

AUDIT COMMITTEE MEETING

AGENDA



For the Audit Committee Meeting to be held on

13 December 2023

Dear Audit Committee Member,

The next Audit Committee Meeting of the Shire of Cranbrook will be held on Wednesday, 13 December 2023 at the Cranbrook Council Chambers commencing at 2.15pm.

A handwritten signature in black ink that reads 'L Gray'.

Linda Gray
Chief Executive Officer

DISCLAIMER

This agenda has yet to be dealt with by the Audit Committee. The recommendations shown at the foot of each item have yet to be considered by the Audit Committee and are not to be interpreted as being the position of the Audit Committee. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Audit Committee.

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Scope of Audit Committee

Regulation 16 of the Local Government (Audit) Regulations 1996 define the functions of the audit committee as follows:

“An audit committee –

- (a) is to provide guidance and assistance to the local government –
 - (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
 - (ii) as to the development of a process to be used to select and appoint a person to be an auditor; and
- (b) may provide guidance and assistance to the local government as to –
 - (i) matters to be audited;
 - (ii) the scope of audits;
 - (iii) its functions under Part 6 of the Act; and
 - (iv) the carrying out of its functions relating to other audits and other matters related to financial management.”
- (c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to –
 - (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO's report to the council.”

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AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson, Cr Slater will declare the meeting open at _____pm. The Chairperson will alert the meeting to the procedures for emergencies including evacuation, designated exits and muster points.

2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

2.1 ATTENDANCE

Chairperson	Cr PW (Peter) Slater
Councillors	Cr P (Peter) Denton
	Cr RW (Robert) Johnson
	Cr LM (Lee) Casson
	Cr P (Perin) Mulcahy
	Cr DM (Daisy) Egerton-Warburton
	Cr G (George) Pollard
Chief Executive Officer	Ms LA (Linda) Gray
Manager of Finance	Mrs DE (Diana) Marsh
A/Manager of Works	Mr G (Joe) Duina
Executive Officer	Mis JL (Jo) Scott
Members of the Public	

2.2 APOLOGIES

2.3 APPROVED LEAVE OF ABSENCE

Nil

3. PUBLIC QUESTION TIME

3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

3.2 PUBLIC QUESTIONS

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 AUDIT COMMITTEE MEETING – 16 August 2023

That the minutes from the Audit Committee Meeting held on 16 August 2023 be confirmed as a true and correct record.

5. ELECTION OF CHAIRPERSON

6. GENERAL BUSINESS

6.1 ANNUAL REPORT 2022/2023

RESPONSIBLE OFFICER:	Diana Marsh – Manager of Finance and Administration
REPORT AUTHOR:	Diana Marsh – Manager of Finance and Administration
FILE REFERENCE:	AD4/GO4
APPLICANT:	N/A
DATE OF REPORT:	6 December 2023
ATTACHMENTS:	1. Report to Audit Committee 2. 2022/2023 Annual Report

Purpose

The purpose of this report is for the Audit and Risk Committee to consider the adoption of the 2022/2023 Shire of Cranbrook Annual Report and to set a date for the Annual Electors Meeting.

Background

The Annual Report has been prepared in accordance with the Local Government Act 1995, associated regulations, and is attached to this report.

Officer's Comment

The final audited financial statements have been received from the auditor and the formal Audit Exit Meeting was held on 5 December 2023. In attendance at this meeting (via virtual meeting) was:

- Ms Subha Gunalan, Director Financial Audit, Office of the Auditor General;
- Mr Chris Martain, Auditor, Lincolns;
- Mr Thomas Warner, Partner, Lincolns;
- Cr George Pollard, Shire President;
- Cr Peter Slater, Chair of the Audit Committee;
- Ms Linda Gray, Chief Executive Officer; and
- Mrs Diana Marsh, Manager of Finance.

During this meeting, Mr Martain discussed the report to the Audit Committee for the year ended 30 June 2023, which included:

- Audit Report – the audit report had an unqualified opinion.
- Management Letter Findings – Nil
- Uncorrected Audit Misstatements – there was one uncorrected audit misstatement for the Debtors Community Loans allocation of Current and Non-Current portions - immaterial and did not require correction.
- Corrected Audit Misstatements – there was one corrected audit misstatement to increase the waste sites rehabilitation asset and reduce financing expense due to changes to accounting estimates in the waste site rehabilitation provision.
- Issues for next year's audit - new accounting standards to be aware of, but are not expected to impact the financial report:
 1. AASB 2020-1 Amendments to Australian Accounting Standards – Classification of Liabilities as Current or Non-Current, applies to the financial year ended 30 June 2024; and
 2. AASB 2022-2 Amendments to Australian Accounting Standards – Disclosure of Accounting Policies or Definition of Accounting Estimates, applies to the financial year ended 30 June 2024.

