

**SHIRE OF EAST PILBARA**

These minutes were confirmed by the council  
as a true and accurate record at the ordinary  
council meeting held on 15/12/2023



Unconfirmed copy of  
Ordinary Minutes of the Audit,  
Risk and Governance  
Committee Meeting held on  
29 September 2023 subject to  
confirmation at the next Audit  
Risk and Governance  
Committee Meeting (date to  
be advised).



**SHIRE OF EAST PILBARA**

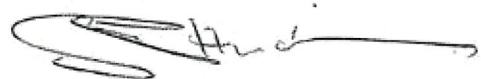
**MINUTES**

**AUDIT RISK AND GOVERNANCE  
COMMITTEE MEETING**

**NOTICE IS HEREBY GIVEN**  
*that a Meeting of the*

**AUDIT, RISK AND GOVERNANCE COMMITTEE**  
*will be held in*

Marble Bar Council Chambers  
at 10:00 am, Friday, 29 September 2023.



**Steven Harding**  
**CHIEF EXECUTIVE OFFICER**



# DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of East Pilbara for any act, omission, statement or intimation occurring during Meetings of Council or its Committees. 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, statement or intimation occurring during Meetings of Council or its Committees.

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.

A handwritten signature in black ink, appearing to read 'S. Harding'.

Signed: \_\_\_\_\_  
Steven Harding  
Chief Executive Officer

**AUDIT, RISK AND GOVERNANCE COMMITTEE**

**TABLE OF CONTENTS**

---

<b>ITEM</b>	<b>SUBJECT</b>	<b>PAGE NO</b>
1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	1
2	ATTENDANCE BY ELECTRONIC MEANS.....	1
3	RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE .....	1
	3.1 ATTENDANCES .....	1
	3.2 APOLOGIES .....	2
	3.3 LEAVE OF ABSENCE .....	2
4	DISCLOSURES OF INTEREST .....	2
5	CONFIRMATION OF MINUTES OF PREVIOUS COMMITTEE MEETING .....	3
	5.1 CONFIRMATION OF MINUTES.....	3
6	OFFICER'S REPORTS .....	4
	6.1 CHIEF EXECUTIVE OFFICER.....	4
	6.1.1 INTEGRITY AND CONDUCT ANNUAL COLLECTION 2023	4
	6.1.2 DISABILITY ACCESS AND INCLUSION PLAN PROGRESS REPORT 2022/23	6
	6.1.3 FREEDOM OF INFORMATION ACT STATISTICS 2022/23	8
7	CLOSURE .....	10

## **1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Shire President (Presiding Member) declared the Shire of East Pilbara Audit Risk and Governance Committee Meeting of 29 September 2023 open at 10.02 am, held in the Council Chambers, Marble Bar.

The President acknowledged the Traditional Owners of the land on which the Committee met, the Nyamal People, and their continuing connection to the land, waters and community. Committee members paid their respects to all their Elders, past, present and emerging.

All present for the meeting were asked 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 and notes.

The Presiding Member also advised all those in attendance that the meeting was being audio recorded and Councillors should refrain from making any defamatory statements.

## **2 ATTENDANCE BY ELECTRONIC MEANS**

Requests to attend the meeting via a virtual platform (MS Teams) had been received from:

- Cr Lou Lockyer

These requests was approved by the Shire President in accordance with regulation 14C of the *Local Government (Administration) Regulations 1996*.

## **3 RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE**

### **3.1 ATTENDANCES**

#### Councillors

Cr Anthony Middleton	Shire President (Chair)
Cr Wendy McWhirter-Brooks	Deputy Shire President
Cr Karen Lockyer	Councillor (MS Teams)
Cr Peta Baer	Councillor (MS Teams) (non-voting)
Cr Adrienne Mortimer	Councillor (non-voting)
Cr Annabell Landy	Councillor (non-voting)

#### Officers

Steven Harding	Chief Executive Officer
Paul Miller	A/g Director Community Experience
Cherie Delmage	A/g Director Corporate Services
Joshua Brown	Manager Governance, Risk & Procurement
Sally Fry	Governance Administration Officer (MS Teams)
Tehsin Ali	Governance Administration Officer (MS Teams)

**3.2 APOLOGIES**

Councillor Apologies

Nil

Officer Apologies

Nil

**3.3 LEAVE OF ABSENCE**

No request received.

