SHIRE OF EAST PILBARA
AUDIT RISK AND GOVERNANCE COMMITTEE MEETING
27 September 2024

Notice is hereby given that an ORDINARY Meeting of the Audit, Risk and Governance Committee will be held in **Marble Bar Council Chambers** on **Friday, 27 September 2024** at **10:00 AM.**

AGENDA

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2 ATTENDANCE BY ELECTRONIC MEANS

3 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

3.1 ATTENDANCES

Council Members

Anthony Middleton	Chair
Cr Lee Anderson	Member
Cr Wendy McWhirter-Brooks	Deputy Member
Cr David Evrett	Deputy Member *(MS Teams)*

Officers

Steven Harding	Chief Executive Officer
Nicole O'Neill	Director Community Experience
Etienne Vorster	Director Infrastructure Services
Scott Greenhill	Acting Director Corporate Services
Malcolm Somers	Acting Director Regulatory Services
Joshua Brown	Manager Governance, Risk and Procurement
Sally Fry	Governance Administration Officer *(MS Teams)*

Public Gallery

3.2 APOLOGIES

3.3 LEAVE OF ABSENCE

4 DISCLOSURE OF INTEREST

In accordance with Division 6 of Part 5 of the Local Government Act 1995, Council Members must disclose any interests arising from agenda items, by completing the Disclosure of Interest Form (Hyperlink)

5 DECLARATIONS BY COUNCIL MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER BEFORE THE MEETING

6 CONFIRMATION OF MINUTES OF PREVIOUS COMMITTEE MEETING

7 OFFICER REPORTS

7.1 DIRECTORATE - EXECUTIVE

7.1.1 Draft Internal Audit Plan 2024/25

7.1.2 2024 Integrity and Conduct Annual Collection

7.2 DIRECTORATE - CORPORATE SERVICES

7.2.1 Freedom of Information - Annual Report

7.3 DIRECTORATE - COMMUNITY EXPERIENCE

7.3.1 Disability Action and Inclusion Plan

8 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF COUNCIL

9 GENERAL BUSINESS

10 DATE OF NEXT MEETING

The next Meeting of the Audit, Risk and Governance Committee will be advised.

11 CLOSURE

OUR VISION

A cohesive community providing an economic hub for the region linked by vibrant local centres and shared spaces – a place to live and call home

Our towns have survived fluctuations of fortune for more than a century. Resourcefulness and resilience, along with planning, will hold them in good stead throughout the 21st century. The energy of our people will ensure that the heart of the Pilbara will beat on, and will beat strong.

The Shire of East Pilbara is not just about resources - it's also about resourcefulness.

From our Indigenous people to early pastoralists and miners, and through to the present day, people have shown their capacity to not only survive but thrive in the heart of the Pilbara.

DISCLAIMER

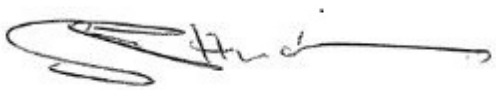
No responsibility whatsoever is implied or accepted by the Shire of East Pilbara for any act, omission or statement or intimation occurring during Council or Committee Meetings. The Shire of East Pilbara disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any 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 advises that anyone who has any application lodged with the Shire must obtain and should only rely upon: ***WRITTEN CONFIRMATION*** *of the outcome of the application and any conditions pertaining to the decision made by the Shire of East Pilbara in respect of the application.*

Please be advised this Agenda may include the names of people who are deceased.



Steven Harding
CHIEF EXECUTIVE OFFICER

7.1.1 DRAFT INTERNAL AUDIT PLAN 2024/25

Report Type	**Executive**
Responsible Officer	**Steven Harding, Chief Executive Officer**
Author	**Micheal Hennock** **Internal Auditor and Assurance Officer**
Attachments	**1. Internal Audit Plan 2024-25**
Author Disclosure of Interest:	**No**
Location / Address:	**N/A**
Name of Applicant:	**N/A**

Officer Recommendation

That the Audit, Risk and Governance Committee endorses the Internal Audit Plan 2024-2025 attached as confidential Appendix 1 to this report.

Purpose

The purpose of this report is to seek the endorsement of the Audit, Risk and Governance Committee of the Internal Audit Plan for the 2024-2025 financial year.

Background

The Internal Audit function is an independent and objective assurance function established by the Shire to provide ongoing review and assessment of its governance, risk management, and internal control processes. This plan outlines the internal audit activities for the 2024-2025 financial year and aligns with Shire's commitment to sound corporate governance as outlined in the Shire Corporate Governance Framework 2020-2022.

Details and Analysis

Risk Assessment

A comprehensive risk assessment has been conducted to identify and prioritise key areas for audit focus. The assessment considered the Shire's strategic objectives, past audit findings, industry best practices, and input from key stakeholders. The plan focuses on areas with the highest potential impact and risk.

Audit Plan
The Internal Audit Plan outlines the specific audit areas, objectives, and timelines for the 2024-2025 financial year. The plan addresses key risks identified in the risk assessment and is aligned with the Shire's strategic priorities. A summary of the planned audits is included in the attached Internal Audit Plan as **Confidential Appendix 1** to this report.

