



SHIRE
of
DANDARAGAN

AGENDA

for

AUDIT COMMITTEE MEETING

to be held at the

COUNCIL MEETING ROOM, JURIEN BAY

on

THURSDAY 27 FEBRUARY 2025

COMMENCING AT 3.30PM

AGENDA FOR AUDIT COMMITTEE MEETING TO BE HELD THURSDAY 27 FEBRUARY 2025
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1. DECLARATION OF OPENING

1.1 ELECTION OF CHAIRPERSON

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Members Councillor A O’Gorman
 Councillor M McDonald
 Councillor J Clarke
 Councillor G Lethlean

Staff	Mr B Bailey	(Chief Executive Officer)
	Mr B Waters	(Executive Manager Corporate & Community Services)
	Mrs R Pink	(Accountant)
	Ms K Jones	(Administration Officer)

Apologies

Leave of Absence

3. CONFIRMATION OF MINUTES

3.1 MINUTES OF THE AUDIT COMMITTEE MEETING HELD 19 DECEMBER 2024

4. MATTERS FOR DISCUSSION

4.1 SECOND BIENNIAL RISK REPORT FOR THE 2024 / 25 FINANCIAL YEAR

Location:	Shire of Dandaragan
Applicant:	Not Applicable
Folder Path:	SODR-2042075298-126813
Disclosure of Interest:	Nil
Date:	24 January 2025
Author:	Brad Waters, Executive Manager Corporate & Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

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PROPOSAL

The purpose of this report is for the Audit and Risk Committee to receive the second Biennial Risk Report for the 2024 / 25 financial year.

BACKGROUND

On 27 June 2024, Council endorsed updates to the Shire's Risk Management Framework and Policy.

The Risk Management Framework specifies that the Shire must submit a risk report to the Audit and Risk Committee biennially to communicate risk management activities and outcomes and provide information for decision-making.

The first Biennial Risk Report for the 2024/25 financial year (the Risk Report) was received by Council in August 2024.

COMMENT

The second Biennial Risk Report for the 2024/25 financial year (the Risk Report) outlines the measure of consequence and likelihood for each risk theme (theme) endorsed in the Risk Management Framework. These measures are then applied to the Shire's Risk Matrix to provide an overall risk rating for each theme.

Across the 13 themes:

- 2 are rated as high.
- 9 are rated as moderate.
- 2 are rated as low.

There has been no change in the risk ratings since August 2024, with the ratings as follows:

Risk Theme	Measure of Consequence	Measure of Likelihood	Overall Risk Rating
Asset Sustainability	Moderate	Possible	Moderate
Business and Community Disruption	Moderate	Possible	Moderate
Community Engagement	Moderate	Rare	Low
Compliance	Major	Unlikely	Moderate
Document Management	Moderate	Unlikely	Moderate
Employment Practices	Moderate	Unlikely	Moderate
Environment	Major	Possible	High
External Theft and Fraud	Moderate	Unlikely	Moderate

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Management of Facilities, Venues and Events	Minor	Unlikely	Low
IT, Communication Systems and Infrastructure	Moderate	Possible	Moderate
Misconduct	Moderate	Unlikely	Moderate
Safety and Security Practices	Major	Possible	High
Supplier and Contract Management	Moderate	Possible	Moderate

The Risk Report also outlines the controls for each theme and provides an overall control rating with relevant actions. Since August 2024, the following actions have been undertaken:

- Development of a social media process and standard map.
- A review and update of the Audit and Risk Committee Terms of Reference.
- Updates to the Shire's Purchasing and Tender Policy (to be presented at the February 2025 Ordinary Council Meeting).
- Ongoing updates to the lease and contracts register.
- Assessment of the importance of developing an IT Disaster Recovery Plan.
- Assessment of Skytrust's capabilities and implementation of the program.

Completed actions are highlighted using green in the Risk Register.

Since August 2024, there have also been some actions which have had their due date pushed back due to various reasons including the Meadow Springs Bushfire, periods of leave and competing priorities. These are outlined in the table below:

Action	Original Due Date	New Due Date
Review and develop the next iteration of the Disability and inclusion plan	31 December 2024	30 June 2025
Develop an archive storage facility procedure	31 December 2024	31 December 2025
Finalised updated workforce plan	31 December 2024	30 June 2025
Update the Portable and Attractive Assets register and associated procedures.	31 December 2024	30 June 2025
Review findings from Bridged Group Security Audit	31 December 2024	30 June 2025

Red font is used to indicate updated due dates in the Risk Register.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no financial implications relevant to this item.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

ATTACHMENTS

Circulated with the agenda is the following item relevant to this report:

- Risk Register January 2025 (Doc Id: SODR-2042075298-126813)
(Marked 4.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That the Audit and Risk Committee:

- 1. Receive the second Biennial Risk Report for the 2024 / 25 financial year and;**
- 2. Determine that there are no matters raised in the report that require immediate action.**

5. CLOSURE OF MEETING

MEETING CLOSED AT 3:50PM