**4 DISCLOSURES OF INTEREST**

Nil

**5 CONFIRMATION OF MINUTES OF PREVIOUS COMMITTEE MEETING**

**5.1 CONFIRMATION OF MINUTES**

[Ordinary Minutes May 2023 Audit Committee - FINAL.pdf](#)

[Confidential Minutes ARG Committee Meeting 25-5-2023 - FINAL.pdf](#)

**COMMITTEE DECISION**

**Moved:** Cr McWhirter-Brooks

**Seconded:** Cr Lockyer

**That Minutes of the Ordinary and Confidential Audit Risk and Governance Committee Meeting held on 25 May 2023 be confirmed as a true and correct record of proceedings.**

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

**For:** Shire President, Deputy Shire President, Cr Lockyer

**Against:** Nil

## 6 OFFICER'S REPORTS

### 6.1 CHIEF EXECUTIVE OFFICER

#### 6.1.1 INTEGRITY AND CONDUCT ANNUAL COLLECTION 2023

Attachments:	<a href="#">Appendix 1 2023 Integrity and conduct annual collection submission</a>
Responsible Officer:	Steven Harding Chief Executive Officer
Author:	Joshua Brown Manager Governance, Risk and Procurement
Proposed Meeting Date:	29 September 2022
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

#### COMMITTEE DECISION / OFFICER'S RECOMMENDATION

**Moved:** Cr McWhirter-Brooks

**Seconded:** Cr Lockyer

**That the Committee notes the report.**

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

**For:** Shire President, Deputy Shire President, Cr Lockyer

**Against:** Nil

#### 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 2022 and 30 June 2023.

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.

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

The Shire's submission was lodged by the due date on 28 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:

- enhanced employee familiarity with the Code of Conduct for Employees, and monitoring thereof;
- promoting a culture of reporting wrongdoing; and
- increasing awareness of making Public Interest Disclosures.

The Shire's Governance team will include the above improvements in its strategic program for 2023/24.

### **STATUTORY IMPLICATIONS/REQUIREMENTS**

The information is collected to assist the Public Sector Commissioner fulfil annual reporting obligations under the *Public Sector Management Act 1994*, *Public Interest Disclosure Act 2003* and the *Corruption, Crime and Misconduct Act 2003*.

### **POLICY IMPLICATIONS**

No known policy implications.

### **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**

Compliance – Minor

### **FINANCIAL IMPLICATIONS**

No financial resource impact.

### **VOTING REQUIREMENTS**

Simple Majority.





**Thank you** for completing the integrity and conduct annual collection for 2023. 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](mailto:icreporting@psc.wa.gov.au)

Locked Bag 3002, West Perth WA 6872

[WA.gov.au](http://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 2023 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 Friday 28 July 2023**.

If you require clarification on an issue not included in the guidance notes located at the bottom of the page, or if you experience any technical issues, please email [icreporting@psc.wa.gov.au](mailto:icreporting@psc.wa.gov.au).

[Integrity Strategy for WA Public Authorities 2020-2023](#)

1. In December 2019 the Commission released the [Integrity Strategy for WA Public Authorities 2020-2023](#). Has the strategy informed your authority's approach to managing or improving integrity in the last 12 months?

- Yes, the strategy has informed significant changes to our approach
- Yes, the strategy has informed moderate changes to our approach**
- Yes, the strategy has informed minor changes to our approach
- The strategy has confirmed that our approach meets or exceeds requirements
- No, the strategy has previously informed our approach, and no further changes have been required
- No (specify why)

2. In December 2021 the Commission launched the integrity framework template and guide. Have you used these resources since their release?

