



UNCONFIRMED MINUTES

AUDIT COMMITTEE

**Council Chambers
24-26 Richmond Street Nyabing**

Wednesday 13 August 2025

Commencement: 4:30 pm

AGENDA
13 August 2025

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS2

2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE2

3. DISCLOSURES OF INTEREST2

4. CONFIRMATION AND RECEIVING OF MINUTES / BUSINESS ARISING3

4.1 Audit Committee Meeting – 19 March 20253

5. OFFICER REPORTS4

5.1 Presentation of three-yearly Financial Management Review for the period ended
30 June 20254

6. MEETING CLOSED5

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member, Mrs Rachel Kirby, declared the Audit Committee meeting of 13 August 2025 open at 4:28 pm.

2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

Members attending in person:

Rachel Kirby	Independent Member (Presiding)
Cr Kate Johnston	Member
Cr Darren Gray	Member
Cr Greg Hobley	Member

Members with approved electronic attendance:

Nil

Staff in attendance:

Christie Smith, Chief Executive Officer
Jenni Dolan, Acting Deputy Chief Executive Officer

Apologies:

Nil

Leave of absence:

Nil

3. DISCLOSURES OF INTEREST

Section 5.65 and 5.70 of the *Local Government Act 1995*

Elected Member or officer, who has an interest in any matter for discussion and attends a Committee/Council Meeting, must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting, or at the meeting prior to discussion on the matter.

An Elected Member who makes a disclosure under section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during, any discussion or decision-making procedure relating to the matter, unless allowed by the Committee/Council. If the Committee/Council allow an Elected Member to speak, the extent of that interest must be stated.

- Declaration of Financial Interests:
- Declaration of Proximity Interests:

Clause 22 – Code of Conduct for Council Members, Committee Members and Candidates

A Council Member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest in a written notice given to the CEO before the meeting or at the meeting immediately before the item is discussed.

An interest for the purposes of the Code of Conduct means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- Declaration of Impartiality Interests:

4. CONFIRMATION AND RECEIVING OF MINUTES / BUSINESS ARISING

4.1 Audit Committee Meeting – 19 March 2025

OFFICER RECOMMENDATION

Moved Cr Johnston/ Seconded Cr Gray

That the minutes of the Audit Committee meeting of the Shire of Kent held in the Nyabing Council Chambers on 19 March 2025 be confirmed as a true and accurate record of the meeting.

CARRIED

For: Mrs Kirby, Cr Johnston, Cr Gray, Cr Hobley

Against: Nil

5. OFFICER REPORTS

5.1 Presentation of three-yearly Financial Management Review for the period ended 30 June 2025

Author:	Jenni Dolan, Finance Coordinator
Location:	N/A
File No:	FIN.238
Voting Requirements:	Simple Majority
Attachments:	5.1 Attachment 1 – Regulation 5(2)(c) Financial Management Review Final Report 5.1 Attachment 2 – Regulation 17 Review Final Report

OFFICER RECOMMENDATION

Moved Cr Hobley/ Seconded Cr Johnston

That the Audit and Risk Committee note the results of the Chief Executive Officer's three-yearly Financial Management Review of the appropriateness and effectiveness of financial management systems and procedures and risk management, internal controls and legislative compliance processes, in accordance with *Local Government (Financial Management) Regulations 1996 Regulation 5* and *Local Government (Audit) Regulations 1996 Regulation 17*, forming Attachment 1 and Attachment 2 to this report, and recommends to Council that they receive the June 2025 Financial Management Review.

CARRIED

For: Mrs Kirby, Cr Johnston, Cr Gray, Cr Hobley

Against: Nil

Purpose

The Audit and Risk Committee and Council are requested to note the Chief Executive Officer's three-yearly review of the appropriateness and effectiveness of financial management systems and procedures, and risk management, internal controls and legislative compliance processes.

Background

Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* requires that the Chief Executive Officer of a local government is to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every three financial years) and report to the local government the results of those reviews.

Regulation 17(1), (2) and (3) of the *Local Government (Audit) Regulations 1996* requires that the Chief Executive Officer of a local government is to undertake a review of risk management, internal controls and legislative compliance processes at least once every three financial years and report to the local government the results of those reviews

Australian Audit was engaged to undertake both the Regulation 5 Financial Management Review and the Regulation 17 Risk Management, Legislative Compliance and Internal Controls Review for the period ended 30 June 2025. Representatives of Australian Audit,

Santo Casilli and David Loo carried out the review in accordance with Australian Auditing Standard ASAE 3000 – *Assurance Engagement other than Audits or Reviews of Historical Financial Information*. The previous review was completed in 2022.

Comment

The reports tabled outline the work undertaken and includes Australian Audit's findings and proposed recommendations, together with the Shire's management comments.

Financial Management Review (Reg. 5)

The financial management systems within the Shire were found to be satisfactory overall. However, the review identified several opportunities for improvement. Specifically, it outlined six low-risk issues and five observations, with no high- or medium-risk items reported.

Review of Legislative Compliance, Internal Control and Risk Management Systems (Reg. 17)

The Reg. 17 report includes both positive observations and areas for improvement for each key area. It identifies five medium-risk issues, two low-risk issues, and three observations, with no high-risk items noted.

Statutory Implications

Local Government Act 1995

Local Government (Audit) Regulations 1996 Regulation 17

Local Government (Financial Management) Regulations 1996 Regulation 5(2)(c)

Policy Implications

Nil

FINANCIAL IMPLICATIONS

Possible expenses in future financial years may be required if consultants are engaged to assist in completing action items.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2023 - 2033

Civic Leadership Strategic Priorities – Proactive and well governed Shire

Risk Implications

N/A

6. MEETING CLOSED

There being no further business, the Presiding Member, Mrs Rachel Kirby, declared the meeting closed at 4:46 pm.