MORAWA
BREAKING NEW GROUND

# AGENDA

## AUDIT, RISK & IMPROVEMENT COMMITTEE

**to be held on**

**Wednesday, 12 August 2026 at 6.00pm**

**as Virtual Meeting (e- Meeting).**

WESTERN AUSTRALIA'S
WILDFLOWER COUNTRY

*'This meeting is being recorded on audio tape and to assist with minute taking purposes. The public is reminded that in accordance with Section 6.16 of the Shire of Morawa Meeting Procedures Local Law 2012 that nobody shall use any visual or vocal recording device or instrument to record the proceedings of Council without the written permission of the presiding member.'*

## DISCLOSURE OF FINANCIAL/ IMPARTIALITY/ PROXIMITY INTERESTS

***Local Government Act 1995 – Section 5.65, 5.70 and 5.71 Local Government (Administration) Regulation 34C***

| *This form is provided to enable members and officers to disclose an Interest in a matter in accordance with the regulations of Section 5.65, 5.70 and 5.71 of the Local Government Act and Local Government (Administration) Regulation 34C* | | | |
|---|---|---|---|
| Name of person declaring the interest | | | |
| Position | | | |
| Date of Meeting | | | |
| Type of Meeting (Please circle one) | Council Meeting/ Committee Meeting/ Special Council Meeting Workshop/ Public Agenda Briefing/ Confidential Briefing | | |
| Interest Disclosed | | | |
| Item Number and Title | | | |
| Nature of Interest | | | |
| Type of Interest (please circle one) | Financial | Proximity | Impartiality |
| Interest Disclosed | | | |
| Item Number and Title | | | |
| Nature of Interest | | | |
| Type of Interest (please circle one) | Financial | Proximity | Impartiality |
| Interest Disclosed | | | |
| Item Number and Title | | | |
| Nature of Interest | | | |
| Type of Interest (please circle one) | Financial | Proximity | Impartiality |

**Signature:**__________________________ **Date:** _______________________

**Important Note:** Should you declare a **Financial** or **Proximity** Interest, in accordance with the Act and Regulations noted above, you are required to leave the room while the item is being considered. For an **Impartiality** Interest, you must state the following prior to the consideration of the item:

*"With regard to agenda item (read item number and title), I disclose that I have an impartiality interest because (read your reason for interest). As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."*

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# Item 1 Opening of Meeting

The Presiding Member to declare the meeting open at 6pm.

# Item 2 Acknowledgement of Traditional Owners and Dignitaries

The Presiding Member acknowledges the traditional custodians, the Yamatji people, and recognises the contribution of Yamatji Elders past, present and future, in working together for the future of Morawa.

# Item 3 Recording of Attendance

## 3.1 Attendance

**Committee Members**
Mr Nils Hay (Independent Member and Presiding Member)
President Councillor Karen Chappel AM
Deputy President Councillor Ken Stokes
Councillor Grant Chadwick
Councillor Diana North

**Staff**

| | |
|---|---|
| Chief Executive Officer | Marty Symmons |
| Executive Manager Corporate and Community Services | Kristy Van Kuyl |

**Member of Public**

## 3.2 Apologies

## 3.3 Approved Leave of Absence

## 3.4 Disclosure of Interests

# Item 4 Applications for Leave of Absence

## Item 5 Response to Previous Questions

## Item 6 Questions from Members without Notice

## Item 7 Announcements by Presiding Member without Discussion

## Item 8 Declarations of All Members to have Given Due Consideration to All Matters Contained in the Business Paper before the Meeting

The Committee Members to declare that they had given due consideration to all matters contained in the agenda.

Mr Nils Hay (Independent Member and Presiding Member)
President Councillor Karen Chappel AM
Deputy President Councillor Ken Stokes
Councillor Grant Chadwick
Councillor Diana North

## Item 9 Confirmation of Minutes of Previous Meeting

N/A

# Item 10 Reports of Officers

## 10.1 2025 Compliance Audit Return

**Author:** Chief Executive Officer

**Authorising Officer:** Chief Executive Officer

**Disclosure of Interest:** The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

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**COMMITTEE RECOMMENDATION**

**That the Audit, Risk and Improvement Committee:**

1. **RECEIVES the Officer's Report on the Shire of Morawa 2025 Compliance Audit Return for the period 1 January 2025 to 31 December 2025.**

2. **NOTES the audit findings regarding the two identified non-compliance matters under Regulations 19DA and 35 of the Local Government (Administration) Regulations 1996, along with the completed remedial actions:**

