



## **MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 18 September 2025**

**Council Chambers**

**Honour Avenue**

**Wyalkatchem**

**Commencement: 3.30pm**

**Closure: 3.34pm**

*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 Committee Meeting, where the minutes will 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 23 September 2025.



Ian McCabe

**Acting Chief Executive Officer**

### **DISCLAIMER**

*No responsibility whatsoever is implied or accepted by the Shire of Wyalkatchem 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 days of this meeting.*

## **DISCLOSURE OF INTEREST**

Councillors and staff are reminded of the requirements of section 5.65 of the *Local Government Act 1995*, to disclose any interest or perceived interest in any matter to be discussed during a meeting, and also the requirement to disclose any item affecting impartiality.

### Financial Interest:

Under section 5.60A of the *Local Government Act 1995*, a person is said to have a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the Local Government in a particular way, result in a financial gain, loss, benefit or detriment for the person.

### Proximity Interest:

Under section 5.60B of the *Local Government Act 1995*, a person is said to have a proximity interest in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development of land that adjoins the person's land.

### Impartiality Interest:

As per the Shire of Wyalkatchem Code of Conduct for Council Members, Committee Members, and Candidates for Election, and to maintain transparency, it is important to disclose all interests, including impartiality interests which include interests arising from kinship, friendship and membership of associations. If it is possible that your vote on a matter may be perceived as impartial, you should disclose your interest. Having disclosed the interest, you may declare your objectivity on the matter, and remain in the Chamber, and chair, or move/second, speak and vote on the matter.

### Disclosing an Interest:

Disclosures must be made, in writing, to the Chief Executive Officer prior to the meeting, or prior to consideration of the item in which an interest exists.

If you disclose a Financial or Proximity Interest, you must leave the room while the matter is discussed and voted on. Only after a decision has been reached may you return to the meeting, at which time the Presiding Person will inform you of Council's decision on the matter.

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**1. DECLARATION OF OPENING**

The Presiding Member Cr Petchell declared the meeting open at 3.30pm

**2. PUBLIC QUESTION TIME**

**2.1. Response to Public Questions Previously Taken on Notice**

Nil

**2.2. Declaration of Public Question Time opened**

Nil

**2.3. Declaration of Public Question Time closed**

Nil

**3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE**

**3.1. Attendance**

Cr Christy Petchell	Presiding Member
Cr Justin Begley	Deputy Presiding Member
Cr Mischa Stratford	
Cr Christopher Loton	
Cr Tracy Dickson	
Cr Rod Lawson Kerr	
Cr Owen Garner	
Ian McCabe	Acting Chief Executive Officer
Claire Trenorden	Manager Corporate Services
Maddison Sumpton	Governance Officer

**3.1. Visitors**

Nil

**3.2. Apologies**

Nil

**3.3. Approved Leave of Absence**

**3.4. Applications for Leave of Absence**

Nil

**4. DECLARATIONS OF INTEREST**

**5. ANNOUNCEMENT BY THE PRESIDENT PERSON WITHOUT DISCUSSIONS**

**6. CONFIRMATION AND RECEIPT OF MINUTES**

**6.1. Confirmation of Minutes**

**6.1.1. Audit and Risk Committee Meeting – 4 September 2025**

Minutes of the Shire of Wyalkatchem Audit and Risk Committee Meeting held on Thursday 4 September 2025. (Attachment **Error! Reference source not found.**)

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL RESOLUTION:**

**(05/2025) Moved: Cr Garner Seconded: Cr Stratford**

*That the minutes of the Shire of Wyalkatchem Audit and Risk Committee Meeting held on Thursday 4 September 2025. (Attachment **Error! Reference source not found.**) be confirmed as a true and correct record.*

**CARRIED 7/0**

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

## **7. MATTERS REQUIRING A COMMITTEE DECISION**

### **7.1. OFFICE OF AUDITOR GENERAL CORRESPONDENCE**

#### **7.1.1. STATUTORY REPORTING DEADLINE**

Applicant:	Not Applicable
Location:	Not Applicable
Date:	10 September 2025
Reporting Officer:	Ian McCabe Acting Chief Executive Officer
Disclosure of Interest:	No interest to disclose (interest in common)
File Number:	4.1 Audit; 4.14.1 Policy Manual
Attachment Reference:	1. Letter dated 5 September 2025 from the 'OAG'.

## **BACKGROUND**

The Local Government Act 1995 requires the local government to accept the annual report for a financial year no later than 31 December after that financial year.

## **COMMENT**

The Local Government Act 1995 requires the local government to accept the annual report for a financial year no later than 31 December after that financial year. This means the annual report for the year ended 30 June 2025 is to be accepted the local government (Council) by 31 December 2025 (s. 5.54 (1)).

