Shire of Narembeen
Together we grow

AGENDA

Audit and Risk Committee

17 June 2025

NOTICE OF MEETING

Dear Committee Members and Members of the Public,

In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that the Audit and Risk Committee has been convened for:

Date:	**Tuesday 17 June 2025**
At:	Shire Council Chambers 1 Longhurst Street, Narembeen
Commencing:	2.00pm

Rebecca McCall
Chief Executive Officer

12 June 2025

Contents

1. Official Opening and Welcome

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr SW Stirrat	President
Cr HA Cusack	Deputy President
Cr CD Bray	
Cr AM Hardham	
Cr TW Cole	
Cr HJ Bald	
Cr MJ Currie	

Staff:

Ms R McCall	Chief Executive Officer
Mr B Forbes	Executive Manager Corporate Services
Mr K Markham	Executive Manager Infrastructure Services
Ms K Conopo	Executive Governance Officer

Members of Public:

Apologies:

3. Disclosure of Interest

4. Public Question Time

5. Confirmation of Previous Meeting

5.1 Audit and Risk Committee Meeting 18 March 2025

Attachment 5.1A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 5.1

That the minutes of the Shire of Narembeen Audit and Risk Committee Meeting held on Tuesday 18 March 2025, as presented, be confirmed as a true and correct record of proceedings.

6. Officer Reports

6.1 Risk Dashboard – Quarterly Report - May 2025

Date:	5 June 2025
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	ADM588
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	**6.1A Risk Dashboard Quarterly Report – May 2025**

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

This item presents the Risk Dashboard – quarterly monitoring report for May 2025 to the Audit and Risk Committee for consideration and receival.

Background

The Risk Management Framework for the Shire of Narembeen sets out the approach to the identification, assessment, management, reporting and monitoring of risks. The objective is to ensure that all areas of the Shire adopt the outlined procedures to ensure:

- strong corporate governance;
- compliance with relevant legislation, regulations and internal policies;
- integrated Planning and Reporting requirements are met; and
- uncertainty and its effects on objectives are understood.

The Shire has adopted a 'Three Lines of Defence" model for the management of risk. This model ensures roles, responsibilities, and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the council, management, and community will have assurance that risks are managed effectively to support the delivery of the strategic, corporate, and operational plans.

The Shire qualitied its risk appetite through the development of the Shire's Risk Assessment and Acceptance Criteria.

There is a requirement to assess and manager the risk profiles on an ongoing basis to monitor risks and treatments.

Comment

The quarterly review of risk profiles assessed emerging risks, control effectiveness and key indicator performance. Assigned actions are reflective of current risks and control environment.

The following risk themes are listed on the Risk Register as the overall control rating was 'inadequate':

- Inadequate Asset Sustainability Practices
- Ineffective Management of Facilities/Venues/Events

Consultation

Executive Manager Corporate Services

Statutory Implications

The *Local Government Act 1995* and Regulation 17 of the *Local Government (Audit) Regulations* is applicable.

Policy Implications

Risk Management Framework

Strategic Implications

Strategic Community Plan

Strategic Priority:	4. Civic Leadership
Objective:	Well governed and efficiently managed Local Government
Strategy:	4.2 Compliant and resourced Local Government

Asset Management Plan
Nil

Long Term Financial Plan
Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Risk Management Framework
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

There are no financial implications to Council in relation to this item as the Risk Dashboard identifies and evaluates risk.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 6.1

That Audit and Risk Committee receives the Risk Dashboard Quarterly Report – May 2025 as presented in Attachment 6.1A.

6.2 Business Continuity Plan Review - 2025

Date:	10 June 2025	
Location:	Not applicable	
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services	
Author:	Ben Forbes, Executive Manager Corporate Services	
File Reference	RISK MANAGEMENT\PLANNING\Business Continuity Response Plan	
Previous Meeting Reference	Nil	
Disclosure of Interest:	Nil	
Attachments:	**6.3A**	**Shire of Narembeen – Business Continuity Plan 2025**

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

For the Audit and Risk Committee to review and endorse the reviewed 2025 Business Continuity Plan (BCP).

Background

The business continuity plan provides high-level guidance regarding responding to and managing events that interrupt the Shire's ability to deliver core functions and services. Such events that significantly will require an immediate and coordinated response to avoid shortfalls in compliance or failure to deliver on key projects or services to the community, the guiding principles and necessary minimum information for such a response is contained in the BCP.

Comment

The BCP, as attached, provides basic guidance and areas of consideration for managing the response to a disruption event. Naturally, those managing the event must use their best judgement, given the specific circumstances and the resources on hand, to attempt to coordinate an optimal response. The business continuity plan is only concerned with the Shire's operations and does not seek to address impacts to the broader community as these plans are contained in other documents in the emergency planning suite.

Consultation

Chief Executive Officer
Staff

Statutory Implications

Local Government (Audit) Regulations 1996
Regulation 17

1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –
    a) risk management; and

b) internal control; and
c) legislative compliance.

2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to the subject of a review not less than once every 3 financial years.

3) The CEO is to report to the audit committee the results of that review.

Policy Implications

Risk Management Policy

Strategic Implications

Strategic Community Plan

Strategic Priority:	4. Civic Leadership
Objective:	Well governed and efficiently managed Local Government
Strategy:	4.2 Compliant and resourced Local Government

Asset Management Plan
Nil

Long Term Financial Plan
Nil

Risk Implications

Risk Profiling Theme	Business and Community Disruption
Risk Category	Service Interruption
Consequence Description	Indeterminate prolonged interruption of services - non-performance >1 month
Consequence Rating	Major (4)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Moderate (5)
Key Controls in Place	Business Continuity Plan, ICT Disaster Recovery Plan, staff training plan, procedure manuals, redundant backups
Action / Treatment	See controls
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – 6.2

That the Audit and Risk Committee recommend that Council receive and endorse the revised Business Continuity Plan, as attached.

7. Other Business

8. Closure of Meeting

Details of the next meeting will be advised.

There being no further business, the chair declared the meeting closed at ___pm