



**SHIRE OF EAST PILBARA**

# **MINUTES**

## **ORDINARY COMMITTEE MEETING**

**NOTICE IS HEREBY GIVEN** that an Ordinary Meeting of the **AUDIT COMMITTEE** will be held, in Council Chambers, Newman, 8:00am, Friday, 28 February, 2020.

**Jeremy Edwards**  
**CHIEF EXECUTIVE OFFICER**



# DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of East Pilbara for any act, omission or statement or intimation occurring during Council or Committee Meetings. The Shire of East Pilbara disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee Meeting does so at that person's or legal entity's own risk.

In particular and without derogating any planning application or application of a licence, any statement or intimation of approval made by any member or Officer of the Shire of East Pilbara during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of East Pilbara.

The Shire of East Pilbara warns that anyone who has any application lodged with the Shire of East Pilbara must obtain and should only rely on

## WRITTEN CONFIRMATION

of the outcome of the application and any conditions attaching to the decision made by the Shire of East Pilbara in respect of the application.

Signed: \_\_\_\_\_  
Jeremy Edwards  
Chief Executive Officer

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**AUDIT COMMITTEE**

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## 1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chief Executive Officer (CEO) declared the meeting open at 8:00am. The nominated Chairperson, Cr. Anthony Middleton, was unavailable to attend the meeting and the CEO called for nominations for the position of Chairperson.

Councillor Geraldine Parsons nominated for the position of Chairperson. The Chief Executive Officer then called for further nominations.

No further nominations being received, the Chief Executive Officer declared Councillor Geraldine Parsons elected as the Chairperson.

## 2 RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

### 2.1 ATTENDANCES

#### Councillors

Geraldine Parsons	Councillor
Lynne Craigie	Councillor (Deputy for Cr Middleton)
Karen Lockyer	Councillor

#### Officers

Jeremy Edwards	Chief Executive Officer
Sian Appleton	Executive Manager Corporate Services
Kylie Bergmann	Coordinator Governance

#### Public Gallery

### 2.2 APOLOGIES

#### Councillor Apologies

Anthony Middleton	Councillor
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#### Officer Apologies

### 2.3 LEAVE OF ABSENCE

## 3 CONFIRMATION OF MINUTES OF PREVIOUS COMMITTEE MEETING

### 3.1 22 NOVEMBER 2019

#### **OFFICER & COMMITTEE RECOMMENDATION**

**MOVED Cr Karen Lockyer, SECONDED Cr Lynette Craigie OAM**

**THAT the Minutes of the Audit Committee held at Newman on 22 November 2019, be confirmed as a true and correct record of proceedings.**

**CARRIED UNANIMOUSLY**

***To be actioned by Mrs Kylie Bergmann, Coordinator Governance***



## **4 OFFICER'S REPORTS**

### **4.1 GENERAL**

#### **4.1.1 REGULATION 17 REVIEW - IMPROVEMENT PLAN UPDATE**

<b>Attachments:</b>	<b>Appendix 1 – Reg 17 Improvement Plan Update</b>
<b>Responsible Officer:</b>	<b>Ms Sian Appleton Executive Manager Corporate Services</b>
<b>Author:</b>	<b>Ms Sian Appleton Executive Manager Corporate Services</b>
<b>Location/Address:</b>	<b>N/A</b>
<b>Name of Applicant:</b>	<b>N/A</b>
<b>Author Disclosure of Interest:</b>	<b>Nil</b>

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### **REPORT PURPOSE**

To report on the status of the Regulation 17 Review Improvement Plan.

### **BACKGROUND**

Pursuant to the Local Government (Audit) Regulations 1996 (the regulations), Regulation 17 requires that the Chief Executive Officer undertakes a review of the appropriateness and effectiveness of its systems and procedures in regard to Risk Management, Legislative Compliance and Internal Control Frameworks.

Previously reviews of Council's audit systems needed to be carried out every two years. The regulations were revised and gazetted on Tuesday, 26 June 2018 to conduct the review no less than every three years. This means that the Shire of East Pilbara will not be required to complete another review until 2021.

In February 2019 Moore Stephens undertook this review for the CEO and the report was presented to the Audit Committee on the 22nd February 2019 and subsequently at the Ordinary Council Meeting dated 22nd February 2019.

From this report a Regulation 17 Improvement Plan was created and entered into Council's CAMMS Strategic Planning software for monitoring.

### **COMMENTS/OPTIONS/DISCUSSIONS**

Attached is a copy of the CAMMS reporting document.

Currently there are 42 actions reported on. Of these 95% of the actions are on target, 2% are being monitored and 2% are off track and are being reviewed..

### **STATUTORY IMPLICATIONS/REQUIREMENTS**

Part 7 - Audit (Division 4 - General) 7.13. Regulations as to audits (pg 274)

**POLICY IMPLICATIONS**

Nil

**STRATEGIC COMMUNITY PLAN**

**5: Governance**

*Demonstrated accountability and corporate governance.*

- G1 Provide efficient, accountable and ethical governance.
  - G1.1 *Enhance governance capability to deliver sustainable outcomes, roads and buildings*

**RISK MANAGEMENT CONSIDERATIONS**

As set out in the CAMMS report for each action item.

**FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

**VOTING REQUIREMENTS**

Simple.

**OFFICER AND COMMITTEE RECOMMENDATION**

**MOVED: Cr Karen Lockyer, SECONDED: Cr Lynette Craigie OAM**

**That Council review and receive the CAMMS Regulation 17 Improvement Plan status report as presented at *Appendix 1*.**

**CARRIED UNANIMOUSLY**

***To be actioned by Ms Sian Appleton, Executive Manager Corporate Services***

# **Appendix 1**

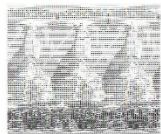
## **Reg 17 Improvement Plan - Update**



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## Action and Task Progress Report

Shire of East Pilbara

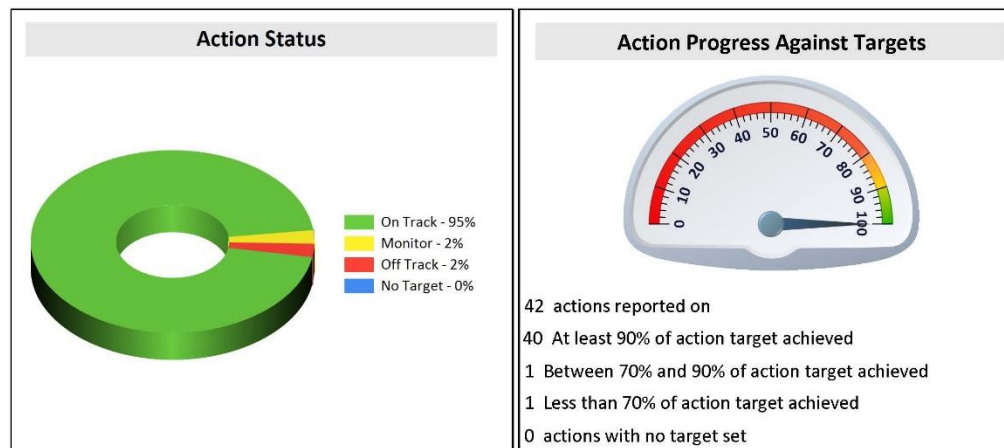


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Print Date: 13-Feb-2020



## OVERVIEW



## ACTION PLANS



GREEN

At least 90% of action target achieved



AMBER

Between 70% and 90% of action target achieved



RED

Less than 70% of action target achieved



No target set

\* Dates have been revised from the Original dates

### Commercial Services

#### Airport Services

##### 6.2 Airport Services

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.37 17D - Risk management practices at the airport should be undertaken in accordance the Shire's Risk Management Policy and procedures. These procedures provide the framework for the rating of identified risk and reporting of risks when identified along with the routine reporting on the status of treated risks. HIGH RISK	Ben Lewis- Executive Manager- Commercial Services	In Progress	17-Feb-2019	31-Dec-2021	75.00%	0.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 8/3/19 - Implementation of shire wide incident and hazard reporting has been rolled out at the airport for all staff and subcontractors. HSE contractor inductions have been undertaken with the majority of the major contractors. This process is utilising the shire wide reporting process. 8/8/19 - The airport is now aligned and using the same processes as the rest of the organisation with the exception of the airport air side operations which are required to be operated under CASA legislation and requirements. There will be some ongoing adjustment and monitoring to be undertaken Last Updated: 08-Aug-2019							




### Procurement and Contracts

#### 9.1 Procurement

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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Shire of East Pilbara

Action and Task Progress Report

5.1.1.21 17D - Amend the Policy to provide the following: Purchasing requirements for the renewal or variation of contracts which did not arise from a public tender. HIGH RISK	Dawn Ronchi - Contract Procurement Officer	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Policy Updated Last Updated: 22-May-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.29 17D - All procurement of goods or services should be undertaken in accordance with the Procurement Policy and legislative requirements, regardless of the type of service or goods. HIGH RISK	Dawn Ronchi - Contract Procurement Officer	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Processes currently under review to ensure all procurement is undertaken in accordance with legislation. 6/8/19 - Internal Auditing Process set up and being undertaken regularly. Last Updated: 06-Aug-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.30 17D - To help ensure probity and fairness when assessing tenders, procedures for the declaration of interests prior to assessing tender should be documented. Purchases over \$150,000 should be subject to the same assessment procedures as those applied to tenders. MEDIUM RISK	Dawn Ronchi - Contract Procurement Officer	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Process updated. Last Updated: 22-May-2019							

Shire of East Pilbara


Action and Task Progress Report

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.31 17D - To help support probity and fairness when assessing responses to requests for quotation, the process undertaken should be documented. The process to be followed should require a higher level of probity and due diligence, the higher the value or risk associated with the purchase. MEDIUM RISK	Dawn Ronchi - Contract Procurement Officer	In Progress	17-Feb-2019	31-Dec-2021	30.00%	25.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Processes currently under review. 6/8/19 & 7/1/20 - It is already an internal process that as per the Tender process - the formal RFQ's are evaluated by set criteria and by 3 Panel members, and this has been the case. The process/procedure shall be written more clearly. Last Updated: 08-Jan-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.47 17D - To maintain the confidentiality of submissions received values of submissions received be removed from the tender register. MEDIUM RISK	Dawn Ronchi - Contract Procurement Officer	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Process updated. Last Updated: 22-May-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %




Shire of East Pilbara

Action and Task Progress Report

5.1.1.59 17D - "Values were entered onto Manual Purchase orders after the goods were received. Purchase orders were issued after receipt of the goods or services"	Dawn Ronchi - Contract Procurement Officer	In Progress	17-Feb-2019	31-Dec-2021	75.00%	50.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Review of processes and refresher training currently being considered. Finance working with Technical services to abolish manual purchase order books. 6/8/19 & 7/1/20 - Use of manual PO books were ceased mid July 19 with manual PO books returned to Finance. The use of Manual Requisition Books for a small number of remote staff are now in place - this will alleviate Purchase Orders being created without values and/or gl's. Finance and CPO have started to sit with Tech Services staff in a small training session environment. The use of the Req Books is currently being monitored - so have set the Completion level to 50%. 11/2/20 - Manual PO books are now only being used for a small % of purchases. Last Updated: 11-Feb-2020							

9.2 Management of Contracts, Leases and MOU's

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.40 17D - To help ensure all contractors have the relevant licences and have adequate insurance cover for the works they undertake for the Shire, procedures should be developed, and records maintained to ensure copies of contractor's insurances are held on file. HIGH RISK	Dawn Ronchi - Contract Procurement Officer	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Process updated. Last Updated: 22-May-2019							

Corporate Services




Corporate Services

20.1 Financial Services

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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Shire of East Pilbara

Action and Task Progress Report


5.1.1.22 17D - Rescind the Policy or alternatively review and amend the policies requiring Financial Statements to be prepared in accordance with Statutory requirements. MEDIUM RISK	Lisa Davis- Manager Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	25.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 31/07/2019 - Policy updated and presented to Council at the August OCM. Last Updated: 14-Aug-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.33 17D - Given the high value of fees and charges in relation to the airport operations routine documented verification of the accuracy of fees and charges raised should be undertaken. MEDIUM RISK	Lisa Davis- Manager Corporate Services	In Progress	17-Feb-2019	31-Dec-2021	10.00%	0.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 31/07/2019 - Processes being reviewed to determine how fee accuracy can be verified. 08/11/2019 - No further update. 31/01/2020 - No further update. Last Updated: 13-Feb-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.35 17D - Creation and maintenance of standard checklists may assist in evidencing key points of control and serve as a reminder. Checklists are of assistance in ensuring compliance with repetitive legislative compliance tasks. HIGH RISK	Lisa Davis- Manager Corporate Services	In Progress	17-Feb-2019	31-Dec-2021	20.00%	0.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 31/07/2019 - Detailed assessment being first undertaken to determine key areas where checklists are needed. 08/11/2019 - Checklist currently being created.							

Shire of East Pilbara

Action and Task Progress Report

31/01/2020 - No further update.