- Yes, we have used these resources to commence developing an integrity framework**
- Yes, we have used these resources to develop and implement an integrity framework
- Yes, we have used these resources to strengthen an existing integrity framework
- No, we have not used these resources (specify why)

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

- Evaluated the integrity environment internally using the [Integrity Snapshot Tool](#) (released with the strategy)
- Evaluated the integrity environment using the services of an external consultant**
- Evaluated policies, procedures and systems in line with the recommendations of WA integrity agencies (e.g. Public Sector Commission, Corruption and Crime Commission, Office of the Auditor General)
- Conducted a staff perception survey including questions on integrity and ethics
- Conducted a broader satisfaction or perception survey (e.g. to customers, suppliers, contractors) including questions on integrity and ethics

- Assessed completion rates of training and information sessions related to integrity
- Assessed knowledge gained or skills developed as a result of training and information sessions related to integrity
- Evaluated how integrity matters are addressed and resolved (e.g. quality of and time taken to complete discipline processes, investigations)
- 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

## Codes of conduct and integrity training

### 4. Does your authority have a code of conduct?

- Yes
- No
- Other (specify)

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

- The code's requirements are covered in induction programs for new employees
- Accountable and Ethical Decision Making training is provided to all new employees
- Accountable and Ethical Decision Making refresher training is provided to employees throughout their tenure
- Employees acknowledge in writing that they have read, understand and commit to the code
- The code's requirements are reinforced in performance management meetings
- Information sessions are held about the code or that refer to the code
- Information about the code is included in staff newsletters or bulletins
- Information is provided to managers and leaders about their role in upholding the code
- The requirement to comply with the code is included in job descriptions

**The code is promoted on the authority's intranet**

Other  
(specify)

None of the above

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

**Internal reviews or audits (e.g. audits of procurement decisions, gifts and benefits registers, conflict of interest declarations)**

External reviews or audits

General staff survey feedback

Exit interview/survey feedback

Employee consultative committees

Analysis of external complaints or reports of integrity issues

Analysis of internal staff reports of integrity issues

**Leadership team monitoring compliance (e.g. integrity and conduct matters are a standing item on the leadership team's meeting agenda)**

Other  
(specify)

None of the above

## Reporting conduct

**9. In the last 12 months which measures did your authority have in place to encourage employees to report unethical conduct, including any behaviour considered to be a breach of the code?**

*(select all that apply)*

The way to report unethical conduct is published in the code or policy

**The option for a person to report anonymously is provided for in the code or policy**

The code or policy states that victimisation of employees reporting unethical conduct is not tolerated

- The chief executive regularly publicises their commitment to speaking up and reporting unethical conduct
- The authority communicates to employees (e.g. via newsletters, emails) about how to report unethical conduct**
- Managers are trained in how to deal with reports of unethical conduct
- Contact names for reporting unethical conduct are accessible to employees**
- A confidential phone or email service is available to report unethical conduct
- Public interest disclosure procedures are accessible to all employees**
- Information about external reporting avenues (e.g. Corruption and Crime Commission, Public Sector Commission) is included in the code or policy
- Other (specify)
- None of the above

**10. 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)**

- Direct engagement such as induction, feedback surveys or interviews
- Promotional material such as posters or notices in public areas
- Formal documentation such as contracts, tenders or service agreements**
- Informal, ad hoc measures or word of mouth
- Currently under consideration
- Other (specify)
- None of the above

**Notifying misconduct under the *Corruption, Crime and Misconduct Act 2003***

**11. Between 1 July 2022 and 30 June 2023 did your authority manage any conduct matters that could constitute suspected minor misconduct under section 4 of the Corruption, Crime and**

**Misconduct Act 2003?**

- Yes, our authority managed suspected minor misconduct matters
- No reasonable suspicions of minor misconduct were formed**

**Discipline processes**

**13. How many discipline processes were commenced in your authority between 1 July 2022 and 30 June 2023? (if none, enter '0')**

