# CHIEF EXECUTIVE OFFICER ATTACHMENTS
# ORDINARY MEETING OF COUNCIL
# WEDNESDAY 19 AUGUST 2026

# WORK HEALTH SAFETY REPORTING – JULY 2026

## COUNCIL KPI'S – MONTHLY REPORT – WORK, HEALTH AND SAFETY

| Drug tests performed | Alcohol tests performed | Positive drug test and bac exceedance | Workers' compensation claims | Current workers compensation claims |
|---|---|---|---|---|
| 0 | 12 | 0 | 1 | 1 |

| Medically treated injuries | Restricted work injuries | Lost time injuries |
|---|---|---|
| 0 | 1 | 0 |

| Minor, Near misses and incident | Safety Audits & Inspections | Safety Observations | Toolbox Talks | Equipment Breakdowns |
|---|---|---|---|---|
| 5 | 0 | 1 | 1 | 5 |

## NEAR MISS, INCIDENT AND DAMAGE REPORT

| Date | Number | Report | Type of Injury / Incident / Hazard / Near Miss | Location | Department |
|---|---|---|---|---|---|
| | | | | | |
| 14/07/2026 | 342 | Incident | Plant damage to tailgate, needs alignment | Bindoon | Technical Services |

## MINOR REGISTER

| Date | Number | Report | Type of Injury / Incident / Hazard / Near Miss | Location | Department |
|---|---|---|---|---|---|
| | | | | | |
| 14/07/2026 | MR11 | Injury | Bee sting on Hay Flat Road - Employee 1 | Bindoon | Technical Services |
| 14/07/2026 | MR12 | Injury | Bee sting on Hay Flat Road - Employee 2 | Bindoon | Technical Services |
| 14/07/2026 | MR13 | Injury | Bee sting on Hay Flat Road - Employee 3 | Bindoon | Technical Services |
| 14/07/2026 | MR14 | Injury | Bee sting on Hay Flat Road – Employee 4 | Bindoon | Technical Services |

WHS TRAINING

| Training | Training Organisation |
|---|---|
| | |
| Nil | |
| | |

**SITE INSPECTIONS**

| Areas |
|---|
| |
| Nil |

**SAFETY OBSERVATIONS**

| Areas |
|---|
| |
| Yellow strip and brick coming loose on step at the back door of the Administration Office |

# SHIRE POLICY 1.2
# Australian Citizenship Ceremonies

| | |
|---|---|
| **Responsible Department:** | Office of the CEO |
| **Responsible Business Unit:** | Executive Assistant |
| **Date of Review:** | 18 March 2026 |
| **Council Resolution:** | 210326 |

## 1. OBJECTIVE

The objective of this Policy is to provide effective, efficient, consistent and legally compliant Australian Citizenship Ceremonies for local residents / ratepayers in the Shire of Chittering (the Shire) on behalf of the Department of Home Affairs.

## 2. SCOPE

This Policy applies to any other relevant Shire Officers who may be involved with the Ceremonies.

## 3. DEFINITIONS

***Presiding Officer*** means the person authorised to conduct the Citizenship Ceremony and administer the Pledge of Commitment, in accordance with Commonwealth requirements.

***Private Ceremony*** means a citizenship ceremony conducted outside the Shire's scheduled public ceremonies, subject to approval by the Department of Home Affairs.

## 4. POLICY STATEMENT

Where possible, citizenship ceremonies may be coordinated with Australia Day (26 January) and Australian Citizenship Day (17 September).

Private Ceremonies are unable to be officiated unless requests are in accordance with the guidelines set down, or are specifically approved by the Department of Home Affairs.

The Shire will provide, as part of the welcome package to new Australian Citizens, the additional gifts as set out below:

- Native Plant
- Commemorative $1 Coin

The native plant is obtained from a local nursery supplier and the Commemorative $1 coin is obtained from the Perth Mint.