Key Audit Areas
The plan prioritises the following audit areas based on their potential impact (refer to Internal Audit Plan 2024-2025 attached as **Confidential Appendix 1** for details and timelines):

- External Audit Management Recommendations: Addressing vulnerabilities in user access management, network security, and business continuity planning.
- Financial Management: Focusing on accounts payable, credit card controls, and procurement processes.
- Operational Efficiency: Evaluating building and property management practices and aquatic centre operations.

Communication and Reporting
The Internal Audit function will maintain open communication with management throughout the audit process, providing regular updates and seeking input. Audit findings and recommendations will be communicated through formal reports to management and the Audit, Risk and Governance Committee.

Review and Update
The Internal Audit Plan will be reviewed mid-year to assess progress and adjust priorities as needed. This ensures the plan remains aligned with the Shire's changing environment.

Strategic, Legislative and Policy Implications

Strategic Community Plan	**5: Governance** 5 Vibrant local democracy, forward-thinking civic leadership, and transparent stewardship of the community's assets and resources. *5.1 Continued focus on good governance, transparency and community and stakeholder engagement in significant decisions, including place-based plans.* *5.4 Ensure a high standard of organisational management and effectiveness.*
Statutory Implications/Requirements	No Statutory Implications/ Requirements
Policy Implications	No Policy Implications

Risk Management Considerations

Whilst there are no direct compliance risk management considerations, as there is no statutory requirement to undertake a program of internal audit, it is recommended as best practice by the Department of Local Government, Sport and Cultural Industries, and is key tool in identifying and assessing risk areas of the Shire.

Financial Implications

This Internal Audit Plan outlines the key activities for the 2024-2025 financial year. The plan is designed to provide a comprehensive and risk-based approach to internal auditing, promoting sound governance, effective risk management, and robust internal control processes within Shire. The Internal Audit function remains committed to continuous improvement and will adapt its approach as needed to best serve Shire's evolving needs.

Options

The Committee may:

1. Accept the officer recommendation and endorse the internal audit plan;
2. Amend the internal audit plan in consultation with the Chief Executive Officer;
3. Decline to endorse the internal audit plan and provide reasons for doing so; or
4. Defer consideration of the item pending the provision of further information.

7.1.2 2024 INTEGRITY AND CONDUCT ANNUAL COLLECTION

Report Type	**Information**
Responsible Officer	**Steven Harding, Chief Executive Officer**
Author	**Micheal Hennock** **Internal Auditor and Assurance Officer**
Attachments	**1. 2024 Integrity and Conduct Annual Collection Response**
Author Disclosure of Interest:	**No**
Location / Address:	**N/A**
Name of Applicant:	**N/A**

Officer Recommendation

That the Committee notes the report.

Purpose

To provide the Committee with the details of the Shire's submission of data to the Public Sector Commission's Integrity and Conduct Annual Collection.

Background

The Public Sector Commission conducts the integrity and conduct annual collection to meet its annual reporting obligations under the *Public Sector Management Act 1994*, *Public Interest Disclosure Act 2003*, and *Corruption, Crime and Misconduct Act 2003*. The Shire is required to provide data on the activities that it has undertaken to promote integrity and manage integrity and conduct matters between 1 July 2023 and 30 June 2024.

All public sector agencies, local governments, public universities, government trading enterprises and other authorities, as well as government boards and committees as required to submit the data.

Details and Analysis

The Shire's submission was lodged by the due date on 30 July 2023. A copy of the response is attached as **Appendix 1**.

The data indicates a number of opportunities for improvement for the Shire, including:

- use of the Public Sector Commission's Integrity Framework Maturity Self Assessment Tool to assess and improve the Shire's approach to integrity, in addition to the other means the Shire uses to assess these mattes.
- enhanced employee familiarity with the Code of Conduct for Employees;
- promoting a culture of reporting wrongdoing; and
- increasing awareness of making Public Interest Disclosures.

The Shire's Governance team continues to work to improve the Shire's integrity processes as part of its strategic program for 2024/25.

Strategic, Legislative and Policy Implications

Strategic Community Plan	**5: Governance** 5 Vibrant local democracy, forward-thinking civic leadership, and transparent stewardship of the community's assets and resources. *5.1 Continued focus on good governance, transparency and community and stakeholder engagement in significant decisions, including place-based plans.* *5.4 Ensure a high standard of organisational management and effectiveness.*
Statutory Implications/Requirements	The submission of the Integrity and Conduct Annual Collection is required pursuant to section 23 of the *Public Interest Disclosure Act 2003.*
Policy Implications	No known policy implications.

Risk Management Considerations

There are no known risk management considerations. The Shire proactively reports the submission to the Audit, Risk and Governance Committee. There is no statutory requirement to do so.

Financial Implications

No financial considerations.

Options

The Committee may note the report or defer consideration pending the provision of further information.

Thank you for completing the integrity and conduct annual collection for 2024. Below you can view and download a copy of your responses.

Over the next few weeks we will be validating the information provided, and we will be in touch if any questions arise.

Your responses are vital in building our understanding of the integrity of the Western Australian government sector.

Once you have downloaded a copy of your responses, you can close this browser. Once you close this window, you will be unable to access this PDF via this link again.