Total number of discipline processes commenced

**14. How many discipline processes were discontinued between 1 July 2022 and 30 June 2023?(if none, enter '0')**

Total number of discipline processes discontinued

**15. Specify below the reasons why they were discontinued.(select all that apply)**

- The employee ceased employment (i.e. resigned, retired, employment contract expired, terminated through another process)**
- During the process it was identified that improvement action was a more appropriate course of action
- There was insufficient evidence to progress any further
- Other (specify)

**16. How many discipline processes were completed in your authority between 1 July 2022 and 30 June 2023? (if none, enter '0')**

Total number of discipline processes completed

**17. For the 6 completed discipline process(es), what were the types of conduct considered or investigated? (if none, enter '0')**

Number of allegations related to the category      Number of substantiated allegations related to the category

Offensive or inappropriate personal behaviour (e.g. threatening or abusive language/conduct)

Repeated unreasonable or inappropriate behaviour directed towards a worker, or group of workers, that creates a risk to health and safety (e.g. bullying)	Number of allegations related to the category	Number of substantiated allegations related to the category
Failure to manage conflict of interest (public role vs personal interests)	0	0
Inappropriate acceptance/provision of gift/benefit	0	0
Corrupt behaviour (e.g. misusing position for benefit for self/detriment to others)	0	0
Misuse of computer/internet/email (e.g. illegal content)	0	0
Discrimination, harassment, sexual assault or other discriminatory/indecent behaviour	0	0
Illicit drug use/alcohol intoxication	0	0
Inappropriate physical behaviour (e.g. assault)	0	0
Inappropriate access/use/disclosure of information	0	0
Workplace bribes/theft (e.g. cash/workplace equipment)	0	0
Misuse of public resources (e.g. vehicles, credit card)	0	0
Fraudulent behaviour/falsification of information/records	0	0
Neglect of duty (e.g. careless or negligent behaviour in performance of duties)	0	0
Criminal behaviour outside work	0	0
Unauthorised secondary employment outside work	0	0

work	Number of allegations related to the category	Number of substantiated allegations related to the category
Disobeying or disregarding a direction or lawful order	2	0
Failing to act with integrity (e.g. intentionally failing to perform or acting in a dishonest way)	0	0
Committing an act of victimisation within the meaning of section 15 of the <i>Public Interest Disclosure Act 2003</i>	0	0
Others (specify)	0	0
<input type="text"/>		
<b>Total</b>	<b>6</b>	<b>0</b>

**IMPORTANT:**

Please ensure the **total number of allegations** entered above is equal to or greater than 6 (Number of completed discipline processes entered in Question 16)

**18. How many of the 6 completed discipline process(es) resulted in substantiated allegations?(if none, enter '0')**

Total number of completed process(es) with substantiated allegations

**19. How many times were the following actions applied for the 2 completed discipline process(es) where allegations were substantiated and a breach of discipline was found to have occurred? (if none, enter '0')**

Number of times action was applied

Termination	2
Training and development	1
Counselling	1
Warning/reprimand	2
Reduction in level of classification	0
Reduction in monetary remuneration of employee	0
Imposition of fine, e.g. financial penalty	0
Transfer	0



No sanction, i.e. no further action was taken

Number of times action was applied

0

Other (specify)

0

Total

6

### 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 Question 18)

**20. What was the average length of time taken to complete a discipline process in the financial year?**

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

## Public Interest Disclosure (PID)

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

- Yes**
- No

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

- Yes**
- No

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

- Yes**
- No

24. Between 1 July 2022 and 30 June 2023, was your authority found to be non-compliant with the PID Act or PID Officer's Code of Conduct and Integrity (code)?

- No
- Yes - Provide further information, including which section of the PID Act or code the non-compliance related to, who made the finding of non-compliance and any sanctions that were imposed as a result.

