



Shire of
Serpentine
Jarrahdale

Audit, Risk and Governance Committee Meeting

Unconfirmed Minutes

Monday, 25 November 2024

5:30pm

Contact Us

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In Person

Shire of Serpentine Jarrahdale

6 Paterson Street, Mundijong WA 6123

Open Monday to Friday 8.30am-5pm (closed public holidays)



www.sjshire.wa.gov.au



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Minutes of the Audit, Risk and Governance Committee Meeting held in the Council Chambers, Civic Centre, 6 Paterson Street, Mundijong, on Monday, 25 November 2024.

The Presiding Member, Councillor Mack declared the meeting open at 5.30pm and welcomed Committee Members and Staff.

Councillor Mack acknowledged the Noongar people of the Boodja – the land – that we gather on today. For thousands of years their connection to Country has provided knowledge, guidance, spirituality, and life. We pay our respects to this ongoing connection, as well as to their Elders past, present and emerging.

Presiding Member, Councillor Mack advised that the meeting is being live streamed and audio recorded. No other visual or audio recording of this meeting by any other means is allowed.

Minutes

1. Attendances and apologies (including leave of absence):

Elected Members: S Mack.....Presiding Member
R Coales
C Mazzini
T Duggin

External Members: Ms E Newby
Mr J Curulli

Officers: Mr P Martin.....Chief Executive Officer
Mr R Najafzadeh.....Director Infrastructure Services
Mr B Oliver.....Director Community Engagement
Mr F Sullivan.....Director Corporate Services
Mr A TrosicDirector Development Services
Mr F Jamodien.....Executive Manager of Operations
Mr S Bauskis.....Manager Information Communication Technology
Ms C Mortimer.....Manager Corporate Performance
Ms J Bavaro.....PA to Director Corporate Services (Minute Taker)

Apologies: N Bishop
R Jerrett
M Byas

Observers: 0



2. Public Questions:

Nil.

3. Deputations:

Nil.

4. Declaration of Committee Members and Officers interest:

Nil.

5. Receipt of minutes or reports and consideration of adoption of recommendations from Committee meetings held since the previous Council meetings:

5.1 Minutes of previous Audit, Risk and Governance Committee Meetings:

5.1.1 - Audit, Risk and Governance Committee Meeting - 26 August 2024

ARG09/11/24

AUDIT, RISK AND GOVERNANCE COMMITTEE RESOLUTION

Moved President Coales, seconded Cr Mazzini

That the minutes of the Audit, Risk and Governance Committee Meeting held on 26 August 2024 be CONFIREMED (E24/12368)

CARRIED UNANIMOUSLY 6/0



6. Reports for consideration:

6.1 - Strategic Risk Register Quarterly Review Report - November 2024 (SJ2881)	
Responsible Officer:	Manager Corporate Performance
Senior Officer:	Director Corporate Services
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

Information	For the Council / Committee to note.
Executive	The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations and setting and amending budgets.

Report Purpose

The purpose of this report is to provide the Audit, Risk and Governance Committee (the Committee) an overview of the quarterly review undertaken on the Shire's Strategic Risk Register and provide the Committee with the updated Strategic Risk Register for recommendation to Council for endorsement.

Relevant Previous Decisions of Council

<p><i>Ordinary Council Meeting – 16 September 2024 – OCM243/09/24 - COUNCIL RESOLUTION - extract</i></p> <p><i>That Council:</i></p> <p><i>2. ADOPTS Audit, Risk and Governance Committee Resolution ARG08/08/24 and;</i></p> <p><i>1. NOTES the Strategic Risk Register Review as contained within this paper.</i></p> <p><i>2. ENDORSES the updated Strategic Risk Register as contained in attachment 1.</i></p>

Background

Risk Management is a framework of culture, processes and structures directed towards the effective management of risk. This includes consideration of both potential opportunities and adverse effects on existing operations. As all actions and transactions involve risk, effective Risk Management involves the anticipating, understanding and monitoring of risk. It contributes to good corporate governance by providing reasonable assurance to Council, Executive Management and the community that the organisational objectives will be achieved within a tolerable degree of residual risk.