PUBLIC SECTOR COMMISSION
icreporting@psc.wa.gov.au
Locked Bag 3002, West Perth WA 6872
WA.gov.au

Your response has been received and saved, and you can now close this browser.

Below is a summary of your responses

Download PDF

Welcome to the 2024 integrity and conduct annual collection for **Shire of East Pilbara**.

The collection consists of a number of questions, and your authority's responses are to be submitted through this online platform. In some cases, one authority may respond to the integrity and conduct annual collection on behalf of another authority or authorities.

The deadline for your submission is **5.00 pm** on **Tuesday 30 July 2024**.

If you require clarification on an issue not included in theguidance notes located at the bottom of the page, or if you experience any technical issues, please email **icreporting@psc.wa.gov.au**.

SECTION A: INTEGRITY PRACTICES

Item 7.1.2 Appendix 1

A1NPS. Does your authority have an integrity framework?

- ● **Yes, we have developed and implemented our own integrity framework**
- ○ No, but we plan to develop and implement our own framework in the next 12 months
- ○ No (describe why)

A2.1 Has your authority used the Commission's Integrity Framework Maturity Self Assessment Tool to assess and improve your approach to integrity?

- ○ Yes
- ● **No, but we plan to use this tool in the next 12 months**
- ○ No, we have not used this tool (specify why)

A3. In the last 12 months which of the following approaches has your authority used to assess its integrity environment? (select all that apply)

- ☐ We have evaluated the integrity environment internally using the Public Sector Commission's Integrity Snapshot Tool
- ■ **We have evaluated the integrity environment using the services of an external consultant**
- ☐ We have evaluated policies, procedures and systems in line with the recommendations of WA integrity agencies (eg Public Sector Commission, Corruption and Crime Commission, Office of the Auditor General)
- ☐ We have conducted a staff perception survey including questions on integrity and ethics
- ☐ We have conducted a broader satisfaction or perception survey (eg to customers, suppliers, contractors) including questions on integrity and ethics
- ■ **We have assessed completion rates of training and information sessions related to integrity**
- ☐ We have assessed knowledge gained or skills developed as a result of training and information sessions related to integrity
- ☐ We have evaluated how integrity matters are addressed and resolved (eg quality of and time taken to complete discipline processes, investigations)
- ■ **We have reviewed completed actions resulting from reviews and internal and external audits**
- ☐ Other (describe)
- ☐ None of the above – we have not assessed the integrity environment in the last 12 months

Item 7.1.2 Appendix 1

months

SECTION B: CODE OF CONDUCT

B1.1 Does your authority have a code of conduct?

- (●) **Yes**
- ( ) Yes, we apply the code of conduct of another public sector body under a documented arrangement (specify body)
- ( ) No
- ( ) Other (specify)

B2. Which measures did your authority have in the last 12 months to ensure all employees are familiar with your code of conduct? (select all that apply)

- [■] **Our code's requirements are covered in induction programs for new employees**
- [ ] Formal and planned training on our code is provided to all new employees
- [■] **Formal and planned refresher training on our code is provided to employees throughout their tenure**
- [■] **Employees acknowledge in writing that they have read, understand and commit to our code**
- [■] **The code's requirements are reinforced in performance management meetings**
- [■] **Information sessions are held about our code or that refer to our code**
- [ ] Information about our code is included in staff newsletters or bulletins
- [■] **Information is provided to managers and leaders about their role in upholding our code**
- [■] **The requirement to comply with our code is included in position descriptions**
- [■] **Our code is promoted on our intranet**
- [ ] Other (specify)
- [ ] None of the above

B3. Which approaches has your authority used in the last 12 months to monitor compliance with your code of conduct? (select all that apply)

- [x] **Internal reviews or audits (eg audits of procurement decisions, gifts and benefits registers, conflicts of interest declarations)**
- [x] **External reviews or audits**
- [x] **General staff survey feedback**
- [x] **Exit interview/survey feedback**
- [ ] Employee consultative committees
- [x] **Analysis of external complaints and/or reports of integrity issues**
- [x] **Analysis of internal staff reports of integrity issues**
- [x] **Leadership team monitoring compliance (eg integrity and conduct matters are a standing item on the leadership team meeting agenda)**
- [ ] Other (specify)

- [ ] None of the above

B4. Does your authority provide training on your code of conduct to your employees?

- (●) **Yes, we conduct our own training**
- ( ) Yes, we receive training from another public sector body under a documented arrangement (specify body)

- ( ) No (describe why)

SECTION C: REPORTING

C1. In the last 12 months which measures did your authority have to encourage employees to report unethical conduct including any behaviour considered to be a breach of the code? (select all that apply)

- [x] **The way to report unethical conduct is published in our code or policy**
- [ ] The option for a person to report anonymously is provided for in our code or policy

Item 7.1.2 Appendix 1

- [ ] Our code or policy states that victimisation of employees reporting unethical conduct is not tolerated
- [ ] Our chief executive regularly publicises their commitment to speaking up and reporting unethical conduct
- [ ] Our authority communicates to employees (eg via newsletters, emails) about how to report unethical conduct
- [x] **Managers are trained in how to deal with reports of unethical conduct**
- [x] **Contact names for reporting unethical conduct are accessible to employees**
- [ ] A confidential phone or email service is available to report unethical conduct
- [x] **Public interest disclosure procedures are accessible to all employees**
- [x] **Information about external reporting avenues (eg Corruption and Crime Commission, Public Sector Commission) is included in our code or policy**
- [ ] Other (specify)

