



SHIRE OF
HARVEY



Audit, Risk, and Improvement Committee Meeting

Minutes

Harvey Council Chambers

Tuesday, 15 September 2026

10AM

Minutes
Audit, Risk, and Improvement Committee Meeting

Minutes of the ARIC of the Harvey Shire Council, held in the Council Chamber, Young Street, Harvey, on Tuesday, 15 September 2026, commencing at 10am.

Attendance

Independent Presiding Member	Dr.	D.	Pearce	
	Mrs.	M.	Campbell	<i>Shire President</i>
	Cr.	W.	Dickinson	
	Cr.	L.	Morley	
	Cr.	K.	McCarthy	
	Cr.	R.	Coleman	
	Cr.	J.	Bromham	

Staff

Temporary Chief Executive Officer	Mr.	T.	Nottle	
Director Sustainable Development	Mr.	P.	Hughes	
Director Corporate Services	Mr.	D.	Winters	
Manager Community Development	Mr.	B.	Rose	
Director Infrastructure Services	Mr.	S.	Faber	
Manager Governance and Strategy	Ms.	K.	Williams	
Manager Information Services	Mr.	A.	Ewing	
Senior Governance Officer	Ms.	C.	Peterson	<i>Electronically</i>

There were 0 members of the public and 0 members of the press present.

1. Official Opening

The Independent Presiding Member declared the meeting open at 10am.

Disclaimer

Members of the Public are advised that recommendations to Council contained within this Agenda can be subject to changes. Applicants and other interested parties should refrain from taking any action until written advice is received confirming Council's decision with respect to any particular issue.

Acknowledgement of Country

The Shire of Harvey acknowledges the traditional custodians of the land and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities, their cultures, and to Elders past, present and emerging.

2. Record of Apologies and Leave of Absence

Nil.

3. Declarations of Members' and Officers' Personal Interest

Nil.

4. Response to Previous Questions Taken on Notice

Nil.

5. Public Question Time

Nil.

6. Petitions/Deputations/Presentations/Submissions

Nil.

7. Confirmation of Minutes

Audit, Risk, and Improvement Committee Meeting – Tuesday, 14 July 2026.

Recommendation

That the Minutes of the Audit, Risk, and Improvement Committee Meeting held on Tuesday, 14 July 2026, as published, be confirmed as a true and correct record.

Moved: Cr. Morley

Seconded: Cr. McCarthy

That the Minutes of the Audit, Risk, and Improvement Committee Meeting held on Tuesday, 14 July 2026, as published, be confirmed as a true and correct record.

Carried 7-0

ARIC26/19

Votes:

For: Dr. Debra Pearce, President Campbell, Cr. Dickinson, Cr. Morley, Cr. McCarthy, Cr. Coleman, Cr. Bromham.

Against: Nil.

8. Officers Reports

Item No.:	8.1.
Subject:	Compliance Audit Return (CAR) 2025
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Senior Governance Officer
Authorising Officer:	Chief Executive Officer
File No.:	FM/U/0004
Attachments:	1. Compliance Audit Return 2025 [8.1.1 - 10 pages]

Summary

The Office of the Local Government Inspector (OLGI) for Western Australia requires the Shire to complete a Compliance Audit Return (CAR) annually. Attached to this report is the completed CAR for the period of 1 January 2025 to 31 December 2025 (refer **Attachment 1**) for the Shire of Harvey (Shire) which is due for submission before 30 September 2026.

Background

The Shire is required to complete an annual CAR. After the CAR has been presented to the Audit, Risk, and Improvement Committee (ARIC), it is then presented to Council for adoption through confirmation of the ARIC Minutes. A certified copy of the CAR, along with the relevant section of the Minutes and any additional information explaining or qualifying the Compliance Audit, is to then be submitted to the OLGI via their designated portal.

The CAR is one of the tools that allows Council and the OLGI to monitor how the organisation is functioning regarding compliance with the various legislation that applies to local government administration and decision making. The OLGI's Compliance Framework is aimed at providing transparency in the Shire's approach to compliance, as well as giving the sector and the public certainty about its approach to managing complaints made against the sector (or individuals within it).