In September 2020, Council, on recommendation from the Committee, endorsed the Shire's new Strategic Risk Register and approved the revised Council Policy Risk Management (OCM281/09/20).



These are important achievements towards improving the risk management processes at the Shire as they provide a mechanism for Shire executives to manage risk at a strategic level and an avenue for the Committee and Council to monitor strategic risk through quarterly reporting.

Community / Stakeholder Consultation

N/A

Statutory Environment

Regulation 17 of the *Local Government (Audit) Regulations 1996 (WA)* ('the Regulations') require the CEO to review the appropriateness and effectiveness of the Shire's systems and processes in relation risk management, internal control and legislative compliance (r. 17(1)). The review may include any or all of the abovementioned matters (r. 17(2)) and the results of any review must be reported to the Shire's Audit, Risk and Governance Committee (r. 17(3)). Each matter must be the subject of a review not less than once in every 3 financial years (r. 17(2)).

The most recent review of risk management was completed by the Shire in the 2021-22 financial year and considered by the Committee at its February 2022 meeting. The next review is due no later than 30 June 2025.

Comment

Strategic Risk Register Quarterly Review – November 2024

In accordance with Council Policy Risk Management, the Executive Management Group reviewed the Strategic Risk Register. Following this, Officers have prepared the following quarterly report for the Committee's noting. Committee members and Councillors agreed to the structure of this report at the Strategic Workshop held 4 November 2020.

Strategic Risk Register

Quarterly Review – November 2024

1. Risk Rating Reviews

Nil

2. New and Emerging Risks

Nil

3. Updates to Risk Mitigation Strategies

Actions complete and moved to controls

Risk 2 (Organisational Workforce)

- *Action 9 – Investigate the use of contractors to address resource shortage within the Parks and Gardens Business Unit is complete. Quality staff have been successfully onboarded, and there has been a significant improvement in staff retention. The Activity Standards for all the Shire's Parks and Gardens have been approved and implemented, outlining the specific requirements for mowing, spraying, and trimming. Moving forward, only low-specification mowing will be*



outsourced to Contractors. Parks and Gardens Activity Standards is added as Control 15.

Risk 6 (Bushfire Management)

- Action 21 - *Support DFES delivery of the Cardup Career Fire Station* is complete with a new Action 17 created as the next step to further mitigate this area of risk. The Cardup Career Fire Station is expected to be completed in December 2024.
- Action 22 - *Develop an annual Emergency Services Communication Plan to support proactive communication with the community regarding emergency services preparedness, compliance and safety* is complete and added as Control 16. Community communication regarding Emergency Services has commenced in alignment with the established plan.

Risk 7 – (Environmental Sustainability)

- Action 5 - *In conjunction with the community, develop an updated Climate Change Strategy and Local Action Plan within two years of the declaration* has been completed and added as Control 26. Council endorsed the Climate Change Strategy and Action Plan at the Ordinary Council Meeting on 16 September 2024 (OCM250/09/24).

Risk 16 (Failure to deliver major capital projects at quality and within budget)

- Action 5 – *Develop a business case and submit for 2024-25 Budget consideration to resource the management of clearing permit processes including permit applications and development of vegetation offset plans* is complete. A Business Case proposing a new resource was submitted for consideration in the 2024-25 budget process, which was subsequently approved. Following this approval, a Senior Environmental Officer joined the Shire on 2 October 2024.

Actions amended

Risk 13 (Desirable place – Vibrant community in a rural setting)

- Action 3 – *Byford Skate Park (Construction of Stage 2)* target date amended to 30 June 2025 (was TBD once clearing permit is obtained) as the Clearing Permit has now been received from the Department of Water and Environmental Regulation and project delivery dates realigned and approved in accordance with the Project Management Framework.