Last Updated: 13-Feb-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.39 17D - In line with departmental guidelines, all officers issued with credit cards should sign a credit card agreement prior to the issuing of the credit card. Credit cards should physically be maintained by the person in whose name they are issued and credit card details should not be shared with other staff. HIGH RISK	Lisa Davis - Manager Corporate Services	In Progress	17-Feb-2019	31-Dec-2021	80.00%	100.00%	 AMBER


**ACTION PROGRESS COMMENTS:**

31/07/2019 - Credit Card Agreements are now implemented and signed. Whole process still being improved.

08/11/2019 - Procedure and Checklist underway.

31/01/2020 - No further update.

Last Updated: 13-Feb-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.41 17D - The list of payments made by the CEO under delegated authority should be presented to Council with only the minimum information required by legislation. HIGH RISK	Lisa Davis - Manager Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

New process for presentation of creditors to Council complete to ensure compliance with legislative requirements.

Last Updated: 22-May-2019


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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Shire of East Pilbara

Action and Task Progress Report

5.1.1.42 17D - Prepare the Monthly Statements in accordance with legislative requirements. HIGH RISK	Lisa Davis- Manager Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> New template introduced for the reporting on the monthly statements to meet legislative compliance. Last Updated: 22-May-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.49 17D - Outstanding items identified within the Financial Management Review be addressed. HIGH RISK	Lisa Davis- Manager Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 31/07/2019 - Being dealt with through the update Financial Management Review Last Updated: 14-Aug-2019							

20.2 Records Management



ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.34 17D - Review controls in relation to records to ensure records are maintained in accordance with statutory requirements and the Record Keeping Plan. HIGH RISK	Lisa Davis- Manager Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 09/08/2019 - Senior System Support/ Records Officer appointed in May 2019, position sits within the Records Room and monitors records and the logging out process. Scanning system and barrier installed to Records Room limiting access. Vital records are now held within the Records Room in locked cabinet. Last Updated: 09-Aug-2019							

Human Resources

Shire of East Pilbara

Action and Task Progress Report

10.1 Human Resource Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.36 17D - In conjunction with, or as an alternative to, the development of documented procedures and checklists, update and development of workflow process diagrams may assist in clearly identifying controls and processes to be followed. MEDIUM RISK	Robin Austen - Manager Human Resources	In Progress	17-Feb-2019	31-Dec-2021	50.00%	0.00%	
<b>ACTION PROGRESS COMMENTS:</b> Task assigned to both HROs to work on documenting procedures and developing relevant workflow diagrams.  Currently Work Instructions exist for the following procedures; - Visio - Create Organisational Chart - Performance appraisals - Letters of Offer - Inductions - Exit Interviews - EEO Plan and Survey - New Starters Checklist - Annual Leave These all need review and workflows created.  Last Updated: 13-Feb-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.3 17D - Continuing with the development of a staff training matrix to identify staff training needs relevant to their role is important to ensuring it is co-ordinated across the organisation.	Robin Austen - Manager Human Resources	In Progress	17-Feb-2019	31-Dec-2021	80.00%	20.00%	
<b>ACTION PROGRESS COMMENTS:</b>							



Shire of East Pilbara

Action and Task Progress Report

31/07/2019 - Currently adding/populating information on all positions for training/certification needs and concurrently linking these to the occupants of the position. This is a VERY slow process.


To date HR has completed the following:

- developed staff register to audit and update training/certification needs
- all new employees have their training/certification needs completed based on their position
- Existing employees - on receipt of their Performance Appraisals the process is completed
- existing employees are being worked through however, this will take some time.

Currently the TNA is 80% completed with a summary of data and its upload to PES outstanding. This is a time consuming process that is scheduled to be completed 28/02/2020


Last Updated: 08-Jan-2020

10.2 Occupational Health and Safety

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.53 17D - OH&S Induction is currently undertaken by the supervisors however; evidence of the induction being undertaken is not available for all employees as a signed 'Induction Completion Form' is not filed on each employee's personnel file. MEDIUM RISK	Robin Austen - Manager Human Resources	In Progress	17-Feb-2019	31-Dec-2021	80.00%	0.00%	
<p><b>ACTION PROGRESS COMMENTS:</b>  Manager Human Resources position vacant for six months. Position now filled and processes will be reviewed.  The current OHS Induction Completion Form includes acknowledgement of risk assessment and risk matrix information provided in the Induction Presentation.   The Shire has recruited for a Coordinator OHS who will be commencing in Feb 2020 and the task of ensuring all staff complete the OHS Induction and have this recorded on their Personnel File will be assigned to the Coordinator to complete.   All inductions completed are signed by the new employee and saved on their personnel file.  Last Updated: 13-Feb-2020</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %



Shire of East Pilbara

Action and Task Progress Report

5.1.1.56 17D - A risk register be maintained consistent with the entity risk matrix, enabling reporting and review of OH&S risks identified.	Robin Austen - Manager Human Resources	In Progress	17-Feb-2019	31-Dec-2021	5.00%	0.00%	
<b>ACTION PROGRESS COMMENTS:</b> 31/07/2019 - Manager Human Resources position vacant for six months. Position now filled and processes will be reviewed.  The Shire has recruited for a Coordinator OHS who will be commencing in Feb 2020 and the task of ensuring all staff complete the OHS Induction and have this recorded on their Personnel File will be assigned to the Coordinator to complete.  Last Updated: 08-Jan-2020							

Information Communication and Technology

23.1 Information Communication and Technology

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.32 17D - We noted limited controls in relation to the access to IT systems both physical access to hardware and network access to software and data. MEDIUM RISK	Sian Appleton - Executive Manager - Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	
<b>ACTION PROGRESS COMMENTS:</b> 31/07/2019 - Physical access is limited by key entry. This will be replaced by swipe entry over the next few months. EMCS is currently working with consultants to diagramise access map to all network and application information. 13/10/2019 - Physical access now limited to swipe card entry. New form created regarding any new users needed access to network and directories and software.  Last Updated: 14-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.52 17D - Routine testing of the effectiveness of the Plan through annual system recovery testing be undertaken. HIGH RISK	Sian Appleton - Executive Manager - Corporate Services	In Progress	17-Feb-2019	31-Dec-2021	10.00%	0.00%	
<b>ACTION PROGRESS COMMENTS:</b>							


Shire of East Pilbara

Action and Task Progress Report

30/07/2019 - EMCS working with IT consultant to establish a routine testing regime of data recovery.  
08/11/2019 - Waiting on documentation finalisation. EMCS has met with IT consultant to determine timing around testing.  
Last Updated: 02-Dec-2019


**Strategic and Business Planning**

**2.1 Risk Management and IPR**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.20 CC & 17D - Review and update the Corporate Business Plan to ensure it remains current. MEDIUM RISK	Sian Appleton - Executive Manager - Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

31/05/2019 - The Corporate Business Plan has been updated and accepted by Council at their OCM 26062019.  
The process of updating the Corporate Business Plan annually has been entered into the budget process steps. The CBP will be updated by February every year.  
Last Updated: 14-Aug-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.25 17D and FMR - Review and update the Disaster Recovery Plan, identifying and documenting key ICT risks along with the treatments to reduce the risk to an acceptable level. HIGH RISK	Sian Appleton - Executive Manager - Corporate Services	In Progress	17-Feb-2019	31-Dec-2021	10.00%	0.00%	 GREEN

**ACTION PROGRESS COMMENTS:**




31/07/2019 - Resources allocated to project. Scope currently being created. Working with our IT consultants regarding the IT portion of the plan.  
08/11/2019 - Coordinator IT since resigned. EMCS working with IT consultant to finalise this project.  
Last Updated: 02-Dec-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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Shire of East Pilbara

Action and Task Progress Report

5.1.1.27 17D - Risk management procedures and process require review and updating in accordance with the latest risk management standard (ISO 31000:2018). HIGH RISK	Sian Appleton - Executive Manager - Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 31/07/2019 - Risk Management procedures and process reviewed internally and sent to LGIS for comment. Final updated documentation due for completion shortly. 08/11/19 - Risk Management Framework, policy and procedures reviewed and updated. Last Updated: 08-Nov-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.44 17D - Prepare the Statutory Budget in accordance with legislative requirements. HIGH RISK	Sian Appleton - Executive Manager - Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> New process and template established to ensure compliance. Last Updated: 22-May-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.45 17D - Maintaining risk registers for all identified risks is important to help ensure significant or high risks are adequately treated. HIGH RISK	Sian Appleton - Executive Manager - Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	75.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 31/05/2019 - Risk workshops with LGIS organised for June which will result in an updated Risk Register. 31/07/2019 - Risk controls workshops held with LGIS consultant and managers/ exec. Final updating of controls underway and once completed will be entered into CAMMS risk module for actions and monitoring. 31/10/2019 - All new risks entered into software for monitoring. Review of old risks still to take place to gauge their ongoing relevancy. 31/01/2020 - Risk register up to date. Ongoing training for staff is being provided. Last Updated: 13-Feb-2020							



Shire of East Pilbara

Action and Task Progress Report

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.50 17D - Risk management procedures implemented uniformly across the organisation. HIGH RISK	Sian Appleton - Executive Manager - Corporate Services	In Progress	17-Feb-2019	31-Dec-2021	50.00%	0.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 31/05/2019 - Risk Management processes currently being review and will then be rolled out to whole organisation. 31/07/2019 - Particular focus on bringing the airport risk process in line with organisational processes. 08/11/19 - Update of risk process and documentation completed. Roll out to entire organisation is currently in planning. Last Updated: 02-Dec-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.51 17D - A central risk register routinely maintained as required by the Policy. HIGH RISK	Sian Appleton - Executive Manager - Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 31/05/2019 - A central register is maintained and is currently being updated. Last Updated: 14-Aug-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.54 17D - A single entity-wide Risk Register of identified risks be maintained, with key organisational risks identified and residual risk levels assessed and recorded. MEDIUM RISK	Sian Appleton - Executive Manager - Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 31/07/19 - All Risk Management processes currently under review. 08/11/19 - Risk management documentation review completed. Controls have been reviewed this year and will be entered into CAMMS Risk Module for reporting. Last Updated: 08-Nov-2019							

Shire of East Pilbara


Action and Task Progress Report

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.57 17D - Management continue to monitor the risk register and discuss any identified risk matters in their meetings.	Sian Appleton - Executive Manager - Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 31/07/2019 - On Executive Team meeting agenda. Ongoing action. Last Updated: 14-Aug-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.58 17D - The improvements detailed within this report be adopted as an Improvement Plan to progress risk management at the Shire. MEDIUM RISK	Sian Appleton - Executive Manager - Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Risk Improvement plan now entered into CAMMS software and reported to the Audit Committee and Council quarterly. Last Updated: 22-May-2019							

Customer and Community Services

Community Safety

12.2 Emergency Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.24 17D - Given recent staffing changes, update and review the Business Continuity Plan, identify and document key business continuity risks along with the treatments to reduce the risk to an acceptable level. HIGH RISK	Brent Stein - Manager Community Safety	In Progress	17-Feb-2019	31-Dec-2021	10.00%	0.00%	 GREEN

Shire of East Pilbara

Action and Task Progress Report


**ACTION PROGRESS COMMENTS:**

31/07/2019 - Resources allocated to project.  
08/11/2019 - LGIS contacted and will assist in the review of this plan.  
Last Updated: 06-Dec-2019

**Executive Services**


**Governance**

**16.1 Corporate Governance**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.23 17D - Following review of Policies by Council, update the latest Review/Amendment Date on the Policy to provide an accurate record of when the Policy was reviewed. MEDIUM RISK	Kylie Bergmann - Coordinator Governance	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

New process implemented to provide accurate record of policy review.  
Last Updated: 22-May-2019




ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.28 17D - Establish process for the development, review, amendment and authorisation of procedures, checklists and other internal control documentation, to assist with managing changes to procedures. HIGH RISK	Kylie Bergmann - Coordinator Governance	In Progress	17-Feb-2019	31-Dec-2021	15.00%	0.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

Processes currently being reviewed.  
10/11/2019 - Process is still to be reviewed.  
Last Updated: 10-Nov-2019

Shire of East Pilbara

Action and Task Progress Report

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.43 17D - Residual risks following a Council decision should be evaluated and recorded as required by the risk management framework. MEDIUM RISK	Kylie Bergmann - Coordinator Governance	In Progress	17-Feb-2019	31-Dec-2021	10.00%	55.00%	
<b>ACTION PROGRESS COMMENTS:</b> 31/07/2019 - Processes currently being reviewed. 10/11/2019 - Process is still to be reviewed. Last Updated: 10-Nov-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.46 17D - Maintain a gift register on the Shire's website in accordance with legislative requirements. HIGH RISK	Kylie Bergmann - Coordinator Governance	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	
<b>ACTION PROGRESS COMMENTS:</b> The gift register is maintained through the ATTAIN online compliance system. We now have a process in place to ensure that the register is downloaded once a month and uploaded to the website. Last Updated: 05-Aug-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.48 17D - To confirm adherence to documented policies and procedures and assist in the identification of internal control weaknesses an internal audit function is required to be established. MEDIUM RISK	Kylie Bergmann - Coordinator Governance	In Progress	17-Feb-2019	31-Dec-2021	5.00%	0.00%	
<b>ACTION PROGRESS COMMENTS:</b> Process to establish internal auditing function currently being investigated. 10/11/2019 - Internal Audit function requires additional resourcing and is currently being investigated. Last Updated: 10-Nov-2019							




Shire of East Pilbara

Action and Task Progress Report


Infrastructure Services

Natural Resource Management

21.1 Landfill Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.2.1.2 17D - Undertake risk assessments in relation to each of the potentially contaminated sites and identify appropriate treatment plans. HIGH RISK	Bwalya Chilufya - Environmental Health Officer	In Progress	17-Feb-2019	31-Dec-2021	10.00%	0.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 31/05/2019 Several contaminated sites exist within Shire properties. The extent of contamination and risks associated with these sites is to be determined. Initial steps taken to scope detail of risk assessments. Last Updated: 05-Aug-2019							

21.2 Waste Collection and Recycling

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.38 17D - Undertake a detailed review of all controls in relation to the waste facility. In particular, if possible, remove or significantly reduce the potential amount of cash received at the waste facility, through use of pre-purchased vouchers etc. Should cash continue to be accepted, appropriate procedures and controls are required. MEDIUM RISK	Raees Rasool - Executive Manager Infrastructure Services	Deferred	17-Feb-2019	31-Dec-2021	2.00%	0.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Project will be deferred until a new manager of waste services and a graduate engineer can be engaged  16/05/2019 - Project is still deferred, however staff have commenced work on a waste management plan which will highlight how we can improve the facility. In combination with the new manager of waste services and a graduate engineer this will provide the necessary resources to scope and review the facility with the view of increasing operational revenue from liquid waste. Waste Manager position has been advertised and the EMIS is liaising with universities to sell the graduate opportunity. Advertising for the graduate engineering role is							

Shire of East Pilbara

Action and Task Progress Report

planned to occur around June/July of 2019

10/06/2019 - Graduate role applications close on the 1st July 2019. Interviews for Manager of Waste completed with a view to commence in July

08/08/2019 - Manager of Waste Services commenced on the 29th of July 2019 and is finalizing a waste management plan for council to review as part of the september meeting.