Section 7.13(1)(i) of the *Local Government Act 1995* and Regulations 13, 14 and 15 of the Local Government (Audit) Regulations 1996 outline the requirement for local governments to complete a Compliance Audit Return.

The specific areas addressed by the CAR are:

- Commercial Enterprises by Local Governments
- Delegation of Power and Duty
- Returns, Disclosure of Interests and Gifts
- Disposal of Property
- Elections
- Financial Management
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct

- Audit and Risk Management
- Code of Conduct for Elected Members
- Training and Development for Elected Members
- Tendering and Procurement
- Public Information and Website Compliance.

Comment

The Governance Team has extensively reviewed the Shire's governance and compliance policies, procedures and record keeping to ensure the 2025 CAR is an accurate representation of the Shire's compliance framework. This included auditing samples for each CAR question, reviewing processes and procedures to identify potential gaps, and consulting with Officers responsible for maintaining the relevant compliance systems and records.

A summary of the Shire's CAR for 2025, as detailed in **Attachment 1**, is provided below.

Commercial Enterprises by Local Governments

The Shire did not undertake any major trading undertakings during the reporting period. Accordingly, the relevant provisions were marked not applicable.

Delegation of Power and Duty

The delegation registers were reviewed in accordance with legislative requirements during the 2024 – 2025 financial year. All delegations to Committees and the Chief Executive Officer (CEO) were made by Absolute Majority where required, maintained in writing and recorded within the Shire's delegation registers. The Shire continues to utilise the Attain software system to maintain statutory records relating to delegations and compliance obligations.

Returns, Disclosure of Interests and Gifts

The Shire maintained all relevant statutory registers relating to financial interests, gifts, primary returns and annual returns during the period. All required annual and primary returns were submitted within the prescribed timeframes and written acknowledgements were issued in accordance with legislative requirements. Registers relating to financial interests and gifts continue to be maintained and published where required.

Disposal of Property

The Shire disposed of one heavy plant machinery item between January and December 2025. A public notice outlining the details for trading in a 2020 Case 95C FWA Tractor. All requirements for the disposal met Sections 3.58(3) and (4) of the Act.

Elections

The 2025 Ordinary Local Government Election was conducted during the reporting period. All elected and appointed Council Members made the required declarations prior to acting in office, and the CEO provided the prescribed election return to the Minister within the required timeframe. The electoral gift register was maintained and published in accordance with legislative requirements, with no electoral gifts disclosed during the election period.

Financial Management

The Shire maintained appropriate systems of financial management throughout the reporting period. Financial controls, investment management, monthly financial reporting, payment authorisations, purchasing card reporting and investment compliance requirements were all reviewed and found to be compliant. The Auditor's Report for the financial year ending 30 June 2025 was received within the required timeframe.

One audit finding relating to the Bunbury Harvey Regional Council (BHRC) Agreement remains in progress. The Shire continues to work collaboratively with the City of Bunbury towards the finalisation of an updated agreement to address the matter identified through the audit process.

Integrated Planning and Reporting

The Shire's Strategic Community Plan was reviewed and endorsed by Council during 2025. The Corporate Business Plan was also reviewed and endorsed by Council and continues to comply with the requirements of the Local Government (Administration) Regulations 1996.

Local Government Employees

No CEO recruitment processes occurred during the reporting period. The Employee Code of Conduct continues to be implemented and published on the Shire's website, with all legislative requirements relating to employee conduct, gifts and ethical behaviour maintained.

Official Conduct and Public Information

The Shire continues to maintain registers, policies and public information in accordance with legislative requirements. Information prescribed under sections 5.94, 5.96 and 5.96A of the *Local Government Act 1995* remains available to the public, and all required disclosures, registers and governance information continue to be published on the Shire's website.

Audit and Risk Management

The CEO review of systems and procedures required under Regulation 17 of the Local Government (Audit) Regulations 1996 remains current, having been undertaken in 2023. The next review is scheduled for 2026 in accordance with legislative requirements. The Shire's Audit, Risk, and Improvement Committee continues to provide oversight of compliance, risk and governance matters throughout the organisation.

