



Published Minutes

Audit, Risk and Improvement Committee Meeting

Monday, 24 November 2025

Date:	Monday 24 November 2025
Time:	6:00pm
Location:	By electronic means
Distribution Date:	Tuesday 25 November 2025



**Shire of Ashburton
Audit, Risk and Improvement Committee Meeting**

The Chief Executive Officer recommends the endorsement of these minutes at the next Audit, Risk and Improvement Committee Meeting.

Keith Woodward PSM
Chief Executive Officer
25 November 2025

These minutes were confirmed by Council as a true and accurate record of proceedings at the Audit, Risk and Improvement Committee Meeting held on Monday, 24 November 2025.

Presiding Member

Date

09/12/2025

Disclaimer

The Shire of Ashburton warns anyone who has an application lodged with Council must obtain, and should only rely on, written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by Council in respect of the application. No responsibility whatsoever is implied, or accepted, by the Shire of Ashburton for any act, omission, statement, or intimation occurring during a Council meeting.

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1 Declaration Of Opening

The Presiding Member declared the meeting open at 6:00pm.

1.1 Acknowledgement Of Country

As representatives of the Shire of Ashburton Council, we respectfully acknowledge the local Indigenous people, the traditional custodians of this land where we are meeting upon today and pay our respects to them and all their elders past and present.

2 Announcement Of Visitors

Nil

3 Attendance

3.1 Present

Independent Member:	Mr D Vo	Deputy Presiding Member
Elected Members:	SP A Smith Cr L Rumble JP Cr K Day Cr B Healy	Shire President Paraburdoo Ward Tom Price Ward Tom Price Ward
Observers:	Cr C Rogers	Tom Price Ward
Employees:	K Woodward C McGurk D Kennedy G Harris J Bray J Rouse M Malinowska	Chief Executive Officer Director Community Development Director Corporate Services Director Infrastructure Services Manager Governance Governance Officer Council Support Officer
Guests:	Nil	
Members of Public:	There were no members of the public in attendance at the commencement of the meeting.	
Members of media:	There were no members of the media in attendance at the commencement of the meeting.	

3.2 Apologies

Mr S Brown Independent Presiding Member

Cr A Sullivan Paraburdoo Ward

3.3 Approved Leave Of Absence

Nil

4 Declaration By Members

4.1 Due Consideration By Elected Members To The Agenda

Elected Members noted they have given due consideration to all matters contained in this agenda.

4.2 Declaration Of Interest

A member who has an Impartiality, Proximity or Financial interest in any matter to be discussed at this meeting must disclose the nature of the interest either in a written notice, given to the Chief Executive Officer, prior to the meeting, or at the meeting immediately before the matter is discussed.

A member who makes a disclosure in respect to an interest must not preside at the part of the meeting which deals with the matter, or participate in, or be present during any discussion or decision-making process relative to the matter, unless the disclosing member is permitted to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

The following declarations of interest are disclosed –

Nil

5 Confirmation Of Minutes

5.1 Confirmation Of Previous Minutes

5.1.1 Minutes Of The Audit and Risk Management Committee Meeting Held On 19 August 2025

Committee Decision

Moved Cr L Rumble JP

Seconded SP A Smith

That the Minutes of the Audit and Risk Management Committee Meeting held 19 August 2025 (Item 5.1.1 Attachment 1) be confirmed as a true and accurate record.

For: A Smith, L Rumble JP, K Day, B Healy and D Vo

Against: Nil

Carried 5/0

6 Public Agenda Items

6.1 Audit Report 2024/2025

File Reference	FM09
Applicant or Proponent(s)	Not Applicable
Author	D Kennedy, Director Corporate Services
Authorising Officer	K Woodward, Chief Executive Officer
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	<ol style="list-style-type: none"> 1. Financial Report - 2024/25 Shire of Ashburton 2. Independent Auditor's Report 2024/25 3. Management Letter - Financial Audit 2024/25

Report Purpose

The purpose of this report is to present to the Audit, Risk and Improvement Committee (ARIC) the 2024/2025 Annual Financial Report and Audit Report provided by the Office of the Auditor General (OAG).

The ARIC is requested to endorse and recommend the Annual Financial Report and Auditors Report for the 2024/2025 financial year to Council for adoption.

Background

Council is required to prepare a financial report and present it to the Council's auditor by 30 September each year. This has been completed by officers with the Annual Financial Report and Independent Audit Report presented at Attachments 1 and 2. (Note the Independent Audit Report will be provided by the OAG prior to the meeting scheduled to commence at 6.00pm on Monday 24 November 2025)

The *Local Government Act 1995* (Act) requires that the audit report be examined by the local government to determine if any matters raised in the report require action to be taken. After considering the audit report, the local government is to prepare a report on any actions to be taken in response to the audit report and to forward a copy of that report to the Minister for Local Government.