## 5. ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for the implantation of this Policy.

## 6. COMPLIANCE

| | |
|---|---|
| **Legislation** | *Local Government Act 1995*<br>*Australian Citizenship Act 2007*<br>*Australian Citizenship Regulations 2016* (Cth) |
| **Industry** | Department of Home Affairs – Australian Citizenship Ceremonies Code and Guidelines |
| **Organisational Documents** | Policy 6.1 – Australia Day Awards<br>Policy – Public Events |
| **Strategic Alignment** | Communities Connected |

## 7. ADMINISTRATION

| | | | |
|---|---|---|---|
| **Review Cycle** | Every 3 years | **Next Review Due** | November 2026 |
| **Policy Owner** | Chief Executive Officer | | |
| **Version** | **Decision Ref** | **Date** | **Change** |
| 1.0 | Unknown | 18/05/2011 | Initial Adoption |
| 2.0 | 130722 | 20/07/2022 | Amendment |
| 3.0 | 180425 | 16/04/2025 | Amendment |
| 4.0 | 210326 | 18/03/2026 | Review |

Local Government Inspector

GOVERNMENT OF WESTERN AUSTRALIA

# 2025 Compliance Audit Return

**Local Government Authority:** The Shire of Chittering

## *Local Government Act 1995*

**s. 2.29**

Has every person elected or appointed to a mayor, president, deputy, or councillor role made the required declaration in the prescribed form before a prescribed person, prior to acting in the office?

**Response:** Yes

**Comments:** All declarations were made as prescribed.

**s. 3.16**

Has the local government reviewed local laws, which have not been reviewed in the previous 8 years, to ensure compliance with Schedule 9.3, Clause 65?

**Response:** N/A

**Comments:** No local laws were required to be reviewed. Two local laws are due for review by

December 2026.

**s.3.57**

Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?

**Response:** Yes

**Comments:** One tender

**s. 3.58(3)**

Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?

**Response:** Yes

**Comments:** Disposals occurred in accordance with s3.58(3)

**s. 3.58(4)**

Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?

**Response:** Yes

**Comments:** Details were provided as prescribed

**s. 3.59(2)(a)**

Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2025?

**Response:** N/A

**Comments:** No major trading undertaken in 2025

**s. 3.59(2)(b)**

Has the local government prepared a business plan for each major land transaction that was not exempt in 2025?

**Response:** N/A

**Comments:** No major trading undertaken in 2025

**s. 3.59(2)(c)**

Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2025?

**Response:** N/A

**Comments:** No major trading undertaken in 2025

**s. 3.59(4)**

Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?

**Response:** N/A

**Comments:** No major trading or land transactions in 2025

**s. 3.59(5)**

During 2025, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?

**Response:** N/A

**Comments:** No major trading or land transactions in 2025

**s. 5.16 (1)**

Were all delegations to committees resolved by absolute majority?

**Response:** N/A

**Comments:** No delegations were made to committees

**s. 5.16 (2)**

Were all delegations to committees in writing?

**Response:** N/A

**Comments:** No delegations were made to committees

**s. 5.17**

Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?

**Response:** N/A

**Comments:** No delegations were made to committees

**s. 5.18**

Were all delegations to committees recorded in a register of delegations?

**Response:** N/A

**Comments:** No delegations were made to committees

**s. 5.36(4) and s. 5.37(3)**

Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?

**Response:** N/A

**Comments:** No changes to CEO or Senior employees occurred in 2025.

**s. 5.37(2)**

Did the CEO inform council of each proposal to employ or dismiss senior employee?

**Response:** N/A

**Comments:** No Senior employees were appointed or dismissed in 2025.

Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?

**Response:** N/A

**Comments:** No Senior employees were appointed or dismissed in 2025.

**s. 5.39B**

Has the local government adopted and maintained model standards that incorporate the prescribed model standards within required timeframes (including amendments), ensured adoption by absolute majority, published an up-to-date version on its official website, and avoided including any inconsistent additional provisions?

**Response:** Yes

**Comments:** Available publicly on the Shire website

**s. 5.42**

Were all delegations to the CEO resolved by an absolute majority?

**Response:** Yes

**Comments:** All delegations to the CEO were made by Absolute Majority. Council adopted the reviewed

Delegations Register at its meeting held on 16 July 2025.

Were all delegations to the CEO in writing?

**Response:** Yes

**Comments:** All delegations to the CEO were made in writing.

**s. 5.43**

Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?

**Response:** Yes

**Comments:** All delegations to the CEO were within the scope of the Act. Council adopted the reviewed

Delegations Register at its meeting held on 16 July 2025.

**s. 5.44(2)**

Were all employees delegated authority by the CEO under Section 5.44(1), issued with a written instrument of delegation?

**Response:** Yes

**Comments:** The CEO reviewed delegations to employees on 17 July 2025. All delegations by the CEO to other employees were made in writing.

**s. 5.45(1)(b)**

Were all decisions by the Council to amend or revoke a delegation made by absolute majority?

**Response:** Yes

**Comments:** All delegations, including the annual review, amended/revoked delegations, were made by Absolute Majority.

**s. 5.46**

Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?

**Response:** Yes

**Comments:** A register of Delegation of Authority is kept and made publicly available on the Shire's website.

Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2024/2025 financial year?