- [ ] None of the above

C2. How does your authority advise its contractors and suppliers about the ethical conduct requirements for your employees and how they can report any concerns? (select all that apply)

- [x] **Direct engagement such as induction, feedback surveys and/or interviews**
- [ ] Promotional material such as posters and/or notices in public areas
- [x] **Formal documentation such as contracts, tenders and/or service agreements**
- [x] **Informal ad hoc measures or word of mouth**
- [ ] Currently under consideration
- [x] **Other (specify)**

Provides all contractors with Statement of Business Ethics.

- [ ] None of the above

SECTION D: DISCIPLINE

D1. How many discipline processes were finalised (ie processes were completed or discontinued) in your authority between 1 July 2023 and 30 June 2024?

Item 7.1.2 Appendix 1

Total number of discipline processes finalised (if none enter '0')	7

D2. Of the finalised discipline processes, how many were discontinued?

Total number of discipline processes discontinued (if none enter '0')	2

D2.1 Outline in the table the reason/s discipline processes were discontinued. How many times were these processes applied? (if none enter '0')

Identified that improvement action was a more appropriate course of action	0
Had insufficient evidence to progress any further	1
Employee ceased employment (ie resigned, retired, employment contract expired, terminated through another process)	1
Other (specify)	0
Total	2

D4. For the 5 discipline processes that were completed (ie finalised but not discontinued) what were the types of conduct considered or investigated? (if none enter '0')

Use the table below to categorise the allegations considered or investigated

	Number of allegations	Number of substantiated allegations
Fraud or falsification of records	0	0
Corrupt use of position with intent (for benefit or detriment)	0	0
Theft or misappropriation of public money or assets	0	0
Misuse of public resources	0	0
Unauthorised or improper accessing of confidential information	0	0
Unauthorised use or release of confidential information	0	0
Failure to manage	0	0

Item 7.1.2 Appendix 1

	Number of allegations	Number of substantiated allegations
conflicts of interest		
Improper management of gifts, benefits or hospitality	0	0
Assault or excessive use of force	0	0
Threatening, abusive or harassing conduct	3	0
Sexual misbehaviour and or sexual harassment	1	0
Bullying	1	1
Racism or other discriminatory behaviour	0	0
Offensive or inappropriate personal behaviour	1	0
Reprisal action (in response to reporting matters including an act of victimisation within the meaning of section 15 of the Public Interest Disclosure Act 2003)	0	0
Inappropriate use of drugs or alcohol	0	0
Criminal offences affecting ongoing employment	0	0
Careless or negligent performance of duties	1	1
Failure to declare, or unauthorised, secondary employment	0	0
Disobeying or disregarding a lawful instruction	0	0
Other (specify)	0	0
Total	7	2

IMPORTANT:

Please ensure the **total number of allegations** entered above is equal to or greater than **5** (Number of completed discipline processes)

D5. How many completed disciplinary processes resulted in substantiated allegations?

Item 7.1.2 Appendix 1

Total number of completed processes with

Total number of completed processes with substantiated allegations (if none enter '0')	2

D6. How many times was the following discipline action and or improvement action applied for the completed discipline processes where a breach of discipline was found to have occurred? (if none enter '0')

Use the table below to categorise the type of action taken

	Number of times action was applied
Reprimand	1
Imposition of fine (eg financial penalty)	0
Transfer	0
Reduction in monetary remuneration of employee	0
Reduction in level of classification	0
Dismissal	1
Discipline action – other (specify)	0
Improvement action - counselling	0
Improvement action - training	0
Improvement action – other (specify)	0
Total	2

IMPORTANT:
Please ensure the **total number of actions** entered above is equal to or greater than **2** (Number of completed discipline processes with substantiated allegations entered in **D5**)

D7. What was the estimated average time taken to complete a discipline process that was finalised this financial year?

- ○ Less than 3 months
- ● **Between 3 and 6 months**
- ○ Between 6 and 12 months
- ○ More than 12 months

SECTION E: PUBLIC INTEREST DISCLOSURES (PID)

E1. Has your authority designated at least one public interest disclosure (PID) officer to receive public interest disclosures (as required under section 23(1)(a) of the PID Act)?

- (●) **Yes**
- ( ) No

E2. Has your authority published internal procedures relating to your authority's obligations under the PID Act (section 23(1)(e))?

- (●) **Yes**
- ( ) No

E3. Are your authority's procedures consistent with the guidelines issued by the Public Sector Commission (section 23(2) of the PID Act)?

- (●) **Yes**
- ( ) No

E4.1 Between 1 July 2023 and 30 June 2024 was your authority found to be non-compliant with the PID Act or PID Officer's Code of Conduct and Integrity (code)?

- (●) **No**
- ( ) Yes

E5.1 How many public interest disclosures were lodged with your authority between 1 July 2023 and 30 June 2024?

