



## **UNCONFIRMED MINUTES**

---

### **AUDIT COMMITTEE MEETING**

**21 JUNE 2023**

SHIRE OF CARNAMAH COUNCIL CHAMBERS  
33-37 Macpherson Street Carnamah



*Unlocking the past, securing our future*

*We reflect on the spirit of the people who settled this country and developed the land; along with the service personnel and volunteers whose sacrifices have enabled us to enjoy the lifestyle we are accustomed.*

**UNCONFIRMED MINUTES**  
**AUDIT COMMITTEE MEETING**  
**21 JUNE 2023**

**DISCLAIMER**

No responsibility is implied or accepted by Shire of Carnamah for any 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.

Shire of Carnamah advises that anyone who has any application lodged with Shire of Carnamah shall obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by Shire of Carnamah in respect of the application.

## CONTENTS

CONTENTS .....	3
<b>1.0 DECLARATION OF OPENING</b>	<b>4</b>
1.1 OPENING	4
<b>2.0 RECORD OF ATTENDANCE</b>	<b>4</b>
2.1 PRESENT	4
2.2 APOLOGIES	4
<b>3.0 PUBLIC QUESTION TIME</b>	<b>4</b>
<b>4.0 DISCLOSURE OF INTEREST</b>	<b>4</b>
4.1 DECLARATION OF FINANCIAL INTEREST AND PROXIMITY INTERESTS	4
4.2 DECLARATION OF INTEREST AFFECTING IMPARTIALITY	5
<b>5.0 PETITIONS AND DEPUTATIONS</b>	<b>5</b>
5.1 PRESENTATION FROM NEXIA PERTH – 2022/23 AUDIT	5
<b>6.0 CONFIRMATION OF MINUTES</b>	<b>5</b>
6.1 SHIRE OF CARNAMAH AUDIT COMMITTEE MINUTES OF MEETING HELD 19 APRIL 2023	5
<b>7.0 OFFICER REPORTS</b>	<b>6</b>
7.1 PROGRESS TOWARDS IMPLEMENTING THE CARNAMAH SWIMMING POOL RISK SAFETY ASSESSMENT AND IMPROVEMENT PLAN	6
7.2 PROGRESS TOWARDS IMPLEMENTING IMPLEMENT THE ENEABBA SWIMMING POOL RISK SAFETY ASSESSMENT AND IMPROVEMENT PLAN	8
7.3 “3 STEPS TO SAFETY PROGRAM” (LOCAL GOVERNMENT INSURANCE SCHEME) – SHIRE UPDATE	10
7.4 RISK MANAGEMENT DASHBOARD – JUNE 2023	12
7.5 PRESENTATION FROM NEXIA PERTH – 2022/23 AUDIT	14
<b>8.0 NEW BUSINESS OF AN URGENT NATURE</b>	<b>14</b>
<b>9.0 CONFIDENTIAL REPORTS</b>	<b>14</b>
<b>10.0 CLOSURE OF MEETING</b>	<b>15</b>

# AUDIT COMMITTEE MEETING

Wednesday, 21 June 2023

---

## 1.0 DECLARATION OF OPENING

---

### 1.1 OPENING

*The Presiding Person declared the meeting open at 3.05pm.*

#### Acknowledgement of Country

*The Presiding Person acknowledges the Traditional Owners of Country throughout Australia and their continuing connection to land, waters and community; and pays respect to Elders past, present and emerging.*

---

## 2.0 RECORD OF ATTENDANCE

---

### 2.1 PRESENT

<u>Elected Members</u>	Cr Isbister	Shire President (Presiding Person)
	Cr Wooltorton	Shire Deputy President
	Cr Kikeros	Councillor
	Cr Risinger	Councillor
	Cr Chisholm	Councillor
	Cr Bowman	Councillor
	Cr Counsel	Councillor
<u>Staff</u>	Robert Paull	Chief Executive Officer
	Ian Walsh	Deputy Chief Executive Officer
	John Skinner	Manager Works and Services
	Rachael Moore	Executive Coordinator

### 2.2 APOLOGIES

Nil

---

## 3.0 PUBLIC QUESTION TIME

---

Nil

---

## 4.0 DISCLOSURE OF INTEREST

---

### 4.1 DECLARATION OF FINANCIAL INTEREST AND PROXIMITY INTERESTS

Nil

## 4.2 DECLARATION OF INTEREST AFFECTING IMPARTIALITY

Nil

---

## 5.0 PETITIONS AND DEPUTATIONS

---

### 5.1 PRESENTATION FROM NEXIA PERTH – 2022/23 AUDIT

[Agenda](#)

[Audit Strategy](#)

The Chief Executive Officer advised Committee that Nexia Perth representative would be available to present to Committee via Teams at 3:30pm. Accordingly, Committee may wish to suspend standing orders to proceed with the meeting and permitting Nexia Perth to present at 3.30pm.