**Response:** Yes

**Comments:** A register of Delegation of Authority is kept and made publicly available on the Shire's website.

Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?

**Response:** Yes

**Comments:** All persons exercising a delegated power or duty kept a written record in accordance with the regulations.

**s. 5.50**

If the local government paid a finishing employee an amount in addition to their entitlement, did the local government follow a policy it had adopted and published on its website outlining the circumstances in relation to payments made to terminated employees?

**Response:** N/A

**Comments:** No finishing employee was paid more than their entitlements in 2025

If the local government made a payment to a finishing employee that is more than the amount set out in the policy, was local public notice given?

**Response:** N/A

**s. 5.51A**

Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government?

**Response:** Yes

**Comments:** The code of conduct for employees, volunteers and contractors was reviewed on 23 May 2023 and approved by the CEO at the Executive Meeting held on 14 June 2023. The next review is planned for 2025/26 financial year.

Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?

**Response:** Yes

**s. 5.67**

Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?

**Response:** Yes

**Comments:** All members who made a disclosure under s5.65 did not remain in the room to participate in any discussion or voting, not including participation approvals granted under s5.68.

**s. 5.68(2)**

Were all decisions regarding participation approval in relation to Section 5.68(2), including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?

**Response:** Yes

**Comments:** All disclosures and any decision to permit a member to participate and the extent of participation were recorded in the minutes of the relevant meeting.

**s. 5.69(5)**

Were all decisions regarding participation approval in relation to Section 5.69(5), including the extent of participation allowed recorded in the minutes of the relevant council or committee meeting?

**Response:** Yes

**Comments:** All decisions were recorded in the minutes of the relevant meeting.

**s. 5.70**

Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?

**Response:** Yes

**Comments:** All disclosures of employees are recorded in the minutes of the relevant meeting.

**s. 5.71B(5) and (7)**

Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?

**Response:** N/A

**Comments:** The Council did not apply to the Minister to allow the CEO to provide advice or a report to which a disclosure had been made.

Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?

**Response:** N/A

**Comments:** The Council did not apply to the Minister to allow the CEO to provide advice or a report to which a disclosure had been made.

**s. 5.73**

Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?

**Response:** Yes

**Comments:** All disclosures are recorded in the minutes of the relevant meeting.

**s. 5.75**

Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?

**Response:** Yes

**Comments:** All primary returns were lodged within three months of the relevant persons start date and registered on the Annual Returns Register 2025.

**s. 5.76**

Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2025?

**Response:** Yes

**Comments:** All annual returns were lodged by all relevant persons by 31 August 2025.

**s. 5.77**

On receipt of a primary or annual return, did the CEO, or the Mayor/President, as the case may be, give written acknowledgment of having received the return?

**Response:** Yes

**Comments:** The receipt of all primary and annual returns was formally acknowledged in writing.

**s. 5.88**

Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?

**Response:** Yes

**Comments:** A Register of Financial Interests is maintained by the Shire.

All returns of Elected Members and designated employees are removed from the Register when they cease to be a relevant person.

All returns removed from the Register are retained for a further five years.

Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?

**Response:** Yes

**Comments:** A Register of Financial Interests is maintained by the Shire.

All returns of Elected Members and designated employees are removed from the Register when they

cease to be a relevant person.

All returns removed from the Register are retained for a further five years.

After a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?

**Response:** Yes

**Comments:** A Register of Financial Interests is maintained by the Shire.

All returns of Elected Members and designated employees are removed from the Register when they

cease to be a relevant person.

All returns removed from the Register are retained for a further five years.

Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?

**Response:** Yes

**Comments:** Register of Financial Interests is maintained by the Shire.

All returns of Elected Members and designated employees are removed from the Register when they

cease to be a relevant person.

All returns removed from the Register are retained for a further five years.

**s. 5.89A**

Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?

**Response:** Yes

**Comments:** Updated Gift Register is available on the Shire's website.

Did the CEO publish an up-to-date version of the gift register on the local government's website?

**Response:** Yes

**s. 5.90A**

Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?

**Response:** Yes

**Comments:** Minutes of OCM meeting held on 15 July 2020. Publish on the website.

**s. 5.94**

Does the local government have information available for members of the public to inspect, free of charge as prescribed under section 5.94 and Admin Reg 29, except where restricted under this section?

**Response:** Yes

**s. 5.96**

Where a person is entitled to inspect information under this Division, can the local government confirm that copies are available and that the price at which it sells copies does not exceed the cost of providing them, (unless prescribed otherwise)?