New actions

Risk 6 (Bushfire Management)

- Action 23 – *Support the integration of DFES and Shire Volunteer Firefighters by creating a Working Group to establish responsibilities and build relationships* has been added with a target date of 31 December 2025 and status 'In Progress'. Council requested the Chief Executive Officer establish a working group in liaison with the Department of Fire and Emergency Services to establish responsibilities and foster relationships between the Cardup Career Fire Station and the Shire's Bush Fire Brigades (OCM140/05/24), and endorsed the Terms of Reference for the Serpentine Jarrahdale / Cardup Career Fire Station Integration Working Group at the Ordinary Council Meeting held on 21 October 2024 (OCM304/10/24) which is expected to run for 12 months. The establishment of the working group will facilitate a smooth integration of the Cardup Career Fire and Rescue Station with existing volunteer brigades.



Risk 11 (Community Engagement)

- Action 1 – *Develop and Implement Engagement Toolkit* has been added with a target date of 30 June 2025 and status 'In Progress'. This work will be undertaken to ensure the Shire maintains effective and trust-building engagement with the community.

Risk 16 (Failure to deliver major capital projects at quality and within budget)

- Action 9 – *Develop an Offset Management Plan* has been added with a target date of 31 December 2025 and status 'In Progress' This follows the completion of Action 5 as the next step to further mitigate this area of risk.

4. Other

Risk 7 (Environment Sustainability)

- Action 7 – *Implementation of FOGO* has been removed. Council resolved at the August 2024 Ordinary Council Meeting (OCM235/08/24).

The updated Strategic Risk Register incorporating the amendments from the above review is contained within **attachment 1**.

Strategic Risk Register Review Update

The review of the Strategic Risk Register is underway. Since the last report, Officers have developed a scope and timeline for the review, and commenced procurement for consultant assistance to facilitate risk workshops with the Executive Management Group and Audit, Risk and Governance Committee. The submissions received are currently under review, and subject to funding it is currently anticipated the review of the risk register can be completed by 30 June 2025.

Options

Option 1

That the Audit, Risk and Governance Committee RECOMMENDS that Council:

1. NOTES the Strategic Risk Register Review as contained within this paper.
2. ENDORSES the updated Strategic Risk Register as contained within **attachment 1**.

Option 2

That the Audit, Risk and Governance Committee RECOMMENDS that Council:

1. NOTES the Strategic Risk Register Review as contained within this paper.
2. REQUESTS that the Chief Executive Officer make revisions as specified by the Committee to the Strategic Risk Register.

Option 1 is recommended.



Conclusion

This reporting period, a summary of progress towards mitigation includes the completion of five actions resulting in three new controls, and the addition of three new mitigation actions.

The ongoing reporting and monitoring of Strategic Risk provide assurance to the Committee and Council that the register is being monitored and mitigation actions are underway. It is also a key tool in supporting the Committee's and Council's responsibilities pertaining to risk management.

Attachments (available under separate cover)

- **6.1 - attachment 1** – Strategic Risk Register (E20/8711)
- **6.1 – attachment 2** - Strategic Risk Register – Tracked Changes (E24/16085)

Alignment with our Council Plan 2023-2033

Thriving	
1.	Plan for the sustainable growth of the Shire of Serpentine Jarrahdale
4.	Ensure sustainable and optimal use of Shire resources and finances

Financial Implications

There are no financial implications associated with this report. The recommendation of additional or amended risks or controls by the Committee may be financial implications for Council to consider.

Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	There are no significant risks associated with this option.						
2	If the Committee recommends revision to the register, these may not be informed by sufficient operational information.	Nil	Organisational Performance	Rare	Insignificant	LOW	Nil



Voting Requirements: Simple Majority

Officer Recommendation

That the Audit, Risk and Governance Committee RECOMMENDS that Council:

1. NOTES the Strategic Risk Register Review as contained within this paper.
2. ENDORSES the updated Strategic Risk Register as contained within attachment 1.