Graduate role interviews were undertaken. 153 applicants applied and the successful candidate has accepted their offer. Graduate is due to commence in September 2019.

10/09/2019 - Graduate Engineer Waste Services commenced on the 2nd of September and is working alongside the Manager of Waste (MoW) regarding management of the landfill site. This is largely in a project and operational space with respect to RFQ's for fencing and a flow meter being advertised, improvements to the liquid waste facility, submitting for the CDS scheme, investigating recycling and reviewing waste streams like mulch. With limited resources improving cash handling at the site is not a priority.

20/07/2019 - Due to competing priorities, this project has not been given priority as work is being as above.

05/11/2019 - No further update


05/11/2019 - No further update.

10/02/2020 - There will be no further updates for the 19/20 financial year

Last Updated: 10-Feb-2020

**Project and Asset Management**

**11.2 Asset Management**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.26 CBP and 17D - Update and finalise asset management plans and present to Council for adoption. MEDIUM RISK Treatment Plans identified within asset management plans be monitored to ensure risks are reduced to an acceptable level. MEDIUM RISK	Lindon Mellor- Manager Projects & Assets	Ongoing	17-Feb-2019	31-Dec-2021	-	0.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 08/08/2019 - Risk treatment will form part of the asset management plans. Draft asset management plans are being progressed for roads, parks and gardens and WWTP assets. As these are finalised they will be presented to council for adoption/consideration however resourcing constraints and priority being given to project delivery is taking away from asset							

Shire of East Pilbara

Action and Task Progress Report

management planning


10/09/2019 - asset planning has not been given priority due to project resourcing constraints. No further development

07/10/2019 - asset planning has not been given priority due to project resourcing constraints. No further development

05/11/2019 - asset planning has not been given priority due to project resourcing constraints. No further development

28/11/2019 - concise asset management plans will be developed during the second half of the 19/20 financial year for various infrastructure classes

Last Updated: 28-Nov-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.55 17D - Treatment Plans identified within asset management plans be monitored to ensure risks are reduced to an acceptable level. MEDIUM RISK	Raees Rasool - Executive Manager Infrastructure Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

Risk Assessments undertaken in accordance with ISO31000:2009 are included within the Asset Management Plans. Whilst the assessments appear appropriate the basis for the various ratings are not apparent. No subsequent reporting on effectiveness of the treatment Plans in reducing risk has been undertaken.

08/08/2019 - Risk treatment will form part of the asset management plans and so further reporting is not required

Last Updated: 08-Aug-2019



#### **4.1.2 FINANCIAL MANAGEMENT REVIEW 2019 - IMPROVEMENT PLAN STATUS**

<b>File No:</b>	<b>LEG-21-1</b>
<b>Attachments:</b>	<b>Appendix 1 – FMR Report Jan 2020</b>
<b>Responsible Officer:</b>	<b>Ms Sian Appleton Executive Manager Corporate Services</b>
<b>Author:</b>	<b>Ms Sian Appleton Executive Manager Corporate Services</b>
<b>Location/Address:</b>	<b>N/A</b>
<b>Name of Applicant:</b>	<b>N/A</b>
<b>Author Disclosure of Interest:</b>	<b>Nil</b>

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#### **REPORT PURPOSE**

To report on the status of the Financial Management Review Improvement Plan.

#### **BACKGROUND**

Pursuant to Regulation 5(2)(c) of the Local Government (Financial Management) Regulation 1996 (as amended) the CEO is to undertake a review of the Financial Management.

In June 2019 Moore Stephens undertook this review for the CEO and the report was presented to the Audit Committee on the 23<sup>rd</sup> August and subsequently at the Ordinary Council Meeting dated 22<sup>nd</sup> November 2019.

From this report a Financial Management Review (FMR) Improvement Plan was created and entered into Council's CAMMS Strategic Planning software for monitoring.

#### **COMMENTS/OPTIONS/DISCUSSIONS**

Attached is a copy of the CAMMS reporting document.

Currently 15 actions are reported on. Of these 87% are on target, 7% are being monitored and 7% are off target.

#### **STATUTORY IMPLICATIONS/REQUIREMENTS**

Regulation 5(2)(c) of the Local Government (Financial Management) Regulation 1996 (as amended).

#### **POLICY IMPLICATIONS**

Nil

## STRATEGIC COMMUNITY PLAN

### 5: Governance

*Demonstrated accountability and corporate governance.*

- G1 Provide efficient, accountable and ethical governance.
  - G1.1 *Enhance governance capability to deliver sustainable outcomes, roads and buildings*

### RISK MANAGEMENT CONSIDERATIONS

As set out in the CAMMS reporting for each action item.

### FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

### VOTING REQUIREMENTS

Simple.

### OFFICER AND COMMITTEE RECOMMENDATION

**MOVED:** Cr Lynette Craigie OAM, **SECONDED:** Cr Karen Lockyer

That Council review and receive the CAMMS Financial Management Review Improvement Plan status report as presented at *Appendix 1*

**CARRIED UNANIMOUSLY**

*To be actioned by Ms Sian Appleton, Executive Manager Corporate Services*

**Appendix 1**  
**FMR Status Report – January 2020**



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## Action and Task Progress Report

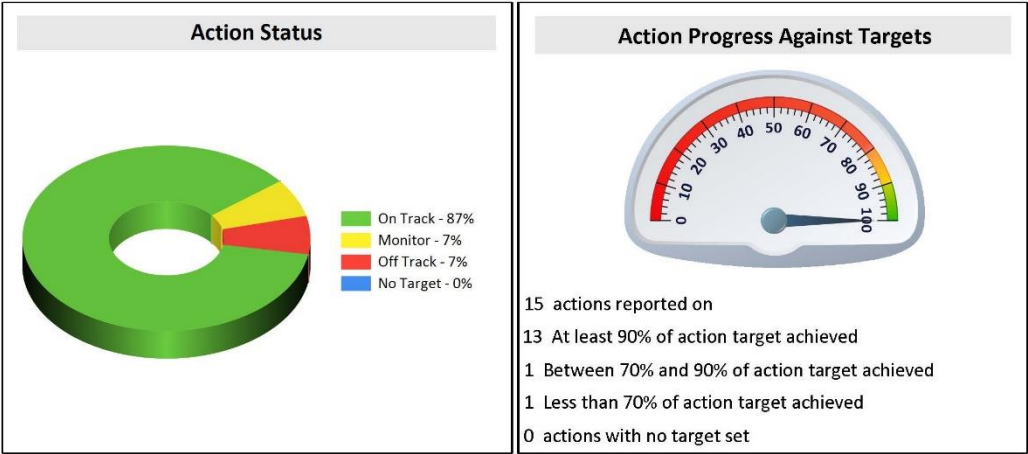
Shire of East Pilbara



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Print Date: 13-Feb-2020

OVERVIEW



## ACTION PLANS



GREEN

At least 90% of action target achieved



AMBER

Between 70% and 90% of action target achieved



RED

Less than 70% of action target achieved



No target set

\* Dates have been revised from the Original dates

### Commercial Services

#### Procurement and Contracts

##### 9.1 Procurement

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.119 FMR - "Remind" authorised officers of the need to ensure purchase orders are raised prior to the time of authorising works / services or ordering goods. PURCHASE, PAYMENT AND PAYABLES MEDIUM RISK	Dawn Ronchi - Contract Procurement Officer	Completed	13-Oct-2019	30-Jun-2020	100.00%	25.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Procurement refresher training is currently being organised by the Procurement department. 7/1/20 - Reminder emails are sent to all staff to remind staff of the requirement to raise PO's at the time the services are engaged/goods ordered not when the invoice is received. Internal Audits of POs are conducted and staff are sent a formal breach notice if they are raising PO's incorrectly/contrary to the Procurement Policy. 11/2/20 - Internal Audits are ongoing. Last Updated: 11-Feb-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.127 FMR - Ensure all purchases with a consideration worth more than \$150,000 incur a public tender process. TENDER PROCESS HIGH RISK	Dawn Ronchi - Contract Procurement Officer	In Progress	13-Oct-2019	30-Jun-2020	75.00%	25.00%	 GREEN

Shire of East Pilbara

Action and Task Progress Report

**ACTION PROGRESS COMMENTS:**

7/1/20 - Internal audits of POs are taking place to ensure this is taking place. Staff are also made aware of both the Shire's Procurement Policy and the Act/Regs when undergoing their WALGA Procurement Training. Have highlighted some ongoing service / laboring works will need to be awarded via a Tender process.

11/2/20 - Internal audits still taking place.

Last Updated: 11-Feb-2020

**Corporate Services**




**Corporate Services**

**20.1 Financial Services**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.114 FMR - Independently review monthly bank reconciliations for reserve bank accounts BANK RECONCILIATIONS MEDIUM RISK	Lisa Davis - Manager Corporate Services	Completed	13-Oct-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Bank reconciliations are now independently reviewed - from 01/04/2019. Last Updated: 13-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.115 FMR - Prepare bank reconciliations for trust bank account regularly. BANK RECONCILIATIONS MEDIUM RISK	Lisa Davis - Manager Corporate Services	Completed	13-Oct-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Trust bank reconciliations now undertaken monthly. Last Updated: 13-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

Shire of East Pilbara

Action and Task Progress Report

5.1.1.116 FMR - Trust account deposits should be undertaken either directly or from the municipal account more regularly. TRUST FUNDS HIGH RISK	Lisa Davis - Manager Corporate Services	Completed	13-Oct-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Daily trust transfers undertaken from 01/06/2019. Last Updated: 13-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.117 FMR - End of day receipting report should be independently reviewed and signed off. RECEIPTS AND RECEIVABLES MEDIUM RISK	Lisa Davis - Manager Corporate Services	Completed	13-Oct-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> All end of day receipting now independently reviewed. Finance Officer does audits on each area once a month. Last Updated: 13-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.118 FMR - Ensure fees charged are in accordance with adopted schedule of fees and charges. FEES AND CHARGES MEDIUM RISK	Lisa Davis - Manager Corporate Services	Completed	13-Oct-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> All debtors batches are now reviewed by the Coordinator Financial Services and matched to the adopted schedule of fees and charges. Last Updated: 13-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %






Shire of East Pilbara

Action and Task Progress Report

5.1.1.120 FMR - Payroll reconciliations need to be undertaken monthly. PAYROLL HIGH RISK	Lisa Davis - Manager Corporate Services	Completed	13-Oct-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Payroll reconciliations are now undertaken monthly. Last Updated: 13-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.121 FMR - Reconciliation of borrowing subsidiary ledgers to loans register. BORROWINGS LOW RISK	Lisa Davis - Manager Corporate Services	Completed	13-Oct-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Borrowings are now reconciled quarterly. Last Updated: 13-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.122 FMR - Credit card statements need to be independently reviewed. CREDIT CARD PROCEDURES MEDIUM RISK	Lisa Davis - Manager Corporate Services	Completed	13-Oct-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> The requirement for all credit card statement to be reviewed by a senior staff member has now been added to the end of month creditor checklist. Last Updated: 13-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

Shire of East Pilbara


Action and Task Progress Report

5.1.1.123 FMR - Ensure all Shire's fixed assets with a purchase price of below \$5,000 are excluded from the asset register. FIXED ASSETS HIGH RISK	Lisa Davis - Manager Corporate Services	Completed	13-Oct-2019	30-Jun-2020	100.00%	100.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> This new legislative requirement was adhered to prior to the end of the 19/20 financial year and in future no assets purchased for less than \$5,000 will be included in the Asset Register. Last Updated: 13-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.124 FMR - Depreciation rates applied to assets must be consistent with the Shire's accounting policies. FIXED ASSETS MEDIUM RISK	Lisa Davis - Manager Corporate Services	In Progress	13-Oct-2019	30-Jun-2020	75.00%	100.00%	 AMBER
<b>ACTION PROGRESS COMMENTS:</b> 13/10/2019 - The Shire's Accounting policies are currently being reviewed 08/11/2019 - Updated Accounting Policy approved by council. 31/01/2020 - No further update. Last Updated: 13-Feb-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.125 FMR - Money held in investments must comply with the Shire's Investment Policy stating that the maximum held with one institution does not exceed 35%. INVESTMENTS LOW RISK	Lisa Davis - Manager Corporate Services	In Progress	13-Oct-2019	30-Jun-2020	60.00%	100.00%	 RED
<b>ACTION PROGRESS COMMENTS:</b> 13/10/2019 - 30% of money transferred from BankWest to Bendigo Bank. A further 35% needs to be moved to another institution. 08/11/2019 - Commonwealth Bank forms received to open new investment account. 31/01/2020 - Forms etc submitted. Just waiting for account to transfer.							