Following the formal Audit Exit Meeting, the Office of the Auditor General released the independent auditors' reports (included in the Annual Report document).

When considering the timing requirements to hold the Annual Electors Meeting described below in Statutory Environment, the meeting needs to be held between 28 December 2023 and 7 February 2024.

Statutory Environment

The *Local Government Act 1995* requires the Council to accept the Annual Report by 31 December each year unless the audit report is not available. If unable to be accepted by 31 December in any given year, then Council must accept the report within two (2) months of the audit report becoming available. The annual meeting of electors must then be held within fifty-six (56) days of Council accepting the Annual Report. A minimum of fourteen days local public notice is required of the date, time, place, and purpose of the meeting.

Policy Applicable – Implications

Council Policy 1.1 'Electors Meeting' states:

'The Annual Electors' meeting will be held within 56 days of receiving the Annual Financial Report. The Annual Electors Meeting venue will alternate between the Cranbrook and Frankland River town-sites as follows;

2022/2023 Annual Report	Frankland River
2023/2024 Annual Report	Cranbrook
2024/2025 Annual Report	Frankland River
2025/2026 Annual Report	Cranbrook

The previous Annual Electors Meeting was held on 6 February 2023 in Cranbrook.

Electors are required to provide the Chief Executive Officer with their questions in writing no later than one week prior to the Annual Electors Meeting to enable staff to research the matter if required.

Financial Implications

There are no financial implications for this report. The Annual Report contains the annual financial statements for 2022/2023, illustrating the Council's financial performance for this period.

Risk Implications

The risks associated with matters in this report are:

- Misconduct
- Errors, Omissions and Delays
- Failure of IT and or Communication Systems and Infrastructure
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Document Management Processes
- Ineffective Employment Practices

The **impacts** of the risk are: Financial, Reputational.

The **consequences** of these risks are considered to be: Extreme.

The **likelihood** is: Unlikely

Hence the **risk rating** for this report is: High.

Risk mitigation includes ensuring staff have appropriate skills, training and security access levels for financial transactions, and by implementing recommendations from the auditor.

Strategic Community Plan Reference

The 2021-2031 Shire of Cranbrook, Strategic Community Plan states that:

Key Pillar: Connect

Outcome 16 – High Performing Shire: An accountable and respected Shire, investing in its people and structures.

Deliverable 16.1: A Shire and supporting entities are well-governed with delineated roles and accountabilities.

Consultation

Consultation was not required for this report.

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION

That the Audit Committee recommends to the Council:

- 1. The attached 2022/2023 Shire of Cranbrook Annual Report be accepted; and**
- 2. The Annual Meeting of Electors be held on Monday, 5 February 2023 at 5pm in Frankland River.**

Statutory Environment

Section 2.7(2b) of the Local Government Act 1995, states that:

The Council is to determine the Local Government's policies

Policy Applicable – Implications

This report is recommending the updating of Council Policy 4.3 Capitalisation and Depreciation of Non-Current Assets

Financial Implications

There are no financial implications for this report.

Risk Implications

The risks associated with matters in this report are:

- Errors, Omissions and Delays
- Failure to fulfil Statutory, Regulatory or Compliance Requirements

The **impacts** of the risk are: Non-Compliance, Reputational

The **consequences** of these risks are considered to be: Minor

The **likelihood** is: Unlikely

Hence the **risk rating** for this report is: Low

Risk mitigation includes regular reconciliations of the Shire's asset register and monitoring of compliance to policy and statutory requirements.

Strategic Community Plan Reference

The 2021-2031 Shire of Cranbrook, Strategic Community Plan states that:

Key Pillar: Connect

Outcome 16 – High Performing Shire: An accountable and respected Shire, investing in its people and structures.

Deliverable 16.1: A Shire and supporting entities are well-governed with delineated roles and accountabilities.

Consultation

Consultation for this report included the Executive Management Team

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee recommends that Council adopt the updated policy 4.3 – Capitalisation and Depreciation of Non-Current Assets as attached.