ARG10/11/24

AUDIT, RISK AND GOVERNANCE COMMITTEE RESOLUTION

Moved Ms Newby, seconded Cr Mazzini

That the Audit, Risk and Governance Committee RECOMMENDS that Council:

- 1. NOTES the Strategic Risk Register Review as contained within this paper.**
- 2. ENDORSES the updated Strategic Risk Register as contained within attachment 1 with the following amendments:**
 - **Add as an action to risk 12 to review the progress of the economic development and tourism strategy.**
 - **Add as an action to risk 14 to conduct a review of the business continuity plan.**

CARRIED UNANIMOUSLY 6/0

Reason for Difference:

We need to ensure that the controls are effective.

Please note that the Audit, Risk and Governance Committee does not have delegated authority to make decisions. All recommendations of the Audit, Risk and Governance Committee are presented to Council for ratification.



6.2 - Local Government Reforms (SJ2195)	
Responsible Officer:	Manager Corporate Performance
Senior Officer:	Director Corporate Services
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

Information	For the Council / Committee to note.
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Report Purpose

The purpose of this report is to advise the Committee on the proposed reforms to the *Local Government Act 1995* that relate to the Audit, Risk and Governance Committee.

Relevant Previous Decisions of Council

Nil.

Background

In 2022, the State Government announced a package of local government reforms under the headings of:

1. Earlier intervention, effective regulation and stronger penalties
2. Reducing red tape, increasing consistency and simplicity
3. Greater transparency and accountability
4. Stronger democracy and community engagement
5. Clearer roles and responsibilities
6. Improved financial management and reporting

The first tranche of reforms was introduced in 2023 under the *Local Government Amendment Act 2023*.

The second tranche of reforms are being implemented under the Local Government Amendment Bill 2024 (Amendment Bill), which was introduced into Parliament on 15 August 2024.

The Amendment Bill introduces the Local Government Inspector and monitors for early intervention and the resolution of issues, as well as a range of other reforms that focus on good governance and decision-making at council and committee meetings.

Community / Stakeholder Consultation

Nil.



Statutory Environment

In addition to amending the *Local Government Act 1995*, the Amendment Bill will make consequential amendments to a range of other Acts, including:

- *Constitution Acts Amendment Act 1899*
- *Corruption, Crime and Misconduct Act 2003*
- *Waste Avoidance and Resource Recovery Act 2007*.

Comment

The Amendment Bill includes a range of reforms that relate to Committees of Council and specifically, the Audit Committee. While the Bill is yet to pass Parliament, and the supporting regulations are expected to take some time to develop and introduce, a summary of the changes are outlined below.

	Proposed Reform	Impact to the ARG
Meetings behind closed doors	By default, council and committee meetings must be open to the public.	No change. The Shire's ARG meetings are already open to the public and will be livestreamed as a matter of course.
Reasons to close a meeting	The Amendment Bill limits the reasons to close a meeting, and if a meeting is closed, the reason why the meeting is closed must be recorded, along with a description of how the local government sought to maximise the publicly available information.	Limited changes other than additional information to be included in the minutes if a meeting goes behind closed doors.
Audit Committee - name	Audit committees are renamed to an "Audit, Risk and Improvement Committee" (ARIC). The name change is to reflect the strategic approach intended for the ARIC.	Committee to be renamed, terms of reference to be updated and all other administrative references to also be updated.
Establishment	The Local Government is to establish its ARIC no later than 6 months after the provisions in the Amendment Act are proclaimed. Proclamation will depend on the development and gazettal of the supporting regulations.	Until the new Committee is established, the existing committee continues in place. Once the regulations are gazetted, until the ARIC is established, the functions of the existing committee will