**Response:** Yes

**s. 5.96A**

Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?

**Response:** Yes

**Comments:** All information is on the Shire's website that is required to be published.

**s. 5.104**

Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?

**Response:** Yes

**Comments:** The Code of Conduct for council members, committee members and candidates were

adopted by Council on 16 June 2021.

Did the local government adopt additional requirements in addition to the model code of conduct?

**Response:** No

**Comments:** No additional requirements to the model code of conduct were required.

Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?

**Response:** Yes

**Comments:** An up-to-date code of conduct is available on the Shire's website.

**s. 5.128**

Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?

**Response:** Yes

**Comments:** The Shire's Elected Members' Entitlements and Training Policy (4.3) contains matters in relation to the continuing professional development of elected members. This policy was amended on 16 September 2020.

**s. 7.12A(3), (4) and (5)**

Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?

**Response:** Yes

**Comments:** Detail can be found in the minutes of Exit Meeting held on 04 December 2025.

Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?

**Response:** N/A

**Comments:** No significant findings.

Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?

**Response:** Yes

**Comments:** The Shire's Annual Report was published within the legislative timeframe of 14 days after the report was submitted to the Department.

## *Local Government (Administration) Regulations 1996*

**r. 18F**

Were the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?

**Response:** N/A

**Comments:** No CEO appointed in 2025.

**r. 19AB**

Does the code of conduct contain the requirement that a local government employee (not including the CEO) must not accept a prohibited gift from an associated person?

**Response:** Yes

**r. 19AC**

Does the local government's code of conduct include requirements for the recording, storing, disclosure, and use of information relating to gifts accepted by local government employees (excluding the CEO) from associated persons, in accordance with regulatory requirements?

**Response:** Yes

**r. 19AE**

Does the local government's code of conduct include requirements addressing employee behaviour in the performance of duties, interactions with others, use and disclosure of information, use of local government resources and finances, the keeping of records, and the reporting and management of suspected breaches and misconduct, in accordance with regulatory requirements?

**Response:** Yes

**r. 19B**

Did the local government include in its annual report all information required under section 5.53(2)(g) and (i) and regulation 3A(2), including number of employee's in salary bands over $130,000, remuneration and allowances paid, ordered payments, CEO remuneration, council member meeting attendance, available demographic information about council members, and details of any modifications to the strategic community plan or significant modifications to the corporate business plan?

**Response:** Yes

**Comments:** The annual report can be found on the Shire’s website.

**r. 19C**

Has the local government adopted by absolute majority a strategic community plan?

**Response:** Yes

**Comments:** A desktop study (minor review) of the Strategic Community Plan was finalised and adopted on 19 June 2024. Major review scheduled for 2025/26.

Adoption date or the date of the most recent review: 19/06/2024

**r. 19DA**

Has the local government reviewed its corporate business plan in accordance with Admin Regulation 19DA(4)?

**Response:** Yes

**Comments:** The Corporate Business Plan was received 16 July 2025.

Date of review: 16/07/2025

Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?

**Response:** Yes

**r. 22**

No response required. This is covered by s5.75.

**r. 23**

No response required. This is covered by s5.76.

**r. 28**

No response required. This is covered by s5.88(1).

**r. 28A**

No response required. This is covered by s5.89A(1).

**r. 29**

No response required. This is covered by s5.94.

**r. 29C**

Does the local government publish all prescribed information on its official website— including up-to-date policies, required details of council member and employee returns, council member fees and allowances, and relevant public notices—within the specified timeframes and in accordance with legislative requirements?

**Response:** Yes

**Comments:** All prescribed information is available on the Shire website.

**r. 35**

Has every local government council member completed and passed the Council Member Essentials course, consisting of the five required modules and delivered by an approved provider, within 12 months of being elected?

**Response:** Yes

**r. 36**

Does the local government appropriately identify and document council members who are exempt from the training requirements under section 5.126(1), including verifying that the member:

- has completed an approved course within the specified 5-year period prior to election, or
- completed the LGASS00002 Elected Member Skill Set before 1 July 2019 within the relevant timeframe, or
- qualifies for the transitional exemption applicable to council members in office at the commencement of the 2019 regulatory amendments?

**Response:** Yes

## *Local Government (Audit) Regulations 1996*

**r. 10**

Was the auditor's report for the financial year ending 30 June 2025 received by the local government within 30 days of completion of the audit?

**Response:** Yes

**Comments:** Exit meeting 4 December 2025 and Final report received 9 December 2025

**r. 17**

Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2025?

