Shire of Cunderdin

Audit, Risk and Improvement Committee Meeting Minutes

Dear Council Member,

A meeting of the Shire of Cunderdin Audit, Risk and Improvement Committee was held on **Wednesday 19 August 2026** in the Cunderdin Shire Council Chambers, Lundy Avenue Cunderdin WA 6407, commencing at 3.48pm.

Stuart Hobley
Chief Executive Officer

19 August 2026

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1. Declaration of opening

The Independent Presiding Member declared the meeting open at 3.48pm.

The Shire of Cunderdin disclaimer was be read aloud by Presiding Member, Ms Pauline Smart.

The *Local Government Act 1995* Part 5 Division 2 Section 5.25 and *Local Government (Administration) Regulations 1996* Regulation 13.

"No responsibility whatsoever is implied or accepted by the Shire of Cunderdin for any act, omission or statement or intimation occurring during this meeting. It is strongly advised that persons do not act on what is heard at this Meeting and should only rely on written confirmation of Council's decisions, which will be provided within ten working days of this meeting".

2. Record of Attendance, Apologies and Approved Leave of Absence

2.1 Record of attendance

Councillors

Ms Pauline Smart	Independent Presiding Member
Cr A (Alison) Harris	Shire President
Cr A (Tony) Smith	Deputy Shire President
Cr B (Bernie) Daly	
Cr J (Joanne) Fulwood	
Cr T (Todd) Harris	
Cr S (Samantha) Pimlott	
Cr N (Natalie) Snooke	

In Attendance

Stuart Hobley	Chief Executive Officer
Kay Squibb	Deputy Chief Executive Officer

Guests of Council

Nil.

Members of the Public

Nil.

2.2 Apologies

Nil.

2.3 Leave of Absence Previously Granted

Nil.

3. Confirmation of the Minutes of Previous Meetings

3.1 Minutes of previous meeting held 17 June 2026

Attachment 3.1.1 – Audit Committee minutes 17 June 2026

Resolution 3.1

Moved Cr A Harris Seconded Cr S Pimlott

That the minutes of the Audit, Risk and Improvement Committee meeting held on 17 June 2026 be confirmed as a true and accurate record.

Vote – Simple majority
Carried: 8/0
For: Pauline Smart, Cr A Harris, Cr A Smith, Cr B Daly, Cr T Harris, C r J Fulwood, Cr S Pimlott, Cr N Snooke
Against: Nil

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4. Finance and Administration

4.1 Status Report

Location:	Shire of Cunderdin
Applicant:	Nil
Date:	14 August 2026
Author:	Kay Squibb, Deputy Chief Executive Officer
Item Approved by:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment 4.1.1 – ARIC Status Report

Proposal/Summary

This standing agenda item provides an update on the progress of actions arising from previous Audit, Risk and Improvement Committee (ARIC) resolutions and audit findings recorded in the Status Report.

Background

The ARIC has a role in monitoring the Shire's response to matters identified through the external audit process and ensuring that actions arising from audit findings and Committee resolutions are appropriately addressed.

To support this function, a Status Report has been developed to provide a consolidated record of audit findings and, where applicable, resolutions of the ARIC requiring follow up action.

The Status Report is intended to be maintained as a standing document and updated for each ARIC meeting. This provides the Committee with a consistent mechanism for monitoring outstanding matters and provides a clear record of progress towards addressing identified issues.

Comment

Matters identified from the 2024-2025 final audit and 2025-2026 interim audit have been included in the Status Report, with an update provided on the current status of each finding and the actions undertaken to address them.

Consultation

Stuart Hobley, Chief Executive Officer

Statutory Implications

Nil.

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

Shire of Cunderdin Strategic Community Plan 2026-2036
4. CIVIC LEADERSHIP
4.1 Implement systems and processes that meet legislative and audit obligations

Resolution 4.1

Moved Cr A Smith Seconded Cr J Fulwood

That the Audit, Risk and Improvement Committee receives the Status Report as presented.

Vote – Simple majority
Carried: 8/0
For: Pauline Smart, Cr A Harris, Cr A Smith, Cr B Daly, Cr T Harris, C r J Fulwood, Cr S Pimlott, Cr N Snooke
Against: Nil

4.2 Risk Management Report

Location:	Shire of Cunderdin
Applicant:	Nil
Date:	13 August 2026
Author:	Kay Squibb, Deputy Chief Executive Officer
Item Approved by:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment 4.2.1 – Risk Register Dashboard

Proposal/Summary

The Audit, Risk and Improvement Committee to consider a review of the status of the Risk Register.