	Proposed Reform	Impact to the ARG
		change to the functions prescribed for the ARIC.
Shared ARIC	Two or more local governments may agree to establish a single ARIC.	The Shire is not intending to have a shared ARIC.
Membership	An employee of the local government cannot be a member of the ARIC.	There are currently no employees on the ARG Committee.
Presiding Member	The ARIC is required to have an independent presiding member. The deputy presiding member must also be independent. Appointments are made by Council by absolute majority Local governments can share an independent presiding member.	New appointments will be required for the independent members. Detail on the mechanism for this process is not currently available.
Audit, Risk and Improvement Committee - functions	Functions of the ARIC will be prescribed in regulations. It is suggested it will be widened to include governance and improvement, in addition to audits. Only certain powers and duties will be able to be delegated to the ARIC from Council.	There is currently no information available on the content of the proposed regulations, including what functions and powers can be delegated. When the regulations are available, the Committee's terms of reference will require updating and additional matters may need to be referred to the Committee for consideration.
Council committees	Council can establish Committees that have an advisory or decision-making function. Council will now appoint the presiding member and deputy presiding member via absolute majority (instead of it occurring via secret ballot). A local government must appoint the presiding member and deputy by absolute majority no later than 1 July 2025.	The timing implications of the new provisions on the existing Audit, Risk and Governance Committee and the future ARIC, are unclear. It is possible that the presiding member of the Audit Committee will need to be appointed twice (by absolute majority) on separate occasions. Firstly, before the 1 July 2025 for the existing Audit, Risk and Governance Committee,



	Proposed Reform	Impact to the ARG
		and secondly, when the ARIC provisions are proclaimed, to appoint the new independent presiding member.

Limited information is available on the proposed functions of the expanded Audit, Risk and Improvement Committee (ARIC) as the functions will be prescribed in regulations.

On the basis of the Local Government Act Review Panel Final Report, which a number of the current Local Government Reforms are based on, the functions of the ARIC could include:

- Developing an audit plan which focuses on compliance, risk (including procurement), financial management, fraud control, governance and delivery of the Council Plans;
- Identifying continuous improvement opportunities and monitoring programs and projects in this area;
- Conducting the mandatory internal audits as outlined in the audit plan; and
- Providing advice to the Council in relation to these matters.

The Review Panel also suggested that the Presiding Member could have a more public role, including addressing Council on relevant matters, reporting at the Annual Electors' Meeting and preparing a statement in the annual report.

In New South Wales, Local Governments are required to have Audit, Risk and Improvement Committees. Legislation requires that the Committee has a role in overseeing internal audit activities, reviewing the performance and efficacy of activities over each four-year period, and monitoring and reviewing the Council's risk management system. This could be a model that is used for the development of the supporting regulations in Western Australia.

Due to the significant number of unknowns regarding the detail of the supporting regulations and the timing of the amendments, no actions are recommended for the Audit, Risk and Governance Committee at this time.

Options

Option 1

That the Audit, Risk and Governance Committee RECOMMENDS that Council NOTES the proposed reforms to the *Local Government Act 1995* that relate to the Committee, as contained within this paper.

Option 1 is recommended.

Conclusion

This report outlines the proposed changes to the legislative framework that will impact the Audit, Risk and Governance Committee.



Attachments (available under separate cover)

Nil.

Alignment with our Council Plan 2023-2033

Nil.

Financial Implications

There are no current financial implications with this report.

The introduction of an independent presiding member and deputy presiding member will have financial implications due to the cost of meeting fees for each member. However, fees are currently applicable for independent members and these fees will be absorbed in normal operating budget (\$315 per member, per meeting).

Risk Implications

There are no risks associated with this report.

Voting Requirements: Simple Majority

ARG11/11/24

AUDIT, RISK AND GOVERNANCE COMMITTEE RESOLUTION / Officer Recommendation

Moved Ms Newby, seconded Mr Curulli

That the Audit, Risk and Governance Committee RECOMMENDS that Council NOTES the proposed reforms to the *Local Government Act 1995* that relate to the Committee, as contained within this paper.

CARRIED UNANIMOUSLY 6/0

Please note that the Audit, Risk and Governance Committee does not have delegated authority to make decisions. All recommendations of the Audit, Risk and Governance Committee are presented to Council for ratification.



