

SHIRE OF LEONORA



**MINUTES OF AUDIT, RISK AND IMPROVEMENT
COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS, LEONORA
ON TUESDAY 16TH JUNE, 2026
COMMENCING AT 9:37AM.**

SHIRE OF LEONORA
ORDER OF BUSINESS FOR MEETING HELD
TUESDAY 16TH JUNE, 2026.

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1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS / FINANCIAL INTEREST DISCLOSURES

1.1 The Shire President, Cr PJ Craig declared the meeting open at 9:37am.

1.2 Visitors or members of the public in attendance
Nil

1.3 Financial/Other Interest Disclosures
Nil

2.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**2.1 Attendance**

President (Chairperson)
Deputy President
Councillors

PJ Craig
RA Norrie
F Harris
AE Taylor
TM Nardone
NF Sprigg dos Santos
TD Matson
KJ Lord
AW Baxter
SC Watene

Chief Executive Officer
Manager Business Services
Manager Community Services
Executive Assistant (Minutes)

Visitors

Nil

2.2 Apologies
Nil

2.3 Leave of Absence
Nil

2.4 Applications for Leave of Absence
Councillor

CA Cotterill

COMMITTEE DECISION

Moved: Cr RA Norrie

Seconded: Cr TM Nardone

That Cr CA Cotterill be granted a leave of absence from the meeting to be held today, 16th June 2026.

CARRIED (6 VOTES TO 0)

For; Cr PJ Craig, Cr RA Norrie, Cr F Harris, Cr AE Taylor,
Cr TM Nardone, Cr NF Sprigg dos Santos

3.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

COMMITTEE DECISION

Moved: Cr RA Norrie

Seconded: Cr AE Taylor

That the minutes of the Audit, Risk and Improvement Committee Meeting held on 17 March, 2026 be confirmed.

CARRIED (6 VOTES TO 0)

*For; Cr PJ Craig, Cr RA Norrie, Cr F Harris, Cr AE Taylor,
Cr TM Nardone, Cr NF Sprigg dos Santos*

4.0 REPORTS**4.1 CHIEF EXECUTIVE OFFICER REPORTS****4.1.(A) RELATED PARTY TRANSACTIONS AND DISCLOSURES**

SUBMISSION TO: Audit, Risk and Improvement Committee Meeting
Meeting Date: 16th June 2026

AGENDA REFERENCE: 4.1.(A) JUN 26

SUBJECT: Related Party Transactions and Disclosures

LOCATION/ADDRESS: Leonora

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: 1.8

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Ty Matson

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 17th September 2025

SUPPORTING DOCUMENTS: Nil

BACKGROUND

In accordance with AASB 124 *Related Party Disclosures*, local governments must disclose in the annual financial statements related party relationships, transactions, and outstanding balances (including commitments) from 1 July 2016. Related parties include Key Management Personnel (KMP), which in the Shire of Leonora's case will include all elected members and executive staff, their close family members and any entities that they control or jointly control. The disclosure requires any transactions with these parties, whether monetary or not, to be identified and assessed whether disclosure is required or not. A disclosure may be in aggregate and will only occur where a transaction has occurred.

Regarding the disclosures, the following approach was developed in a workshop held at the June 2017 Audit and Risk Committee Meeting to ensure that management can properly address the requirements of the accounting standard:

- A procedure / guide for related party disclosures to be established, which includes the updating of returns quarterly through the Audit and Risk Committee Meetings
- Establishment of a system to identify and record related parties of KMPs
- Establishment of a system to identify and record related party relationships of KMPs
- Establishment of a system to identify and record related party transactions
- Identify 'Ordinary Citizen Transactions' (OCTs) that will not be disclosed by Council
- Create declaration forms to be completed by KMPs
- Set a materiality threshold for management to apply when assessing transactions for inclusion in the financial statements
- Identified the need for a separate workshop to be scheduled for newly elected members and
- For the Audit, Risk and Improvement Committee to recommend any changes required to the above processes

STATUTORY ENVIRONMENT

Disclosures were required from Local Government entities from 1 July 2016 in accordance with AASB 124 *Related Party Disclosures*, with the first disclosures made in the Financial Statements for the year ended 30 June 2017.

POLICY IMPLICATIONS

There are no policy implications resulting from the recommendation of this report.

FINANCIAL IMPLICATIONS

There are no financial implications resulting from the recommendation of this report that will have any detrimental effect on the Shire's finances.

STRATEGIC IMPLICATIONS

Strategic References within the Shire of Leonora Strategic Community Plan 2017-2027 demonstrate connections between services and the desired outcomes and community vision for the Shire of Leonora, particularly in relation to Governance services in this instance such as 4.1 Efficient service offerings to the community, 4.2 Effective and open engagement with all sections of the community, 4.5 Strong leadership and planning.

RECOMMENDATIONS

1. That the Audit, Risk and Improvement Committee note the approach taken and the systems established by management with regard to addressing the requirements of *AASB 124 Related Party Disclosures*.

VOTING REQUIREMENT

Simple Majority

COMMITTEE DECISION

Moved: Cr RA Norrie

Seconded: Cr F Harris

1. That the Audit and Risk Committee note the approach taken and the systems established by management with regard to addressing the requirements of *AASB 124 Related Party Disclosures*.

CARRIED (6 VOTES TO 0)

*For; Cr PJ Craig, Cr RA Norrie, Cr F Harris, Cr AE Taylor,
Cr TM Nardone, Cr NF Sprigg dos Santos*

Signed: 22 SEPTEMBER 2026

President:



AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES

16 JUNE 2026

5.0 NEXT MEETING

Tuesday 15th September 2026

6.0 CLOSURE OF MEETING

There being no further business, the Chairperson, Cr PJ Craig declared the meeting closed at 9:39am.