<b>PROCEDURAL MOTION</b>	
<i>The Presiding Person suggested that the Committee suspend standing orders and proceed with the meeting permitting Nexia to present at 3.30pm.</i>	
<b>ACM 20230601 COMMITTEE DECISION</b>	
<i>That the Committee suspend standing orders and proceed with the meeting permitting Nexia to present at 3.30pm.</i>	
Moved:	Cr Counsel
Seconded:	Cr Risinger
<b>CARRIED 7/0</b>	

---

## 6.0 CONFIRMATION OF MINUTES

---

### 6.1 SHIRE OF CARNAMAH AUDIT COMMITTEE MINUTES OF MEETING HELD 17 MAY 2023

That the Minutes of the <a href="#">Audit Committee Meeting</a> (Attachment 1) held on 17 May 2023 be accepted as a true and accurate record.	
Moved:	Cr Woollorton
Seconded:	Cr Chisholm
<b>CARRIED 7/0</b>	

---

## 7.0 OFFICER REPORTS

---

### 7.1 PROGRESS TOWARDS IMPLEMENTING THE CARNAMAH SWIMMING POOL RISK SAFETY ASSESSMENT AND IMPROVEMENT PLAN

---

<b>File Code</b>	ADM0361
<b>Author</b>	Ian Walsh - Deputy Chief Executive Officer
<b>Senior Employee</b>	Robert Paull - Chief Executive Officer
<b>Disclosure of Interest</b>	Nil
<b>Attachments</b>	<a href="#">Attachment 1 Carnamah Swimming Pool Risk Safety Assessment and Improvement Plan</a> <a href="#">Attachment 2 Progress of addressing the identified 'critical faults'</a>

---

#### SUMMARY

To update the Audit Committee of the progress of implementing the recommendations of the annual Risk Assessment conducted by Royal LifeSaving WA (RLSWA) for the Carnamah Public Swimming Pool.

#### BACKGROUND

At the Audit Committee of 15 March 2023, Committee members were advised of the annual, RLSWA Assessment of the Carnamah swimming pools with regards to a broad range of safety and risk issues (note **Attachment 1**). The Risk Assessment undertaken by RLSWA identified 10 'critical faults' that must be implemented by the Shire. The revised Report also identified 2 'high faults, one 'moderate' and one 'advisory' faults that also need to be addressed.

#### COMMENT

The progress of addressing the identified 'critical faults' are outlined in **Attachment 2**.

It is noted that the identified 'critical faults' associated with chemical safety will be addressed once the 'chemical shed' is completed, however appropriate bunding between hazardous substances will still need to be established.

#### CONSULTATION

Executive Leadership Team  
Pool Manager

#### STATUTORY ENVIRONMENT

*Work Health and Safety Act 2020*  
*Health (Aquatic Facilities) Regulations 2007*  
*Department of Health (WA) – Code of Practice for the operation of Aquatic Facilities*  
*RLSSA Pool Safety Guidelines*

## STRATEGIC IMPLICATIONS

Shire of Carnamah Strategic Community Plan and Corporate Business Plan 2021-2031 (as revised on 16 December 2022):

*Outcome 4      Open, collaborative and empowered.*

*Strategy 4.1.2    Continuous improvement in efficient and effective service delivery.*

## POLICY IMPLICATIONS

Whilst Council has adopted Policy 2.7 Risk Management, it doesn't adequately address the operation of the Swimming Pools.

## FINANCIAL IMPLICATIONS

The response to the Report as provided by the Shire will have financial implications that were addressed in the 2022/23 Budget. The 'critical faults' identified are being addressed within the current Budget direction. However, Council will be advised of any variations to the Budget as a result of addressing compliance.