**Response:** N/A

**Comments:** The three-yearly review was completed by Moore Australia and presented to the Audit and

## *Local Government (Constitution) Regulations 1998*

**r. 11FA**

Did the CEO provide the Minister a report as to the result of the election within 14 days of the declaration and in the form of Form 20 of the Local Government (Elections) Regulations 1997, modified as necessary?

**Response:** Yes

**r. 13**

Were all required oaths, affirmations and declarations under section 2.42 (in relation to Commissioners) made in the correct form (Form 8), before the appropriate authorised person?

**Response:** Yes

## *Local Government (Elections) Regulations 1997*

**r. 30G**

Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?

**Response:** Yes

**Comments:** There were no electoral gifts declared during the 2025 period.

Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?

**Response:** N/A

Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?

**Response:** N/A

## *Local Government (Financial Management) Regulations 1996*

**r. 5**

Has the CEO ensured efficient systems and procedures are established under provisions set out in Financial Management Regulations 5(1)(a) to (g)?

**Response:** Yes

**r. 6**

Has the local government ensured that any employee delegated responsibility for day-to-day accounting or financial management operations is not also delegated the responsibility for conducting internal audits, reviewing their own duties, or for managing, directing or supervising someone who carries out these functions?

**Response:** Yes

**Comments:** There is adequate segregation of duties in all financial processes.

**r. 7**

Did the local government ensure it has regard to the needs of the inhabitants of the district as a whole and not keep separate ward accounts or determine expenditure on the basis of revenue from a ward?

**Response:** Yes

**r. 8**

Does the local government maintain separate accounts with a bank or other financial institution for money to be held in the municipal fund, trust fund and for reserve account purposes?

**Response:** Yes

**r. 9**

Did the local government keep separate financial records for each trading undertaking and each major land transaction?

**Response:** N/A

**Comments:** No major trading or land transactions in 2025

**r. 11**

Has the local government developed procedures for the authorisation of, and the payment of, accounts in accordance with Local Government (Financial Management) Regulations 11(1), (2) and (3)?

**Response:** Yes

**r. 12**

Were payments made from the municipal fund or trust fund made by the CEO under a delegated authority or authorised, in accordance with regulation 13(2), in advance by a council resolution?

**Response:** Yes

**Comments:** There were no payments from the trust fund during the reporting period.

**r. 13**

Can the local government confirm that, where the CEO has been delegated authority to make payments from the municipal or trust fund, the CEO prepared accurate monthly lists that are presented at the next ordinary council meeting and recorded in the minutes?

- includes the payee's name, payment amount, payment date, and sufficient information to identify each transaction where payments have already been made; or
- includes the payee's name, payment amount, sufficient information to identify each transaction, and the date of the council meeting (to which the list will be presented) for accounts requiring council approval.

**Response:** Yes

**Comments:** The shire submits comprehensive monthly financial statements to Council.

**r. 13A**

Did the local government prepare a list each month of all payments made using employee-authorised credit, debit or other purchasing cards, and include the payee’s name, the amount of the payment, the date of the payment, sufficient information to identify the payment, and present the list at the next ordinary council meeting (and record in the minutes)?

**Response:** Yes

**Comments:** The reports are available on the Shires website, along with the corresponding minutes.

**r. 19**

Has the local government established and documented internal control procedures to enable identification of the nature and location of all investments and any related transactions?

**Response:** Yes

**r. 19C**

Has the local government ensured that all investments made under section 6.14(1) comply with statutory restrictions set out in Financial Management Reg. 19C?

**Response:** Yes

## *Local Government (Functions and General) Regulations 1996*

**r. 7**

No response required. This is covered by s3.59(2).

**r. 9**

No response required. This is covered by s3.59(2).

**r. 10**

No response required. This is covered by s3.59(2).

**r. 11A**

Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, $250,000 or less or worth $250,000 or less?

**Response:** Yes

**r. 11**

No response required. This is covered by s3.57.

**r. 12**

Did the local government consider the implications of Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?

**Response:** Yes

**r. 14(1), (3) and (5)**

If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?

**Response:** N/A

**r. 15**

Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?

**Response:** Yes

**r. 16**

No response required. This is covered by r. 15.

**r. 17**

Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?

**Response:** Yes

**r. 18(1) and (4)**

Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?

**Response:** Yes

Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?

**Response:** Yes

**r. 19**

Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?

**Response:** Yes

**r. 21**

Does the local government's advertising and expression of interest processes for limiting who can tender comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?

**Response:** Yes

**r. 22**

No response required. This is covered by r. 21.

**r. 23**

Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?