Code of Conduct for Elected Members

The Council Code of Conduct, incorporating the prescribed Model Code of Conduct, remains in place and was last reviewed in 2023. The Code continues to be published on the Shire's website and no additional requirements beyond those permitted under the legislation have been adopted. The next review was scheduled for 2026 and will be reflected in the next CAR submission.

Training and Development for Elected Members

The Shire maintains a Continuing Professional Development Policy for Council Members. During the reporting period, one Council Member was still completing the required Council Member Essentials training modules. The remaining module is expected to be completed following the reporting period.

Tendering and Procurement

The Shire maintained compliance with the tendering and procurement requirements of the Local Government (Functions and General) Regulations 1996. Tender processes, tender evaluations, procurement records and tender registers were reviewed and found to comply with legislative requirements. No Expressions of Interest processes, supplier panel invitations or regional price preference arrangements were undertaken during the reporting period.

Conclusion

Overall, the 2025 CAR demonstrates a strong level of compliance across the Shire's governance, financial management, procurement, planning and reporting frameworks, with only limited matters requiring ongoing attention.

The majority of responses were assessed as Compliant or Not Applicable, with non-compliance identified only in relation to the outstanding audit action associated with the BHRC Agreement and the completion of Council Member Essentials training for one elected member.

Statutory/Policy Environment

Local Government Act 1995

- Section 7.12A – Outlines obligations to audit findings and corrective actions arising from those findings.
- Section 7.13(1)(i) – prescribes the requirement of the Local Government to submit a Compliance Audit Return.

Local Government (Audit) Regulations 1996

- Regulations 13, 14, 15, and 17.

Strategic Framework

The Shire's Council Plan 2025–2035, states:

- Pillar 5 – Performance:* A representative leadership that is future thinking, transparent and accountable.
- Objective 21:* Continue to deliver proactive and responsible leadership and governance.
- Objective 22:* Continue to deliver customer-centred service, communication and engagement.

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

This report is included in the ARIC documents for September 2026 which is uploaded to the Shire's website for public viewing.

Promise to the Community

Inform: We will keep you informed.

This report is included in the ARIC documents for September 2026 which is uploaded to the Shire's website for public viewing.

Risk Management

The Risk Theme Profile identified as part of this report is **Failure to Fulfil Compliance Requirements**. The Consequences could be **Compliance** and **Reputational** should the Shire not meet the requirements of the Compliance Audit Return. The risk is mitigated by having adequate financial controls and policies, resulting in a **Medium** risk being present.

Budget Implications

There are no financial implications associated with this report.

Authority/Discretion

Legislative: Includes adopting local laws, town planning schemes and policies. It is also when Council reviews decisions made by Officers.

Voting Requirements

Absolute Majority

Officer's Recommendation

That the ARIC Committee:

1. Notes the 2025 Compliance Audit Return has been completed as per **Attachment 1**.
2. Authorises the Shire President and the Temporary Chief Executive Officer to certify the 2025 Compliance Audit Return and submit it to the Office of the Local Government Inspector.

BY ABSOLUTE MAJORITY

Moved: Cr. Coleman

Seconded: Cr. Bromham

That the Audit, Risk, and Improvement Committee:

1. Notes the 2025 Compliance Audit Return has been completed as per **Attachment 1**.
2. Authorises the Shire President and the Temporary Chief Executive Officer to certify the 2025 Compliance Audit Return and submit it to the Office of the Local Government Inspector.

BY ABSOLUTE MAJORITY

Carried 7-0 ARIC26/20

Votes:

For: Dr. Debra Pearce, President Campbell, Cr. Dickinson, Cr. Morley, Cr. McCarthy, Cr. Coleman, Cr. Bromham.

Against: Nil.

9. Matters Behind Closed Doors

Nil.

10. Closure of Meeting

There being no further business to discuss, the meeting was declared closed at 10.18am.

I, Dr. Debra Pearce, certify that the aforesaid Minutes of the meeting held on Tuesday, 15 September 2026, are a true and correct record of that meeting on Tuesday, 15 September 2026.

Dr. Debra Pearce
Independent Presiding Member