



Friday, 15 March 2024

## NOTICE OF MEETING

Dear Councillor,

The next Audit and Risk Management Committee Meeting will be held at 2.30pm on Wednesday, 20 March 2024 in the Eneabba Tennis Club, Eneabba Drive, Eneabba.

The attached Agenda is presented for your consideration.

*Robert Paull*

Robert Paull  
Chief Executive Officer



*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.*

## **AGENDA**

### **AUDIT AND RISK MANAGEMENT COMMITTEE MEETING**

**20 March 2024**

#### **ATTENTION/DISCLAIMER**

No responsibility is implied or accepted by the Shire of Carnamah for any act, omission or statement or intimation occurring during Council or committee meetings.

The Shire of Carnamah 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 detracting in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Shire of Carnamah during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Carnamah.

The Shire of Carnamah advises that anyone who has any application lodged with the 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 the Shire of Carnamah in respect of the application.

## CONTENTS

---

<b>1.0</b>	<b>DECLARATION OF OPENING</b>	<b>4</b>
<b>2.0</b>	<b>RECORD OF ATTENDANCE</b>	<b>4</b>
2.1	PRESENT	4
2.2	APOLOGIES/ MEMBERS ON APPROVED LEAVE OF ABSENCE	4
<b>3.0</b>	<b>PUBLIC QUESTION TIME</b>	<b>4</b>
<b>4.0</b>	<b>DISCLOSURE OF INTEREST</b>	<b>4</b>
4.1	DECLARATION OF FINANCIAL AND PROXIMITY INTEREST	4
4.2	DECLARATION OF INTEREST AFFECTING IMPARTIALITY	4
<b>5.0</b>	<b>PETITIONS, PRESENTATIONS AND DEPUTATIONS</b>	<b>4</b>
<b>6.0</b>	<b>CONFIRMATION OF MINUTES</b>	<b>4</b>
6.1	AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY 21 FEBRUARY 2024	4
<b>7.0</b>	<b>OFFICER REPORTS</b>	<b>5</b>
7.1	REPORT AGAINST THE STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN	5
<b>8.0</b>	<b>CONFIDENTIAL REPORTS</b>	<b>8</b>
<b>9.0</b>	<b>NEW BUSINESS OF AN URGENT NATURE</b>	<b>8</b>
<b>10.0</b>	<b>CLOSURE OF MEETING</b>	<b>8</b>

# AUDIT AND RISK MANAGEMENT COMMITTEE MEETING

20 MARCH 2024

---

---

## 1.0 DECLARATION OF OPENING

---

### Acknowledgement of Country

*The Presiding Member 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

### 2.2 Apologies/ Members on Approved Leave of Absence

---

## 3.0 PUBLIC QUESTION TIME

---

---

## 4.0 DISCLOSURE OF INTEREST

---

### 4.1 Declaration of Financial and Proximity Interest

### 4.2 Declaration of Interest Affecting Impartiality

---

## 5.0 PETITIONS, PRESENTATIONS AND DEPUTATIONS

---

Nil

---

## 6.0 CONFIRMATION OF MINUTES

---

### 6.1 Audit and Risk Management Committee Meeting held on Wednesday 21 February 2024

#### RECOMMENDATION

That the Minutes of the [Audit and Risk Committee](#) Meeting held on Wednesday 21 February 2024 be accepted as a true and correct record.

---

## 7.0 OFFICER REPORTS

---

### 7.1 Report against the Strategic Community Plan and Corporate Business Plan

---

<b>File Code</b>	ADM0076
<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>	<ol style="list-style-type: none"><li>1. <a href="#">Strategic Community Plan and Corporate Business Plan (Revised December 2022)</a></li><li>2. <a href="#">Rationale for Changing the Strategic Community Plan</a></li><li>3. <a href="#">Revised Strategic Community Plan and Corporate Business Plan (2024)</a></li></ol>

---

#### SUMMARY

The Audit and Risk Management Committee is requested to recommend Council to advertise the revised Strategic Community Plan (SCP) and Corporate Business Plan (CBP) to the community for 21 days and to invite submissions addressing the recommended changes and report back to Council via Committee.

#### BACKGROUND

The Integrated Planning and Reporting framework requires the Chief Executive Officer to report to Council on the progress of the SCP outcomes.

Council adopted the *Strategic Community Plan 2021 – 2031* (Adopted 16 June 2021). The Strategic Community Plan (SCP) was developed to show the community's aspirations, and set the vision, priorities, strategies and what the Council will deliver.

On 16 December 2022, Committee recommended to Council to adopt the revised version of the SCP as it incorporates the SCP and provided as **Attachment 1**. The updates to the SCP were seamlessly identified in the SCP. The SCP was developed to show the community's aspirations, and set the vision, priorities, strategies and what the Council will deliver.

#### COMMENT

As the SCP incorporates the CBP, any changes or updates to the CBP is seamlessly identified in the CSP.

A desk top review of the CBP (and hence the SCP) to achieve the priorities identified has been conducted by Shire staff in consultation with the Shire President and Deputy Shire President. The rationale for changing the SCP is included as **Attachment 2** with the progressed update with changes highlighted in yellow is contained in **Attachment 3**.

It is considered that given the SCP was established around the community view and submissions that it appropriate to advertise the revised SCP (**Attachment 2**) to the community for 21 days and to invite submissions addressing the recommended changes.

However, for compliance with the *Local Government (Administration) Regulations 1996* it will be necessary for Council to adopt the CBP component before the end of the 2024 Financial Year.

The CBP components are highlighted in in grey in **Attachment 3** and adoption will not impact the adoption or otherwise of the revised SCP component.

## CONSULTATION

Councillor Briefing 21 February 2024  
Executive Team

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Department of Local Government and communities Framework and Guidelines on Integrated Planning and Reporting*

*Local Government (Administration) Regulations 1996*

*“Regulation 19BA. Terms used In this Part —*

*corporate business plan means a plan made under regulation 19DA that, together with a strategic community plan, forms a plan for the future of a district made in accordance with section 5.56;*

*“19DA. Corporate business plans, requirements for (Act s. 5.56):*

- 1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- 2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- 3) *A corporate business plan for a district is to —*
  - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and*
  - (b) Govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and*
  - (c) Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- 4) *A local government is to review the current corporate business plan for its district every year.*
- 5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government’s strategic community plan.*
- 6) *A council is to consider a corporate business plan, or modifications of such plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications. \*Absolute majority required.*
- 7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.”*

## **STRATEGIC IMPLICATIONS**

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

*Outcome 4.2 Improvement in efficient and effective service delivery*

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

## **POLICY IMPLICATIONS**

There are no known policy implications associated with the item.

## **FINANCIAL IMPLICATIONS**

The financial implications are identified in the revised CBP and long-term financial plan incorporated in the SCP.

## **VOTING REQUIREMENT**

Absolute Majority

### **OFFICER RECOMMENDATION**

That with respect to the Report against the Strategic Community Plan and Corporate Business Plan, the Audit and Risk Management Committee recommends to Council that it:

1. Notes the Report against the Strategic Community Plan (SCP) and Corporate Business Plan (CBP); and
2. Advertise the revised SCP and CBP (Attachment 3) to the community for 21 days and to invite submissions addressing the recommended changes and report back to Council via Audit and Risk Management Committee; and
3. Adopts the CBP component as highlighted in grey in Attachment 3.

---

**8.0 CONFIDENTIAL REPORTS**

---

Nil

---

**9.0 NEW BUSINESS OF AN URGENT NATURE**

---

Nil

---

**10.0 CLOSURE OF MEETING**

---