6.3 POLICY REVIEW - POLICY 4.8 FINANCE - PURCHASING

RESPONSIBLE OFFICER: Diana Marsh – Manager of Finance
REPORT AUTHOR: Diana Marsh – Manager of Finance
FILE REFERENCE: GO17 – Council Policies
APPLICANT: N/A
DATE OF REPORT: 30 November 2023
ATTACHMENTS: 1. Policy 4.8 Finance – Purchasing (current)
 2. Policy 4.8 Finance – Purchasing (as amended)

Purpose

The purpose of this report is for the Audit and Risk Committee to consider amendments to Policy 4.8 Finance – Purchasing to remove the Regional Price Preference section and amend purchasing thresh-holds for managers.

Background

The Local Government (Functions and General) Regulations 1996 r.11A requires local governments to have a purchasing policy to govern control requirements for purchases below the \$250,000 tender limit.

The Shire of Cranbrook manages millions of dollars in community assets and good procurement practices promoting probity, accountability and transparency are essential to managing procurement risks and delivering good outcomes for the community. While legislation and/or regulation provides a minimum standard of requirements on local governments, strong internal controls and good governance are essential.

The management team for the Shire of Cranbrook considers that Regional Price Preference section of the current policy is insufficient for the needs of the organisation and have proposed to delete this section and create a separate new stand-alone regional price preference policy. This policy will promote stronger business relationships within the Great Southern Region. The new policy will be presented for consideration at 13 December 2023 meeting.

The management team has also undergone some changes in recent months and it is proposed to introduce an additional lower purchasing threshold for managers, and identifying in policy the management positions to which these levels apply. The previous Purchasing Policy stated:

Purchase Value Threshold	Purchasing Practice	Authorised Officers
Over \$5,000 and up to and including \$50,000	Obtain at least two (2) verbal or written quotations from suppliers either from: <ul style="list-style-type: none"> • The open market; • An existing panel of pre-qualified suppliers administered by the Shire of Cranbrook; or • A pre-qualified supplier on the WALGA Preferred Supply Program or the State Government Common Use Arrangement (CUA) 	CEO & Managers

And the proposed change is as follows:

Purchase Value Threshold	Purchasing Practice	Authorised Officers
Over \$5,000 and up to and including \$25,000	Obtain at least two (2) verbal or written quotations from suppliers either from: <ul style="list-style-type: none"> • The open market; • An existing panel of pre-qualified suppliers administered by the Shire of Cranbrook; or • A pre-qualified supplier on the WALGA Preferred Supply Program or the State Government Common Use Arrangement (CUA) 	CEO, MOF, MOW & MCD
Over \$25,000 and up to and including \$50,000	Obtain at least two (2) verbal or written quotations from suppliers either from: <ul style="list-style-type: none"> • The open market; • An existing panel of pre-qualified suppliers administered by the Shire of Cranbrook; or • A pre-qualified supplier on the WALGA preferred Supply Program or the State Government Common Use Arrangement (CUA) 	CEO

Officer’s Comment

The intent and much of the content of the draft policy attached remains the same as earlier versions. The main changes are within the purchasing thresholds and the exclusion of the Regional Price Preference section.

Statutory Environment

Local Government (Functions and General) Regulations 1996

Policy Applicable – Implications

A separate Regional Price Preference Policy is required.

Financial Implications

There are no financial implications for this report.

Risk Implications

The risks associated with matters in this report are:

- Misconduct
- Errors, Omissions and Delays
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Document Management Processes

The **impacts** of the risk are: Financial, Non-Compliance, Reputational

The **consequences** of these risks are considered to be: Major

The **likelihood** is: Possible

Hence the **risk rating** for this report is: Medium

Risk mitigation includes staff training and ongoing monitoring for compliance with policy.

Strategic Community Plan Reference

Key Pillar: Connect

Outcome 16 – High Performing Shire: An accountable and respected Shire, investing in its people and structures.

Deliverable 16.1: A Shire and supporting entities are well-governed with delineated roles and accountabilities.

Consultation

Consultation for this report included the Chief Executive Officer and management team.

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee recommends that Council adopt the revised Policy 4.8 Finance – Procurement.