## VOTING REQUIREMENT

Simple Majority

<b>ACM 20230602 COMMITTEE DECISION</b>	
That with respect to the progress to implement the Carnamah Swimming Pool Risk Safety Assessment and Improvement Plan from Royal LifeSaving WA, the Audit Committee recommends to Council as follows:	
<ol style="list-style-type: none"><li>1. To note the Chief Executive Officer's actions undertaken to address the identified 'critical faults'; and</li><li>2. Request the Chief Executive Officer to update Committee once all the recommendations of the Carnamah Swimming Pool Risk Safety Assessment and Improvement Plan are implemented.</li></ol>	
Moved:	Cr Risinger
Seconded:	Cr Kikeros
<b>CARRIED 7/0</b>	

## 7.2 PROGRESS TOWARDS IMPLEMENTING IMPLEMENT THE ENEABBA SWIMMING POOL RISK SAFETY ASSESSMENT AND IMPROVEMENT PLAN

---

<b>File Code</b>	ADM0361
<b>Author</b>	Ian Walsh - Deputy Chief Executive Officer
<b>Senior Employee</b>	Robert Paull - Chief Executive Officer
<b>Disclosure of Interest</b>	Nil
<b>Attachments</b>	<a href="#">Attachment 1 Eneabba Swimming Pool Risk Safety Assessment and Improvement Plan</a> <a href="#">Attachment 2 Progress of addressing the identified 'critical faults'</a>

---

### SUMMARY

To update the Audit Committee of the progress of implementing the recommendations of the annual Risk Assessment conducted by Royal LifeSaving WA (RLSWA) for the Carnamah Public Swimming Pool.

### BACKGROUND

At the Audit Committee of 15 March 2023, Committee members were advised of the annual, RLSWA Assessment of the Eneabba swimming pools with regards to a broad range of safety and risk issues (note **Attachment 1**). The Risk Assessment undertaken by RLSWA identified 10 'critical faults' that must be implemented by the Shire. The revised Report also identified 2 'high faults', one 'moderate' and one 'advisory' faults that also need to be addressed.

### COMMENT

The progress of addressing the identified 'critical faults' are outlined in **Attachment 2**.

It is noted that the identified 'critical faults' associated with chemical safety will be addressed once the 'chemical shed' is completed, however appropriate bunding between hazardous substances will still need to be established.

### CONSULTATION

Executive Leadership Team  
Pool Manager

### STATUTORY ENVIRONMENT

*Work Health and Safety Act 2020*  
*Health (Aquatic Facilities) Regulations 2007*  
*Department of Health (WA) – Code of Practice for the operation of Aquatic Facilities*  
*RLSSA Pool Safety Guidelines*



## STRATEGIC IMPLICATIONS

Shire of Carnamah Strategic Community Plan and Corporate Business Plan 2021-2031 (as revised on 16 December 2022):

*Outcome 4      Open, collaborative and empowered.*

*Strategy 4.1.2    Continuous improvement in efficient and effective service delivery.*

## POLICY IMPLICATIONS

Whilst Council has adopted Policy 2.7 Risk Management, it doesn't adequately address the operation of the Swimming Pools.

## FINANCIAL IMPLICATIONS

The response to the Report as provided by the Shire will have financial implications that were addressed in the 2022/23 Budget. The 'critical faults' identified are being addressed within the current Budget direction. However, Council will be advised of any variations to the Budget as a result of addressing compliance.

## VOTING REQUIREMENT

Simple Majority

<b>ACM 20230603 COMMITTEE DECISION</b>	
That with respect to the progress to implement the Eneabba Swimming Pool Risk Safety Assessment and Improvement Plan from Royal LifeSaving WA, the Audit Committee recommends to Council as follows:	
<ol style="list-style-type: none"><li>1. To note the Chief Executive Officer's actions undertaken to address the identified 'critical faults'; and</li><li>2. Request the Chief Executive Officer to update Committee once all the recommendations of the Eneabba Swimming Pool Risk Safety Assessment and Improvement Plan are implemented.</li></ol>	
Moved:	Cr Chisholm
Seconded:	Cr Woollorton
<b>CARRIED 7/0</b>	

**3.08pm - John Skinner exited the meeting.**

## 7.3 “3 STEPS TO SAFETY PROGRAM” (LOCAL GOVERNMENT INSURANCE SCHEME) - SHIRE UPDATE

---

<b>File Code</b>	ADM0029
<b>Author</b>	Adam Fawkes - Records Officer/WHS Officer John Skinner – Manager, Works and Services
<b>Senior Employee</b>	Robert Paull - Chief Executive Officer
<b>Disclosure of Interest</b>	Nil
<b>Attachments</b>	<a href="#">Attachment 1 Shire’s response and actions</a>

---

### SUMMARY

The Audit Committee is requested to recommend that Council notes the progress towards addressing the “3 Steps to Safety program” (3 Steps Report) Work, Health and Safety (WH&S) assessment undertaken by Local government Insurance Scheme (LGIS).