Total number of public interest disclosures received (if none enter '0')	0

SECTION F: GRIEVANCES

F1. How many grievances did your authority finalise between 1 July 2023 and 30 June 2024?

Total number of grievance processes dealt with (if none enter '0')	4

SUBMITTING YOUR RESPONSE

Details of officer submitting collection

Item 7.1.2 Appendix 1

Name	Micheal Hennock

Position	Internal Audit and Assurance Officer
Email	[redacted]
Telephone	[redacted]

AUTHORISATION

To review your responses and data before submitting, use the table of contents menu. If you click **Submit** and proceed to the next page, you cannot go back and edit your responses.

By clicking the **Submit** button and finalising your submission, you are confirming the data is current and accurate, and that your responses have been approved by the head of your authority.

Once you click the **Submit** button you are taken to a summary of your finalised responses and can download a PDF version. It is strongly recommended that you download a PDF of your responses and file it for record keeping purposes.

Guidance Notes

If you have any queries please email icreporting@psc.wa.gov.au.

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7.2.1 FREEDOM OF INFORMATION - ANNUAL REPORT

Report Type	**Information**
Responsible Officer	**Scott Greensill, Acting Director Corporate Services**
Author	**Kerry Bain** **Coordinator Records Management**
Attachments	**1. FOI Annual Statistics Return 2023-24**
Author Disclosure of Interest:	**No**
Location / Address:	**N/A**
Name of Applicant:	**N/A**

Officer Recommendation

That Committee notes the report.

Purpose

To provide the Committee with the details of the Shire's submission of data to the Public Sector Commission's Integrity and Conduct Annual Collection.

Background

Freedom of Information gives the public a right to access government documents, subject to some limitations. In Western Australia, under the *Freedom of Information Act 1992* ("the FOI Act"), the right applies to documents held by most State government agencies, including local governments.

Documents accessible under the FOI Act include paper records, plans and drawings, photographs, tape recordings, films, videotapes or information stored in a computerised form. Agencies are required to assist applicants to obtain access to documents at the lowest reasonable cost. Each agency is required to provide annual statistics on its activities under the FOI Act.

Details and Analysis

The Shire's annual statistics under the FOI Act as submitted to the Office of the Information Commissioner is attached as **Appendix 1** to this report.

Strategic, Legislative and Policy Implications

Strategic Community Plan	**5: Governance** 5 Vibrant local democracy, forward-thinking civic leadership, and transparent stewardship of the community's assets and resources. *5.1 Continued focus on good governance, transparency and community and stakeholder engagement in significant decisions, including place-based plans.* *5.4 Ensure a high standard of organisational management and effectiveness.*
Statutory Implications/Requirements	Consistent with s.111 of the *Freedom of Information Act 1992*.
Policy Implications	No known policy implications.

Risk Management Considerations

No compliance risk considerations. No statutory requirements to report to the committee.

Financial Implications

No financial resource impact.

Options

1. The Committee may accept the officer's recommendation;
2. Decline the officer's recommendation; or
3. Defer consideration of the matter.

FOI Annual Statistical Return - 1 July 2023 to 30 June 2024

Survey Status: Completed, but not yet submitted

PART A - AGENCY IDENTIFICATION

Is your agency name correct?

- Yes

What is your agency's name: [No Response]

Contact Officer: Kerry Bain

Phone No: 0891758000

Please include area code for land lines (no brackets or spaces)

Email: kbain@eastpilbara.wa.gov.au

Is this response for a Minister's office?

- No

Is this a Nil Return?

- No

PART B - ACCESS APPLICATIONS (section 111(2)(a))

1. Number of valid access applications your agency received and were subsequently *transferred in full* **to another agency**

0

2. Total new valid access applications received (not including those transferred in full to another agency)

6

3. Of the total new valid access applications received, how many were for:

a. Personal Information 0

b. Non-Personal Information 6

PART C - OUTCOME OF ACCESS APPLICATIONS (section 111(2)(b))

4. Total access applications finalised in this period

6

5. For the total number of applications finalised indicate the outcome

	Personal		Non-Personal		Total for Outcome
a) Access in full to all requested documents	0	+	5	=	5
b) Edited access	0	+	1	=	1
c) Access deferred	0	+	0	=	0
d) Access in a manner referred to in section 28	0	+	0	=	0
e) Access refused under section 26	0	+	0	=	0
f) Refused to deal with application under section 20	0	+	0	=	0
g) Access refused to all requested documents *(Do not include matters included in (e) and (f))*	0	+	0	=	0
h) Withdrawn by the applicant	0	+	0	=	0
TOTALS	0	+	6	=	6

6. How many applications are on hand and not yet finalised

0

7. Please identify the number of applications dealt with by your agency that were not completed within the permitted period as defined in section 13(3) of the FOI Act

1

PART D - EXEMPTIONS CITED (section 111(2)(c))

8. Have you claimed an exemption under the FOI Act in any of the access applications you have finalised during the reporting period?

- Yes

a. Record the number of times an exemption clause in Schedule 1 to the FOI Act was used for each decision.