**Response:** N/A

Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?

**Response:** N/A

**r. 24**

Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?

**Response:** N/A

**r. 24AD(2), (4) and (6)**

Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?

**Response:** N/A

If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?

**Response:** N/A

**r. 24AE**

No response required. This is covered by r. 24AD(2), (4) and (6).

**r. 24AF**

No response required. This is covered by r. 24AD(2), (4) and (6).

**r. 24AG**

Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?

**Response:** Yes

**r. 24AH(1) and (3)**

Did the local government reject any applications to join a panel of prequalified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?

**Response:** N/A

Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?

**Response:** N/A

**r. 24AI**

Did the CEO send each applicant written notice advising them of the outcome of their application?

**Response:** N/A

**r. 24E**

Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?

**Response:** Yes

**r. 24F**

No response required. This is covered by r. 24E.

I certify this is a true and accurate copy of the 2025 Compliance Audit Return, as adopted by Council at the meeting of ______________________________ 2026.

CEO

Date

Mayor or President

Date

Shire of Chittering

# AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES

**4:30pm, Wednesday, 12 August 2026**
**Council Chambers**
**6177 Great Northern Highway, Bindoon**

## MEMBERSHIP

The committee shall consist of all elected members. All members shall have full voting rights.

The Chief Executive Officer and employees are not members of the committee.

The Chief Executive Officer and Executive Manager Corporate Services (or their nominee) is to attend all meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

## FUNCTIONS OF AN AUDIT COMMITTEE

As per the *Local Government (Audit) Regulations 1996 Section 16*, an audit committee has the following functions —

(a) to guide and assist the local government in carrying out —
   (i) its functions under Part 6 of the Act; and
   (ii) its functions relating to other audits and other matters related to financial management;
(b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
(c) 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;
(d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
   (i) regulation 17(1); and
   (ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
(e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
(f) to oversee the implementation of any action that the local government —
   (i) is required to take by section 7.12A(3); and
   (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
   (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
   (iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
(g) to perform any other function conferred on the audit committee by these regulations or another written law.

*[Regulation 16 inserted: Gazette 26 Jun 2018 p. 2386-7.]*

## DELEGATED AUTHORITY

Nil

# PUBLIC QUESTION TIME

## 1. Time Permitted

A minimum of 15 minutes is permitted for Public Question Time at Committee Meetings. If there are not sufficient questions to fill the allocated time, the Presiding Member will move to the next item. If there are more questions to be considered within 15 minutes, the Presiding Member will determine whether to extend Public Question Time. Each person seeking to ask questions during Public Question Time may address the Committee for a maximum of two minutes each.

## 2. Protocol

No member of the public may interrupt the Committee Meeting proceedings or enter into conversation.

Members of the public wishing to participate in Public Question Time at the Committee Meeting who wish to submit written questions, are requested to lodge them with the Chief Executive Officer the Tuesday by **5pm on the day before the meeting**

The Presiding Member will control Public Question time and ensure that each person wishing to ask a question is given a fair and equal opportunity to do so. Members of the public wishing to ask a question must state his or her name and address before asking a question. If the question relates to an item of the Agenda, the item number and title should be stated.

## 3. General Rules

The following general rules apply to Public Question Time:

- Public Questions should only relate to the business of the local government and should not be a personal statement or opinion.
- Only questions relating to matters affecting the local government will be considered at a Committee Meeting.
- Questions may be take on notice and responded to after the meeting.
- Questions may not be directed to specific Committee Members or a Shire employee.
- Questions are not to be framed in such a way as to reflect adversely on a particular Committee Member or Shire employee.
- First priority will be given to persons who have submitted their questions in writing.
- Second priority will be given to persons who are asking questions relating to items on the current Committee Meeting Agenda.

**During the meeting, no member of the public may interrupt the meetings proceedings or enter into conversation.**

**Members of the public shall ensure that their mobile telephone and/or audible pager is not switched on or used during any meeting of the Committee.**

**Members of the public are hereby advised that use of any electronic, visual or audio recording device or instrument to record proceedings of the Committee is not permitted without the permission of the Presiding Member.**

**PREFACE**

When the Chief Executive Officer approves these minutes for distribution, they are in essence "Unconfirmed" until the following Audit, Risk and Improvement Committee Meeting, where the minutes will be confirmed subject to any amendments.

The "Confirmed" minutes are then signed off by the Presiding Member.

Attachments that formed part of the Agenda, in addition to those tabled at the Audit, Risk and Improvement Committee Meeting are put together as an addendum to these Minutes.

