano	Minute Secretary
Apologies	Pres Paige McNeil	President
Leave of Absence		
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 Member 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 22 April 2025 be confirmed; and - the Minutes of the Special Audit and Risk Committee Meeting held 30 April 2025 be confirmed.

7.0 REPORTS OF EMPLOYEES

7.1 Work Health and Safety - Action Plan Status Report

File Code	HR.WHS 4.4.1
Author	Jeannine Bryant, Manager People & Culture
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	1. Shire of Mundaring WHS Action Plan ↓

PURPOSE

This report outlines progress and activities 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 activites reported in December 2024, the following projects have been undertaken as follows:

- Ongoing development of WHS Software (SiteDocs)
 - Developing of workflows
 - Toolbox meeting templates
 - Supervisor daily pre-starts
 - Ongoing training, mentoring and onboarding
- Chemical and Hazardous Substances
 - Consultation across the organisation
 - Draft policy and procedure developed
 - Chemical storage review
 - Master chemical register develeoped
- Injury Management
 - Injury management and return to work guideline developed
 - Information sessions held at high risk areas
 - Family and Children’s Services Coordinator Group
 - Operations Coordinator Group
 - Operations Supervisor Group

- Health & Wellbeing Management Policy
 - Review on policy and associated procedures underway
- Smoking in the Workplace
 - Smoking in the workplace procedure complete
- Volunteer Management
 - Volunteer management procedure – ongoing
- Verification of Competency
 - Verification of competency procedure drafted.
- Contractor Management
 - Draft policy and procedure underway
- WHS Training
 - WHS Roles and Responsibilities (Managers & Coordinators) Statutory / Legal Implications. Complete.
 - Manual Handling training including site specific risk assessments. Complete
 - Health & Safety Representative Training
 - Fire Warden Training
- WHS Targets & Objectives
 - WHS Key Performance Indicators established and reported in the Workforce Plan
 - WHS related activities committed too for 24/25 Workforce Plan are complete.
- WHS Audit - LGIS
 - LGIS 3 Steps Tier 3 Safety Audit undertaken, awaiting report and action plan.

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

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Objective 10 - Sustainable Governance

Outcome 10.1 - Strengthen organisational culture, governance, financial management and

asset management.

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: Compliance: The Shire does not adequately respond to WHS recommendations listed in the WHS Audit Final Report.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
The recommendations listed in the WHS Audit Final Report are addressed in an appropriate action plan, which is resourced and implemented.		

Risk: People: The Shire's management of WHS risks are inadequate causing risk to workers.		
Likelihood	Consequence	Rating
Possible	Major	High
Action / Strategy		
The Shire promotes an active WHS culture where risks are appropriately captured and addressed.		

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 continues to progress well in conjunction with activities as outlined in the Shire Workforce plan, and day to day priorities. WorkSafe WA have some key priorities for 2024/2025 in high risk areas of local government focussing on;

- Operations Centres
- Swimming Pools
- Waste Transfer stations

The WHS team are continuing to build relationships, provide support and increase site visits with all service areas with a focus on activities aligning with WorkSafe priorities.

The Shire continues to work towards an improved safety culture.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION
That the Committee note actions completed from the Work Health and Safety Action Plan as at 12 June 2025.

Shire of Mundaring WHS Action Plan

Start: 16/01/2023

End: 18/11/2025

Today: 16/06/2025

Display: Daily

Week: 1

Show Overdue: No

VBS	Task	Assign To	Task Start Start Date	Task Duration Work Days	26% % Done	Priority	Start	End	Revised Start	Revised End	Work Days
Governance & Project Establishment			16/01/2023			—	16/01/2023	30/03/2023			53
.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	28/09/2023	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, reviewing next steps and agreeing plan	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	14/12/2023			3
WHS Strategic Policy			16/02/2023			—	16/02/2023	17/03/2023			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