CLAUSE	
1 – Cabinet and Executive Council	0
2 – Inter-governmental relations	0
3 – Personal Information	0
4 – Commercial or business information	1
4A – Bank of Western Australia Act	0
5 – Law enforcement, public safety and property security	0
6 – Deliberative processes	0
7 – Legal professional privilege	4
8 – Confidential communications	0
9 – The State's economy	0
10 – The State's financial or property affairs	0
11 – Effective operation of agencies	0
12 – Contempt of Parliament or Court	0
13 – Adoption or artificial conception information	0
14 – Information protected by certain statutory provisions	0
15 – Precious metal transactions	0

PART E - INTERNAL REVIEW (section 111(2)(d))

9. Number of applications for internal review of access application decisions received

1

10. For the applications dealt with (decided) indicate the outcome :

a) Decisions confirmed 1

b) Decisions varied [No Response]

c) Decisions reversed	[No Response]
d) Withdrawn	[No Response]
TOTAL	**1**

PART F - AMENDMENT OF PERSONAL INFORMATION APPLICATIONS (section 111(2)(e)-(f))

11. Number of new applications received for amendment of personal information

0

12. For the applications for amendment dealt with indicate the outcome :

a) Amended fully in accordance with application	[No Response]
b) Not amended	[No Response]
c) Amended but not exactly as requested	[No Response]
d) Withdrawn	[No Response]
TOTAL	**0**

PART G – INTERNAL REVIEW RE AMENDMENT OF PERSONAL INFORMATION APPLICATIONS (section 111(2)(g))

13. Number of applications for internal review of a decision about amendment of personal information

0

14. For the total number of internal reviews finalised, indicate the outcome :

a) Decisions confirmed	[No Response]
b) Decisions varied	[No Response]
c) Decisions reversed	[No Response]
d) Withdrawn	[No Response]
TOTAL	**0**

PART H - FEES AND CHARGES

15. Total amount of application fees collected

$ 150

16. Total amount of charges collected

$ 0

17. Total amount by which charges were reduced or waived

$ 0

18. How many applicants were granted a reduction or waiver of charges for each category?

Impecunious	0
Pensioner	0
Other	0

PART I - OTHER INFORMATION

19. Average days to deal with each access application

Your response will be automatically rounded up to the nearest whole number

45

20. Number of requests by Members of Parliament (if known)

0

21. Number of requests from the media (if known)

0

PART J - ADVICE AND AWARENESS SERVICES

Key Performance Indicator

Advice and Awareness services provided by the OIC includes:

- responding to enquiries
- online training modules
- agency specific briefings
- panel sessions, talks or other events
- reference materials and the OIC website

22. Please indicate whether you are satisfied with the Advice and Awareness services. This feedback forms part of the OIC's key performance indicators.
Select 'N/A' if there has been no contact or use of services.

- Yes

Comments regarding your experience with the Advice and Awareness services are welcome:
[No Response]

Feedback

If there are any other materials, publications or training services that you feel would assist your agency manage their FOI responsibilities, or you have any other feedback on the Advice and Awareness service, please let us know in the comment box below.

Comments:
[No Response]

PART K - INFORMATION STATEMENTS (sections 94-97)

23. Have you published an up-to-date information statement in the past 12 months?
- Yes

24. Has a copy or web-link been provided to the Information Commissioner?
- Yes

25. In what form is the Information Statement published?

If only available in hardcopy and a copy has *not* been provided to the Information Commissioner within the last 12 months, when will a current copy be provided, as required under sections 96 and 97 of the FOI Act?
[No Response]

What is the web address of the electronic form?
[No Response]

- Both hardcopy and electronic

What is the web address of the electronic form?
https://www.eastpilbara.wa.gov.au/documents/1161/freedom-of-information-statement-2024

AGENCY AUTHORITY SIGN OFF

Prior to Submitting, please ensure you have reviewed all responses.

A record of the information provided can be accessed via the SUMMARY VIEW, or alternatively, you can DOWNLOAD RESPONSES AS PDF

Name of authorised officer: [No Response]

Phone number of authorised officer: [No Response]

Please include area code for land lines (no brackets or spaces)

Email address of authorised officer: [No Response]

7.3.1 DISABILITY ACTION AND INCLUSION PLAN

Report Type	**Information**
Responsible Officer	**Nicole O'Neill, Director Community Experience**
Author	**Cheryl Wainwright** **Coordinator Community Development**
Attachments	**1. Disability Access and Inclusion Plan Progress Report 2023-24**
Author Disclosure of Interest:	**No**
Location / Address:	**N/A**
Name of Applicant:	**N/A**

Officer Recommendation

That the Committee notes the Shire of East Pilbara Disability Access and Inclusion Plan Report 2023/2024.

Purpose

The purpose of this report it provide an update on progress of the Shire of East Pilbara Disability Access and Inclusion Plan.

Background

The Disability Access and Inclusion Plan (DAIP) is required under the Disability Services Act 1993, which mandates that all local governments develop a plan to enhance access and inclusion for people with disabilities.

The plan provides a framework for implementing strategies and initiatives to ensure that individuals with disabilities have equal access to services, facilities, and information.

The DAIP is reviewed and redeveloped every five years, the current plan is set to expire in 2025.

Details and Analysis

The Shire is required to report annually on the progress of its DAIP, by the 31 July.

