



Shire of Wyalkatchem Audit and Risk Committee (ARC)

Minutes

held on Thursday 18 December 2025,

commencing at 3.01pm in the Council Chambers,

Honour Avenue, Wyalkatchem

Regulation 16 of the Local Government (Audit) Regulations 1996 states that:

“An audit committee —

***a)** is to provide guidance and assistance to the local government —*

- i.** as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and*
- ii.** as to the development of a process to be used to select and appoint a person to be an auditor; and*

***b)** may provide guidance and assistance to the local government as to —*

- i.** matters to be audited; and*
- ii.** the scope of audits; and*
- iii.** its functions under Part 6 of the Act; and*
- iv.** the carrying out of its functions relating to other audits and other matters related to financial management; and*

***c)** is 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.”*

Preface

When the Chief Executive Officer approved these Minutes for distribution they are in essence “*Unconfirmed*” until the following Audit and Risk Management Meeting where the minutes are to be confirmed subject to any amendments.

The “*Confirmed*” Minutes are then signed off by the Presiding Member.

Unconfirmed Minutes

These unconfirmed minutes were approved for distribution on the 19 December 2025

A handwritten signature in black ink, appearing to read 'Ian McCabe', is positioned above the printed name.

Ian McCabe
Acting Chief Executive Officer

TABLE OF CONTENTS

1. DECLARATION OF OPENING	4
2. PUBLIC QUESTION TIME	4
3. ATTENDANCE /APOLOGIES/LEAVE OF ABSENCE	4
4. DECLARATIONS OF INTEREST	4
5. ANNOUNCEMENT BY THE PRESIDING PERSON WITHOUT DISCUSSIONS	4
6. CONFIRMATION AND RECEIPT OF MINUTES	4
6.1. CONFIRMATION OF MINUTES.....	4
6.1.1. AUDIT AND RISK COMMITTEE MEETING – 18 SEPTEMBER 2025	4
7. MATTERS REQUIRING A COMMITTEE DECISION.....	5
7.1. CORPORATE SERVICES REPORTS	5
7.1.1. ANNUAL REPORT AND FINANCIAL STATEMENTS.....	5
8. CLOSURE OF THE MEETING	6

1. DECLARATION OF OPENING

Cr Stratford declared the meeting open at 3:01pm.

2. PUBLIC QUESTION TIME

Public question time opened at 3:01pm

There were no members of the public.

Public question time closed at 3:01pm

3. ATTENDANCE /APOLOGIES/LEAVE OF ABSENCE

3.1 Attendance

Cr Mischa Stratford

Cr Christy Petchell

Cr Christopher Loton

Cr Tracy Dickson

Cr Rod Lawson Kerr

Cr Justin Begley

Cr Stephen Gamble

Ian McCabe

Claire Trenorden

Acting Chief Executive Officer

Manager Corporate Services

3.2 Apologies

Nil

3.3 Leave of Absence

Nil

4. DECLARATIONS OF INTEREST

Nil

5. ANNOUNCEMENT BY THE PRESIDING PERSON WITHOUT DISCUSSIONS

Nil

6. CONFIRMATION AND RECEIPT OF MINUTES

6.1. CONFIRMATION OF MINUTES

6.1.1. AUDIT AND RISK COMMITTEE MEETING – 18 SEPTEMBER 2025

Minutes of the Shire of Wyalkatchem Audit and Risk Committee Meeting held on Thursday 18 September 2025. (Attachment 6.1.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COMMITTEE RESOLUTION:

(08/2025) Moved: Cr Petchell

Seconded: Cr Dickson

That the minutes of the Shire of Wyalkatchem Audit and Risk

Committee Meeting held on Thursday 18 September 2025 (Attachment 6.1.1) be confirmed as a true and correct record.

CARRIED 7/0

***Voted for: Cr Petchell, Cr Stratford, Cr Begley, Cr Loton, Cr Gamble,
Cr Lawson Kerr, Cr Dickson***

7. MATTERS REQUIRING A COMMITTEE DECISION

7.1. CORPORATE SERVICES REPORTS

7.1.1. ANNUAL REPORT AND FINANCIAL STATEMENTS

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 December 2025
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 7.1.1 – 2024 / 25 Annual Report and Financial Statements for the period ending 30 June 2025

SUMMARY

The Audit Committee is requested to endorse and recommend to Council to accept the 2024 / 25 Annual Report and Financial Statements for the period ending 30 June 2025.

BACKGROUND

In accordance with Section 5.54(1) of the *Local Government Act 1995* Council is required to prepare and accept the Annual Report for each financial year no later than 31 December after that financial year.

COMMENT

The final audit of Council's finances and operations commenced 25 September 2025. The final audit report from the Office of the Auditor General was received by the Shire on Friday 28 November 2025.

Council is required to accept the Annual Report and select a date for the Electors meeting that is no more than 56 days from the acceptance of the annual report. The Electors meeting time and date is also required to be advertised for 14 days.

The date of the Electors Meeting has been set for Thursday 12 February 2026 at 6:00pm and Public Notice has been given. This date is 56 days following the proposed acceptance of the Annual Report.

Public Notice of the Annual Electors Meeting and availability of the Annual Report will be displayed on public notice boards, Wylie Weekly and advertised on Council's Website and via social media. In addition, residents can request a copy to be mailed to them or view a copy at the Shire Office.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 5.54(1)

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

Advertising, printing and posting costs included in the 2025/2026 budget.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before the Council generally accords with the Shire's desired outcome, as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

Pillar 4 Civic Leadership	Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls
Goal No.	GOAL 11. High standard of governance
11.3	Ongoing long term financial planning and transparent financial management

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/COMMITTEE RESOLUTION:

(09/2025) Moved: Cr Begley

Seconded: Cr Petchell

That Audit and Risk Management Committee;

- 1. Accepts the Annual Report and Financial Statements for the year ended 30 June 2025 as provided for in attachment 7.1.1.*

That the Audit and Risk Committee recommends that Council;

- 1. Accepts the Annual Report and Financial Statements for the year ended 30 June 2025.*
- 2. Holds a General Meeting of Electors on the 12 February 2026 commencing at 6pm in the Shire of Wyalkatchem Council Chambers.*

CARRIED 7/0

***Voted for: Cr Petchell, Cr Stratford, Cr Begley, Cr Loton, Cr Gamble,
Cr Lawson Kerr, Cr Dickson***

8. CLOSURE OF THE MEETING

There being no further business, Cr Stratford closed the meeting at 3.04pm.