6.4 POLICY REVIEW – POLICY 1.1 MEETINGS OF COUNCIL

RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Jo Scott – Executive Officer
FILE REFERENCE:	GO17
APPLICANT:	N/A
DATE OF REPORT:	5 December 2023
ATTACHMENTS:	Updated Policy 1.1 – Meetings of Council

Purpose

The purpose of this report is for the Audit and Risk Committee to consider adopting the reviewed and amended policy, 1.1 Meetings of Council.

Background

At the Council briefing session, held 15 November 2023, Council agreed upon a change of start time for the Ordinary Meetings of Council. It was agreed that they should commence from February 2024 at 4.00pm.

Officer’s Comment

The decision to change the time of the Ordinary Meetings of Council was decided with consideration on many factors. Those include, the availability of our Councillors and the best use of their time, convenience to members of the public in attending meetings and the most efficient use of staff time.

Statutory Environment

Local Government Act 1995 – Section 5.3 provides that a Council is to hold Ordinary Council Meetings and may hold Special Council Meetings.

Local Government Act 1995 – Section 5.5 requires the CEO to convene Ordinary Council Meetings by giving each Council member at least 72 hours’ notice of a date, time and place of a meeting and an agenda for the meeting.

Local Government (Administration) Regulations 1996 – regulation 12 requires that Ordinary Council Meetings to be held in the next 12 months shall be advertised.

Further, a local government is to give local public notice of any change to the date, time or place of the meeting.

Policy Applicable – Implications

Council Policy 1.1 – Meetings of Council relates to this report.

Financial Implications

There are no financial implications for this report.

Risk Implications

The risks associated with matters in this report are:

- Errors, Omissions and Delays
- Failure to fulfil Statutory, Regulatory or Compliance Requirements

The **impacts** of the risk are: Non-Compliance,

The **consequences** of these risks are considered to be: Insignificant

The **likelihood** is: Rare

Hence the **risk rating** for this report is: Low

Risk mitigation includes ensuring the date, venue and time of all Ordinary Council Meetings are advertised as per the Local Government Act 1995 and Local Government (Administration) Regulations 1996.

Strategic Community Plan Reference

The 2021-2031 Shire of Cranbrook, Strategic Community Plan states that:

Key Pillar: Live

Outcome 1 - Community: A safe and friendly community that is well-known for support, which can be defined with a measurement of 'proud'.

Deliverable 1.1: A community and enterprise safety and security system.

Deliverable 1.2: A culture-enhancement program where all community members are proud of living in and around our region.

Outcome 16 – High Performing Shire: An accountable and respected Shire, investing in its people and structures.

Deliverable 16.1: A Shire and supporting entities are well-governed with delineated roles and accountabilities.

Consultation

Consultation for this report included Council and Shire Staff.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee recommends that Council approve the reviewed and amended Policy 1.1 – Meetings of Council.

6.5 NEW POLICY – REGIONAL PRICE PREFERENCE POLICY

RESPONSIBLE OFFICER:	Diana Marsh – Manager of Finance
REPORT AUTHOR:	Diana Marsh – Manager of Finance
FILE REFERENCE:	GO17
APPLICANT:	N/A
DATE OF REPORT:	29 November 2023
ATTACHMENTS:	Draft Policy 4.20 Finance – Regional Price Preference

Purpose

For the Audit and Risk Committee to consider adopting a Regional Price Preference Policy.

Background

The management team have been working on a Regional Price Preference Policy to establish guidelines for the promotion of business partnerships within the Great Southern Region and the Shire of Cranbrook by giving preference to regional suppliers in the procurement of goods or services.

Officer’s Comment

The Local Government Act 1995, and the Local Government (Functions and General) Regulations have been considered in forming this policy.

The attached policy provides detail on eligibility, price level preferences, as well as association roles and responsibilities, and statewide public notice of the intention to have a regional price preference policy is required for four weeks. Once the advertising period closes, the matter will return to Council so that any submissions can be considered. The Regional Price Preference Policy may then be amended before being approved.

Statutory Environment

Section 3.57 of the Local Government Act 1995
Part 4 of Local Government (Functions and General) Regulations 1996

Policy Applicable

New policy.

Financial Implications

There are no financial implications for this report that have not been considered in the current budget.

Risk Implications

The risks associated with matters in this report are:

- Misconduct
- Errors, Omissions and Delays
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Document Management Processes

The **impacts** of the risk are: Financial, Non-Compliance, Reputational

The **consequences** of these risks are considered to be: Major

The **likelihood** is: Possible

Hence the **risk rating** for this report is: Medium

Risk mitigation includes staff training and ongoing monitoring for compliance with policy.