Attachment 1 to Report 7.1

End: 18/11/2025				Week: 1							
Today: 16/06/2025				Task Start	Task Duration	26%	Show Overdue: No				
VBS	Task	Assign To	Start Date	Work Days	% Done	Priority	Start	End	Revised Start	Revised End	Work Days
.2	CEO Draft placed on WHS notice boards	WHS Team	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			10/09/2023			—	10/09/2023	14/10/2023			25
.1	Draft the Management Policy & Procedure & Forms, Templates & Register	WHS Team	10/09/2023	10	100%	●	10/09/2023	23/09/2023			10
.2	Initial review & education with WHS Committee	WHS Committee	23/09/2023	1	100%	●	23/09/2023	23/09/2023			1
.2.1	Out for consultation & gather feedback	WHS Reps	10/09/2023	12	100%	●	10/09/2023	27/09/2023			12
.2.2	Finalise Policy & Procedure & Give Feedback	WHS Committee	10/09/2023	10	100%	●	10/09/2023	23/09/2023			10
.3	Create your roll out Plan	WHS Team	10/10/2023	5	100%	●	10/10/2023	14/10/2023			5
.3.1	Training & Competency	WHS Team	10/10/2023	24	100%	●	10/10/2023	10/11/2023			24
.3.2	Organisational wide hazard identification	WHS Team	10/10/2023	18	100%	●	10/10/2023	2/11/2023			18
.3.3	Activate full Policy & Procedure	WHS Team	10/10/2023	2	100%	●	10/10/2023	11/10/2023			2
Incident Reporting & Investigation			16/02/2023			—	16/02/2023	8/04/2023			38
.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	4/04/2023	5	100%	●	4/04/2023	8/04/2023			5
.6	Training & Competency	WHS Team	10/10/2023	24	100%	●	10/10/2023	10/11/2023			24
.7	Activate full Policy & Procedure	WHS Team	15/05/2023	2	100%	●	15/05/2023	17/05/2023			2
PPEC - Personal Protective Equipment			28/02/2023			—	28/02/2023	8/04/2023			30
.1	Draft the Management Policy & Procedure	WHS Team	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	WHS Team	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

Attachment 1 to Report 7.1

End: 18/11/2025				Week: 1							
Today: 16/06/2025				Task Start	Task Duration	26%	Show Overdue:	No			
VBS	Task	Assign To	Start Date	Work Days	% Done	Priority	Start	End	Revised Start	Revised End	Work Days
Competency Identification, Induction, Evaluation & Training			25/11/2024			—	25/11/2024	30/06/2025			153
.1	Draft the Management Policy & Procedure	WHS Team	11/11/2024	65	100%	●	5/01/2025	30/06/2025			125
.2	Initial review & education with WHS Committee	WHS Committee	25/11/2024	1	0%	●	25/11/2024	26/11/2024			1
.3	Out for consultation & gather feedback	WHS Reps	25/11/2024	10	0%	●	25/11/2024	7/12/2024			10
.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	2/12/2024	14	0%	●	2/12/2024	20/12/2024			14
.5	Create your roll out Plan	WHS Team	2/01/2025	7	0%	●	2/01/2025	10/01/2025			7
.6	Training & Competency	WHS Team	31/01/2025	20	0%	●	31/01/2025	27/02/2025			20
.7	Activate full Policy & Procedure	WHS Team	15/02/2025	1	0%	●	15/02/2025	15/02/2025			1
Asset Safety			1/07/2025			—	1/07/2025	16/07/2025			12
.1	Draft the Management Policy & Procedure	WHS Team	1/07/2025	10	0%	●	1/07/2025	12/07/2025			10
.2	Initial review & education with WHS Committee	WHS Committee	1/07/2025	1	0%	●	1/07/2025	1/07/2025			1
.3	Out for consultation & gather feedback	WHS Reps	1/07/2025	12	0%	●	1/07/2025	16/07/2025			12
.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	1/07/2025	7	0%	●	1/07/2025	9/07/2025			7
.5	Create your roll out Plan	WHS Team	1/07/2025	5	0%	●	1/07/2025	5/07/2025			5
.6	Training & Competency	WHS Team	1/07/2025	19	0%	●	1/07/2025	25/07/2025			19
.7	Activate full Policy & Procedure	WHS Team	1/07/2025	2	0%	●	1/07/2025	2/07/2025			2
Chemicals & Hazardous Substances			3/04/2025			—	3/04/2025	30/06/2025			63
.1	Draft the Management Policy & Procedure	WHS Team / LGIS	3/04/2025	10	50%	●	3/04/2025	30/06/2025			63
.2	Initial review & education with WHS Committee	WHS Committee	3/04/2025	1	0%	●	3/04/2025	3/04/2025			1
.3	Out for consultation & gather feedback	WHS Reps	17/05/2025	12	0%	●	17/05/2025	3/06/2025			12
.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	31/05/2025	7	0%	●	31/05/2025	10/06/2025			7
.5	Create your roll out Plan	WHS Team / LGIS	14/05/2025	5	0%	●	14/05/2025	20/05/2025			5
.6	Training & Competency	WHS Team / LGIS	20/05/2025	19	0%	●	20/05/2025	13/06/2025			19
.7	Activate full Policy & Procedure	WHS Team / LGIS	1/06/2025	2	0%	●	1/06/2025	4/06/2025			2
Contractors - WHS Procurement, Contracts, Compliance & Monitoring			1/05/2025			—	1/05/2025	18/10/2025			123
.1	Draft the Management Policy & Procedure	WHS Team / LGIS	1/05/2025	90	25%	●	1/05/2025	3/09/2025			90
.2	Initial review & education with WHS Committee	WHS Committee	30/08/2025	10	0%	●	30/08/2025	12/09/2025			10
.3	Out for consultation & gather feedback	WHS Reps	16/09/2025	10	0%	●	16/09/2025	27/09/2025			10
.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	30/09/2025	10	0%	●	30/09/2025	11/10/2025			10