    - **Corporate Business Plan Review: Missed due to CEO leadership transition; fully reviewed and adopted by Council in 2026.**

    - **Elected Member Training: 12-month completion window exceeded for two members; full course completion was achieved in 2026.**

3. **RECOMMENDS that Council:**

    - **ADOPT the 2025 Compliance Audit Return as presented in Attachment 1.**

    - **AUTHORISE the Shire President and Chief Executive Officer to complete the joint certification and submit the return to the Department of Local Government, Sport and Cultural Industries (DLGSC).**

***SIMPLE MAJORITY VOTE REQUIRED***

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**PURPOSE**

To present the completed 2025 Compliance Audit Return (CAR) to the Audit, Risk and Improvement Committee (ARIC) for consideration, noting statutory compliance outcomes and enabling the Committee to accept the CAR and recommend its adoption and lodgement by Council.

## BACKGROUND

Under Regulation 14 of the *Local Government (Audit) Regulations 1996*, all Western Australian local governments must complete an annual Compliance Audit Return covering the period 1 January to 31 December. The CAR is a key assurance mechanism used by the Local Government Inspector to assess compliance with prescribed legislative requirements.

The 2025 CAR has been completed in accordance with the Inspectorate's prescribed format and reflects the Shire's compliance position across governance, procurement, financial management, delegations, disclosure of interests, executive employment, elected member training, and statutory reporting.

The CAR must be:

1. Reviewed by ARIC;
2. Adopted by Council via formal resolution; and
3. Jointly certified by the Shire President and Chief Executive Officer for submission to the Local Government Inspector through the Inspectorate Portal.

## OVERALL COMPLIANCE POSITION

The CAR demonstrates strong compliance across all major statutory areas, with only two exceptions:

- The delayed Corporate Business Plan review (now rectified).
- The delayed completion of Council Member Essentials training (now completed).

Both matters have been transparently disclosed in the CAR and accompanied by explanatory comments.

## LEVEL OF SIGNIFICANCE

The CAR is a high-significance statutory compliance instrument. It forms part of the Shire's annual assurance obligations and is subject to oversight by the Local Government Inspector. Non-compliance or late submission may result in regulatory scrutiny, follow-up enquiries, or directions under the Act. The CAR also informs the Inspectorate's risk profiling of local governments.

## CONSULTATION

Internal consultation occurred with:

- Chief Executive Officer
- Executive Management Team
- Governance and Finance staff responsible for statutory registers, procurement, delegations, disclosures, and financial management processes

External consultation occurred with the Local Government Inspectorate, particularly in relation to the Reg 17 review date entry.

## LEGISLATION AND POLICY CONSIDERATIONS

*Local Government Act 1995*
*Local Government (Audit) Regulations 1996*
*Local Government (Administration) Regulations 1996*
*Local Government (Financial Management) Regulations 1996*
*Local Government (Functions and General) Regulations 1996*
*Local Government (Elections) Regulations 1997*

## FINANCIAL AND RESOURCES IMPLICATIONS

There are no direct financial implications arising from ARIC's acceptance of the CAR.
Resource implications relate to officer time required to complete the CAR, verify statutory registers, and prepare supporting documentation. These activities are accommodated within existing operational budgets.

## RISK MANAGEMENT CONSIDERATIONS

Completion and submission of the CAR is a key control within the Shire's legislative compliance framework.

- The CAR provides assurance that statutory obligations are being met and identifies areas requiring improvement.
- Transparent reporting supports good governance and reduces exposure to regulatory intervention.
- The two non-compliant items have been rectified, reducing residual risk.

## CONCLUSION

The 2025 Compliance Audit Return has been completed in accordance with statutory requirements and demonstrates a high level of compliance across all major areas. Two matters of non-compliance have been disclosed and resolved. ARIC's acceptance of the CAR will enable Council to adopt the return and authorise its certification and lodgement with the Local Government Inspector.

## ATTACHMENTS

*Attachment 1 – 10.1a 2025 Compliance Audit Return.*

# Item 11 Motions of Which Previous Notice Has Been Given

# Item 12 New Business of an Urgent Nature

# Item 13 Closure

## 13.1 Date of Next Meeting

The next Audit, Risk & Improvement Committee, will be held on Monday 14th December 2026 commencing at 6.00pm.

## 13.2 Closure

There being no further business, the Presiding Member to declare the meeting closed.