25. How many public interest disclosures were lodged with your authority between 1 July 2022 and 30 June 2023? (if none, enter '0')

Total number of public interest disclosures received

## Grievance management

29. How many grievances did your authority formally address and complete between 1 July 2022 and 30 June 2023? (if none, enter '0')

Total number of grievances formally addressed and completed

## Submitting your response

### Officer completing the collection

Name

Position

Email

Telephone

## Authorisation

If you wish 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 willnot be able to 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 will be taken to a summary of your finalised responses and will be able to 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](mailto:icreporting@psc.wa.gov.au).

Powered by Qualtrics [↗](#)

Protected by reCAPTCHA: [Privacy](#) [↗](#) & [Terms](#) [↗](#)

**6.1.2 DISABILITY ACCESS AND INCLUSION PLAN PROGRESS REPORT  
2022/23**

**Attachments:** [Appendix 1 DAIP 2022/23 Progress Report](#)  
**Responsible Officer:** Steven Harding  
Chief Executive Officer  
**Author:** Joshua Brown  
Manager Governance, Risk and Procurement  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

**COMMITTEE DECISION / OFFICER'S RECOMMENDATION**

**Moved:** Cr McWhirter-Brooks  
**Seconded:** Cr Lockyer

**That the Committee notes the report.**

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

**For:** Shire President, Deputy Shire President, Cr Lockyer  
**Against:** Nil

**REPORT PURPOSE**

To provide the Committee with the details of the Shire's Disability Access and Inclusion Plan (DAIP) submission to the WA Department of Communities.

**BACKGROUND**

The *Disability Services Act 1993* ("the Act") requires all WA local governments to develop a Disability Access and Inclusion Plan (DAIP).

DAIPs assist local governments plan and implement improvements to access and inclusion across seven outcome areas, in regards to services and events, buildings and facilities, information, quality of service, complaints, consultation processes and employment. These plans benefit people with disability, the elderly, young parents and people from culturally and linguistically diverse backgrounds.

Under the Act, the Minister for Disability Services is required to table a report in Parliament each year on the progress of Disability Access and Inclusion Plans (DAIPs) in Western Australia.

DAIP Progress Reports are a useful resource to understand current trends in access and inclusion and examples of best practice.

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

The Shire's DAIP Progress Report as submitted to the Department of Communities is attached as Appendix 1 to this report.

### **STATUTORY IMPLICATIONS/REQUIREMENTS**

Consistent with s.29 of the *Disability Services Act 1993* and reg.8 of the *Disability Services Regulations 2004*.

### **POLICY IMPLICATIONS**

Consistent with the Shire's Disability Access and Inclusion Plan.

### **STRATEGIC COMMUNITY PLAN**

#### **2: Social**

##### *Social*

- S1 Safe, connected and family-friendly communities where all people thrive, and have their needs met at all ages and stages of life.
- *S1.3 Advocacy and partnerships for addressing issues impacting safety of communities, and improving information sharing and coordination.*

### **RISK MANAGEMENT CONSIDERATIONS**

Compliance – Minor.

### **FINANCIAL IMPLICATIONS**

No financial resource impact.

### **VOTING REQUIREMENTS**

Simple Majority.

**To:** CEO Steven Harding  
**From:** Rosie Tuck  
**Subject:** Disability Access and Inclusion Plan –Progress Report  
2022/2023  
**Date:** 24 July 2023  
**File:** CSV 2-1

---

*Issue:* Disability Access and Inclusion Plan – 2022/2023 Progress Report

The Disability Services Act 1993 requires Public Authorities to report annually on the implementation of its Disability Access and Inclusion Plan (DAIP). These reports are used to generate the DAIP Minister's Progress Report each year which will be tabled in Parliament by December 2023.

***Background:***

The State Disability Strategy 2020-2030 sets the foundation for building a more inclusive Western Australia. The Strategy intends to protect, uphold and advance the rights of people with disability living in Western Australia. The vision of the Strategy is that people with disability, and those who share their lives, are engaged and feel empowered to live as they choose in a community where everyone belongs.