6.3 - Shire of Serpentine Jarrahdale Bush Fire Service - Brigade Operating Procedures Review (SJ4043)

Responsible Officer:	Community Emergency Services Manager
Senior Officer:	Director Community Engagement
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

Information	For the Council / Committee to note.
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Report Purpose

The purpose of this report is for the Committee to note that a review of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures has been undertaken and will be issued to volunteer brigade members by 30 November 2024.

Relevant Previous Decisions of Council

Ordinary Council Meeting – 21 June 2021 - OCM141/06/21- COUNCIL RESOLUTION - extract

That Council:

- 2. In accordance with section 3.12(4) of the Local Government Act 1995, MAKES the Shire of Serpentine-Jarrahdale Bush Fire Brigades Local Law 2021 as shown in attachment 1.*

Background

The Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures (BOP) is established under the *Shire of Serpentine Jarrahdale Bush Fire Brigades Local Law 2021* and outlines the working structure of the Bush Fire brigades. Following changes to *Work Health and Safety Regulations 2022* it was identified that a review of the Shire's Bush Fire Service – Brigade Operating Procedures was required to ensure compliance with Work, Healthy and Safety legislation.

Community / Stakeholder Consultation

Policy Concept Forum

Nil.

Brigade Captains

Engagement with the Bushfire Brigade members was undertaken through the brigade enhancement working group throughout 2023. This consisted of a selection of volunteers from all brigades.



Additional consultation was undertaken with the brigade captains in August 2024. All feedback provided by the captains has been incorporated in the document.

Statutory Environment

- *Serpentine-Jarrahdale Bush Fire Brigade Local Law 2021*
- *Bush Fires Act 1954*
- *Bush Fire Regulations 1954*
- *Fire Brigades Act 1942*
- *Emergency Management Act 2005*
- *Local Government Act 1995*
- *Work Health and Safety Act 2020*
- *Work Health and Safety Regulations 2022*
- *Equal Opportunities Act 1984*

Comment

The revised Brigade Operating Procedures incorporate several key changes. These changes include aligning the procedures with the *Work Health and Safety Act 2020* and the *Work Health and Safety Regulations 2022*. A summary of the changes and updates is provided below:

Update	Comment
Alignment with WHS Legislation	Revised BOP ensures compliance with the <i>Work Health and Safety Act 2020</i> and <i>Work Health and Safety Regulations 2022</i> , meeting the Shire's obligations towards our volunteer workers.
Streamlined Membership Application and Leave Processes	Simplifies onboarding and exit procedures, improving brigade efficiency and member management. Leave of absence rules updated to ensure continuity and accountability.
Updated Training and Attendance Standards and Competencies	Aligns training requirements with minimum standards and minimum attendance requirements for each role, increasing brigade readiness and reducing operational risks.
Revised Operational Turn-Out Procedures	Replaces references to SMS with BART for brigade communications.
Enhanced Social Media Guidelines	Establishes clear boundaries for social media use.
Code of Conduct	Clarity improved to ensure all members are aware of the requirement to adhere to the Shire's Code of Conduct. Following the issuing of the revised BOP, all volunteer brigade members will be required to sign



Update	Comment
	acknowledgement of the Shire's Code of Conduct as a Shire volunteer.
Grievance and Disciplinary Processes Aligned with Shire's Internal Procedures	Streamlines grievance handling by integrating with the Shire's internal systems, ensuring consistency and fairness in managing conflicts within the brigade.
Procedure Updates	Outdated procedures have been removed. Clarifications have been made to voting eligibility and meeting procedures.

The revised Brigade Operating Procedures provides the Shire with a contemporary working structure for the Bush Fire Brigades. The review has identified that further improvements to the BOP are currently limited by provisions of the *Serpentine-Jarrahdale Bush Fire Brigade Local Law 2021*. Officers propose to initiate a review of the local law to support contemporary Bush Fire Brigade management principles.