**UNCONFIRMED MINUTES**

These minutes were approved for distribution on 14 August 2026.

**Melinda Prinsloo**
**Chief Executive Officer**

**CONFIRMED MINUTES**

These minutes were confirmed at a meeting held on

Signed: _______________________________________________

NOTE: The Presiding Member at the meeting at which these minutes are confirmed is the person who signs above.

**OBJECTIVE**

The primary objective of the Audit, Risk and Improvement Committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the Chief Executive Officer to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation.

The committee is to facilitate:

(a) the enhancement of the credibility of external financial reporting
(b) compliance with laws and regulations as well as use of best practise guidelines relative to auditing
(c) the provision of an effective means of communication between the external auditor, the Chief Executive Officer and the Council.

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Good morning, ladies and gentlemen, we wish to acknowledge the traditional custodians of the land within the Shire of Chittering, the Yued and Whadjuk peoples. We would like to pay respect to the Elders of the Nyoongar nation, past and present, who have walked and cared for the land, we acknowledge and respect their continuing culture, and the contributions made to this region.

## ITEM 1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Chair declared the meeting open at 4.34pm.

## ITEM 2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

**Attendance**

The following members were in attendance:

| | |
|---|---|
| Sean Fletcher | Chairperson (Independent Member) |
| Cr David Dewar | President |
| Cr Mary Angus | Deputy President |
| Cr John Curtis | |
| Cr Nicholas Grayer | |
| Cr Rene van Eeden | |

The following staff were in attendance:

| | |
|---|---|
| Melinda Prinsloo | Chief Executive Officer |
| Jake Whistler | Executive Manager Development Services |
| Leo Pudhota | Executive Manager Technical Services |

Members of the General Public: 0

Media: 0

**Apologies**

| | |
|---|---|
| Scott Clayton | Deputy Chief Executive Officer |
| Cr Beck Foulkes-Taylor | |
| Alina Behan | Deputy Chairperson |

**Approved leave of absence**

Cr Kylie Hughes

## ITEM 3. DISCLOSURE OF INTEREST

Nil

## ITEM 4. CONFIRMATION OF MINUTES

**Ordinary Meeting of Council: 9 December 2025**

**OFFICER RECOMMENDATION**
**Moved Cr Angus, seconded Cr Dewar**
**That the minutes of the Audit, Risk and Improvement Committee Meeting held on Tuesday, 9 December 2025, as published on the Shire website, be confirmed.**

**CARRIED: 6 / 0**

## ITEM 5. REPORTS

**ARIC01 - 08/26** **Compliance Audit Return 2025**

| | |
|---|---|
| **Applicant** | Shire of Chittering |
| **File reference** | SOCR-1845402348-100794 |
| **Author** | Governance Officer |
| **Authorising Officer** | Chief Executive Officer |
| **Disclosure of interest** | Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure |
| **Voting Requirements** | Simple Majority |
| **Attachments** | 1. Compliance Audit Return 2025 |

| | ***Authority / Discretion*** | ***Definition*** |
|---|---|---|
| ☐ | Advocacy | *When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.* |
| ☒ | **Executive** | ***The substantial direction setting and oversight role of Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*** |
| ☐ | Legislative | *When Council initiates or adopts a policy position, or a local law* |
| ☐ | Quasi-Judicial | *When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include development applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal* |
| ☐ | Information | *Includes items for information purposes only and do not require a decision of Council (to 'note' only)* |

**Executive Summary**
This report presents the Shire of Chittering Compliance Audit Return for the period 1 January 2025 to 31 December 2025 to the Audit, Risk and Improvement Committee for review.

**Background**
Regulation 14 of the *Local Government (Audit) Regulations 1996* requires each local government to complete an annual Compliance Audit Return for the period 1 January to 31 December. The Compliance Audit Return (CAR) is a self-assessment of the local government's compliance with selected requirements of the *Local Government Act 1995* and associated regulations.

The 2025 CAR is subject to transitional arrangements associated with the establishment of the Local Government Inspectorate and amendments to the *Local Government (Audit) Regulations 1996*. The statutory requirements included in the 2025 return have been determined by the Local Government Inspector, with the relevant questions released in advance to enable local governments to gather the information and supporting evidence required to complete the return.

The deadline for submitting the CAR for the period 1 January to 31 December 2025 has been deferred to 30 September 2026. The Local Government Inspectorate has advised that the completed return must be reviewed by the Audit, Risk and Improvement Committee before being presented to Council for formal consideration and adoption.