### BACKGROUND

The 3 Steps Report was referred to the Audit Committee on 14 December 2022 to consider the with a summary of the WHS assessment findings for the Shire. There were 15 area of the program that were identified as either ‘insufficient’ or ‘unsatisfactory’. Progress towards addressing the outstanding matters was also referred to the 15 March 2023 Audit Committee. This Report seeks to update the Audit Committee on how the Shire has further addressed these ‘insufficient’ or ‘unsatisfactory’ findings.

### COMMENT

The Shire’s response and updated actions to address the above matters is included as **Attachment 1**. Chief Executive Officer will continue to update Committee on the actions taken to implement to the recommendations.

### CONSULTATION

Executive Leadership Team

### STATUTORY ENVIRONMENT

*Work Health and Safety Act 2020*

### STRATEGIC IMPLICATIONS

Shire of Carnamah Strategic Community Plan and Corporate Business Plan 2021-2031: (reviewed on 16 December 2022)

*Outcome 4      Open, collaborative and empowered.*

*Strategy 4.1.2    Continuous improvement in efficient and effective service delivery.*

## POLICY IMPLICATIONS

Whilst Council has adopted Policy 2.7 Risk Management, it doesn't adequately address WHS. It is noted that Hazard & Incident Procedure, WHS Committee Terms of Reference and WHS management plan all will form a policy basis for the Shire.

## RISK IMPLICATIONS

<b>Risk:</b> Legal and Reputational		
<b>Likelihood</b>	<b>Consequence</b>	<b>Acceptance Criteria</b>
Possible	Low	Moderate
<b>Action / Strategy</b>		
The risk is mitigated by addressing the matters raised and referring the program to the Audit Committee for review.		

## FINANCIAL IMPLICATIONS

The response to the Report as provided by the Shire will have financial implications that were addressed in the 2022/23 Budget. However, with WHS, there could be unknown costs that become evident when addressed. Any variations to the Budget will be brought to Council's notice.

## VOTING REQUIREMENT

Simple Majority

<b>ACM 20230604 COMMITTEE DECISION</b>	
That with respect to the "3 Steps to Safety program" (Local Government Insurance Scheme), the Audit Committee recommend Council notes the:	
<ol style="list-style-type: none"><li>1. Shire's further response and updated actions undertaken to address the 3 Steps to Safety program (Local Government Insurance Scheme) recommendations (Attachment 1);</li><li>2. Chief Executive Officer will update Committee on the actions taken to implement to the recommendations</li></ol>	
Moved:	Cr Chisholm
Seconded:	Cr Risinger
<b>CARRIED 7/0</b>	

## 7.4 RISK MANAGEMENT DASHBOARD – JUNE 2023

<b>File Code</b>	ADM0742
<b>Author</b>	Ian Walsh – Deputy Chief Executive Officer
<b>Senior Employee</b>	Robert Paull - Chief Executive Officer
<b>Disclosure of Interest</b>	Nil
<b>Attachments</b>	<a href="#">Attachment 1 Risk Management Dashboard</a>

### SUMMARY

The Audit Committee is requested to receive the Risk Dashboard Quarterly Report – June 2023 and recommend Council that it adopts the quarterly Risk Dashboard.

### BACKGROUND

The International Organization for Standardisation (ISO) defines risk management as the "coordinated activities to direct and control an organisation with regard to risk". Risk management is cornerstone to the success of good corporate governance and ensuring a safer workplace and community. By taking an integrated, structured, supported and embedded approach to risk management, the Shire and Council benefit from:

- Increased confidence in decision making;
- Increased certainty of achieving strategies, objectives and goals;
- Improved workplace safety and morale;
- Enhanced governance, compliance and assurance;
- Cost effectiveness and improved budget control;
- Better managed resources and workflows, with less re-work;
- Reduced potential for litigation and claims; and
- Meeting stakeholder expectations and attracting and retaining quality people

In early 2020, LGIS was contracted to work with the Shire to develop a risk management framework and policy that would assist with identifying and managing risks across the organisation. In May/June, LGIS Risk Consultant, Michael Sparks, presented several workshops to the Shire's senior staff, and one to elected members.