Options

Option 1

That the Audit, Risk and Governance Committee:

1. NOTES that a review of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures has been undertaken and will be issued to volunteer brigade members by 30 November 2024.
2. NOTES that following the issuing of the revised Brigade Operating Procedures, all volunteer brigade members will be required to sign acknowledgement of the Shire's Code of Conduct as a Shire volunteer.
3. RECOMMEND that Council request the Chief Executive Officer to present the following items to the February 2025 Audit, Risk and Governance Committee Meeting:
 - i. The proposed sections of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures to be reviewed in 2025;
 - ii. A proposed timeline and scope for the review of the *Serpentine-Jarrahdale Bush Fire Brigade Local Law 2021*;
 - iii. A summary of compliance by volunteer brigade members who have signed the Shire's Code of Conduct as a Shire volunteer.

Option 2

That the Audit, Risk and Governance Committee DOES NOT NOTE the review of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures.

Option 1 is recommended.



Conclusion

The revised Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures reflect a comprehensive revision that addresses alignment with the *Work Health and Safety Act 2020* and the *Work Health and Safety Regulations 2022*, streamlining processes for efficiency, and updating training and operational procedures to enhance effectiveness and appropriate management of the Shire’s volunteer Bush Fire Brigade members. The Brigade Operating Procedures will be issued to volunteer brigade members by 30 November 2024.

Attachments (available under separate cover)

Nil.

Alignment with our Council Plan 2023-2033

Thriving
4. Ensure sustainable and optimal use of Shire resources and finances

Financial Implications

Nil.

Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	There are no significant risks associated with this option.						
2	There could be negative public perception that the Shire’s Audit, Risk and Governance Committee has not noted the Shire’s Bush Fire Service – Brigade Operating Procedures, which governs all aspects of operations of brigades and members.	Engagement with relevant internal subject matter experts and Brigade captains as part of the document review.	Reputation	Possible	Minor	MODERATE	Option 1



Voting Requirements: Simple Majority

ARG12/11/24

AUDIT, RISK AND GOVERNANCE COMMITTEE RESOLUTION / Officer Recommendation

Moved Ms Newby, seconded President Coales

- 1. NOTES that a review of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures has been undertaken and will be issued to volunteer brigade members by 30 November 2024.**
- 2. NOTES that following the issuing of the revised Brigade Operating Procedures, all volunteer brigade members will be required to sign acknowledgement of the Shire’s Code of Conduct as a Shire volunteer.**
- 3. RECOMMEND that Council request the Chief Executive Officer to present the following items to the February 2025 Audit, Risk and Governance Committee Meeting:**
 - i. The proposed sections of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures to be reviewed in 2025;**
 - ii. A proposed timeline and scope for the review of the *Serpentine-Jarrahdale Bush Fire Brigade Local Law 2021*;**
 - iii. A summary of compliance by volunteer brigade members who have signed the Shire’s Code of Conduct as a Shire volunteer.**

CARRIED UNANIMOUSLY 6/0

Please note that the Audit, Risk and Governance Committee does not have delegated authority to make decisions. All recommendations of the Audit, Risk and Governance Committee are presented to Council for ratification.



ARG13/11/24

AUDIT, RISK AND GOVERNANCE COMMITTEE RESOLUTION

Moved Cr Mazzini, seconded Cr Duggin

That the meeting be closed to members of the public while items 6.4 and 6.5 are discussed pursuant to section 5.23(2)(f)(ii) of the *Local Government Act 1995*.

CARRIED UNANIMOUSLY 6/0

At 5.54pm, the meeting went behind closed doors.

Officers assisting the meeting stopped the recording of the meeting.

Unconfirmed



6.4 - CONFIDENTIAL - ICT General Controls Audit Update (SJ2895)	
Responsible Officer:	Manager ICT
Senior Officer:	Director Corporate Services
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Confidentiality Provisions

This report is confidential in accordance with Section 5.23(2)(f)(ii) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

- (f) a matter that if disclosed, could be reasonably expected to —
(ii) endanger the security of the local government's property;

A full report is provided to Committee Members under separate cover. The report is not available for publication.