Strategic Community Plan Reference

There is no reference to this report in the Council's Strategic Community Plan.

Consultation

Consultation for this report included the Chief Executive Officer and management team.

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

The Audit and Risk Committee recommends that Council authorise the Chief Executive Officer to advertise the Draft Regional Price Preference Policy for Statewide public notice for a minimum of four weeks as required by Part 4A r.24E of the Local Government (Functions and General) Regulations 1996 of the intention to adopt Regional Price Preference Policy.

6.6	NEW POLICY – POLICY 4.20 – RATES EXEMPTIONS FOR CHARITABLE PURPOSES
RESPONSIBLE OFFICER:	Diana Marsh – Manager of Finance
REPORT AUTHOR:	Diana Marsh – Manager of Finance
FILE REFERENCE:	NA
APPLICANT:	Shire of Cranbrook
DATE OF REPORT:	5 December 2023
ATTACHMENTS:	4.20 Rates Exemptions for Charitable Purposes

Purpose

The purpose of this report is for the Audit and Risk Committee to consider the adoption of a new policy 4.20 Rates Exemptions for Charitable Purposes to provide an equitable framework and administrative framework from which to assess applications for rates exemptions pursuant to Section 6.26(2)(g) of the *Local Government Act 1995*.

Background

Section 6.26 (1) of the *Local Government Act 1996* (the Act) states that all land within a district is rateable land except those situations provided in Section 6.26(2). Most situations are clearly defined and straightforward to apply, however Section 6.26(2)(g) where it is claimed land is used exclusively for charitable purposes, is open to some interpretation.

Officer's Comment

This policy will apply to charitable and non-for profit organisations that own land in the Shire of Cranbrook and who are liable for payment of rates. It defines a clear, transparent and equitable basis for applying the section of the Act where an application for a rates exemption on land used exclusively for charitable purposes may be received.

Statutory Environment

Local Government Act 1995, Section 6.26 Rateable Land

Section 2.7(2b) of the Local Government Act 1995, states that:
The Council is to determine the Local Government's policies.

Policy Applicable – Implications

New Policy - 4.20 Financial – Rates Exemptions for Charitable Purposes

Financial Implications

Any determination made to grant non-rateable status will reduce Council's current rate income. There are a number of properties currently already recorded as non-rateable in Council's rates database. These are non-rateable for situations other than the exemption for charitable purpose however, officers are aware of some land that may attract application for rates exemption under this basis.

Risk Implications

The risks associated with matters in this report are:

- Errors, Omissions and Delays
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Document Management Processes

The **impacts** of the risk are: Financial, Non-Compliance, Reputational

The **consequences** of these risks are considered to be minor

The **likelihood** is: Unlikely

Hence the **risk rating** for this report is: Low

Risk mitigation include the successful execution of this policy by the Executive Management Team and staff.

Strategic Community Plan Reference

The 2021-2031 Shire of Cranbrook, Strategic Community Plan states that:

Outcome 16 – High Performing Shire: An accountable and respected Shire, investing in its people and structures.

Deliverable 16.1: A Shire and supporting entities are well-governed with delineated roles and accountabilities.

Consultation

Shire of Cranbrook Executive Management Team and Rates Officer.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee recommend that Council adopt Policy 4.20 Rates Exemption Policy for inclusion into the Council Policy Manual.

6.7 NEW POLICY – POLICY 7.3 UNMARKED GRAVES

RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Linda Gray – Chief Executive Officer
FILE REFERENCE:	GO17
APPLICANT:	Nil
DATE OF REPORT:	29 November 2023
ATTACHMENTS:	Policy 7.3 Community - Unmarked Graves

Purpose

The purpose of this report is for the Audit and Risk Committee to consider the adoption of the new Policy 7.3 Unmarked Graves.

Background

Under Section 2.7(2b) of the Local Government Act 1995, the Council is to determine the Local Government's policies. Each year the Policy Manual is presented to Council for review with minor amendments. Where amendments are significant, or the policy is new then the policy will be included as an individual agenda item. These policies will guide the decision-making and actions of the Council, Managers and staff throughout the year.

Officer's Comment

The Shire of Cranbrook recognises the importance to the community of the local cemeteries. They represent people's culture, identity and heritage, and comprise a resource which allow the community to delve back into their past. The Shire of Cranbrook's cemeteries represent the last public memorials of many people who were involved with the growth of the local area in which they are buried.