Background

The Shire of Cunderdin Risk Management Policy, in conjunction with the components of the Shire of Cunderdin Risk Management Framework, sets out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks. All components of the Shire of Cunderdin Risk Management Framework are based on AS/NZS ISO 31000:2018 Risk Management – Guidelines.

The Risk Management Framework was adopted by the Council at the October 2021 meeting, and it is considered best practice to review this for appropriateness and effectiveness every three years. The Risk Management Framework was last reviewed in conjunction with the Audit Regulation 17 review in June 2024.

Comment

The Risk Register is a high level register of organisational systems and procedures that assists with identifying inadequacies in key controls, and provides a structured framework to assess, monitor, and manage risks across the organisation, ensuring that appropriate mitigation strategies are in place to reduce exposure and support informed decision making.

The following key controls have been identified and require staff action to either complete or actively monitor to ensure ongoing compliance and effectiveness –

Business and Community Disruptions

- Business Continuity Plan – scheduled for review during 2026/27.
- Funding options for Generator – this is complete.

Failure to fulfil Compliance requirements (statutory, regulatory)

- Three year legislative review of compliance (Reg 17) – this is scheduled to be done in the first half of 2026/27.

IT or communications systems and infrastructure

- IT Disaster Recovery Plan – the Shire's IT provider has provided a copy of the plan which was prepared in 2024/25 and it will be reviewed by staff by December 2026.
- Installation of CCTV, smoke alarm, air conditioning, digital locks and roller shutters – this is complete.

Document Management processes

- Document disaster recovery plan – scheduled to be completed in 2026/27.

Consultation
Stuart Hobley, Chief Executive Officer

Statutory Implications
Local Government Act 1995
Local Government (Audit) Regulations 1996
r17. CEO to review certain systems and procedures
(1) The CEO must review the appropriateness and effectiveness of the local government's systems and procedures in relation to the following matters —
a) financial management;
b) legislative compliance;
c) risk management.
(2) Under subregulation (1), the CEO may review any or all of the matters referred to in subregulation (1)(a) to (c) at any time but must review each of those matters not less than once in every 4 financial years.
(3) The CEO must report to the audit, risk and improvement committee the results of each review carried out under subregulation (1).

Policy Implications
Risk Management Framework
Policy 1.11 Organisational Risk Management

Financial Implications
Nil.

Strategic Implications
Shire of Cunderdin Strategic Community Plan 2026-2036
4. CIVIC LEADERSHIP
4.1 Implement systems and processes that meet legislative and audit obligations

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Resolution 4.2

Moved Cr N Snooke Seconded Cr S Pimlott

That the Audit, Risk and Improvement Committee receives the review of the Risk Register as presented.

Vote – Simple majority
Carried: 8/0
For: Pauline Smart, Cr A Harris, Cr A Smith, Cr B Daly, Cr T Harris, C r J Fulwood, Cr S Pimlott, Cr N Snooke
Against: Nil

4.3 Compliance Audit Return 2026

Location:	Shire of Cunderdin
Applicant:	Nil
Date:	13 August 2026
Author:	Kay Squibb, Deputy Chief Executive Officer
Item Approved by:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment 4.3.1 – Compliance Audit Return 2025

Proposal/Summary

The Audit, Risk and Improvement Committee to consider the Compliance Audit Return (CAR) for the 2025 year and recommend it to Council for adoption.

Background

Local governments are required to complete the CAR each year in relation to the period 1 January to 31 December.

The legislative requirements for the CAR have changed as part of the recent local government reforms, including the introduction of the Local Government Inspectorate. From 1 January 2026, the statutory requirements covered by the CAR are prescribed under amended regulation 13 of the *Local Government (Audit) Regulations 1996*.

The CAR is essentially a checklist for local governments to review their compliance with key requirements under the *Local Government Act 1995* and associated regulations. The CAR is completed by the Administration, reviewed by the Audit, Risk and Improvement Committee (ARIC), and then presented to Council for adoption. This process promotes accountability, transparency, and good governance across the sector. Once adopted by Council, the CAR must be submitted to the Local Government Inspector by 30 September 2026.

Comment

The CAR is an annual self-assessment that ensures local governments review their compliance with key legislative requirements under the *Local Government Act 1995* and associated regulations.