Administration has prepared the Shire of Chittering's 2025 CAR using the questions issued by the Local Government Inspector. Relevant records and supporting information have been reviewed in consultation with responsible officers to determine the appropriate response to each compliance requirement.

The completed CAR is now presented to the Audit, Risk and Improvement Committee for review. Following the Committee's consideration, the return and any recommendations made by the Committee will be presented to Council for consideration and adoption prior to submission to the Local Government Inspector.

**Consultation Summary**

*Local*

The 2025 CAR was prepared through internal consultation with relevant Administration staff responsible for the legislative requirements addressed in the return. Officers were consulted regarding the proposed responses and supporting records to confirm the accuracy and completeness of the information provided.

*State*

Nil

**Legislative Implications**

*Local*

Nil

*State*

- *Local Government Act 1995*
    - s7.13 – provides for regulations to require local governments to carry out audits of compliance with prescribed statutory requirements.
- *Local Government (Audit) Regulations 1996*
    - Reg13 – identifies the statutory requirements against which a local government is required to undertake its annual compliance audit.
    - Reg14 – requires a local government to carry out a compliance audit for the period 1 January to 31 December each year. Following completion of the audit:
        - the Chief Executive Officer must prepare the CAR in the form approved by the Local Government Inspector;
        - the CAR must be provided to the Audit, Risk and Improvement Committee;
        - the Committee must review the return and report the results of its review, including any recommendations, to Council; and
        - council must consider the return and the Committee's review, determine whether any matters require action and adopt the return, either as presented or subject to amendments.
    - Reg 15 – following Council adoption, the local government must provide the Local Government Inspector with the adopted CAR and the required supporting documentation.
    - Reg 20 – provides that the CAR for the period 1 January to 31 December 2025 must be submitted to the Local Government Inspector by 30 September 2026, unless that deadline is extended by the Inspector.

**Policy Implications**

*Local*

Nil

*State*

Nil

**Financial Implications**

Nil

**Strategic Assessment / Implications**

*Local*

- *Council Plan 2026 - 2036*

  Outcome: *Communities Connected*

  Strategic Objective 1: *Work with the community on matters that are important to them.*

**Site Inspection**

Site inspection undertaken: Not applicable

**Environmental Consideration**
Environment consideration given: Not applicable

**Risk Assessment / Implications**

| Risk | Likelihood | Consequences | Risk Analysis | Mitigation |
|---|---|---|---|---|
| **Compliance:** Failure to appropriately review the 2025 CAR and report the results of the review to Council may result in non-compliance with the requirements of the *Local Government (Audit) Regulations 1996* and delay the adoption and submission of the return. | Unlikely | Moderate | Moderate | The CAR has been prepared through consultation with responsible Administration staff and review of relevant supporting records. The return is being presented to the ARIC for review prior to being presented to Council for consideration and adoption. The statutory submission deadline of 30 September 2026 will be monitored by Administration. |
| **Opportunity:** Review of the CAR provides the Committee with an opportunity to identify any gaps in legislative compliance, internal controls, recordkeeping or governance processes and to recommend improvements where required. | | | | |

**Officer Comment/Details**
Administration has completed the Shire of Chittering CAR for the period 1 January 2025 to 31 December 2025. The return was prepared in consultation with relevant Administration staff and supported by a review of the records and information applicable to each compliance requirement.

The completed return records 100% compliance with all applicable requirements included in the 2025 CAR, with no instances of non-compliance identified. Responses recorded as "Not Applicable" relate to legislative requirements that were not triggered during the reporting period and therefore do not represent a failure to comply.

The CAR is presented to the Audit, Risk and Improvement Committee to enable the Committee to undertake its statutory review and consider whether any matters require further comment, clarification or recommendation to Council.

Subject to the Committee's review, the CAR, together with any recommendations made by the Committee, will be presented to Council for consideration and adoption. Following adoption, the return will be signed by the Shire President and Chief Executive Officer and submitted to the Local Government Inspector, together with the required supporting documentation, by 30 September 2026.

**OFFICER RECOMMENDATION**
**Moved Cr Dewar, seconded Cr Angus**
**That Audit, Risk & Improvement Committee:**
1. **Review the Shire of Chittering Compliance Audit Return for the period 1 January 2025 to 31 December 2025, as contained in Attachment 1; and**
2. **Recommend to Council that the Shire of Chittering Compliance Audit Return for the period 1 January 2025 to 31 December 2025 be adopted.**

**CARRIED: 6 / 0**

## ITEM 6. CLOSURE

The Audit, Risk and Improvement Committee Chair closed the meeting at 4.37pm.