For that reason, the Shire of Cranbrook is implementing a policy of marking six "unmarked" graves; those without a visible headstone and a number only, each year with a simple plaque with details of the person's name, date of birth, date of death, cause of death and their occupation and dependent upon information provided a sentence about their lives. This will ensure that as time moves on, people are not totally forgotten.

The criteria will be that:

- the graves must be located in a Shire of Cranbrook's cemetery which includes Cranbrook, Tenterden, Frankland River and Yeriminup if required.
- The death recorded is more than 50 years from the current year of research, unless approved by the Chief Executive Officer, and
- There are no close relations in the Shire of Cranbrook and community consultation has not resulted in any wish for the grave not to be included. If that does occur, or
- It is clear that there is any opposition, then the grave will be left "unmarked".

In addition, this policy is only funded provided there is adequate funds available in the Shire's budget each financial year.

Statutory Environment

Section 2.7(2b) of the Local Government Act 1995, states that:
The Council is to determine the Local Government's policies.

Policy Applicable – Implications

A new policy such as this, may impact on Shire of Cranbrook's resources.

Financial Implications

There is a financial implication from this report, which will be considered as part of the yearly budget process, although the policy does state that the allowance is subject to there being adequate provision in the Shire's budget each financial year. The cost of a plinth and a plaque for six graves is approximately \$300.00 each, therefore, \$1,800 per year.

Risk Implications

The risks associated with matters in this report are varied and include:

- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Engagement Practices
- Ineffective Employment Practices

The **impact** of the risk is People, Non-Compliance, Reputational.

The **consequences** of these risks are considered to be Low

The **likelihood** is Unlikely

Hence the **risk rating** for this item is Low

Risk mitigation includes:

- Councillors having a clear understanding of the Shire's policies,
- The successful execution of all policies by the Managers and staff.

Strategic Community Plan Reference

The 2021-2031 Shire of Cranbrook, Strategic Community Plan states that:

Outcome 16 – High Performing Shire: An accountable and respected Shire, investing in its people and structures.

Deliverable 16.1: A Shire and supporting entities are well-governed with delineated roles and accountabilities.

Consultation

Consultation for this report included the Outback Grave Markers, Mrs Dot Kleemann, Staff and the community through a request for assistance in the Cranbrook Newsletter.

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee recommends that Council adopts new policy 7.3 Unmarked Graves, as attached.

6.8	NEW POLICY – POLICY 7.4 FRANKLAND RIVER AND CRANBROOK CARAVAN PARKS LONG-TERM ACCOMMODATION
RESPONSIBLE OFFICER:	Linda Gray – Chief Executive Officer
REPORT AUTHOR:	Diana Marsh – Manager of Finance
FILE REFERENCE:	GO17
APPLICANT:	N/A
DATE OF REPORT:	7 December 2023
ATTACHMENTS:	Draft Policy 7.4 – Community – Frankland River and Cranbrook Caravan Park Long-Term Accommodation

Purpose

The purpose of this report is for the Council to consider adopting Policy 7.4 – Community – Frankland River and Cranbrook Caravan Parks Long-Term Accommodation to set parameters for the length of stay at the Caravan Parks.

Background

Both the Frankland River and Cranbrook Caravan Parks provides accommodation for visitors to the shire with its primary purpose being to cater to tourists, especially during the wildflower season each year and for visiting the vineyards. The Park also provides accommodation for people who are visiting the shire for work purposes.

Officer’s Comment

The Caravan Parks are small with limited amenities which must be considered when setting a policy about their use and are situated in small regional towns with limited resources. Neither towns can provide medical assistances except for a monthly or fortnightly Doctor’s visit.

Australia is in the grips of a housing crisis where many people have found themselves without a permanent place of residence and Frankland River and Cranbrook are no exception. Council regularly receives enquiries (mostly from non-residents of the Shire) about living permanently, or for an extended period of time at the Caravan Parks. Enquiries are expected to increase as the housing crisis deepens. While not detracting from the seriousness of the housing situation, this Policy sets limits on the length of stay at the Caravan Parks in line with the purpose of the Parks and the resources available in both small regional towns.

Better definition through Council will also facilitate processes with staff having to deal with customers. Some flexibility will be in place through the Chief Executive Officer being able to provide an exemption to the above model on a case by case basis.