Attachment 1 to Report 7.1

End: 18/11/2025							Week:	1			
Today: 16/06/2025				Task Start	Task Duration	26%	Show Overdue:	No			
VBS	Task	Assign To	Start Date	Work Days	% Done	Priority	Start	End	Revised Start	Revised End	Work Days
1.5	Create your roll out Plan	WHS Team / LGIS	14/10/2025	5	0%		14/10/2025	18/10/2025			5
1.6	Training & Competency	WHS Team / LGIS	21/10/2025	20	0%		21/10/2025	15/11/2025			20
1.7	Activate full Policy & Procedure	WHS Team / LGIS	18/11/2025	1	0%		18/11/2025	18/11/2025			1
1.9	Review online contractor induction	WHS Team/LGIS	22/07/2025	10	0%		22/07/2025	2/08/2025			10
1.9	Visitor Management		2/12/2024				2/12/2024	25/01/2025			38
1.9.1	Draft the Management Policy & Procedure	WHS Team	2/12/2024	5	0%		2/12/2024	7/12/2024			5
1.10	Initial review & education with WHS Committee	WHS Committee	10/12/2024	5	0%		10/12/2024	14/12/2024			5
1.11	Out for consultation & gather feedback	WHS Reps	10/12/2024	5	0%		10/12/2024	14/12/2024			5
1.12	Finalise Policy & Procedure & progress to Governance	WHS Committee	13/01/2025	5	0%		13/01/2025	18/01/2025			5
1.13	Create your roll out Plan	WHS Team	21/01/2025	5	0%		21/01/2025	25/01/2025			5
1.14	Training & Competency	WHS Team	21/01/2025	5	0%		21/01/2025	25/01/2025			5
1.15	Activate full Policy & Procedure	WHS Team	21/01/2025	5	0%		21/01/2025	25/01/2025			5
0	Health & Well-Being management policy		3/03/2025				3/03/2025	30/07/2025			107
0.1	Review the policy and associated procedures	WHS Team	21/10/2024	10	34%		3/03/2025	30/07/2025			107
0.2	Initial review & education with WHS Committee	WHS Committee	30/04/2025	5	0%		30/04/2025	6/05/2025			5
0.3	Out for consultation & gather feedback	WHS Reps	10/05/2025	5	0%		10/05/2025	16/05/2025			5
0.4	Finalise Policy & Procedure & progress to Governance	WHS Committee	15/05/2025	5	0%		15/05/2025	21/05/2025			5
0.5	Create your roll out Plan	WHS Team	20/05/2025	5	0%		20/05/2025	24/05/2025			5
0.6	Training & Competency	WHS Team	30/05/2025	5	0%		30/05/2025	5/06/2025			5
0.7	Activate full Policy & Procedure	WHS Team	5/06/2025	5	0%		5/06/2025	11/06/2025			5
1	Working in Isolation		22/10/2023				22/10/2023	27/07/2024			200
1.1	Draft the Management Policy & Procedure	Jeannie	22/10/2023	116	100%		22/10/2023	2/04/2024			116
1.2	Initial review & education with WHS Committee	WHS Committee	30/04/2024	10	100%		30/04/2024	11/05/2024			10
1.3	Out for consultation & gather feedback	WHS Reps	13/05/2024	12	100%		13/05/2024	29/05/2024			12
1.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	27/05/2024	7	100%		27/05/2024	5/06/2024			7
1.5	Create your roll out Plan	WHS Team	22/07/2024	5	100%		22/07/2024	27/07/2024			5
1.6	Training & Competency	WHS Team	5/08/2024	1	100%		5/08/2024	6/08/2024			1
1.7	Activate full Policy & Procedure	WHS Team	12/08/2024	4	100%		12/08/2024	16/08/2024			4
2	Emergency Management		24/03/2024				24/03/2024	5/04/2025			268