Shire of East Pilbara

Action and Task Progress Report

Last Updated: 13-Feb-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.126 FMR - All general journals are to be authorised monthly by a senior staff member. GENERAL JOURNALS HIGH RISK	Lisa Davis - Manager Corporate Services	Completed	13-Oct-2019	30-Jun-2020	100.00%	100.00%	

**ACTION PROGRESS COMMENTS:**

From July 2019 the system generated general journal report is independently reviewed by a senior staff member.

Last Updated: 13-Oct-2019

**Strategic and Business Planning**

**2.1 Risk Management and IPR**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.25 17D and FMR - Review and update the Disaster Recovery Plan, identifying and documenting key ICT risks along with the treatments to reduce the risk to an acceptable level. HIGH RISK	Sian Appleton - Executive Manager - Corporate Services	In Progress	17-Feb-2019	31-Dec-2021	10.00%	0.00%	

**ACTION PROGRESS COMMENTS:**

31/07/2019 - Resources allocated to project. Scope currently being created. Working with our IT consultants regarding the IT portion of the plan.  
08/11/2019 - Coordinator IT since resigned. EMCS working with IT consultant to finalise this project.

Last Updated: 02-Dec-2019

#### 4.1.3 STATUS OF RISK REGISTER, RISK CONTROLS AND ACTIONS

Attachments:	Appendix 1 – Risk Status Report Jan 2020 Appendix 2 – Risk Control Report Jan 2020
Responsible Officer:	Ms Sian Appleton Executive Manager Corporate Services
Author:	Ms Sian Appleton Executive Manager Corporate Services
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

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#### REPORT PURPOSE

To present the status of the Council's risk register, risk controls and risk actions.

#### BACKGROUND

Pursuant to Regulation 17 of the *Local Government (Audit) regulations 1996*, the Chief Executive Officer is to review the Shire's systems and procedures in relation to risk management, internal control and legislative compliance, at least every 2 years. In 2019, the Shire engaged Moore Stephens to undertake this review.

One of the improvements suggested by Moore Stephens is that the Audit Committee receive quarterly reports of identified high and extreme strategic and operational risks.

At the 22 November 2019 the Audit committee was presented with the updated Risk Control Report. From this report additional actions have been identified to further mitigate the 16 identified corporate risks and these are also reported on.

#### COMMENTS/OPTIONS/DISCUSSIONS

The presented reports show the following.

1. Risk Status report showing -
  - Inherent, current and future risk on each of the 16 risk profiles
  - Further risk actions and the status and progress comments of each action.
2. Risk Control Overview Report showing –
  - All current controls against Risk Profiles

#### STATUTORY IMPLICATIONS/REQUIREMENTS

Regulation 17 of the *Local Government (Audit) Regulations 1996*.

#### POLICY IMPLICATIONS

Risk Management Policy  
Risk Management Procedures

## STRATEGIC COMMUNITY PLAN

### 5: Governance

*Demonstrated accountability and corporate governance.*

- G1 Provide efficient, accountable and ethical governance.
  - G1.1 *Enhance governance capability to deliver sustainable outcomes, roads and buildings*

### RISK MANAGEMENT CONSIDERATIONS

To monitor and mitigate all corporate risk.

### FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

### VOTING REQUIREMENTS

Simple.

### OFFICER AND COMMITTEE RECOMMENDATION

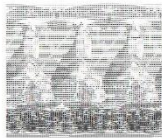
**MOVED:** Cr Lynette Craigie OAM, **SECONDED:** Cr Karen Lockyer

**That Council review and receive the CAMMS Risk Status Report and Risk Control Overview Report as presented in Appendix 1 and 2.**

**CARRIED UNANIMOUSLY**

***To be actioned by Ms Sian Appleton, Executive Manager Corporate Services***

**Appendix 1**  
**Risk Status Report – January 2020**



SHIRE OF EAST PILBARA

# Risk Status Report

Shire of East Pilbara

camms**risk**

Print Date: 13-Feb-2020

cammsrisk.com



Shire of East Pilbara			Risk Status Report
CR-100 Misconduct			
Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Minor	Moderate
	Likelihood	Possible	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Minor	Low
	Likelihood	Unlikely	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Minor	Low
	Likelihood	Unlikely	

Effectiveness of Controls: Satisfactory

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion Date
				Progress Comments	% Complete	
Annual Review Authorisation and Delegations Manual	Kylie Bergmann	01-07-2019	30-04-2020		10%	
Batch Authority Report	Lisa Davis	01-07-2019	30-06-2020		100%	
Change of Bank Account Detail Forms	Lisa Davis	01-07-2019	30-06-2020		100%	
Credit Card Authority Form / Policy / Agreements	Lisa Davis	01-07-2019	30-06-2020		100%	
New Creditor Form	Lisa Davis	01-07-2019	30-06-2020		100%	
Retrospective PO forms	Lisa Davis	01-07-2019	30-06-2020		100%	
Review of Code of Conduct Annually	Kylie Bergmann	01-11-2019	29-05-2020		10%	
Review Procurement Process Annually	Dawn Ronchi	01-07-2019	30-06-2020	7/1/20 - Noting any highlighted issues that come to light through the internal auditing of POs process - and if Policy needs updating as a result with update the Policy prior to the end of the financial year when the Policy Manual is submitted for adoption. Presently no changes required, other than removal of "PO book being utilized" to reflect that PO books are no longer used and POs are raised electronically. 11/2/20 - As above - only change to be made in Policy.	75%	
Work Instructions	Lisa Davis	01-07-2019	30-06-2020		100%	

Shire of East Pilbara

Risk Status Report

CR102 Providing Inaccurate Advice / Information

Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Major	High
	Likelihood	Possible	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Major	Moderate
	Likelihood	Unlikely	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Major	Moderate
	Likelihood	Unlikely	

Shire of East Pilbara			Risk Status Report
CR103 Environmental Management			
Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	High
	Likelihood	Likely	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	High
	Likelihood	Likely	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	

Effectiveness of Controls: Weak

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion Date
				Progress Comments	% Complete	
Review operating arrangement for the Landfill sites at Nullagine and Marble Bar	Oliver Schaer	31-05-2018	30-06-2020		10%	
Waste Water Treatment Plan	Hope Iyamu	01-07-2019	30-06-2020	The scope for the Environmental Impact Assessment of the Newman Wastewater Treatment Plant is in progress. A meeting with the relevant Executive members is on 13th February 2020. Also, the proposed upgrade works are still in its planning stages.	10%	

Shire of East Pilbara

Risk Status Report

CR104Errors, Omissions and Delays

Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	

Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	

Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	

Effectiveness of Controls: Satisfactory

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion
				Progress Comments	% Complete	Date
Identify and develop document procedures where relevant for Technical Services	Raees Rasool	01-08-2019	30-06-2020		10%	

Shire of East Pilbara			Risk Status Report
CR105 External Theft and Fraud			
Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	High
	Likelihood	Likely	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	High
	Likelihood	Likely	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	

Effectiveness of Controls: Some Weaknesses

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion Date
				Progress Comments	% Complete	
Finalise community Safety Plan and have endorsed by Council	Brent Stein	31-05-2018	30-06-2020	Awaiting completion of BHP Crime Prevention Project to enable the Shire to assess its current infrastructure and services.	10%	
Review of CCTV coverage	Brent Stein	01-07-2019	30-04-2020		0%	

Shire of East Pilbara			Risk Status Report
CR-106 Fulfilling Statutory, Regulatory or Compliance Requirements			
Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion Date
				Progress Comments	% Complete	
Compliance Calendar to be entered into CAMMS and tabled monthly at EMT meeting	Sian Appleton	01-11-2019	29-05-2020	11/02/2020 - Partly entered. Will be completed by end of March and reporting will then begin.	30%	
Review Changes to current Privacy Act	Kylie Bergmann	03-07-2018	12-09-2018		100%	12-09-2018
Work Instruction for the updating of the Compliance Calendar to be completed	Kylie Bergmann	01-11-2019	29-05-2020		10%	

Shire of East Pilbara			Risk Status Report
CR-107 Employment Practices			
Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	

Effectiveness of Controls: Some Weaknesses

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion Date
				Progress Comments	% Complete	
Implement HR Module with synergy (training component)	Robin Austen	31-05-2018	28-06-2019		10%	
Major HR Policy Review	Robin Austen	03-06-2019	30-06-2020		10%	
Review Induction process to consider follow up sessions	Robin Austen	31-05-2018	31-03-2020		0%	
Review Performance Review Process	Robin Austen	31-05-2018	30-06-2020		50%	
Review Strategic Workforce Plan	Robin Austen	01-07-2019	30-04-2020	Document draft complete	80%	31-01-2019



Shire of East Pilbara			Risk Status Report
CR-108 Safety and Security Practices			
Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	High
	Likelihood	Likely	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	High
	Likelihood	Likely	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	High
	Likelihood	Likely	

Effectiveness of Controls: Some Weaknesses

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion Date
				Progress Comments	% Complete	
Arrange for Audit 4801 to be completed	Robin Austen	03-06-2019	30-06-2020		10%	
Formalise Contractor Management / Induction Process	Ben Lewis	30-05-2018	28-06-2019		100%	31-01-2019
Identify and train wardens	Robin Austen	31-05-2018	15-03-2019		100%	15-03-2019
Investigate water monitoring controls for Cape Keraudren water bore	Vacant - Manager Development - Health	31-05-2018	31-03-2020	UV System installed Monitoring schedule to be determined within resource capability	10%	
Review and improve Incident Management Process	Robin Austen	01-07-2019	30-06-2020		75%	

Shire of East Pilbara			Risk Status Report
CR-109 Business and Community disruption			
Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Catastrophic	Moderate
	Likelihood	Rare	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Catastrophic	Moderate
	Likelihood	Rare	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Catastrophic	Moderate
	Likelihood	Rare	

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion Date
				Progress Comments	% Complete	
Continue Skills Training (Staff)	Robin Austen	31-05-2018	28-06-2019		10%	
Continue Skills Training (volunteers)	Brent Stein	31-05-2018	28-06-2019	Volunteers are provided continuous training through the DFES training matrix	100%	08-07-2019
Develop internal BCM procedures and complete desktop exercise	Brent Stein	31-05-2018	30-06-2020	Recovery Exercise conducted with shire staff and key stakeholders in July 2019 - Training and exercise facilitate by WALGA.	10%	
Develop internal BCM procedures and complete desktop scenario exercise (IT)	Brent Stein	01-07-2019	30-06-2020		50%	
Review Business Continuity Framework	Brent Stein	01-11-2019	29-05-2020		0%	
Review current LEMC Plans	Brent Stein	31-05-2018	31-03-2020	Local Recovery Plan to be finalised and endorsed before December 2019	60%	

Shire of East Pilbara

Risk Status Report

CR-110IT &/or Communication Systems and Infrastructure

Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Low
	Likelihood	Rare	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Low
	Likelihood	Rare	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Low
	Likelihood	Rare	

Shire of East Pilbara			Risk Status Report
CR-111 Document Management Processes			
Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	High
	Likelihood	Likely	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	

Effectiveness of Controls: Some Weaknesses

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion Date
				Progress Comments	% Complete	
Award Tender Archive Shed	Lisa Davis	30-05-2018	01-07-2018		100%	
Develop a formalised review process for procedures	Sian Appleton	30-05-2018	28-06-2019		100%	
Develop a process for tracking activities completed for Work Crews	Vacant - Manager Technical Services Newman	30-05-2018	28-06-2019		10%	
Develop and implement a document / version control process	Lisa Davis	30-05-2018	30-06-2020		50%	
Refresher on requirement to record (log) email correspondence	Lisa Davis	30-05-2018	30-06-2020		1%	
Revisit Style Guide and create templates for employee use (NB: templates to be available in Word / Powerpoint / Excel)	Amanda Curby	30-05-2018	30-06-2020		10%	

