



UNCONFIRMED MINUTES

Audit Risk and Improvement Committee Meeting



Meeting held in Council Chambers at
15 Maddock Street, Mukinbudin
Commencing at 11.30am Tuesday 19th August 2025

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Please note that all meetings are audio recorded and published on the Shire's website for public access.

In particular, it should be noted that in discussions pertaining to planning applications or license applications, any statements or implications of approval made by members or officers of the Shire of Mukinbudin during meetings should not be construed as official notice of approval from the Shire of Mukinbudin. The Shire of Mukinbudin advises that individuals with pending applications must obtain written confirmation of the application's outcome and should only rely on such written confirmation, including any attached conditions determined by the Shire of Mukinbudin.

Ethical Decision Making and Conflicts of Interest:

Council adheres to a code of conduct and ensures that all decisions are based on an honest assessment of the matter, ethical decision-making, and personal integrity. Councillors and staff members comply with statutory requirements to disclose financial, proximity, and impartiality interests. Once declared, they abide by the relevant legislation.



Tanika McLennan
CHIEF EXECUTIVE OFFICER

7.1B. Delegation of some powers and duties to audit committees

- (1) Despite section 5.16, the only powers and duties that a local government may delegate* to its audit committee are any of its powers and duties under this Part other than this power of delegation.

** Absolute majority required.*

- (2) A delegation to an audit committee is not subject to section 5.17.

[Section 7.1B inserted by No. 49 of 2004 s. 5.]

7.1C. Decisions of audit committees

Despite section 5.20, a decision of an audit committee is to be made by a simple majority.

[Section 7.1C inserted by No. 49 of 2004 s. 5.]

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Agenda of the Audit, Risk and Improvement Committee Meeting held in Council Chambers, Maddock Street, Mukinbudin on Tuesday 19th August 2025.

1. Declaration of Opening

- 1.1 The Shire President declared the Meeting open at 11.30am

2. Record of attendance, apologies and approved leave of absence

- 2.1 Present:
- | | |
|------------------|------------------|
| Cr Gary Shadbolt | President |
| Cr Abi Farina | Deputy President |
| Cr G Bent | |
| Cr C McGlashan | |
| Cr S Ventris | |
| Cr A Walker | |
- 2.2 Staff:
- | | |
|-----------------|--------------------------------|
| Tanika McLennan | Chief Executive Officer |
| Renee Jenkin | Deputy Chief Executive Officer |
- 2.3 Apologies:
- 2.5 Visitors:
- | | |
|----------------|-----------------------------|
| Tanya Browning | Moore Australia (via Teams) |
|----------------|-----------------------------|
- 2.6 Gallery:
- Nil

3. Confirmation of the Minutes of previous meetings

- 3.1 Confirmation of Minutes for the Audit Committee Meeting of Council held on 22nd July 2025.

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Committee Decision Number – 01 08 2025

Moved: Cr Walker

Seconded: Cr Farina

That the Minutes of the Audit Risk and Improvement Committee Meeting, held on 22nd July 2025 be accepted as a true and correct record of proceedings.

Carried 6 / 0

4. Matters for which the meeting may be closed

Nil

5. Reports of Committees and Officers

5.1 Review Of Financial Management, Risk Management, Legislative Compliance And Internal Controls	
Location:	Mukinbudin
File Ref:	ADM 289
Applicant:	Tanika McLennan – Chief Executive Officer
Date:	5 th August 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan – Chief Executive Officer
Author:	Tanika McLennan – Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Financial Management and Audit Regulation 17 Review - July 2025 - Final Report

If Councillors have any questions regarding the findings, please direct them to the Manager of Corporate Services to allow time for a researched and informed response to be provided.

Summary

The Shire engaged Moore Australia WA to assist the CEO in conducting a triennial review of the Shire's financial management, risk management, internal controls, and legislative compliance systems. The review was undertaken in May 2025, with the final report completed in July 2025. The Audit, Risk & Improvement Committee is requested to receive the CEO's report and forward it to Council in line with legislative obligations.

Background Information

During 2024, the Shire requested quotes from appropriate consultants to assist the CEO to perform reviews required by legislation, relating to the appropriateness and effectiveness of financial management, risk management, legislative compliance systems and processes as required by legislation. Moore Australia WA were engaged to assist with this service and attended the Shire from 5 to 7 May 2025 to perform the required fieldwork and prepare a report to assist the CEO in reporting the results of the reviews performed. The review and associated consulting and advisory services were finalised in July 2025.

Officer Comment

The tabled report includes details of matters noted during the review, as well as improvements to be considered by the Shire and comments from the executive team in response to some findings. A risk assessment working document, summarising the findings and improvements noted within the report has been prepared for internal use by the executive. This risk assessment working document may assist with future status reports for the Shire as improvements are implemented and completed by responsible officers.

Strategic & Social Implications

Pillar 4: Civic Leadership

- Outcome 11 – Compliant governance and responsible financial management
 - Strategy 11.1 – Ensure compliance with statutory requirements
 - Strategy 11.3 – Decision-making of Council is supported by up-to-date and clear policies and procedures
 - Strategy 11.6 – Promote a culture of continuous improvement and integrity

Consultation

Tanika McLennan – Chief Executive Officer

Tanya Browning – Moore Australia

Lucia Scari – Manager Corporate Services

Renee Jenkin – Deputy Chief Executive Officer

Juliet Nixon – Finance Officer

Statutory Environment

Local Government (Audit) Regulations 1996 – Regulation 17

In accordance with Regulation 17 of the Local Government (Audit) Regulations 1996, made under the *Local Government Act 1995 (WA)*, the CEO is required to review the appropriateness and effectiveness of the Shire's risk management, internal control, and legislative compliance systems and procedures at least once every three years.

Local Government (Audit) Regulations 1996 – Regulation 5

Additionally, under Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996, also made pursuant to the *Local Government Act 1995 (WA)*, the CEO must undertake a review of the Shire's financial management systems and procedures to assess their appropriateness and effectiveness every three years.

The outcomes of the reviews relating to risk management, internal controls, and legislative compliance must be reported by the CEO to the Audit & Risk Committee. The Audit & Risk Committee is then required to review the CEO's report and provide a report to the Council, which must include a copy of the CEO's original report as an attachment.

Policy Implications

The Risk Management Policy outlines the Shire's commitment and approach to managing risks impacting on day-to-day operations and the delivery of strategic objectives.

Financial Implications

Provision was included in the 2024/25 Adopted Budget for Moore Australia WA to assist the CEO with undertaking the required review appropriateness and effectiveness of financial management, risk management, legislative compliance systems and processes.

Ms Tanya Browning departed the meeting at 12.05pm and did not return.

OFFICER RECOMMENDATION

Council Decision Number – 02 08 2025

Moved: Cr Ventriss

Seconded: Cr McGlashan

That the Audit, Risk & Improvement Committee:

- 1. Receive the attached report by the CEO detailing the results of the Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls; and**
- 2. Report to the Council the results of the CEO's report by providing a copy of the finalised Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls.**

Carried 6 / 0

6. Closure of Meeting

The Chairperson thanked Elected Members and Staff for attending and declared the meeting closed at 12.06pm.