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End: 18/11/2025							Week:	1			
Today: 16/06/2025				Task Start	Task Duration	26%	Show Overdue:	No			
VBS	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	1/03/2025			10
2.2	Initial review & education with WHS Committee	WHS Committee	4/03/2025	5	0%		4/03/2025	8/03/2025			5
2.3	Out for consultation & gather feedback	WHS Reps	10/03/2025	10	0%		10/03/2025	22/03/2025			10
2.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	24/03/2024	7	0%		24/03/2024	3/04/2024			7
2.5	Create your roll out Plan	WHS Team / LGIS	31/03/2025	5	0%		31/03/2025	5/04/2025			5
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
3	WHS Audit		23/01/2023				23/01/2023	30/03/2023			48
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%		24/03/2023	30/03/2023			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		13/02/2023				13/02/2023	8/04/2023			40
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
5	Volunteer Management		29/05/2024				29/05/2024	30/06/2025			282
5.1	Draft the Management Policy & Procedure	Jeannie/LGIS	29/05/2024		25%		29/05/2024	30/06/2025			282
5.2	Initial review & education with WHS Committee	WHS Committee	28/07/2024	5	0%		28/07/2024	3/08/2024			5
5.3	Out for consultation & gather feedback	WHS Reps	5/08/2024	5	0%		5/08/2024	10/08/2024			5
5.4	Finalise Policy & Procedure & progress to Governance	WHS Committee	12/08/2024	7	0%		12/08/2024	21/08/2024			7
5.5	Create your roll out Plan	WHS Team	26/08/2024	5	0%		26/08/2024	31/08/2024			5
5.6	Training & Competency	WHS Team	2/09/2024	19	0%		2/09/2024	27/09/2024			19