Shire of East Pilbara			Risk Status Report
CR-112 Asset Sustainability Practices			
Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Unlikely	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Unlikely	

Effectiveness of Controls: Weak

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion Date
				Progress Comments	% Complete	
Annual review of Building Asset Management Plans	Lindon Mellor	01-11-2019	31-03-2020	Initial revisions started	1%	
Develop levels of service for various assets (demonstrating value for money /community expectations)	Lindon Mellor	30-05-2018	30-06-2019		75%	
Ensure all shire owned lights and recycled water mains are included in asset register	Raees Rasool	30-05-2018	26-05-2020		100%	12-02-2020
Ensure vehicle management processes are covered in induction process (new/existing staff)	Oliver Schaer	30-05-2018	28-06-2019		0%	
Implement Asset Management System for Buildings and Residences	Lindon Mellor	30-05-2018	30-06-2019	8/8/19 - Implementation of the asset management strategy is ongoing. Routine inspections and conditions assessments are being undertaken for all built infrastructure and works budgeted and tendered accordingly. New Capex works have been approved in the 2019/20 annual budget and the scopes are being finalised so tenders can be advertised in the coming weeks	75%	
Review Asset management Plans to ensure consistency and alignment with LTFP	Lindon Mellor	30-05-2018	30-06-2020		50%	

Shire of East Pilbara

Risk Status Report

CR-113 Inadequate Engagement Practices

Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Unlikely	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Unlikely	

Effectiveness of Controls: Some Weaknesses

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion
				Progress Comments	% Complete	Date
Develop communication policy	Amanda Curby	30-05-2018	30-06-2020		75%	
Restrict access to Facebook	Amanda Curby	30-05-2018	31-03-2020		10%	

Shire of East Pilbara

Risk Status Report

CR-114Project / Change Management

Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Major	High
	Likelihood	Possible	

Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Major	Moderate
	Likelihood	Unlikely	

Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Major	Moderate
	Likelihood	Unlikely	

Effectiveness of Controls: Some Weaknesses

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion
				Progress Comments	% Complete	Date
Formalise the internal Project Management Methodology (Procedures and Reporting)	Vacant - Manager Contracts & Procurement	30-05-2018	31-03-2020		10%	



Shire of East Pilbara			Risk Status Report
CR-115 Management of Facilities / Venues / Events			
Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Possible	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Unlikely	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Unlikely	

Effectiveness of Controls: Some Weaknesses

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion Date
				Progress Comments	% Complete	
Assess liability risks associated with fitness Centre (24 hour access) and determine response	Jack Little	30-05-2018	28-06-2019		100%	12-02-2020
Formalise annual audits of venues, facilities and equipment	Jack Little	30-05-2018	30-06-2020		10%	
Implement training and recruitment procedures to secure qualified staff	Robin Austen	30-05-2018	30-06-2020	See Guidelines for both Learning and Development and Recruitment in Shire folders	99%	

Shire of East Pilbara			Risk Status Report
CR-116 Supplier / Contract Management			
Inherent Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Major	High
	Likelihood	Possible	
Revised Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Unlikely	
Target Assessment	Risk Rating Criteria	Value	Risk Rating
	Consequence	Moderate	Moderate
	Likelihood	Unlikely	

Effectiveness of Controls: Weak

Solutions	Responsible Officer	Start Date	End Date	Current Status Report		Completion Date
				Progress Comments	% Complete	
Conduct Evaluation Training to relevant officers	Vacant - Manager Contracts & Procurement	30-05-2018	30-06-2020		0%	
Conduct refresher procurement training to relevant officers	Vacant - Manager Contracts & Procurement	30-05-2018	28-06-2019		0%	
Review components of cleaning contract prior to formal re-tender	Vacant - Manager Contracts & Procurement	30-05-2018	28-06-2019		100%	12-09-2018

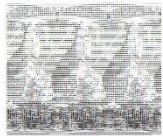


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## **Appendix 2**

### **Risk Control Report – January 2020**



070-554-4000

# Risk Controls Overview Report

Shire of East Pilbara

camms**risk**

Print Date: 13-Feb-2020

**Risk Type:** Corporate Risk

Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
CR-100	Misconduct	Accounts Payable Process	Lisa Davis - Manager Corporate Services	Adequate	01/07/2019	01/07/2020
CR-100	Misconduct	Authorisations and Delegations Manual	Kylie Bergmann - Coordinator Governance	Adequate	01/07/2019	01/07/2020
CR-100	Misconduct	Elected Member Code of Conduct	Kylie Bergmann - Coordinator Governance	Adequate	01/11/2019	01/06/2020
CR-100	Misconduct	Governance Software - Attain	Kylie Bergmann - Coordinator Governance	Effective	01/08/2019	01/07/2020
CR-100	Misconduct	Internal Financial Control	Lisa Davis - Manager Corporate Services	Adequate	01/11/2019	01/07/2020
CR-100	Misconduct	IT Policy and Guidelines	Sian Appleton - Executive Manager - Corporate Services	Adequate	01/07/2019	01/07/2020
CR-100	Misconduct	Procurement and Requisition Process	Vacant - Manager Contracts & Procurement - Manager Contracts and Procurement	Adequate	01/07/2019	01/07/2020
CR-100	Misconduct	Tender and Procurement Policy	Vacant - Manager Contracts & Procurement - Manager Contracts and Procurement	Adequate	01/07/2019	01/07/2020
CR102	Providing Inaccurate Advice / Information	Community Feedback Process (Synergysoft CSR)	Suzy Jones - Customer Services Officer	Effective	01/08/2019	01/07/2020
CR102	Providing Inaccurate Advice / Information	Industry Qualification / Network Groups	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020
CR102	Providing Inaccurate Advice / Information	Information / Application Forms	Lisa Davis - Manager Corporate Services	Adequate	01/07/2019	01/07/2020

Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
CR102	Providing Inaccurate Advice / Information	Qualified / Trained Staff	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020
CR102	Providing Inaccurate Advice / Information	Website Content Management	Lisa Clack - Executive Manager - Customer and Community Services	Adequate	01/11/2019	01/07/2020
CR103	Environmental Management	Disease Control Program	Vacant - Manager Development - Health - Development Services - Health	Effective	01/11/2019	01/07/2020
CR103	Environmental Management	Food Safety Program	Vacant - Manager Development - Health - Development Services - Health	Effective	01/11/2019	01/07/2020
CR103	Environmental Management	Landfill / Waste Management Plans and Processes	Hope Iyamu - Manager Waste Services	Adequate	01/11/2019	01/07/2020
CR103	Environmental Management	Monitoring Bores at Landfill Sites	Hope Iyamu - Manager Waste Services	Adequate	01/07/2019	01/07/2020
CR103	Environmental Management	Planning Application Process	David Everett - Manager Development Services - Building	Effective	01/07/2019	01/07/2020
CR103	Environmental Management	Supervision at Landfill Sites (Newman)	Hope Iyamu - Manager Waste Services	Adequate	01/07/2019	01/07/2020
CR103	Environmental Management	Tip Site Septage Ponds Monitoring Process	Hope Iyamu - Manager Waste Services	Adequate	01/07/2019	01/07/2020
CR103	Environmental Management	Waste Water Treatment Process	Hope Iyamu - Manager Waste Services	Adequate	01/07/2019	01/07/2020
CR103	Environmental Management	Water Quality Management	Vacant - Manager Development - Health - Development Services - Health	Effective	01/11/2019	01/07/2020
CR104	Errors, Omissions and Delays	Building Assessment Process	David Everett - Manager Development Services - Building	Adequate	01/08/2019	31/07/2020



Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
CR104	Errors, Omissions and Delays	Customer Action Request Process	Lisa Davis - Manager Corporate Services	Effective	01/11/2019	01/07/2020
CR104	Errors, Omissions and Delays	Documented Procedures and Checklists	Lisa Davis - Manager Corporate Services	Adequate	01/08/2019	30/06/2020
CR104	Errors, Omissions and Delays	Feedback / Work Request Process	Suzy Jones - Customer Services Officer	Adequate	01/08/2019	01/07/2020
CR104	Errors, Omissions and Delays	Planning / Building Statutory Processes	David Evrett - Manager Development Services - Building	Effective	01/07/2019	01/07/2020
CR104	Errors, Omissions and Delays	Rates Modelling and Billing	Vacant - Rates Revenue Officer - Rates Revenue Finance Officer	Adequate	01/11/2019	01/07/2020
CR104	Errors, Omissions and Delays	Supervisory Oversight	Kylie Bergmann - Coordinator Governance	Adequate	01/07/2019	01/07/2020
CR105	External Theft and Fraud	CCTV	Brent Stein - Manager Community Safety	Adequate	01/07/2019	30/04/2020
CR105	External Theft and Fraud	Floodlighting Shire Assets	Lindon Mellor - Manager Projects & Assets	Adequate	01/08/2019	01/07/2020
CR105	External Theft and Fraud	IT Firewall Systems and Awareness	Justin Hawkins - IT Support Officer	Adequate	01/07/2019	01/07/2020
CR105	External Theft and Fraud	Security Access (major sites)	Lindon Mellor - Manager Projects & Assets	Effective	04/05/2018	17/08/2018
CR105	External Theft and Fraud	Security Access (Information Services)	Sian Appleton - Executive Manager - Corporate Services	Adequate	01/11/2019	01/07/2020
CR105	External Theft and Fraud	Tree Guards	Vacant - Manager Technical Services Newman - Manager Technical Services - Newman	Adequate	01/07/2019	01/07/2020

Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
CR105	External Theft and Fraud	Working Relationship with Police	Brent Stein - Manager Community Safety	Effective	01/07/2019	01/07/2020
CR-106	Fulfilling Statutory, Regulatory or Compliance Requirements	Airport Operational Management Processes	George Christianson - Manager Compliance - Airport	Effective	01/07/2019	01/07/2020
CR-106	Fulfilling Statutory, Regulatory or Compliance Requirements	Compliance Calendar	Kylie Bergmann - Coordinator Governance	Adequate	01/08/2019	01/07/2020
CR-106	Fulfilling Statutory, Regulatory or Compliance Requirements	Financial Reporting Process	Lisa Davis - Manager Corporate Services	Adequate	01/11/2019	01/07/2020
CR-106	Fulfilling Statutory, Regulatory or Compliance Requirements	Induction Process - Contractors	Dawn Ronchi - Contract Procurement Officer	Adequate	01/07/2019	01/07/2020
CR-106	Fulfilling Statutory, Regulatory or Compliance Requirements	Induction Process - Councillors	Kylie Bergmann - Coordinator Governance	Adequate	01/07/2019	01/07/2020
CR-106	Fulfilling Statutory, Regulatory or Compliance Requirements	Induction Process - Staff	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020
CR-106	Fulfilling Statutory, Regulatory or Compliance Requirements	Operational Management Process (Aquatic Centre)	Jack Little - Manager Recreation & Events	Adequate	01/07/2019	01/07/2020
CR-106	Fulfilling Statutory, Regulatory or Compliance Requirements	Public Building Management	David Evrett - Manager Development Services - Building	Adequate	01/07/2019	01/07/2020
CR-106	Fulfilling Statutory, Regulatory or Compliance Requirements	Staff Network Channels (MBA, HIA, OoE)	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020
CR-106	Fulfilling Statutory, Regulatory or Compliance Requirements	Subscriptions (SAI Global, BCA, State Publisher, WALGA, State Gazette)	Kylie Bergmann - Coordinator Governance	Adequate	01/07/2019	01/07/2020
CR-106	Fulfilling Statutory, Regulatory or Compliance Requirements	Tender and Procurement Policy	Vacant - Manager Contracts & Procurement - Manager Contracts and Procurement	Effective	01/07/2019	01/07/2020

Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
CR-107	Employment Practices	Human Resources Staff Procedures Manual	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020
CR-107	Employment Practices	Induction Process - Staff	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020
CR-107	Employment Practices	Performance Management Framework	Robin Austen - Manager Human Resources	Adequate	01/11/2019	01/07/2020
CR-107	Employment Practices	Performance Review Process	Robin Austen - Manager Human Resources	Non Effective	01/07/2019	01/07/2020
CR-107	Employment Practices	Recruitment and Selection Guidelines	Robin Austen - Manager Human Resources	Effective	01/11/2019	01/07/2020
CR-107	Employment Practices	Staff Exit Process	Robin Austen - Manager Human Resources	Adequate	01/11/2019	01/07/2020
CR-107	Employment Practices	Staff Training and Development	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020
CR-107	Employment Practices	Strategic Workforce Plan	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020
CR-107	Employment Practices	Succession Planning / Multi Skilling Practices	Robin Austen - Manager Human Resources	Non Effective	01/07/2019	01/07/2020
CR-108	Safety and Security Practices	Asbestos Management Program (Register and Plan)	Lindon Mellor - Manager Projects & Assets	Adequate	01/06/2019	29/02/2020
CR-108	Safety and Security Practices	Conduct Audit 4801	Robin Austen - Manager Human Resources	Non Effective	01/11/2019	30/06/2020
CR-108	Safety and Security Practices	Hazard Management and Safe Work Practices	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020

Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
CR-108	Safety and Security Practices	Incident and Investigation Process	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020
CR-108	Safety and Security Practices	Induction Process - Contractors	Vacant - Manager Contracts & Procurement - Manager Contracts and Procurement	Adequate	01/07/2019	01/07/2020
CR-108	Safety and Security Practices	Induction Process - Staff	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020
CR-108	Safety and Security Practices	OH&S Workplace Consultation	Robin Austen - Manager Human Resources	Non Effective	01/11/2019	01/07/2020
CR-108	Safety and Security Practices	OHS Management Framework	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020
CR-108	Safety and Security Practices	Organisational Emergency Management	Brent Stein - Manager Community Safety	Adequate	01/07/2019	01/07/2020
CR-108	Safety and Security Practices	Sentinel Chicken Program	Vacant - Manager Development - Health - Development Services - Health	Effective	01/07/2019	01/07/2020
CR-108	Safety and Security Practices	Staff Individual Training Plans	Robin Austen - Manager Human Resources	Non Effective	11/05/2018	17/08/2018
CR-108	Safety and Security Practices	Training and Supervision	Robin Austen - Manager Human Resources	Adequate	01/11/2019	01/07/2020
CR-108	Safety and Security Practices	Warden Training for all Sites	Robin Austen - Manager Human Resources	Non Effective	01/07/2019	01/07/2020
CR-108	Safety and Security Practices	Water Monitoring Controls for Cape Keraudren Water Bore	Vacant - Manager Development - Health - Development Services - Health	Adequate	01/07/2019	01/07/2020

Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
CR-109	Business and Community disruption	Business Continuity Framework (Policy and Procedures)	Brent Stein - Manager Community Safety	Non Effective	01/07/2019	30/04/2020
CR-109	Business and Community disruption	Business Continuity Plan and Annual Exercises	Brent Stein - Manager Community Safety	Non Effective	01/08/2019	30/04/2020
CR-109	Business and Community disruption	LEMAC and Recovery Plans and Exercises	Brent Stein - Manager Community Safety	Adequate	11/05/2018	17/08/2018
CR-109	Business and Community disruption	Qualified / Trained Staff	Robin Austen - Manager Human Resources	Adequate	01/07/2019	01/07/2020
CR-109	Business and Community disruption	Volunteer Management and Training	Brent Stein - Manager Community Safety	Adequate	01/07/2019	01/07/2020
CR-110	IT &/or Communication Systems and Infrastructure	Disaster Recovery Plan (ICT)	Sian Appleton - Executive Manager - Corporate Services	Adequate	01/07/2019	01/07/2020
CR-110	IT &/or Communication Systems and Infrastructure	ICT Asset Management Program	Sian Appleton - Executive Manager - Corporate Services	Adequate	01/11/2019	01/07/2020
CR-110	IT &/or Communication Systems and Infrastructure	Information Security Framework	Sian Appleton - Executive Manager - Corporate Services	Adequate	01/11/2019	01/07/2020
CR-110	IT &/or Communication Systems and Infrastructure	IT Infrastructure Security	Sian Appleton - Executive Manager - Corporate Services	Effective	01/11/2019	01/07/2020
CR-111	Document Management Processes	Records Management System	Lisa Davis - Manager Corporate Services	Adequate	01/11/2019	01/07/2020
CR-111	Document Management Processes	Training of Staff on induction in records	Lisa Davis - Manager Corporate Services	Adequate	01/11/2019	01/07/2020
CR-112	Asset Sustainability Practices	Building Maintenance Program	Lindon Mellor - Manager Projects & Assets	Adequate	01/08/2019	01/07/2020
CR-112	Asset Sustainability Practices	Parks, Open Spaces & Playgrounds Maintenance Program	Raees Rasool - Executive Manager Infrastructure Services	Adequate	01/11/2019	01/07/2020



Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
CR-112	Asset Sustainability Practices	Plant & Vehicle Maintenance Program	Oliver Schaer - Manager Technical Services - Rural	Adequate	01/11/2019	01/07/2020
CR-112	Asset Sustainability Practices	Roads, Drainage & Footpath Maintenance Program	Raees Rasool - Executive Manager Infrastructure Services	Effective	01/11/2019	01/07/2020
CR-114	Project / Change Management	Project Approval, Allocation and Management	Lindon Mellor - Manager Projects & Assets	Not Rated	01/11/2019	01/07/2020
CR-114	Project / Change Management	Project Status Reporting	Lindon Mellor - Manager Projects & Assets	Not Rated	01/11/2019	01/07/2020
CR-115	Management of Facilities / Venues / Events	External Events Process	Han-Mari Roets - Coordinator Club & Events	Adequate	01/11/2019	01/07/2020
CR-115	Management of Facilities / Venues / Events	Facility Booking System	Suzy Jones - Customer Services Officer	Effective	01/11/2019	01/07/2020
CR-115	Management of Facilities / Venues / Events	Internal Events Process	Han-Mari Roets - Coordinator Club & Events	Adequate	01/11/2019	01/07/2020
CR-115	Management of Facilities / Venues / Events	Recreation Centre Booking System	Carly Williams - Coordinator Recreation Services	Effective	01/11/2019	01/07/2020
CR-116	Supplier / Contract Management	Contract Management Process	Ben Lewis - Executive Manager - Commercial Services	Adequate	01/08/2019	01/07/2020
CR-116	Supplier / Contract Management	Procurement Management Process	Dawn Ronchi - Contract Procurement Officer	Effective	01/11/2019	01/07/2020



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#### 4.1.4 COMPLIANCE AUDIT REPORT 2019

<b>File No:</b>	<b>LEG-1-11</b>
<b>Attachments:</b>	<b>Appendix 1 – Compliance Audit Return 2019</b>
<b>Responsible Officer:</b>	<b>Ms Sian Appleton Executive Manager Corporate Services</b>
<b>Author:</b>	<b>Mrs Lisa Davis Manager Corporate Services</b>
<b>Location/Address:</b>	<b>N/A</b>
<b>Name of Applicant:</b>	<b>N/A</b>
<b>Author Disclosure of Interest:</b>	<b>Nil</b>

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#### REPORT PURPOSE

To seek Council's comment on and receivable of the Local Government Compliance Audit Return ("CAR") for the period 1 January 2019 to 31 December 2019.

#### BACKGROUND

Council must complete an annual audit of compliance with statutory requirements

The Compliance Audit Return is a checklist of compliance with statutory obligations relating to the provision of services by, and the management of, a local government.

The *Local Government Act 1995* requires that each local government is to carry out a compliance audit for the period 1 January to 31 December each year, against the requirements included in the CAR for the year.

After the completion of the CAR the following should occur:

- the Audit Committee is to review the CAR;
- the CAR is to then be presented to a subsequent meeting of Council;
- the CAR is to be adopted by the Council before 31 March;
- the adoption is to be recorded in the minutes of the meeting at which it is adopted; and
- a certified copy of the return, along with the relevant section of the minutes and any additional information explaining or qualifying the compliance audit, is to be submitted to the Department of Local Government by 31 March.

#### COMMENTS/OPTIONS/DISCUSSIONS

Over previous years this Council has produced the report by using either an independent consultant or doing the report in house. On this occasion the Compliance Audit has been completed in house by the Manager Corporate Services.

The current format of the audit has eleven sections. It includes an optional questions area of the report and has been included as part of the 2019 audit.



<b>2019 CAR Section Name</b>	<b>Yes Answers</b>	<b>No Answers</b>	<b>Not Applicable Answers</b>	<b>Total Answers</b>
Commercial Enterprises by Local Governments	0	0	5	5
Delegation of Power/Duty	9	0	4	13
Disclosure of Interest	15	2	2	19
Disposal of Property	0	0	2	2
Elections	2	0	0	2
Finance	11	0	3	14
Integrated Planning and Reporting	6	0	1	7
Local Government Employees	0	0	5	5
Official Conduct	5	0	1	6
Optional Questions	4	0	0	4
Tenders for providing Goods and Services	11	3	13	27
<b>Total</b>	<b>63</b>	<b>5</b>	<b>36</b>	<b>104</b>

There has been five areas identified whereby a “No” answer has been recorded and these are set out below.

#### **Disclosure of Interest**

- “Was an annual return lodged by all designated employees by 31 August 2019”
- “On receipt of a primary or annual return, did the CEO, (or Major/ President in the case of the CEOS’s return) on all occasions, give written acknowledgment of having received the return?”

**Comment** Some of the acknowledgments were made by the Coordinator Governance using the automated Attain computer system.

#### **Tenders for providing Goods and Services**

- “Did the local government invite tenders on all occasion where the consideration under the contract was, or was expected to be, worth more than the consideration stated in the regulation 11(1).“
- “Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract?.”

**Comment** One contract was highlighted in this area due to Council paying over the allowed threshold of \$150,000 and the tender process had not been adequately completed.

- “Did the local government comply with its current purchasing policy in relation to the supply of goods and services where the consideration under the contract is, or is expected to be \$150,000 or less or worth \$150,000 or less?”

Comment The Procurement department undertake audits on purchasing which has highlighted some breaches in this area.

### STATUTORY IMPLICATIONS/REQUIREMENTS

Part 7 – Audit (Division 4 – General) 7.13. Regulations as to audits (pg 274)

- 1 Regulations may make provision –
  - (i) Requiring local governments to carry out...an audit of compliance as prescribed.

**Regulation 13** of the *Local Government (Audit) Regulations* prescribes the item to be subject to an audit.

**Regulation 14** of the *Local Government (Audit) Regulations* states that a compliance audit shall be prepared and lays out the form and manner of its preparation

**Regulation 15** of the *Local Government (Audit) Regulations* deals with the return of the compliance audit to the Department of Local Government after its presentation to the Audit Committee and Council.

### POLICY IMPLICATIONS

Nil

### STRATEGIC COMMUNITY PLAN

#### 5: Governance

*Demonstrated accountability and corporate governance.*

- G1 Provide efficient, accountable and ethical governance.
  - G1.1 *Enhance governance capability to deliver sustainable outcomes, roads and buildings*

### RISK MANAGEMENT CONSIDERATIONS

Legislative – Medium

### FINANCIAL IMPLICATIONS

No financial resource impact.

### VOTING REQUIREMENTS

Simple.

### OFFICER & COMMITTEE RECOMMENDATION

**MOVED: Cr Karen Lockyer, SECONDED: Cr Lynette Craigie OAM**

**That Council adopt the Compliance Audit Return for the calendar year 1 January 2019 to 31 December 2019.**

**CARRIED UNANIMOUSLY**

***To be actioned by Mrs Lisa Davis, Manager Corporate Services***

## **Appendix 1**

### **Compliance Audit Return 2019**

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
**Local Government, Sport  
and Cultural Industries**

**East Pilbara - Compliance Audit Return 2019**

**Certified Copy of Return**

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

<b>Commercial Enterprises by Local Governments</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2019?	N/A		Lisa Davis
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2019?	N/A		Lisa Davis
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2019?	N/A		Lisa Davis
4	s3.59(4)	Has the local government complied with public notice and publishing requirements of each proposal to commence a major trading undertaking or enter into a major land transaction for 2019?	N/A		Lisa Davis
5	s3.59(5)	Did the Council, during 2019, resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Lisa Davis

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
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<b>Delegation of Power / Duty</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority?	N/A		Lisa Davis
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing?	N/A		Lisa Davis
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17?	N/A		Lisa Davis
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Lisa Davis
5	s5.18	Has Council reviewed delegations to its committees in the 2018/2019 financial year?	Yes	OCM 29 June 2018	Lisa Davis
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act?	Yes		Lisa Davis
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority?	Yes	OCM 29 June 2018	Lisa Davis
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing?	Yes		Lisa Davis
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Lisa Davis
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes		Lisa Davis
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees?	Yes		Lisa Davis
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2018/2019 financial year?	Yes		Lisa Davis
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required?	Yes		Lisa Davis

<b>Disclosure of Interest</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68)?	Yes		Lisa Davis
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings?	Yes		Lisa Davis

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
**Local Government, Sport  
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No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made?	Yes		Lisa Davis
4	s5.73	Where the CEO had an interest relating to a gift under section 5.71A(1), was written notice given to the Council?	N/A		Lisa Davis
5	s5.73	Where the CEO had an interest relating to a gift in a matter in respect of a report another employee is providing advice on under section 5.71A (3), was the nature of interest disclosed when the advice or report was provided?	N/A		Lisa Davis
6	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day?	Yes		Lisa Davis
7	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day?	Yes		Lisa Davis
8	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2019?	Yes		Lisa Davis
9	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2019?	No		Lisa Davis
10	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return?	No		Lisa Davis
11	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76?	Yes		Lisa Davis
12	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28?	Yes		Lisa Davis
13	s5.89A Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under section 5.71A, in the form prescribed in Administration Regulation 28A?	Yes		Lisa Davis
14	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76?	Yes		Lisa Davis
15	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee?	Yes		Lisa Davis

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
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No	Reference	Question	Response	Comments	Respondent
16	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes?	Yes		Lisa Davis
17	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report?	Yes		Lisa Davis
18	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee?	Yes		Lisa Davis
19	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees?	Yes		Lisa Davis

#### Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5))?	N/A		Lisa Davis
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A		Lisa Davis

#### Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1) (2)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates?	Yes		Lisa Davis
2	Elect Reg 30G(3) & (4)	Did the CEO remove any 'disclosure of gifts' forms relating to an unsuccessful candidate or a successful candidate that completed the term of office from the electoral gift register, and retain those forms separately for a period of at least 2 years?	Yes		Lisa Davis

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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<b>Finance</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Lisa Davis
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A		Lisa Davis
3	s7.3(1)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor, a registered company auditor?	Yes		Lisa Davis
4	s7.3(1), 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council?	Yes		Lisa Davis
5	Audit Reg 10	Was the Auditor's report(s) for the financial year(s) ended 30 June received by the local government within 30 days of completion of the audit?	Yes		Lisa Davis
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2019 received by the local government by 31 December 2019?	Yes		Lisa Davis
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government, ensure that appropriate action was undertaken in respect of those matters?	Yes		Lisa Davis
8	S7.12A (4)	Where the auditor identified matters as significant in the auditor's report (prepared under s7.9(1) of the Act), did the local government prepare a report stating what action had been taken or it intended to take with respect to each of the matters and give a copy to the Minister within 3 months after receipt of the audit report?	N/A		Lisa Davis
9	S7.12A (5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A		Lisa Davis
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit?	Yes		Lisa Davis
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit?	Yes		Lisa Davis

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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No	Reference	Question	Response	Comments	Respondent
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit?	Yes		Lisa Davis
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor?	Yes		Lisa Davis
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor?	Yes		Lisa Davis

**Integrated Planning and Reporting**

No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	Item 9.2.5 - 22nd Feb 2019	Lisa Davis
2	s5.56 Admin Reg 19DA (4)	Has the local government reviewed the Corporate Business Plan in the 2018-2019 Financial Year. If Yes, please provide date of Council meeting the review was adopted at?	Yes	Item 10.2.3 - 28th June 2019	Lisa Davis
3	s5.56 Admin Reg 19C	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	Item 2.2.3 - 23rd Nov 2018	Lisa Davis
4	s5.56 Admin Reg 19C (4)	Has the local government reviewed the current Strategic Community Plan. If Yes, please provide date of most recent review by Council in Comments.  Note: If the current Strategic Community Plan was adopted after 1/1/2016, please respond N/A and provide adoption date in Comments?	N/A		Lisa Davis
5	S5.56 Admin Reg 19DA (3)	Has the local government developed an Asset Management Plan(s) that covers all asset classes. If Yes, please provide the date of the most recent Plan adopted by Council in Comments?	Yes	Item 11.1.1 - 30th June 2014	Lisa Davis
6	S5.56 Admin Reg 19DA (3)	Has the local government developed a Long Term Financial Plan. If Yes, please provide the adoption date of the most recent Plan in Comments?	Yes	Item 9.2.8 - 28th June 2013	Lisa Davis
7	S5.56 Admin Reg 19DA (3)	Has the local government developed a Workforce Plan. If Yes, please provide adoption date of the most recent Plan in comments?	Yes	Item 9.2.5 - 28th July 2017	Lisa Davis

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<b>Local Government Employees</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A		Lisa Davis
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A?	N/A		Lisa Davis
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4)?	N/A		Lisa Davis
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only)?	N/A		Lisa Davis
5	s5.37(2)	Did the CEO inform Council of each proposal to employ or dismiss a designated senior employee?	N/A		Lisa Davis

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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and Cultural Industries**

<b>Official Conduct</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer?	N/A		Lisa Davis
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c)?	Yes		Lisa Davis
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made?	Yes		Lisa Davis
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint?	Yes		Lisa Davis
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred?	Yes		Lisa Davis
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c)?	Yes		Lisa Davis

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Local Government (Financial Management) Regulation 5 (2)(c) within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes		Lisa Davis
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulation 17 within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes		Lisa Davis
3	Financial Management Reg 5A.	Did the local government provide AASB 124 related party information in its annual report(s) tabled at an electors meeting(s) during calendar year 2019?	Yes		Lisa Davis
4	S6.4(3)	Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019?	Yes		Lisa Davis

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2))?	No	Sanitation Pump Outs CR 101793	Lisa Davis
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract?	No		Lisa Davis
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice?	Yes		Lisa Davis
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16?	Yes		Lisa Davis

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation?	Yes		Lisa Davis
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16?	Yes		Lisa Davis
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender?	Yes		Lisa Davis
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria?	Yes		Lisa Davis
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection?	Yes		Lisa Davis
10	F&G Reg 19	Did the CEO give each tenderer written notice advising particulars of the successful tender or advising that no tender was accepted?	Yes		Lisa Davis
11	F&G Reg 21 & 22	Did the local governments advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22?	N/A		Lisa Davis
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice?	N/A		Lisa Davis
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services?	N/A		Lisa Davis
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest, a notice in writing in accordance with Functions & General Regulation 24?	N/A		Lisa Davis
15	F&G Reg 24AC (1) & (2)	Has the local government established a policy on procurement of goods and services from pre-qualified suppliers in accordance with the regulations?	N/A		Lisa Davis
16	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice?	N/A		Lisa Davis
17	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE?	N/A		Lisa Davis

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
**Local Government, Sport  
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
18	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application?	N/A		Lisa Davis
19	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, given notice of the variation?	N/A		Lisa Davis
20	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications?	N/A		Lisa Davis
21	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria?	N/A		Lisa Davis
22	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG?	N/A		Lisa Davis
23	F&G Reg 24AI	Did the CEO send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted?	N/A		Lisa Davis
24	F&G Reg 24E	Where the local government gave a regional price preference, did the local government comply with the requirements of F&G Reg 24E including the preparation of a regional price preference policy?	Yes		Lisa Davis
25	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy?	Yes		Lisa Davis
26	F&G Reg 11A	Does the local government have a current purchasing policy that comply with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less?	Yes		Lisa Davis

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
**Local Government, Sport  
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
27	F&G Reg 11A	Did the local government comply with it's current purchasing policy in relation to the supply of goods or services where the consideration under the contract is, or is expected to be \$150,000 or less or worth \$150,000 or less?	No	As per breach register	Lisa Davis

I certify this Compliance Audit return has been adopted by Council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Mayor / President, East Pilbara

\_\_\_\_\_  
Signed CEO, East Pilbara



#### 4.1.5 FRAUD AND CORRUPTION CONTROL PLAN UPDATE

Attachments:	Appendix 1 – Fraud & Corruption Control Plan Status Update
Responsible Officer:	Ms Sian Appleton Executive Manager Corporate Services
Author:	Ms Sian Appleton Executive Manager Corporate Services
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

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#### REPORT PURPOSE

To report on the status of the Fraud and Corruption Control Plan.

#### BACKGROUND

As per the agenda item in the November Committee meeting an action plan has been developed following the performance report on Fraud and Corruption control conducted by the Office of the Auditor General.

From this action plan a Fraud and Corruption Control Improvement Plan was developed entered into Council's CAMMS Strategic Planning software for monitoring.

#### COMMENTS/OPTIONS/DISCUSSIONS

Attached is a copy of the CAMMS reporting document.

Currently 18 actions are reported on. Of these 83% are on target with 17% on target. It is expected that all actions will be completed by the 30 June 2020.

#### STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

#### POLICY IMPLICATIONS

##### 1.15 FRAUD AND CORRUPTION PREVENTION POLICY

#### STRATEGIC COMMUNITY PLAN

##### 5: Governance

*Demonstrated accountability and corporate governance.*

- G1 Provide efficient, accountable and ethical governance.

#### RISK MANAGEMENT CONSIDERATIONS

Legislative – Low

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Financial - Medium

**FINANCIAL IMPLICATIONS**

No financial resource impact.

**VOTING REQUIREMENTS**

Simple.

**OFFICER AND COMMITTEE RECOMMENDATION**

**MOVED: Cr Karen Lockyer, SECONDED: Cr Lynette Craigie OAM**

**That the Audit Committee review and receive the Fraud and Corruption Control Plan update as presented at Appendix 1.**

**CARRIED UNANIMOUSLY**

***To be actioned by Ms Sian Appleton, Executive Manager Corporate Services***

**Appendix 1**  
**Fraud & Corruption Control Plan – Status**  
**Update**



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## Action and Task Progress Report

Shire of East Pilbara

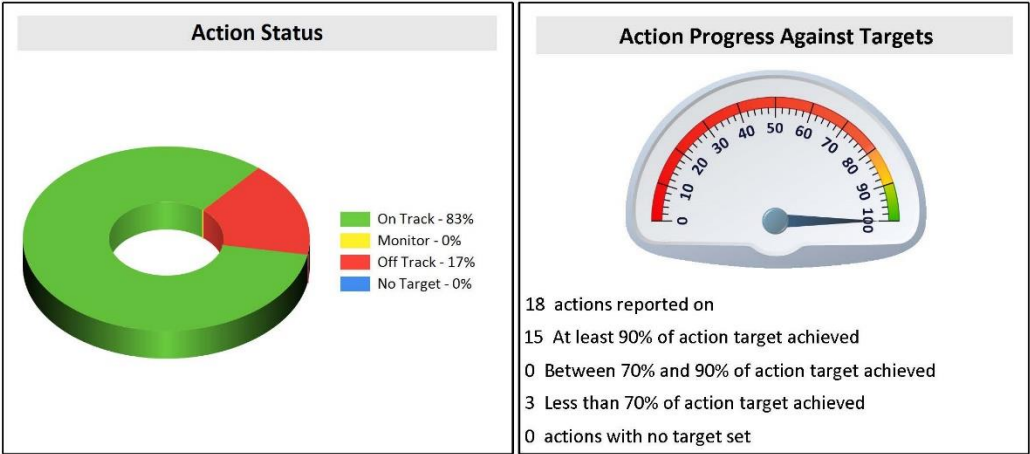


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Print Date: 13-Feb-2020



OVERVIEW



## ACTION PLANS



GREEN

At least 90% of action target achieved



AMBER

Between 70% and 90% of action target achieved



RED

Less than 70% of action target achieved



No target set

\* Dates have been revised from the Original dates

### Commercial Services

#### Procurement and Contracts

##### 9.1 Procurement

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.112 FR - Develop policies and procedures to verify the identity and integrity of suppliers.	Dawn Ronchi - Contract Procurement Officer	Completed	13-Oct-2019	31-Mar-2020	100.00%	0.00%	GREEN
<b>ACTION PROGRESS COMMENTS:</b> 7/1/20 - New Supplier Requests go through a set process, 1. Check with ABN and ASIC to ensure legitimate business, check if gst registered, request copies of current insurances, and also arrange OHS Induction if required. New Supplier Requests are dealt with by three staff members in three different areas - i.e Contract & Procurement Officer, OHS Officer and then the Finance Officer.  11/2/20 - New Supplier Requests Form updated. Last Updated: 11-Feb-2020							

### Corporate Services



#### Human Resources

##### 10.1 Human Resource Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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Shire of East Pilbara

Action and Task Progress Report

5.1.1.5 FR - Develop a policy / procedure to verify the identity and integrity of employees	Robin Austen - Manager Human Resources	Completed	01-Jul-2019	31-Mar-2020	100.00%	75.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b> Only item now requiring attention is; Consider any gaps in employment history and reasons for those gaps addressed at interview or prior to appointment. This will be included in Recruitment and Selection Guidelines.</p> <p>The Recruitment and Selection Guidelines have now been updated to include all identity and integrity requirements.</p> <p>Last Updated: 13-Feb-2020</p>							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.97 FR - Establish a regular training program to raise and maintain staff awareness on fraud risks. Maintain records of staff participation in those training programs. Include in training package - Code of Conduct, Records, Fraud and Procurement	Robin Austen - Manager Human Resources	In Progress	01-Oct-2018	31-Dec-2020	30.00%	10.00%	 GREEN
<p><b>ACTION PROGRESS COMMENTS:</b> The Shire has access to the training tools provided by the Public Sector Commission for Accountable and Ethical Decision Making. Additionally, WALGA has training modules for managing Conflicts of Interest that have been delivered to Councillors and is available to staff.</p> <p>Assigned to HRO to liaise with WALGA to provide training in the region. This will be scheduled bi-annually.</p> <p>Last Updated: 13-Feb-2020</p>							



Strategic and Business Planning

2.1 Risk Management and IPR

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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Shire of East Pilbara


Action and Task Progress Report

5.1.1.111 FR - Fraud risks across the organisation are assessed, documents and controls are in place including - Risk Framework - Policy, Procedures, Communication Plan, Risk Register and Controls, Risk Incident Register etc	Sian Appleton - Executive Manager - Corporate Services	In Progress	13-Oct-2019	30-Jun-2020	75.00%	25.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 08/11/2019 - Fraud Framework completed. CG updating policy and procedures. Fraud improvement plan updated in CAMMS. Working through improvement process. 31/01/2020 - Action plan being implemented, monitored and reported on. Training scheduled for staff in February 2020. Last Updated: 13-Feb-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.159 FR - Develop and implement a Fraud Risk register and controls.	Sian Appleton - Executive Manager - Corporate Services	In Progress	22-Oct-2019	30-Jun-2020	30.00%	10.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 31/10/2019 - Research being undertaken into the development of the Fraud Risk Register. Assessment of these risks will then be undertaken and listing of current controls. Establishment of new controls as necessary will be developed. 31/11/2019 - This work is continuing. 31/01/2020 - This work is continuing and is currently on target to be completed within timeframes. Last Updated: 13-Feb-2020							