From the workshops with Shire officers, framework and policy documents were developed to guide the organisation in its risk management journey. At the same time, a number of risks were identified, and corresponding risk profiles established. The Risk Profiles Summary Dashboard should be presented to the Audit Committee on a regular basis. This is understood to be first Risk Summary Dashboard to be referred to Committee.

### COMMENT

The Shire has adopted a 'Three Lines of Defence' model for the management of risk. This model ensures roles, responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, Council, management and the community will have assurance that risks are managed effectively to support the delivery of the strategic, corporate and operational plans. Shire staff have reviewed Risk Management Dashboard.

The finalised and recently revised the Risk Management Dashboard to reflect them risk appetite and framework is included as **Attachment 1**.

## CONSULTATION

Executive Team  
Executive Co-ordinator

## STATUTORY ENVIRONMENT

The *Local Government Act 1995*  
Regulations 16 and 17 of the *Local Government (Audit) Regulations* are applicable.

## STRATEGIC IMPLICATIONS

Shire of Carnamah Strategic Community Plan and Corporate Business Plan 2021-2031:  
(reviewed on 16 December 2022)

*Outcome 4*      *Open, collaborative and empowered.*  
*Strategy 4.1.2*      *Continuous improvement in efficient and effective service delivery.*

## POLICY IMPLICATIONS

Policy 2.8 Risk Management

## FINANCIAL IMPLICATIONS

Many of the actions required to manage the risks identified will require resourcing and are being progressed within the current budget allocations.

## VOTING REQUIREMENT

Simple Majority

<b>ACM 20230605 COMMITTEE DECISION</b>	
That, in accordance with Regulations 16 and 17 of the <i>Local Government (Audit) Regulations 1996</i> , the Shire of Carnamah Audit Committee:	
<ol style="list-style-type: none"><li>1. Receives the Risk Dashboard Quarterly Report – June 2023, as presented in Attachment 1, on the progress of actions to identify risks and track treatments to manage risks at the Shire of Carnamah; and</li><li>2. Recommends to Council that it adopts the quarterly Risk Dashboard Quarterly Report – June 2023.</li></ol>	
Moved:	Cr Chisholm
Seconded:	Cr Kikeros
<b>CARRIED 7/0</b>	

### 3.09pm - John Skinner returned to the meeting.

The Chief Executive Officer advised Committee that Nexia Perth representative would be available to present to Committee via Teams at 3:30pm. Accordingly, Committee may wish to adjourn the meeting until 3.25pm.

<b>ACM 20230606 COMMITTEE DECISION</b>	
<i>That the meeting be adjourned until 3.25pm</i>	
Moved:	Cr Risinger
Seconded:	Cr Bowman
<b>CARRIED 7/0</b>	

### 3.08pm Meeting Adjourned

### 3.25pm Meeting Resumed

The meeting resumed with the following members in attendance:

<u>Elected Members</u>	Cr Isbister	Shire President (Presiding Person)
	Cr Wooltorton	Shire Deputy President
	Cr Kikeros	Councillor
	Cr Risinger	Councillor
	Cr Chisholm	Councillor
	Cr Bowman	Councillor
	Cr Counsel	Councillor

## 7.5 PRESENTATION FROM NEXIA PERTH – 2022/23 AUDIT

### [Agenda](#)

### [Audit Strategy](#)

Over Teams, Justin Mulhair Director, Nexia Perth, Steven Lee Audit Manager, Nexia Perth and Mark Ambrose Senior Director – Financial Audit, Office of the Auditor General provided Committee with a briefing of the matters the financial audit for the year ended 30 June 2023 will address.

---

## 8.0 NEW BUSINESS OF AN URGENT NATURE

---

Nil

---

## 9.0 CONFIDENTIAL REPORTS

---

Nil

---

## **10.0 CLOSURE OF MEETING**

---

*The Presiding Person declared the meeting closed at 3.50pm*