Attachment 1 to Report 7.1

End: 18/11/2025					Week: 1						
Today: 16/06/2025					Task Start	Task Duration	26%	Show Overdue:	No		
VBS	Task	Assign To	Start Date	Work Days	% Done	Priority	Start	End	Revised Start	Revised End	Work Days
5.7	Activate full Policy & Procedure	WHS Team	30/09/2024	5	0%		30/09/2024	5/10/2024			5
6	WHS Targets & Objectives		20/01/2025				20/01/2025	19/02/2025			22
6.1	Draft the Management Policy & Procedure	WHS Team	20/01/2025	10	0%		20/01/2025	1/02/2025			10
6.2	Initial review & education with WHS Committee	WHS Committee	1/02/2025	5	0%		1/02/2025	7/02/2025			5
6.3	Out for consultation & gather feedback	WHS Reps	7/02/2025	5	0%		7/02/2025	13/02/2025			5
6.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	7/02/2025	5	0%		7/02/2025	13/02/2025			5
6.5	Create your roll out Plan	WHS Team	13/02/2025	5	0%		13/02/2025	19/02/2025			5
6.6	Training & Competency	WHS Team	19/02/2025	5	0%		19/02/2025	25/02/2025			5
6.7	Activate full Policy & Procedure	WHS Team	25/02/2025	5	0%		25/02/2025	1/03/2025			5
7	Asbestos Management		13/11/2023				13/11/2023	7/09/2024			215
7.1	Draft the Management Policy & Procedure	WHS Team / LGIS	13/11/2023	80	100%		13/11/2023	2/03/2024			80
7.2	Initial review & education with WHS Committee	WHS Committee	20/05/2024	44	100%		20/05/2024	19/07/2024			44
7.3	Out for consultation & gather feedback	Key Stakeholders	22/07/2024	13	100%		22/07/2024	8/08/2024			13
7.4	Finalise Policy & Procedure & Give Feedback	WHS Committee	12/08/2024	10	100%		12/08/2024	24/08/2024			10
7.5	Create your roll out Plan	WHS Team / LGIS	2/09/2024	5	100%		2/09/2024	7/09/2024			5
7.6	Training & Competency	WHS Team / LGIS	30/11/2023	19	100%		30/11/2023	26/12/2023			19
7.7	Activate full Policy & Procedure	WHS Team / LGIS	19/12/2023	4	100%		19/12/2023	22/12/2023			4
8	LGIS		1/04/2022				1/04/2022	2/05/2023			283
8.1	Implement a Legislation Register	WHS Team	20/12/2022	1	100%		20/12/2022	20/12/2022			1
8.2	Register with Dept of Mines & Worksafe (for updates)	WHS Team	1/04/2022	1	100%		1/04/2022	1/04/2022			1
8.3	Explore options for Safety Management Software System	WHS Team	9/09/2022	1	100%		9/09/2022	9/09/2022			1
8.4	Develop WHS Management Plan - Targets & Objectives 2022/23	WHS Team	6/06/2022	1	100%		6/06/2022	7/06/2022			1
8.5	Creation of electronic forms	WHS Team	1/05/2023	1	100%		1/05/2023	2/05/2023			1
8.6	Review/improve/streamline WHS intranet site	WHS Team	21/12/2022	1	100%		21/12/2022	21/12/2022			1
8.7	Survey workers annually about consultation arrangements	WHS Team	4/10/2022	1	100%		4/10/2022	4/10/2022			1
8.8	Include risk management induction & confirm information is included on induction checklist	WHS Team	16/05/2022	1	100%		16/05/2022				-
8.9	WHS included on the Agenda at meetings (included as part of the WHS Management Plan - Targets & Objectives 2022/23)	WHS Team	5/05/2022	1	100%		5/05/2022	5/05/2022			1
8.10	Ensure SWMS are available for all high risk work activities	WHS Team	12/11/2021	1	100%		12/11/2021	12/11/2021			1

Attachment 1 to Report 7.1

End: 18/11/2025				Week: 1							
Today: 16/06/2025				Task Start	Task Duration	26%	Show Overdue: No				
VBS	Task	Assign To	Start Date	Work Days	% Done	Priority	Start	End	Revised Start	Revised End	Work Days
8.11	Develop a feedback form for workers to complete/submit to the Shire after completing external training	WHS Team			100%		-	-			-
9	Worker's Compensation / Injury Management		1/10/2023			—	1/10/2023	15/11/2023			32
9.1	Draft the Management Policy & Procedure	WHS Team / LGIS	1/10/2023	10	100%	●	1/10/2023	14/10/2023			10
9.2	Initial review & education with WHS Committee	WHS Committee	1/11/2023	5	100%	●	1/11/2023	7/11/2023			5
9.3	Out for consultation & gather feedback	WHS Reps	1/11/2023	5	100%	●	1/11/2023	7/11/2023			5
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			100%	●	-	-			-
0	Health & Safety Committee		12/02/2023			—	12/02/2023	16/06/2023			89
0.1	Draft the Roles and Responsibilities	WSH Team	10/04/2023	1	100%	●	10/04/2023	11/04/2023			1
0.2	Draft the Terms of Reference	WHS Team	10/04/2023	1	100%	●	10/04/2023	11/04/2023			1
0.3	CEO Policy HSRs Entitlements	Monika	12/02/2023	1	100%	●	12/02/2023	14/02/2023			1
0.4	Review update Site Inspection Worksheets	Monika	10/06/2023	5	100%	●	10/06/2023	16/06/2023			5

7.2 **Audit and Risk Committee Action Items - Status Report**

File Code	GV.MTG 6.1
Author	Garry Bird, Director Corporate Services
Senior Employee	Jason Whiteaker, Chief Executive Officer
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

Shire of Mundaring Council Plan 2024 - 2034
Objective 10 - Sustainable Governance
Outcome 10.1 - Strengthen organisational culture, governance, financial management and asset management.

SUSTAINABILITY IMPLICATIONS

Nil

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.