Customer and Community Services

Customer and Stakeholder Services

14.3 Stakeholder Management - Collective Impact

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.4 FR - Communicate fraud and corruption awareness through the Staff Newsletter.	Amanda Curby - Media Relations Officer	Completed	01-Jul-2019	31-Dec-2019	100.00%	100.00%	 GREEN
Last Updated: 22-Oct-2019							

Executive Services






Shire of East Pilbara

Action and Task Progress Report

Governance

16.1 Corporate Governance

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.6 FR - Develop a policy outlining the requirements for staff and Councillors when there is an actual or perceived conflict of interest (including interests staff have that may conflict with their daily duties).	Kylie Bergmann - Coordinator Governance	In Progress	01-Jul-2019	31-Mar-2020	80.00%	75.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 10/11/2019 - Completion date has been extended to March 2020. Draft policy will be presented to Corporate Discussion at the February 2020 and for adoption by Council at the March 2020 Council Meeting. 11/02/2020 - Draft policy will be presented to the Audit Committee on 28 February 2020, as well as Corporate Discussion on the same date. Last Updated: 12-Feb-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.94 FR and CC - Review the Fraud and Corruption Plan in line with the current schedule - Completed March biannually.	Kylie Bergmann - Coordinator Governance	Not Started	01-Jul-2019	31-Mar-2020	0.00%	0.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 10/11/2019 - Review is to be completed in March 2020 in line with current scheduled. Last Updated: 10-Nov-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.95 FR - Ensure that all new employees receive Code of Conduct training in their induction, and annually thereafter. Ensure employees sign off annually their understanding of the code of conduct.	Kylie Bergmann - Coordinator Governance	In Progress	01-Jul-2019	31-Dec-2020	50.00%	0.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b>							

Shire of East Pilbara

Action and Task Progress Report


10/11/2019 - All new employees do currently receive Code of Conduct training. Program to be developed by March 2020 for re-induction of all current employees and Councillors.  
11/02/2020 - Coordinator Governance has been in discussion with LG Professionals and Steven Tweedie re. conducting integrity & Code of Conduct Training. To be discussed with HR for a collaborative/whole of organisation approach.  
Last Updated: 12-Feb-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.103 FR - Develop a policy outlining the various avenues on reporting any potential fraud, including anonymous reporting.	Kylie Bergmann - Coordinator Governance	Not Started	01-Jul-2019	31-Mar-2020	0.00%	0.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

10/11/2019 - Draft Policy to be presented to Corporate Discussion in February 2020 and for adoption by Council at the March 2020 Council Meeting.  
11/02/2020 - Policy requires some further research before it can be presented to Corporate Discussion. Will likely be presented to Corporate Discussion in March 2020 and Council in April 2020.


Last Updated: 12-Feb-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.104 FR - Develop a conflict of disclosure form to go with the Conflict of Interest policy.	Kylie Bergmann - Coordinator Governance	In Progress	13-Oct-2019	30-Jun-2020	80.00%	0.00%	 GREEN

**ACTION PROGRESS COMMENTS:**

10/11/2019 - to be completed by March 2020.  
11/02/2020 - Draft disclosure form is complete. Will be presented to the Audit Committee (along with the draft policy) on 28 February 2020. Will also be presented to Corporate Discussion on that same date.

Last Updated: 12-Feb-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.105 FR - Develop a conflict of interest register (for staff and Councillors) to record all conflict of interest.	Kylie Bergmann - Coordinator Governance	Not Started	13-Oct-2019	31-Mar-2020	0.00%	10.00%	 RED





**ACTION PROGRESS COMMENTS:**

10/11/2019 - To be completed by March 2020.

Last Updated: 10-Nov-2019



Shire of East Pilbara

Action and Task Progress Report

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.106 FR - Prioritise the actions listed within the Fraud & Corruption Control Plan	Jeremy Edwards - Chief Executive Officer	Not Approved	13-Oct-2019	31-Mar-2020	0.00%	0.00%	 GREEN
Last Updated: 13-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.107 FR - Ensure that an appropriate level of resources is applied to controlling fraud and corruption risk.	Jeremy Edwards - Chief Executive Officer	Not Approved	13-Oct-2019	30-Jun-2020	0.00%	0.00%	 GREEN
Last Updated: 13-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.108 FR - Staff sign yearly understanding of the Code of Conduct.	Kylie Bergmann - Coordinator Governance	Not Approved	13-Oct-2019	31-Dec-2019	0.00%	0.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 10/11/2019 - Program to be implemented by March 2020. Last Updated: 10-Nov-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.109 FR - Communicate the internal processes and avenues for reporting any potential fraud including anonymous reporting.	Kylie Bergmann - Coordinator Governance	Not Started	13-Oct-2019	31-Mar-2020	0.00%	25.00%	 RED
<b>ACTION PROGRESS COMMENTS:</b> 10/11/2019 - Process to be documented by March 2020. Last Updated: 10-Nov-2019							

Shire of East Pilbara

Action and Task Progress Report

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.110 FR - Develop and implement a Fraud Risk Register to capture, collate and analyse information about potential fraud.	Kylie Bergmann - Coordinator Governance	Not Started	13-Oct-2019	31-Mar-2020	0.00%	25.00%	 RED
<b>ACTION PROGRESS COMMENTS:</b> 10/11/2019 - To be completed by March 2020. Last Updated: 10-Nov-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.113 FR - Fraud risks are reported to the Audit Committee quarterly.	Kylie Bergmann - Coordinator Governance	Completed	13-Oct-2019	31-Dec-2019	100.00%	100.00%	 GREEN
Last Updated: 22-Oct-2019							

#### 4.1.6 NEW POLICY - CONFLICTS OF INTEREST

Attachments:	Appendix 1 – Draft Conflicts of Interest Policy
Responsible Officer:	Ms Sian Appleton Executive Manager Corporate Services
Author:	Mrs Kylie Bergmann Coordinator Governance
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

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#### REPORT PURPOSE

For Council to consider adopting a new policy on Conflicts of Interest.

#### BACKGROUND

Council will recall that in April 2019, the Auditor General conducted a performance audit on the Shire of East Pilbara in regards to fraud prevention. In August 2019, the Office of the Auditor General tabled its report in Parliament. A requirement of that report was that the Shire of East Pilbara submit an action plan within 3 months addressing the Auditor General's concerns in the report. The action plan has previously been tabled to Council (through the Audit Committee).

One of the identified areas of concern is ensuring that conflicts of interest (as between staff) are recorded, assessed and appropriate management plans are in place. There are already processes in place to record conflicts of interest of staff and elected members on matters discussed by Council. But there are no processes in place to capture, assess and manage conflicts of interest staff may come across in their daily duties.

Within our action plan it was identified that a "Conflicts of Interest" policy should be developed to address this concern.

#### COMMENTS/OPTIONS/DISCUSSIONS

This draft policy is presented to the Audit Committee as it forms part of the action plan following the performance audit on fraud prevention in local government.

Feedback is sought from the Audit Committee, with a view to making a recommendation to Council to adopt this policy.

As per Council's policy on making new policies, this draft policy will be presented to Council through the Corporate Discussion on 28 February 2020.

A copy of the draft policy is attached for the Audit Committee's consideration (*Appendix 1 refers*).

## **STATUTORY IMPLICATIONS/REQUIREMENTS**

Nil.

## **POLICY IMPLICATIONS**

New Policy making guidelines:

1. Draft policies are to be in standard format and include policy objectives and the policy statement.
2. Discuss reasons for the policy with your supervisor and prepare an amended/final draft.
3. The policy is to be presented and discussed at the Executive Management meeting.
4. The policy is to be presented at the Corporate Discussion for input from Councillors.
5. The policy will then be presented to Council for adoption and inclusion in the Policy Manual.

## **STRATEGIC COMMUNITY PLAN**

### **5: Governance**

*Demonstrated accountability and corporate governance.*

- G1 Provide efficient, accountable and ethical governance.

## **RISK MANAGEMENT CONSIDERATIONS**

That conflicts of interest are not being appropriately identified, assessed and managed.

## **FINANCIAL IMPLICATIONS**

No financial resource impact.

## **VOTING REQUIREMENTS**

Simple.

**OFFICER & COMMITTEE RECOMMENDATION**

**MOVED: Cr Karen Lockyer, SECONDED: Cr Lynette Craigie OAM**

**That the Audit Committee recommend that the Council adopt the new policy – Conflict of Interest – as presented below, for inclusion in the Policy Manual.**

**CARRIED UNANIMOUSLY**

***To be actioned by Mrs Kylie Bergmann, Coordinator Governance***

## **Appendix 1**

### **Draft Conflicts of Interest Policy**



### 1.1 Conflicts of Interest

Responsible Directorate	Executive
Responsible Officer	Chief Executive Officer
File Number	

#### Purpose

The purpose of this policy is to assist officers in identifying conflicts of interest and managing those conflicts of interest.

#### What is a conflict of interest?

A conflict of interest is defined as a situation “...arising from conflict between the performance of public duty and private or personal interests.”<sup>1</sup>

Conflicts of interest can occur in your everyday work. However, it is important to note that it is not always possible to avoid a conflict of interest and in itself, a conflict of interest is not necessarily wrong or unethical. What is important, however, is to appropriately identify, disclose and effectively manage any **actual**, **perceived** or **potential** conflict of interest situations.

#### Who is responsible for identifying and managing conflicts of interest?

Although the CEO and Executive Managers have a particularly important role in ensuring conflict of interest situations are managed appropriately, identifying a conflict of interest is an **individual responsibility**.

#### How can officers identify if a conflict of interest exists?

There is no one right way to identify every situation however, a good starting point is for officers to consider the 6Ps:

<b>P</b> ublic duty versus private interests
--

Do I have personal or private interests that may conflict, or be perceived to conflict with my public duty?
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<sup>1</sup> *Conflict of Interest Guidelines*, The WA Integrity Coordinating Group (a group consisting of the Office of the Auditor General, the Commissioner for Public Sector Standards, the Corruption & Crime Commission and the Ombudsman of Western Australia).

<b>P</b> otentialities	Could there be benefits for me now, or in the future, that could cast doubt on my objectivity?
<b>P</b> erception	How will my involvement in the decision/action be viewed by others? Perception is important.
<b>P</b> roportionality	Does my involvement in the decision appear fair and reasonable in all the circumstances?
<b>P</b> resence of mind	What are the consequences if I ignore a conflict of interest? What if my involvement was questioned publicly?
<b>P</b> romises	Have I made promises or commitments in relation to the matter? Do I stand to gain or lose from the proposed action/decision?

The **attached** Conflict of Interest Assessment Guide may assist officers in determining whether there is an actual or perceived conflict of interest.

**How can conflicts of interest be managed appropriately?**

There are 6 main options for officers and supervisors to manage conflicts of interest. They are the 6 Rs:

<b>R</b> ecord/Register	Recording the disclosure of a conflict of interest in a register is an important first step however, this does not necessarily resolve the conflict. It may be necessary to assess the situation and determine whether one or more of the following strategies is also required.
<b>R</b> estrict	It may be appropriate to restrict your involvement in the matter, for example, refrain from taking part in debate about a specific issue, abstain from voting on decisions, and/or restrict access to information relating to the conflict of interest. If this situation occurs frequently, and an ongoing conflict of interest is likely, other options may need to be considered.
<b>R</b> ecruit	If it is not practical to restrict your involvement, an independent third party may need to be engaged to participate in, oversee, or review the integrity of the decision-making process.
<b>R</b> emove	Removal from involvement in the matter altogether is the best option when ad hoc or

	recruitment strategies are not feasible, or appropriate.
<b>Relinquish</b>	Relinquishing the personal or private interests may be a valid strategy for ensuring there is no conflict with your public duty. This may be the relinquishment of shares, or membership of a club or association.
<b>Resign</b>	Resignation may be an option if the conflict of interest cannot be resolved in any other way, particularly where conflicting private interests cannot be relinquished.

**Procedure for reporting a conflict of interest**

1. Complete disclosure form. The officer should:
  - a. Describe the nature of the matter or issue that is the subject of the possible conflict of interest.
  - b. Describe the public duty in question (e.g. involvement in tender process).
  - c. Advise if the identified conflict of interest is actual, perceived or a potential conflict.
  - d. Advise if the type of conflict is a financial, partiality or role conflict.
  - e. Propose a strategy for resolving or managing the conflict situation.
2. Discuss with Manager and outline actions required.
3. Forward disclosure form to governance.
4. Conflict of interest to be recorded in a centralised Conflict of Interest Register which will be maintained by the Governance business unit.
5. Corporate Lawyer to be notified (if required).
6. Parties advised of review and actions to be taken.
7. Follow-ups to be conducted (if required).

**5 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS**

**6 GENERAL BUSINESS**

**7 DATE OF NEXT MEETING**

22 May 2020

**8 CLOSURE**

8:18am