Comments

Council has received an unqualified or "clean" audit report from the OAG with the opinion stating that:

"In my opinion, the financial report is:

- based on proper accounts and records*
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2025 and its financial position as at the end of that period*
- in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards."*

Management Letter – Financial Audit (Attachment 3)

Each year, the OAG issues a Management Letter of findings that have the potential to impact future audit opinions if not addressed. This provides the opportunity for management to focus control improvement efforts during the coming year.

The 2024/2025 audit confirms continued strong progress in the Shire's financial management with clearance of historical items and a reduction in the number and severity of findings. This is displayed in the table below

Rating	2020/21	2021/22	2022/23	2023/24	2024/25
Significant	5	8	5	1	0
Moderate	4	2	1	3	1
Minor	0	1	1	0	1
Total	9	11	7	4	2

The 2024/2025 Financial Management letter contains only two items. One was a complete oversight in the capitalisation of a large, gifted asset (property) and the other relating to the accuracy of supporting asset data for asset additions.

The findings and recommendations have been reviewed by management and management comments are provided for within the report addressing each finding raised. The outstanding findings will actively form part of the 2025/26 internal audit program.

Management Letter – IT General Controls – Nil findings

The OAG is progressively completing an IT General Controls audit of all local governments. The Shire was one of the first local governments to go through this process in 2021.

Limited progress had been made to address the outstanding issues until July 2023 when the Shire engaged external assistance to plan improvements in all these areas.

Efforts by staff during 2024/2025 have been exceptional with all outstanding issues cleared and no new findings raised. The Shire is one of only a few local governments to have achieved a clean ITGC audit.

Planning is also underway for the Shire to complete an Australian Signals Directorate Essential 8 maturity assessment in 2026. Staff are optimistic that the Shire may have achieved maturity level 2 which would provide further assurance in this increasingly complex area.

The rapid improvement in IT General controls is displayed below:

Rating	2020/21	2021/22	2022/23	2023/24	2024/25
Significant	1	2	2	0	0
Moderate	6	7	4	0	0
Minor	0	0	2	0	0
Total	7	9	8	0	0

Consultation

Executive Leadership Team
 Office of the Auditor General
 RSM Australia
 Finance Team
 Governance Team
 Media and Communications Team

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	4. Performance - We will lead the organisation, and create the culture, to deliver demonstrated performance excellence to the community.
Strategic Outcome	4.2 Appropriate, sustainable, and transparent management of community funds
Strategy	4 Ensure financial transactions are accurate and timely.

Council Policy

Nil

Financial ImplicationsCurrent Financial Year

Nil

Future Financial Year(s)

Nil

Legislative Implications

The statutory implications associated with this item are contained within the *Local Government Act 1995*, section 7.8A – section 7.12AE and the *Local Government (Audit) Regulations 1996*

Risk Management

Risk has been assessed against the Shire of Ashburton Risk Management Framework.

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	2024/2025 Annual Financial Report and Independent Audit Report are not accepted within the prescribed timeframe.	Rare (1)	Minor (2)	Moderate (5-9)	Accept the officer's recommendation.

Based on the inherent risk rating and risk treatments, the residual risk to the Shire is considered to be low.

Voting Requirements

Simple Majority

Officer Recommendation

That the Audit, Risk and Improvement Committee:

1. Receives the 2024/2025 Annual Financial Report including the Independent Audit Report, as detailed in Attachments 1 and 2; and
2. Recommends that Council adopt the 2024/2025 Annual Financial Report and Independent Audit Report, as detailed in Attachments 1 and 2.

Committee Decision

Moved Cr L Rumble JP

Seconded SP A Smith

That the Audit, Risk and Improvement Committee:

1. **Receives the 2024/2025 Annual Financial Report including the Independent Audit Report, as detailed in Attachments 1 and 2; and**
2. **Recommends that Council adopt the 2024/2025 Annual Financial Report and Independent Audit Report, as detailed in Attachments 1 and 2.**

For: A Smith, L Rumble JP, K Day, B Healy and D Vo

Against: Nil

Carried 5/0

7 New Business Of An Urgent Nature Introduced By Council Decision

Nil

8 Next Meeting

The next Audit, Risk and Improvement Committee Meeting will be held at 8:30am on Tuesday 9 December 2025 at Council Chambers, Onslow Shire Complex, Second Avenue, Onslow.

9 Closure Of Meeting

There being no further business, the Presiding Member closed the meeting at 6:07pm.