For this annual review information was collected across the organization, from every Directorate, and meetings were held with Managers and Coordinators to gain insights into their operations specifically where progression of DAIP principles or where barriers were removed to enhanced accessibility and inclusion. The progress report was submitted to the Department of Communities by the due date of 31 July 2024.

Progress was evaluated by comparing the current situation with the set objectives, highlighting both accomplishments and areas which are in progress.

The Shire gathered social impact data and insights from internal stakeholders, including staff and service delivery teams. Throughout the process, we ensured adherence to legal requirements such as the Disability Discrimination Act, Equal Opportunity Act, and relevant state legislation.

The Shire identified continued barriers including physical barriers, alternative modes of communication and attitudinal change in addition to overwhelming community infrastructure challenges in community buildings and facilities and disability inclusion awareness training.

The Shire was able to showcase successful initiatives, including new policies, partnerships, programs, and infrastructure enhancements that have positively impacted accessibility and inclusion.

The Shire submitted its report to the State on the 4 July 2024.

Strategic, Legislative and Policy Implications

Strategic Community Plan	**2: Social** 2 Safe, connected and family-friendly communities where all people thrive, and have their needs met at all ages and stages of life. *2.8 Improve inclusion and harmony across the diverse groups in the population.*
Statutory Implications/Requirements	The statutory implications and requirements of implementing a Disability Access and Inclusion Plan (DAIP) within the Shire of East Pilbara are grounded in several key pieces of legislation. These laws mandate the development, implementation, and reporting of DAIPs to ensure compliance and promote inclusivity. • *Disability Services Act 1993 (WA)* • *Equal Opportunity Act 1984 (WA)* • *Building Code of Australia (BCA)* • *Disability Discrimination Act 1992 (Cth)* • *Local Government Act 1995 (WA)*

Policy Implications	No known policy implications.

Risk Management Considerations

Risk	Compliance
Consequence	Major
Likelihood	Rare
Current Risk Rating	Medium 13
Mitigation Action	Ensure regular reporting on the progress of the DAIP.
Residual Risk Rating	Low 1

	Insignificant	**Minor**	**Significant**	**Major**	**Severe**
Rare	Low 1	Low 4	Low 6	Medium 13	Medium 15
Unlikely	Low 2	Low 5	Medium 11	Medium 14	High 21
Possible	Low 3	Medium 9	Medium 12	High 19	High 22
Likely	Medium 7	Medium 10	High 17	High 20	Critical 24
Almost Certain	Medium 8	High 16	High 18	Critical 23	Critical 25

Financial Implications

Resource Allocation: The implementation of the DAIP in the Built environment would benefit from a budget allocation annually to retrofit key, high use community facilities to make them more Disability Discrimination Act (DDA) compliant in addition to mandatory Access and Inclusion staff training.

Retrofitting budget: In preparation for the new DAIP 2026-203, it is proposed a list of high use community facilities and/or retrofitting projects be identified across the life- span of the DAIP and an appropriate budget allocated, this could observed in the Shire's Asset Management Plan.

Options

1. The Committee may note report;
2. Decline to note the report; or
3. Defer consideration of the item pending the provision of further information.

DISABILITY ACCESS AND INCLUSION PLAN PROGRESS REPORT

Reporting Period: 1 July 2023 – 30 June 2024

Report Due Date: 31 July 2024

Public Authority's Details

Name:	Shire of East Pilbara
Contact Person:	Cheryl Wainwright
Phone:	[redacted]
Email:	[redacted]
Date DAIP Lodged with the Department of Communities:	27/05/2020
Date DAIP published on your organisation's website:	25/10/2021
URL Link to published DAIP:	https://www.eastpilbara.wa.gov.au/documents/105/access-and-inclusion-plan-2020-2025

DAIP Outcome 1: Services and events People with disability have the same opportunities as other people to access the services of, and any events organised by, the department.		State Disability Strategy Outcome	Status (please select Completed, In Progress or Not Progressed)
1	Include access and inclusion into the planning of Shire, events and programs	8	In Progress
2	Promote awareness amongst staff of the Shire of East Pilbara Access and Inclusion Plan.	14	In Progress
3	Ensure applicants consider access and inclusion when requesting funding or event permits for community initiatives through the Shire	2	Completed
4	Identify opportunities to improve access and inclusion of Shire services	12, 14	In Progress
5	Access and inclusion is incorporated into relevant Shire policies and plans	12,14	In Progress
6	Ensure relevant Shire contractors and agents are aware of their responsibilities within the DAIP.	7	In Progress

Q2

DAIP Outcome 2: Buildings and facilities People with disability have the same opportunities as other people to access the buildings and other facilities of the department.		State Disability Strategy Outcome	Status (please select Completed, In Progress or Not Progressed)
7	New buildings and infrastructure to meet access and inclusion legislative requirements, with proponents encouraged to also incorporate best practice standards.	5	Completed
8	Audit accessibility of Shire buildings and facilities	5	In Progress
9	Undertake a footpath renewal program across the Shire.	5, 6	In Progress
			Status
			Status
			Status

Q3.