Statutory Environment

There is no specific legislation applicable to this report.

Policy Applicable – Implications

There is no Council policy applicable to this report.

Financial Implications

There are no financial implications for this report.

Risk Implications

The risks associated with matters in this report are:

- Business and Community Disruption

- Errors, Omissions and Delays
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Ineffective Management of Facilities/Venues/Events

The **impacts** of the risk are: Non-Compliance, Reputational, Property

The **consequences** of these risks are considered to be: Moderate

The **likelihood** is: Possible

Hence the **risk rating** for this report is: Medium

Risk mitigation include ensuring staff understand and follow the policy if adopted.

Strategic Community Plan Reference

The 2021-2031 Shire of Cranbrook, Strategic Community Plan states that:

Key Pillar: Work

Outcome 7 – Enabled Economy: A business system is well-functioning through partnerships and alliances.

Deliverable 7.1: Extra flexible housing options for various working needs.

Key Pillar: Visit

Outcome 10 – Tourism: A strong positioning as a destination for external visitors.

Deliverable 10.1: A unique, well-known, regarded, accessible and measured tourism destination across the Shire of Cranbrook.

Outcome 12 – Brand: A growing distinguishable regional brand.

Deliverable 12.1: A defined brand which is translated consistently across the region and is celebrated as a community.

Key Pillar: Connect

Outcome 16 – High Performing Shire: An accountable and respected Shire, investing in its people and structures.

Deliverable 16.1: A Shire and supporting entities are well-governed with delineated roles and accountabilities.

Consultation

Consultation for this report included Linda Gray, Chief Executive Officer and the management team.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee recommends that Council adopt Policy 7.4 – Community – Frankland River and Cranbrook Caravan Parks Long-Term Accommodation for inclusion into the Council Policy Manual.

6.9	POLICY REVIEW – POLICY 1.5 ELECTED MEMBER INDUCTION AND CONTINUED PROFESSIONAL DEVELOPMENT
RESPONSIBLE OFFICER:	Lind Gray – Chief Executive Officer
REPORT AUTHOR:	Jo Scott – Executive Officer
FILE REFERENCE:	GO17
APPLICANT:	N/A
DATE OF REPORT:	7 December 2023
ATTACHMENTS:	Policy 1.5 – Elected Member Induction and Continued Professional Development

Purpose

The purpose of this report is for the Audit and Risk Committee to consider approving reviewed Policy 1.5 – Elected Member Induction and Continued Professional Development.

Background

The Local Government Act 1995 states:

- (1) A local government must prepare and adopt* a policy in relation to the continuing professional development of council members. * Absolute majority required.*
- (2) A local government may amend* the policy. * Absolute majority required.*
- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*
- (4) The CEO must publish an up-to-date version of the policy on the local government’s official website.*
- (5) A local government –*
 - (a) must review the policy after each ordinary election; and*
 - (b) may review the policy at any other time.*

Officer’s Comment

The ordinary Local Government Elections were held on 21 October 2023.

Statutory Environment

Section 5.128 of the of the Local Government Act 1995 states that:

- (1) A local government –*
 - (a) must review the policy after each ordinary election; and*
 - (b) may review the policy at any other time.*

Policy Applicable – Implications

Council Policy 1.5 applies to this report.

Financial Implications

There are no financial implications for this report.

Risk Implications

The risks associated with matters in this report are:

- Failure to fulfil Statutory, Regulatory or Compliance Requirements

The **impacts** of the risk are: Non-Compliance,

The **consequences** of these risks are considered to be: Minor

The **likelihood** is: Rare

Hence the **risk rating** for this report is: Low

Risk mitigation includes reviewing Council Policy 1.5 after each Local Government Election and Annually as a part of the Policy Manual review.

Strategic Community Plan Reference

The 2021-2031 Shire of Cranbrook, Strategic Community Plan states that:

Key Pillar: Connect

Outcome 16 – High Performing Shire: An accountable and respected Shire, investing in its people and structures.

Deliverable 16.1: A Shire and supporting entities are well-governed with delineated roles and accountabilities.

Consultation

Consultation was not required for this report.

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee recommends that Council approve reviewed Policy 1.5 Elected Member Induction and Continued Professional Development.

7. CLOSURE OF MEETING

There being no further business to discuss the Chairperson, Cr Slater will declare the meeting closed at _____am/pm.