



Shire of Cunderdin

Notice of an Audit Committee Meeting

Dear Council Member,

A Meeting of the Shire of Cunderdin Audit Committee was held Wednesday 26th June 2024 in the Cunderdin Shire Council Chambers, Lundy Ave, Cunderdin WA 6407, at 4:30pm.

Stuart Hobley
Chief Executive Officer
26th June 2024

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MINUTES

1. Declaration of opening

The Shire President declared the meeting open at 4.30pm

The Shire of Cunderdin disclaimer was read aloud.

The *Local Government Act 1995* Part 5 Division 2 Section 5.25 and *Local Government (Administration) Regulations 1996* Regulation 13

“No responsibility whatsoever is implied or accepted by the Shire of Cunderdin for any act, omission or statement or intimation occurring during this meeting. It is strongly advised that persons do not act on what is heard at this Meeting and should only rely on written confirmation of Council’s decisions, which will be provided within ten working days of this meeting”.

2. Record of Attendance, Apologies and Approved Leave of Absence

Record of attendances

Councillors

Cr AE (Alison) Harris	Shire President
Cr A (Anthony) Smith	Deputy Shire President
Cr B (Bernie) Daly	
Cr N (Natalie) Snooke	
Cr TE (Todd) Harris	
Cr NW (Norm) Jenzen	

Apologies

Nil.

On Leave of Absence

Cr HN (Holly) Godfrey

Staff

Stuart Hoble	Chief Executive Officer
Hayley Byrnes	Deputy Chief Executive Officer
Samantha Pimlott	Governance and Administration Officer

Guests of Council

Nil.

Members of the Public

Nil.

3. Public Question Time

Nil.

4. Confirmation of the Minutes of Previous Meetings

4.1 Confirmation of Minutes of Previous Meetings

Location:	Cunderdin
Applicant:	Chief Executive Officer
Date:	24 th June 2024
Author:	Samantha Pimlott
Item Approved by:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment 4.1.1 - Audit Committee Minutes - 13th March 2024

Proposal

To confirm the minutes of the meeting held on Wednesday 13th March 2024.

Background

The minutes have been circulated to all Committee members.

Statutory Environment

Section 5.22 (2) of the *Local Government Act 1995* Section 5.22 (2) requires minutes of all council and committee meetings to be submitted to the next meeting of the council or the committee, as the case requires, for confirmation.

Financial Implications

Nil.

Recommendation 4.1

That the minutes of the Audit Committee Meeting held on Wednesday 13th March 2024 be confirmed as a true and correct record.

Moved: Cr N (Natalie) Snooke

Seconded: Cr B (Bernie) Daly

Vote – Simple Majority

Carried: 6/0

5. Finance and Administration

5.1 Business Continuity Management Plan and Business Continuity Management Framework

Location:	Shire of Cunderdin
Applicant:	Governance and Administration Officer
Date:	24 th June 2024
Author:	Samantha Pimlott
Item Approved by:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment 5.1.1 – Business Continuity Management Plan Attachment 5.1.2 – Emergency Management Business Continuity Framework

Proposal/Summary

For the Committee to review and accept Business Continuity Management Plan, and Emergency Management Business Continuity Framework.

Background

The current plan and framework were adopted by Council on 18th June 2020. Continuity Plans are recommended to be reviewed every five years.

The Business Continuity Management Framework is a risk assessment tool designed to identify possible threats that may impact the Shire's service delivery. The framework identifies potential risks, determining how those risks will affect operations, how to implement treatment options in the occurrence of an event, and identifies ways to mitigate the risks.

Business Continuity Management Plan provides guidance to Shire's management. This is achieved with the creation of example incidents that would affect the Shire's service delivery. A response plan is produced for each incident, for management to follow when responding to an event that has interrupted the Shire's critical functions. Disruptions may include physical and non-physical events such as:

- Natural disasters
- Pandemics
- Significant loss of utilities
- Financial crises
- Accidents and incidents that threaten Council's reputation.

Comment

Administrative changes to the framework and plan text have simplified the document for readability ease, and use in the occurrence of an event that may affect the Shire's service delivery.

Other changes include:

- Review of upcoming and reoccurring activities and events
- updating of Key Contacts/organisations/contractors to be contacted
- update details in Appendix Four – Insurance List of the Business Continuity Plan

Consultation

Stuart Hobley, Chief Executive Officer

Hayley Byrnes, Deputy Chief Executive Officer

Mrs Samantha Pimlott, Governance and Administration Officer

Statutory Implications

Nil.

Policy Implications

Shire of Cunderdin Policy Manual
1.13 – Legislative Requirements

Financial Implications

Nil.

Strategic Implications

Shire of Cunderdin Strategic Community Plan 2022 -2032

5. Civic Leadership

- 5.3 Implement systems and processes that meet legislative and audit obligations.
- External Audits and Reviews confirm compliance with relevant legislation.

Recommendation 5.1

That the Audit Committee:

1. Endorse and accept the Business Continuity Plan and Business Continuity Management Framework as presented.

Moved: Cr A (Tony) Smith

Vote: Simple Majority

Seconded: Cr NW (Norm) Jenzen

Carried: 6/0

6. Closure of meeting

There being no further business the Shire President is to declare the meeting closed at 4.39pm