The Strategy references the role of Disability Access and Inclusion Plans (DAIPs) as an important way of ensuring that public authorities continue to improve access and inclusion outcomes for people with disability.

The focus areas for the 2022/23 reporting period include:

Outcome 3: strategies or activities that improved communication accessibility. For example, training, policy standards or communication tools to ensure people with different communication needs experience an equitable level of service.

Outcome 5: strategies or activities that have resulted in a more accessible and inclusive complaints management process.

Outcome 7: Increased employment and retention of people with disability in Public Authorities.

***Comment / Recommendation:***

The DAIP progress report is due on Monday 31 July 2023.

The CEO is requested to endorse the Disability Access and Inclusion Plan Progress Report 2022-2023 to

be submitted to the Government of Western Australia, Department of Communities as well as the Shire's Audit Committee.

For your consideration.

Rosie Tuck  
Manager Community Services




**APPROVED** / NOT APPROVED

Paul Miller  
Acting Director Community Experience

**APPROVED** / NOT APPROVED

Steven Harding  
Chief Executive Officer

  
27/July/2023



# Disability Access and Inclusion Plan (DAIP)

## Progress Report 2022/2023

### Public Authority Details

Name of public authority: Shire of East Pilbara

Name of contact person: Rosie Tuck

Phone number: 9175 8000

Email: [rdauidson-tuck@eastpilbara.we.gov.au](mailto:rdauidson-tuck@eastpilbara.we.gov.au)



The [Disability Services Act 1993](#) requires Public Authorities to report annually on the implementation of its Disability Access and Inclusion Plan (DAIP). These reports are used to generate the DAIP Minister's Progress Report each year which will be tabled in Parliament by December 2023.

[A Western Australia for Everyone: State Disability Strategy 2020-2030](#) (the Strategy) sets the foundation for building a more inclusive Western Australia. The Strategy intends to protect, uphold and advance the rights of people with disability living in Western Australia. The vision of the Strategy is that people with disability, and those who share their lives, are engaged and feel empowered to live as they choose in a community where everyone belongs.

The Strategy references the role of Disability Access and Inclusion Plans (DAIPs) as an important way of ensuring that public authorities continue to improve access and inclusion outcomes for people with disability.

DAIP progress report is due on **Monday 31 July 2023**.

To send completed Progress Reports, or for enquiries, please email:  
[statedisabilitystrategy@communities.wa.gov.au](mailto:statedisabilitystrategy@communities.wa.gov.au)

## Reporting guidelines

- Detail activities that can showcase your organisation's work in implementing your DAIP.
- Highlight any progress made towards your organisation's DAIP.
- When detailing an activity or action, please provide:
  - description of the activity
  - outcome or impact of the activity
  - quantitative (anything that can be measured) and qualitative data (feedback, direct quotes etc)

## Progress Report

- **Focus areas for this reporting period are:**

**Outcome 3:** strategies or activities that improved communication accessibility. For example, training, policy standards or communication tools to ensure people with different communication needs experience an equitable level of service.

**Outcome 3: The Shire's DAIP Commitment:**<sup>1</sup>

- Provide Shire information in alternative formats, upon request
- Update the Shire's website to meet accessibility standards
- Enhance the Shire's marketing materials through using accessibility standards as best practice
- Assist library users to obtain access and inclusion literature

Shire information and marketing of a range of community services and events available in plain English and in addition uses pictures and colours to convey information this can be an important means of communication for people with an intellectual disability and/or limited cognitive functioning or acquired brain injury or other complex communication needs. Across the Shire of East Pilbara we have indigenous traditional owners, Nyiyaparli, Nyamal, Palyku, Ngarla and Martu, english is a second language, where required we use alternative formats and use of interpreters.

The SOEP's website has paid for an included a feature in the website called Readspeaker, which allows text to speech capabilities for people who are vision-impaired, or have no, little or low reading capacity. The website also meets best practice accessibility standards

---

<sup>1</sup> Shire of East Pilbara Disability Access and Inclusion Plan 2020-2025

through an Accessibility mode to enable increased font size on a screen, and a high contrast mode.