DAIP Outcome 3: Accessible information People with disability receive information from the department in a format that enables them to access the information as readily as other people.		State Disability Strategy Outcome	Status (please select Completed, In Progress or Not Progressed)
10	Provide Shire information in alternative formats, upon request.	4,15	In Progress
11	When updating the Shire's website strive to meet accessibility standards	4,15	In Progress
12	Enhance the Shire marketing materials, through using accessibility standards as best practice.	15,8 ,4	In Progress
13	Assist library users to obtain relevant access and inclusion literature	1,15	In Progress
			Status
			Status

Q4.

DAIP Outcome 4: Service People with disability receive the same level and quality of services from the staff of the department as other people receive.		**State Disability Strategy Outcome**	**Status** **(please select Completed, In Progress or Not Progressed)**
14	Provide customer facing staff with information on inclusive practices	15	In Progress
			Status
			Status
			Status
			Status
			Status

Item 7.3.1 Appendix 1

Q5.

DAIP Outcome 5: Complaints People with disability have the same opportunities as other people to make complaints to the department.		**State Disability Strategy Outcome**	**Status** **(please select Completed, In Progress or Not Progressed)**
15	Develop, review and maintain an accessible complaints procedure	12	In Progress
16	Ensure complaints are handled professionally in an inclusive manner in line with procedure.	12,13	In Progress
			Status
			Status
			Status
			Status

Q6.

DAIP Outcome 6: Consultation People with disability have the same opportunities as other people to participate in any public consultation by the department.		State Disability Strategy Outcome	Status (please select Completed, In Progress or Not Progressed)
17	Undertake community engagement processes, which incorporate access and inclusion principals.	15,13 ,7	Completed
18	Encourage diversity in all Shire committees and forums	15 ,7	In Progress
			Status
			Status
			Status.
			Status.

Q7.

DAIP Outcome 7: Employment People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.		**State Disability Strategy Outcome**	**Status** **(please select Completed, In Progress or Not Progressed)**
19	Encourage diversity within the Shire's workforce.	2	In Progress
20	Explore innovative and inclusive employment opportunities.	2 , 3	In Progress
			Status
			Status
			Status
			Status

Q8. **List and describe up to 3 key DAIP achievements and their outcomes for people with disability**

Achievement 1
Outcome 1 Services and events: People with disability have the same opportunities as other people to access the services of, and any events organised by the Shire of East Pilbara The Shire's initiative to advocate for disability and aged services, like EPIS, to conduct outreach in Marble Bar demonstrates a commitment to inclusivity. With Marble Bar's population of 927 (194 in the Town site), tailored services are crucial. Bringing services directly to Marble Bar reduces travel for residents with disabilities or long-term health conditions. This personalised approach improves accessibility and addresses specific challenges. Supporting carers, who make up 5.2% of residents is vital. Recognising the needs of First Nations aged individuals shows cultural sensitivity. Integrating access and inclusion principles into the Community Engagement Framework is a significant step, likely to increase participation rates in activities. The Shire's transition with the East Newman activation program last year, particularly focusing on access and inclusion for First Nations children aged 5-12 years, has been very successful. Many children having hearing issues and nonverbal or English as a second language. With an average of 19 children per session, the incorporation of activities such as sensory play, constructive play, creative and physical play has made a significant impact. By aligning these play styles with the children's interests and cultural experiences, the program has fostered a sense of ownership and belonging with the participants. This sense of ownership not only encourages active participation but also instils a feeling of pride in their community and its initiatives.

Achievement 2 – DAIP Action
Outcome 4 Service: People with disability receive the same level and quality of service from the staff of the Shire of East Pilbara as other people receive from the Shire. Expanding the Nullagine library's operation and bringing a staff member from Newman demonstrates a commitment to remote communities' access to resources. This proactive approach enhances learning opportunities and community engagement, potentially enhancing well-being and development. Collaborative efforts involving local nurse, police, and library staff in craft activities and storytelling sessions cater to a wide age range, ensuring inclusivity and creativity. Oral storytelling fosters imagination, strengthening and community bonds. Young people's feedback on programs and accessibility reflects their engagement and ownership, driving continuous improvement. Overall, this initiative fosters community empowerment and collaboration, showcasing the positive impact of inclusive, community-driven initiatives.

Achievement 3 – DAIP Action
Outcome 3 Information: People with disability receive information from the department in a format that enables them to access the information as readily as other people The Shire's commitment to accessibility and inclusion in libraries is evident in the upgrades made to the Marble Bar library shelving. Features like movable wheels and increased shelf space ensure a welcoming environment for all, including those with disabilities. This investment creates a more inclusive space where everyone can access resources comfortably. Additionally, the Newman library's expansion with 14 new books, covering topics like sensory issues and learning difficulties, caters to diverse needs within the community. These additions offer valuable support and information to individuals and families facing these challenges, fostering learning and understanding.

Q9. **Is your Public Authority due to review its DAIP and amend or develop a new DAIP in the 2024-2025 reporting period?**

Yes ☐

No ☒

For Local Government Authorities Only

Q10. **Q How many elected members does your Council have?** 9

Q11. **How many elected members identify as having a disability?** Select Number

Please send the completed report to:

StateDisabilityStrategy@communities.wa.gov.au by no later than Wednesday **31 July 2024.**