That same section provides that should the auditor's report not be available by 31 December, the local government is to accept the annual report 'no later than 2 months after the auditor's report becomes available' (s. 5.54 (2)).

This local government is proceeding on the basis that the annual report is prepared and accepted prior to 31 December.

The Office of Auditor-General (OAG) prepares reports for Parliament on a range of financial and performance matters. There has been a degree of controversy around the cost of OAG managed audit to local governments and in some cases the delayed completion of audit. It is part of OAG remit to pursue timely and professional statutory and other audits that result in a fair application of standards to provide assurance to council and the (wider) community. This includes government.

In this way, the community at large will have assurance that local governments are performing to expectation; that they allocate resources in a manner that promotes equitable and prudent stewardship; that results in improved delivery of service; and manages risk to avoid waste, loss and fraud.

The new report by the OAG will highlight those local governments that are inefficient (if well resourced) or operationally challenged and reliant on external resources (if less well resourced).

## **STATUTORY ENVIRONMENT**

Local Government Act 1995, Part 5 Division 5 Annual Reports and planning.

## **POLICY IMPLICATIONS**

Policy 2.6 'Significant accounting policies' compiles a large number of financial activities and applies dates and legislative references which are subject to change. The policy should be reviewed and possibly de-compiled into more than one policy statement; for example, audit and budget are distinct activities with particular outcomes.

## **FINANCIAL IMPLICATIONS**

There is no direct financial implication to this item.

## **RISK IMPLICATIONS**

Risk is the effect of uncertainty on meeting business objectives. This item provides for reduced uncertainty by setting business objectives and making them known.

## **COMMUNITY AND STRATEGIC OBJECTIVES**

This item applies across all areas of local government activity.

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER RECOMMENDATION/COUNCIL RESOLUTION:**

***(06/2025) Moved: Cr Lawson Kerr    Seconded: Cr Begley***

***That Committee:***

- 1. Receive the correspondence titled 'Strengthening Timeliness and Transparency in Local Government Financial Audits.'***

***CARRIED 7/0***

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



## **7.2. RISK REPORTING**

### **7.2.1. RISK MANAGEMENT AND REPORTING**

Applicant:	Not Applicable
Location:	Not Applicable
Date:	10 September 2025
Reporting Officer:	Ian McCabe Acting Chief Executive Officer
Disclosure of Interest:	No interest to disclose (interest in common)
File Number:	27.06 Risk Management - Reporting
Attachment Reference:	NIL

### **BACKGROUND**

Risk is the effect of uncertainty on business objectives. Lowered levels of resources and an absence of internal control mechanisms may result in adverse risk outcomes.

### **COMMENT**

Section 3.1 (1) of the Local Government Act 1995 states that local government has a general function 'to provide good government of the persons in its district'. At various other places within the Act the phrase 'good government' is used but not defined; however, good could mean transparent, efficient, accountable, responsive, inclusive. To ascertain whether the local government is meeting section 3.1 and other legislated outcomes, such as the Strategic Community Plan, criteria need to be established, measurement taken and reporting provided.

Risk is the effect of uncertainty on business objectives. Lowered levels of resources and an absence of internal control mechanisms may result in adverse risk outcomes. The Shire of Wyalkatchem has risk management policy (3.1) and risk is an element of all operational and strategic decision making.

It is recommended that regular risk reporting form part of the work of this Committee. Primary responsibility for risk assessments as they relate to service delivery, employee performance and inputs to organisational reporting will lie with the CEO. However, organisational level reporting and strategic decisions should like with Council (and where appropriate, this Committee). There will be alignment with audit processes and in strategic planning.

Appropriate risk management and reporting will remove uncertainty and support the provision of good government.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995, Part 3 Division 1, s. 3.1; schedule 9.3 Division 7 cl. 69, Audit Risk and Improvement committees.

#### **POLICY IMPLICATIONS**

Policy 3.1 Risk Management; various references throughout the Policy Manual.

#### **FINANCIAL IMPLICATIONS**

There is no direct financial implication to this item.

#### **RISK IMPLICATIONS**

Risk is the effect of uncertainty on meeting business objectives. This item provides for reduced uncertainty by setting business objectives and making them known.

#### **COMMUNITY AND STRATEGIC OBJECTIVES**

This item applies across all areas of local government activity.

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICER RECOMMENDATION/COUNCIL RESOLUTION:**

*(07/2025) Moved: Cr Dickson*

*Seconded: Cr Lawson Kerr*

*That Committee:*

- 1. Recommend to Council and the Acting CEO that risk assessment and reporting be developed to reflect organisational need and support the audit function.*

**CARRIED 7/0**

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

#### **8. NEXT MEETING**

The date of the next meeting is to be 18 October 2025.

#### **9. CLOSURE OF THE MEETING**

There being no other business to attend to, the Presiding Member Cr Petchell closed the meeting at 3.34pm