The SOEP's branding continues to promote text size in any form (emails, documents, website, and social media) no less than font size 10 in Calibri, as any lower is deemed inaccessible for vision-impaired people.

Conscious effort is given in utilising SOEP's branding to ensure messaging is not lost in font use, or colour clashes. We also introduced a monthly video with the Shire President to go through highlights from the month, or what's coming up, which assists people who have no, little or low reading capacity. The monthly video is growing in popularity, with May 2023's video reached 3400 people in the community. These videos, additionally, include dot point information of what is being said in the video, so people who are hard of hearing can still get the essential information.

At the SOEP Marble Bar and Newman Community Libraries a computer station and keyboard is provided specifically for people with a visual impairment. This is the first year the SOEP has developed a LOTE (Languages Other Than English) collection. To ensure disability access and inclusion to the library, as per library standards, the entry and all parts of the library are barrier-free, without steps or obstacles, and designed in accordance with building codes and standards. This includes ramps, door widths, door furniture, aisle widths, and toilets. In addition the Community Libraries are a marketing of programs, upcoming events and on events e.g. Harmony Week, Closing the Gap, Reconciliation Week etc.

• **Focus areas for this reporting period are:**

**Outcome 5:** strategies or activities that have resulted in a more accessible and inclusive complaints management process.

**Outcome 5: The Shire's DAIP Commitment**

- Develop, review and maintain accessible complaints procedure
- Ensure complaints are handled professionally in an inclusive manner in line with procedure

The Shire of East Pilbara has developed a new person-centred Customer Service Charter (CSC), the CSC has considered disability access and inclusion as part of the commitment statement:

We are committed to:

- Responding to your enquiries promptly, showing respect and empathy;
- Dealing with feedback fairly, promptly and professionally;
- Taking ownership of your enquiry and keep you informed of its progress;
- Providing fair and unbiased treatment; and

- Ensuring information, resources and services are consistent and accessible to all.<sup>2</sup>

- **Focus areas for this reporting period are:**

**Outcome 7:** Increased employment and retention of people with disability in Public Authorities.

**Outcome 7: The Shire's DAIP Commitment**

- Encourage diversity within the Shire's workforce
- Explore innovative and inclusive employment opportunities

The Shire has implemented a new approach to promote workforce diversity focussed on enhancing and promoting an inclusive and diverse workforce and employer of choice as part of the Shire's recruitment processes. The Shire places a high priority on retaining a diverse workforce including any required modification employees with a disability may need to eliminate barriers to success. In the previous 12 months we have employed two new recruits with a disability.

**Administrative requirements:**

- Please send your Progress Report in Word format.
- Please include high resolution<sup>3</sup> photos wherever possible. Permission from individuals featured in photos must be sought and made available upon request as photos will be used in preparing Minister's Progress Report to be tabled in Parliament.

## Additional questions

1. Were there any factors that impacted on your ability as a Public Authority to implement your Disability Access and Inclusion Plan?
2. What specific activities did your organisation undertake to promote or raise awareness of your Disability Access and Inclusion Plan in this reporting period?

On formal templates used at the Shire, the Disability Access and Inclusion Plan (DAIP) is a key consideration that has to be addressed in any project or planning

---

<sup>2</sup> Shire of East Pilbara's Customer Service Charter

<sup>3</sup> High Resolution (hi-res) is a term that refers to a high-resolution image. A hi-res image is an image that has been scanned at a large size or with a high DPI (dots per inch). This results in an image that can be enlarged to a large size without losing quality.

process. This approach raises awareness of the DAIP and ensures the relevant key outcomes of the DAIP are addressed.