The CAR focuses on assessing local governments' compliance with the following legislation:

1. *Local Government Act 1995*
2. *Local Government (Administration) Regulations 1996*
3. *Local Government (Audit) Regulations 1996*
4. *Local Government (Constitution) Regulations 1998*
5. *Local Government (Elections) Regulations 1997*
6. *Local Government (Financial Management) Regulations 1996*
7. *Local Government (Functions and General) Regulations 1996*

The ARIC is to consider the CAR and make recommendation to the Council for the September 2026 Ordinary Council Meeting. The draft CAR is included as Attachment 4.3.1.

The CAR includes the following matters of non-compliance:

Local Government Act 1995
S3.16 - 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: No
Comment: All of the Shire's local laws are currently under review, and the review will be completed before December 2026

Local Government (Administration) Regulations 1996
r19DA(4) - Has the local government reviewed its corporate business plan in accordance with Admin Regulation 19DA(4)?
Response: No
Comment: Last reviewed 26/06/2024, full review of the Corporate Business Plan undertaken during 2026 and adopted 17/06/2026

r35 - 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: No
Comment: One Council member has not yet completed and passed the Council Member Essentials course, training has been arranged for 2026

Consultation
Stuart Hobley, Chief Executive Officer
Brooke Davidson, Executive Assistant

Statutory Implications
Local Government Act 1995 7.13(1)(i)
Local Government (Audit) Regulations 1996
r14. Compliance audits
(1) A local government must carry out an audit (a compliance audit) of the local government's compliance with the statutory requirements prescribed by regulation 13 for the period beginning on 1 January and ending on 31 December in each year.
(1A) Subregulation (1) is subject to regulation 15A.
(2) After a local government has carried out a compliance audit, the CEO must —
(a) prepare a compliance audit return in a form approved by the Inspector; and
(b) give a copy of the compliance audit return to the local government's audit, risk and improvement committee.
(3) The audit, risk and improvement committee must —
(a) review the compliance audit return; and
(b) report to the council the results of that review.
(4) When reporting to the council, the audit, risk and improvement committee must make any recommendations that the committee considers appropriate in relation to the compliance audit return.
(5) The council must consider the compliance audit return and the results of the audit, risk and improvement committee's review (including any recommendations) at a meeting of the council.
(6) The council must —
(a) determine if any matters raised by the audit, risk and improvement committee require action to be taken by the local government; and
(b) either —
(i) adopt the compliance audit return; or
(ii) adopt the compliance audit return subject to amendments proposed by the council.

r15. Signed compliance audit return and other information must be given to Inspector

(1) After a compliance audit return has been adopted by the council under regulation 14(6)(b), the local government must give the following information to the Inspector —

(a) a copy of the compliance audit return (or amended compliance audit return, if applicable), signed by the mayor or president and by the CEO;

(b) any recommendations made under regulation 14(4) after the audit, risk and improvement committee has reviewed the compliance audit return;

(c) a copy of the relevant section of the minutes of the meeting at which the compliance audit return was adopted by the council;

(d) any additional information explaining or qualifying the compliance audit.

(2) The information must be given to the Inspector no later than 31 March next following the period to which the return relates.

(3) The Inspector may extend the 31 March deadline.

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

Shire of Cunderdin Strategic Community Plan 2026-2036

4. CIVIC LEADERSHIP

4.1 Implement systems and processes that meet legislative and audit obligations

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Resolution 4.3

Moved Cr B Daly Seconded Cr J Fulwood

That the Audit, Risk and Improvement Committee recommends that the Council:

1. Adopts the completed 2025 Compliance Audit Return for the period 1 July 2025 to 31 December 2025 and authorises the Shire President and Chief Executive Officer to sign the joint certification for submission to the Local Government Inspectorate by 30 September 2026; and
2. Notes the matters of non-compliance identified in the Compliance Audit Return and requests that the Chief Executive Officer ensure these matters are appropriately addressed.

Vote – Simple majority
Carried: 8/0
For: Pauline Smart, Cr A Harris, Cr A Smith, Cr B Daly, Cr T Harris, C r J Fulwood, Cr S Pimlott, Cr N Snooke
Against: Nil

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5. Closure of meeting

The Shire President welcomed Pauline Smart to the Committee and thanked her for her interest in taking on the role of Independent Presiding Member.

There being no further business the Presiding Member declared the meeting closed at 3.53pm.