



Audit & Risk Advisory Committee

MINUTES

TUESDAY, 26 MARCH 2024; 3.30 PM.

These minutes were received by Council on 18 April 2024.

A handwritten signature in black ink, appearing to read "A. Dean".

Tony Dean – Shire President

Contents

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS/ACKNOWLEDGEMENT OF COUNTRY:	4
2. ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE:	4
3. PUBLIC QUESTION TIME:	4
4. ANNOUNCEMENTS FROM PRESIDING MEMBER:	4
5. DECLARATIONS OF INTEREST:	4
6. REPORTS OF OFFICERS:	5
6.1 – Shire of Nannup Risk Management System Review	5
7. CLOSURE OF MEETING:	7

PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING

Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyrighted material.

Any statement, comment or decision made at a Council meeting regarding any application for approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity who has an application before the Shire of Nannup must obtain, and should only rely on, written notice of the Shire of Nannup's decision and any conditions attaching to the decision and cannot treat as an approval of anything said or done at a Council meeting.

Any advice provided by an employee of the Shire of Nannup on the operation of a written law, or the performance of a function by the Shire of Nannup, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as legal advice or representation by the Shire of Nannup. Any advice on a matter of law or anything sought to be relied upon as a representation by the Shire of Nannup should be sought in writing and should make clear the purpose of the request. Any plans or documents in Agendas and Minutes may be subject to copyright.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS/ACKNOWLEDGEMENT OF COUNTRY:

The Shire President declared the meeting open at 3.31 pm.

The Shire President acknowledged the traditional custodians of the land, the Wardandi and Bibbulmun people, paying respects to Elders past, present and emerging.

2. ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE:

<i>COUNCILLORS:</i>	<i>STAFF</i>
Cr Tony Dean (Shire President)	David Taylor – Chief Executive Officer
Cr Vicki Hansen (Deputy President)	Dale Putland – Acting Executive Manager Corporate Services
Cr Cheryle Brown	
Cr Chris Buckland	
Cr Patricia Fraser	
Cr Bob Longmore	

- Cr Ian Gibb is on an approved leave of absence.

3. PUBLIC QUESTION TIME:

Nil.

4. ANNOUNCEMENTS FROM PRESIDING MEMBER:

Nil.

5. DECLARATIONS OF INTEREST:

Nil.

The Shire of Nannup Declaration Register is on our website [here](#).

6. REPORTS OF OFFICERS:

AGENDA NUMBER & SUBJECT:	6.1 – Shire of Nannup Risk Management System Review
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	Risk Management
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	13 February 2024
ATTACHMENT:	6.1.1 - Risk Management Policy 6.1.2 – Shire of Nannup Risk Register 6.1.3 - Risk Management Framework 6.1.4 - Risk Management Procedure

BACKGROUND:

The Shire of Nannup considers risk management to be an essential management function in its operations. It recognises that the risk management responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk.

The objective of risk management is to develop a culture and awareness across the organisation in applying risk management processes and practices to ensure effective management and mitigation of adverse effects and events to ensure a safe workplace and reduce the potential costs of risk through the implementation of a risk management framework.

COMMENT:

Following the recently adopted Terms of Reference for the Audit and Risk Committee, the Risk Management System has undergone an update with the following documents being produced/reviewed to provide an improved risk management system.

1. Risk Management Policy
2. Risk Management Framework
3. Risk Management Procedure
4. Risk Register

Risk Management is a system that undergoes continuous review and improvement to maintain best practices. This review provides the solid base for the Shire of Nannup Management System to build upon.

STATUTORY ENVIRONMENT:

Local Government Act 1995 – Section 5.41

Local Government (Audit) Regulations 1996 – Regulation 17

POLICY IMPLICATIONS:

RM1 – Risk Management

FINANCIAL IMPLICATIONS:

Nil.

STRATEGIC IMPLICATIONS:

Shire of Nannup Risk Management System

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That the Committee endorses the updated Shire of Nannup Risk Management System Review encompassing the following documents:

- a) Risk Management Policy (Attachment 6.1.1)
- b) Risk Register (Attachment 6.1.2)
- c) Risk Management Framework (Attachment 6.1.3); and
- d) Risk Management Procedure (Attachment 6.1.4).

MOVED CR FRASER

SECONDED CR LONGMORE

That Standing Orders be suspended.

CARRIED

Total votes for: 6

Cr Brown, Cr Buckland, Cr Dean, Cr Fraser, Cr Hansen, and Cr Longmore.

Total votes against: 0

MOVED CR BROWN

SECONDED CR FRASER

That Standing Orders be resumed.

CARRIED

Total votes for: 6

Cr Brown, Cr Buckland, Cr Dean, Cr Fraser, Cr Hansen, and Cr Longmore.

Total votes against: 0

MOVED CR LONGMORE

SECONDED CR BROWN

That the Committee endorses the updated Shire of Nannup Risk Management System Review encompassing the following documents:

- a) Risk Management Policy (Attachment 6.1.1)**
- b) Risk Register (Attachment 6.1.2)**
- c) Risk Management Framework (Attachment 6.1.3); and**
- d) Risk Management Procedure (Attachment 6.1.4).**

CARRIED

Total votes for: 6

Cr Brown, Cr Buckland, Cr Dean, Cr Fraser, Cr Hansen, and Cr Longmore.

Total votes against: 0

7. CLOSURE OF MEETING:

The Shire President Cr Dean declared the meeting closed at 3.44 pm.