

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



Minutes to be confirmed at the next Ordinary Council Meeting on to be held on 25 October 2024.

These Unconfirmed Minutes are hereby and certified by:

Presiding Member's Signature

Date

13/12/2024

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President declared the Shire of East Pilbara Audit, Risk and Governance Committee Meeting of 27 September 2024 open at 10:01 AM at the Marble Bar Council Chambers .

The President acknowledged the Traditional Owners of the land on which the Council met, the Nyamal People, and their continuing connection to the land, waters and community.

The Council paid its respects to all their Elders, past, present and emerging.

All present were requested to turn off and refrain from using their mobile phones for the duration of the meeting. Tablets and Laptops were permitted for the purpose of accessing agenda items.

All present were also advised that the meeting was being live streamed and audio recorded which can be accessed by members of the public and the media, as such Council Members were reminded to refrain from making any defamatory statements.

2 ATTENDANCE BY ELECTRONIC MEANS

Nil

3 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

3.1 ATTENDANCES

Council Members

Anthony Middleton

Cr Wendy McWhirter-Brooks

Cr Lee Anderson

Cr David Evrett

Shire President

Deputy Shire President / Councillor

Councillor

Councillor (*MS Teams / Non Voting*)

**SHIRE OF EAST PILBARA
AUDIT RISK AND GOVERNANCE COMMITTEE MEETING AGENDA 27 SEPTEMBER
2024**

Executive Team

Steven Harding	Chief Executive Officer (<i>MS Teams</i>)
Nicole O'Neill	Director Community Experience
Etienne Vorster	Director Infrastructure Services
Scott Greenhill	Acting Director Corporate Services
Malcolm Somers	Acting Director Regulatory Services (<i>MS Teams</i>)

Shire Officers

Joshua Brown	Manager Governance, Risk and Procurement
Sally Fry	Governance Administration Officer (<i>MS Teams</i>)

Public Gallery

Nil

3.2 APOLOGIES

Nil

3.3 LEAVE OF ABSENCE

During the Ordinary Council Meeting of 23 August 2024, the following Elected Members were granted a Leave of Absence:

- Cr Karen Lockyer
- Cr Peta Baer

4 DISCLOSURE OF INTEREST

Nil

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

The following declarations were made by the below listed Council Members:

"I have given due consideration to all matters that are contained in the Business Papers before this meeting."

Anthony Middleton	Shire President
Cr Wendy McWhirter-Brooks	Deputy Shire President / Councillor
Cr Lee Anderson	Councillor

6 CONFIRMATION OF MINUTES OF PREVIOUS COMMITTEE MEETING

COUNCIL RESOLUTION

(Resolution No: (2024/36))

Moved: Deputy Shire President McWhirter-Brooks

Seconded: Cr Anderson

The Minutes of the Ordinary Meeting of the Audit Risk and Governance Committee held on 25 July 2024 as published on the Shire Website and Councillor Portal be confirmed as a true and correct record of proceedings.

**CARRIED UNANIMOUSLY
RECORD OF VOTE 3/0**

For: Shire President, Anthony Middleton, Cr Wendy McWhirter-Brooks, Cr Lee
Anderson

Against: None

7 OFFICER REPORTS

7.1 DIRECTORATE - EXECUTIVE

7.1.1 DRAFT INTERNAL AUDIT PLAN 2024/25

COUNCIL RESOLUTION / OFFICER'S RECOMMENDATION

(Resolution No: (2024/37))

Moved: Cr Anderson

Seconded: Deputy Shire President McWhirter-Brooks

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

**CARRIED UNANIMOUSLY
RECORD OF VOTE 3/0**

For: Shire President, Anthony Middleton, Cr Wendy McWhirter-Brooks, Cr Lee
Anderson

Against: None

**SHIRE OF EAST PILBARA
AUDIT RISK AND GOVERNANCE COMMITTEE MEETING AGENDA27 SEPTEMBER
2024**

7.1.2 2024 INTEGRITY AND CONDUCT ANNUAL COLLECTION

COUNCIL RESOLUTION

(Resolution No: (2024/38)

Moved: Deputy Shire President McWhirter-Brooks

Seconded: Cr Anderson

That the Committee notes the report.

**CARRIED UNANIMOUSLY
RECORD OF VOTE 3/0**

For: Shire President, Anthony Middleton, Cr Wendy McWhirter-Brooks, Cr Lee
Anderson

Against: None McWhirter-Brooks

7.2 DIRECTORATE - CORPORATE SERVICES

7.2.1 FREEDOM OF INFORMATION - ANNUAL REPORT

COUNCIL RESOLUTION

(Resolution No: (2024/39)

Moved: Deputy Shire President McWhirter-Brooks

Seconded: Cr Anderson

That Committee notes the report.

**CARRIED UNANIMOUSLY
RECORD OF VOTE 3/0**

For: Shire President, Anthony Middleton, Cr Wendy McWhirter-Brooks, Cr Lee
Anderson

Against: None

7.3 DIRECTORATE - COMMUNITY EXPERIENCE

7.3.1 DISABILITY ACTION AND INCLUSION PLAN

COUNCIL RESOLUTION

(Resolution No: (2024/40))

Moved: Deputy Shire President McWhirter-Brooks

Seconded: Cr Anderson

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

**CARRIED UNANIMOUSLY
RECORD OF VOTE 3/0**

For:	Shire President, Anthony Middleton, Cr Wendy McWhirter-Brooks, Cr Lee Anderson
Against:	None

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

Nil

9 GENERAL BUSINESS

No General Business items raised.

10 DATE OF NEXT MEETING

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

11 CLOSURE

The Shire President declared the Audit, Risk and Governance Committee Meeting closed at 10.06am.