## **General feedback**

If you have anything else you wish to share about your organisation's experiences, please include below:

**Thank you for completing the 2022/2023 DAIP Progress Report.**

### 6.1.3 FREEDOM OF INFORMATION ACT STATISTICS 2022/23

**Attachments:** [FOI Act Annual Statistical Return 2022/23](#)  
**Responsible Officer:** Steven Harding  
Chief Executive Officer  
**Author:** Joshua Brown  
Freedom of Information Coordinator  
Manager Governance, Risk and Procurement  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

#### COMMITTEE DECISION / OFFICER'S RECOMMENDATION

**Moved:** Cr McWhirter-Brooks  
**Seconded:** Cr Lockyer

**That the Committee notes the report.**

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

**For:** Shire President, Deputy Shire President, Cr Lockyer  
**Against:** Nil

#### 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.

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

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.

### **STATUTORY IMPLICATIONS/REQUIREMENTS**

Consistent with s.111 of the *Freedom of Information Act 1992*.

### **POLICY IMPLICATIONS**

No known policy implications.

### **STRATEGIC COMMUNITY PLAN**

#### **5: Governance**

##### *Governance*

*G1 Vibrant local democracy, forward-thinking civic leadership, and transparent stewardship of the community's assets and resources.*

*G1.1 Continued focus on good governance, transparency and community and stakeholder engagement in significant decisions, including place-based plans.*

### **RISK MANAGEMENT CONSIDERATIONS**

Compliance – Minor

### **FINANCIAL IMPLICATIONS**

No financial resource impact.

### **VOTING REQUIREMENTS**

Simple Majority.

# FOI Annual Statistical Return - 1 July 2022 to 30 June 2023

Survey Status: Submitted to OIC

## PART A - AGENCY IDENTIFICATION

**Is your agency name correct?**

- Yes

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

**Contact Officer:** Joshua Brown

**Phone No:** 0498467447

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

**Email:** mg@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)

3

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

a. Personal Information 0

b. Non-Personal Information 3



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

### 4. Total access applications finalised in this period

2

### 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 +	2 =	2
b) Edited access	0 +	0 =	0
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 ( <i>Do not include matters included in (e) and (f)</i> )	0 +	0 =	0
h) Withdrawn by the applicant	0 +	0 =	0
<b>TOTALS</b>	0 +	2 =	2

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

1

### 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

0

## 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?

- No

**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	[ No Response ]
2 - Inter-governmental relations	[ No Response ]
3 - Personal Information	[ No Response ]
4 - Commercial or business information	[ No Response ]
4A - Bank of Western Australia Act	[ No Response ]
5 - Law enforcement, public safety and property security	[ No Response ]
6 - Deliberative processes	[ No Response ]
7 - Legal professional privilege	[ No Response ]
8 - Confidential communications	[ No Response ]
9 - The State's economy	[ No Response ]
10 - The State's financial or property affairs	[ No Response ]
11 - Effective operation of agencies	[ No Response ]
12 - Contempt of Parliament or Court	[ No Response ]
13 - Adoption or artificial conception information	[ No Response ]
14 - Information protected by certain statutory provisions	[ No Response ]
15 - Precious metal transactions	[ No Response ]

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

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

0

**10. For the applications dealt with (decided) 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 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**

\$ 120

**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*

44

**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:**

Participated in OIC outreach tour. Very instructive and great opportunity to connect from a remote area.

## 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?**

- No

**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 ]

- Electronic

**What is the web address of the electronic form?**

<https://www.eastpilbara.wa.gov.au/documents/942/freedom-of-information-statement-2022>

**What is the web address of the electronic form?**

[ No Response ]

## 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](#)

- ***I warrant that I am duly authorised to submit this information on behalf of the Agency and that the information provided is true and correct***

**Name of authorised**

**officer:** Joshua Brown

**Phone number of**

**authorised officer:** 0498467447

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

**Email address of**

**authorised officer:** mg@eastpilbara.wa.gov.au

**7 CLOSURE**

There being no further business the Shire of East Pilbara Audit, Risk and Governance Committee Meeting of 25 May 2023 was declared closed at 10.07am.