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	x

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.	Manager People and Culture	Provide regular updates to the Committee on progress of these plans	Due date: June 2025
Comment Six monthly update have been requested by the Committee as follows; - September 2023 (completed December 2023) - June 2024 (completed June 2024) - December 2024 (completed December 2024) - June 2025 (presented at this meeting) - December 2025			
28.02.2023 Item 9.1 General Computer Controls – Capability Maturity Framework	Manager Information Technology	Provide an update to the Committee by June 2023 (six monthly update).	Due date: June 2025
Comment Six monthly updates have been requested by the Committee as follows; - June 2023 (completed) - January 2024 (completed December 2023) - June 2024 (completed June 2024)			

- December 2024 (completed December 2024) - June 2025 (presented at this meeting)			
10.12.2024 Item 7.1 General Computer Controls – Capability Maturity Framework	Manager Information Technology	ICT Inventory lacking sensitivity classification and version tracking	Due date: 31 August 2025
Comment Complete - Outdated version tracking records removed, records audited fortnightly to ensure alignment - Apart from sensitivity classification, all other suggested actions noted in the auditor's report were already addressed - It was determined that sensitivity classification for the purposes of information security was not a value-add exercise due to the small number of systems involved. Notwithstanding, audit of systems for data types being stored within the systems is considered valuable for upcoming PRIS compliance and to inform a future data governance exercise. Draft report completed and scheduled for peer review by August 2025			
10.12.2024 Item 7.1 General Computer Controls – Capability Maturity Framework	Manager Information Technology	Outdated ICT Disaster Recovery Plan	Due date: 31 March 2025
Comment Complete – Awaiting CEO Sign Off. - BCP is not the responsibility of the IT function, however the ICT Disaster Recovery Plan forms a part of the BCP and IT are involved in BCP simulation exercises on an annual basis. - Updated plan has been completed. A desktop test exercise is planned for Q1 of FY2025-26			
25.02.2025 Item 7.1 2023/25 Office of the Auditor General Annual Financial Audit Action Items	Manager Governance and Risk	Review and update the Risk Management Procedure.	Due date: 31 December 2025
Comment No action.			
25.02.2025 Item 7.1	Manager Governance	Develop an Integrity Framework and Fraud	Due date: 30

2023/25 Office of the Auditor General Annual Financial Audit Action Items	and Risk	Control Plan.	September 2025
Comment Review of Fraud and Corruption control Policy has commenced and will be presented to the 26 August 2025 Audit and Risk Committee meeting for review. The need for an Integrity Framework and Fraud Control Plan will be considered further as part of this policy review.			
25.02.2025 Item 7.1 Employee Delegations	Manager Governance and Risk	Develop process for informing officers of delegated powers.	Due date: 30 June 2025
Comment Annual review of Delegations Register has commenced and will be presented to 10 June OCM for adoption. Standardised procedures for informing officers of delegated powers currently being implemented.			
25.02.2025 Item 7.1 Public Interest Disclosure (PID) Procedure	Manager Governance and Risk	Review and update PID Procedure and appoint new PID Officers.	Due date: 30 September 2025
Comment No action. Will commence August 2025.			
25.02.2025 Item 7.1 Complaints Management Documents	Manager Governance and Risk	Review, update and consider merging Complaints Management policy and Complaints Management Procedure.	Due date: 30 June-+ 2025
Comment As reported to the Governance Committee, this review was deferred pending the appointment of a new Manager Governance and Risk and Governance Officer. Review commenced Friday 13 June 2025.			
22.04.2025 Item 7.1 Portable Asset Inventory	Manager Finance	Migrate Portable Asset Register into new Asset Management Software and undertake stocktake of these assets.	Due date: 30 September 2026
Comment			

Implementation of new Asset Management Software has commenced.			
22.04.2025 Item 7.1 Update of Documents	Manager Finance	Review following procedures: • Petty Cash • Corporate Purchasing Card • Payroll New Employee • Cash Handling Reception	Due date: 30 September 2025
Comment Review of procedures will commence July 2025.			

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION
That the Committee notes the Action Items Status Report as at 11 June 2025.

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 Information Security Improvement Report

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

The next Audit and Risk Committee meeting will be held on Tuesday, 26 August 2025 in the Committee Room, 7000 Great Eastern Highway, Mundaring

10.2 Closure of the Meeting