Voting Requirements: Simple Majority

Officer Recommendation

That the Audit, Risk and Governance Committee RECOMMENDS that Council NOTES the update regarding the implementation of agreed actions previously conducted and update on the ICT audit actions.

ARG14/11/24

AUDIT, RISK AND GOVERNANCE COMMITTEE RESOLUTION

Moved Mr Curulli, seconded Ms Newby

That the Audit, Risk and Governance Committee

1. RECOMMENDS that Council NOTES the update regarding the implementation of agreed actions previously conducted and update on the ICT audit actions.
2. Requests that a report be brought back to the Audit, Risk and Governance Committee at the next meeting on the ACSC essential eight implementation.

CARRIED UNANIMOUSLY 6/0

Reason for Difference:

To ensure continued alignment with the ICT best practices.

Please note that the Audit, Risk and Governance Committee does not have delegated authority to make decisions. All recommendations of the Audit, Risk and Governance Committee are presented to Council for ratification.



6.5 - CONFIDENTIAL - ICT Backup Solution (SJ2895)	
Responsible Officer:	Manager ICT
Senior Officer:	Director Corporate Services
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Confidentiality Provisions

This report is confidential in accordance with Section 5.23(2)(f)(ii) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

- (f) a matter that if disclosed, could be reasonably expected to —
(ii) endanger the security of the local government's property;

A full report is provided to Committee Members under separate cover. The report is not available for publication.

ARG15/11/24

AUDIT, RISK AND GOVERNANCE COMMITTEE RESOLUTION

Moved President Coales, seconded Ms Newby

That Standing Orders 9.5, 9.6, 10.7 and 10.13 be suspended at 6.02pm in order to further discuss item 6.5.

CARRIED UNANIMOUSLY 6/0

ARG16/11/24

AUDIT, RISK AND GOVERNANCE COMMITTEE REOLUTION

Moved Cr Mazzini, seconded Ms Newby

That Standing Orders be reinstated at 6.11pm.

CARRIED UNANIMOUSLY 6/0



ARG17/11/24

AUDIT, RISK AND GOVERNANCE COMMITTEE RESOLUTION / Officer Recommendation

Moved Mr Curulli, seconded Ms Newby

That the Audit, Risk and Governance Committee RECOMMENDS that Council:

1. **AUTHORISES** the Chief Executive Officer to conduct a Request for Tender to procure and implement a new backup solution as outlined in this report.
2. **NOTES** that the old backup infrastructure will be decommissioned 12 months following implementation of the new solution.
3. **APPROVES** the following budget variation:

Account Number	Type	Account Description	Debit \$	Credit \$
6100-NEW-6600-0000	Increase Expenditure	Backup Solution – Capital Expenditure	100,000	
6100-NEW-5044-0000	Increase Income	Backup Solution – Transfer From Reserve – ICT Reserve		100,000

Reason:

Funding to implement backup solution and decommission old backup infrastructure 12 months later to be funded from the ICT Reserve.

CARRIED UNANIMOUSLY 6/0

Please note that the Audit, Risk and Governance Committee does not have delegated authority to make decisions. All recommendations of the Audit, Risk and Governance Committee are presented to Council for ratification.

ARG18/11/24

AUDIT, RISK AND GOVERNANCE COMMITTEE RESOLUTION

Moved Cr Duggin, seconded President Coales

That the meeting be reopened to members of the public.

CARRIED UNANIMOUSLY 6/0

At 6.12pm, the doors were reopened to members of the public.

Officers assisting the meeting resumed the recording of the meeting.

Presiding Member, Councillor Mack advised the public gallery of the Council Resolutions for items 6.4 and 6.5.



7. Motions of which notice has been given:

Nil.

8. Urgent business:

Nil.

9. Closure:

There being no further business, the Presiding Member declared the meeting closed at 6.14pm.

Officers assisting the meeting stopped the recording of the meeting.

I certify that these minutes were confirmed at the Audit, Risk and Governance Committee Meeting held on _____.

.....Presiding Member – Councillor Mack

.....Date

Unconfirmed