



MINUTES

Audit, Risk and Improvement Committee
Monday 01 December 2025

5.00pm

Council Chambers

The Five Strategic Pillars

**AUDIT, RISK AND IMPROVEMENT
COMMITTEE**
MINUTES – 01/12/2025

TERMS OF REFERENCE
(Statutory Requirement)

Purpose: The ARIC provides independent oversight and advice to Council in the following key areas:

- Financial reporting and external audit
- Internal control and audit
- Risk management and business continuity
- Legislative compliance
- Organisational performance and continuous improvement

Objectives:

- Promote transparency, accountability and continuous improvement
- Support effective risk management and internal controls
- Ensure compliance with laws and regulations
- Guide the City in performance, governance and service delivery improvement

Authority and Scope:

- ARIC is a formally appointed Committee of Council but **does not hold executive powers** or delegated financial authority.
- The committee **cannot intervene in operational matters** or take on management functions.

Membership:

- Presiding Member Andrew Hammond, Independent Committee Member Diane Evers, Deputy to the Presiding Member Paul Martin.
- All elected members.

Quorum:

At least five members.

Meeting Schedule:

- At least quarterly.

Meeting Location:

- Council Chambers

Directorate:

- Office of CEO and Corporate & Commercial Services

Executive Officers:

- Chief Executive Officer
- Executive Director Corporate & Commercial Services
- Manager Governance & Risk
- Manager Finance.

Delegated Authority:

- None

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1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at **5.07pm**.

2. PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS:

“Heavenly Father, we thank you for the peace and beauty of this area. Direct and prosper the deliberations of this Council for the advancement of the City and the welfare of its people. Amen.”

“We would like to acknowledge the Noongar people who are the Traditional Custodians of the Land.

We would also like to pay respect to Elders past, present and emerging”.

3. RECORD OF ATTENDANCE AND APOLOGIES:

| | |
|--|---------------------------------|
| Presiding Member | A Hammond |
| Independent Member | D Evers |
| Deputy Presiding Member | P Martin |
| | |
| Mayor | G Stocks |
| Councillors | |
| Member | Deputy Mayor Terry |
| Member | Councillor Sutton |
| Member | Councillor Stephens |
| Member | Councillor MacLaren |
| Member | Councillor McKinley |
| Member | Councillor Lionetti |
| Executive | |
| Chief Executive Officer | A Sharpe |
| Executive Director Corporate & Commercial Services | M Gilfellon |
| | |
| Manager Finance | S Van Nierop |
| | |
| Meeting Secretary | J Williamson |
| | |
| Apologies/Leave of Absence | |
| Member | Councillor Clarke APM (Apology) |
| Member | Councillor Brough (Apology) |
| Manager Governance and Risk | S Jamieson (Apology) |

4. DISCLOSURES OF INTEREST:

| Name | Report Item Number | Nature of Interest |
|------|--------------------|--------------------|
| | | Nil. |

5. CONFIRMATION OF MINUTES

RESOLUTION

MOVED: DEPUTY MAYOR TERRY
SECONDED: MAYOR STOCKS

THAT the minutes of the Audit & Risk Committee Meeting held on 25 August 2025, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

CARRIED 9-0

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6. PRESENTATIONS

Audit Exit Meeting with Office of the Auditor General and KPMG.

RESOLUTION

MOVED: MAYOR STOCKS
SECONDED: COUNCILLOR MACLAREN

THAT the Finance and Asset Management Teams be thanked and acknowledged for their contribution to an unqualified audit finding.

CARRIED 9-0

7. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil

AR183: DRAFT ANNUAL FINANCIAL REPORT – 30 JUNE 2025

| | |
|-----------------------------|--|
| Proponent / Owner | : City of Albany |
| Attachments | : DRAFT City of Albany Annual Financial Report for the year ended 30 June 2025 (the “DRAFT Annual Financial Report”) |
| Report Prepared By | : Manager Finance |
| Authorising Officer: | : Executive Director Corporate & Commercial Services |

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan:

- **Pillar:** Leadership.
- **Outcome:** Strong workplace culture and performance.

IN BRIEF:

- The DRAFT Annual Financial Report for the financial year ending 30 June 2025 is being presented for the Audit, Risk & Improvement Committee to review.
- Once received, the final audited and signed Annual Financial Report is to be presented to the Council at an Ordinary Council Meeting.

RECOMMENDATION

AR183: RESOLUTION

MOVED: D EVER

SECONDED: DEPUTY MAYOR TERRY

THAT the DRAFT City of Albany Annual Financial Report for the year ended 30 June 2025 be RECEIVED.

CARRIED 9-0

BACKGROUND

2. An Annual Financial Report is required to be compiled and subsequently audited, under the *Local Government Act 1995* (the Act) and various Local Government regulations.

DISCUSSION

Financial Audit

3. An onsite visit and audit of the City's financial statements and Annual Financial Report for the financial year ended 30 June 2025 was conducted by employees of KPMG on behalf of the Office of the Auditor General.
4. The Audit Exit Meeting between the City of Albany, KPMG, and the Office of the Auditor General, has been scheduled for 5:00pm on Monday 1st December 2025.
5. Any findings, including updates made to the DRAFT Annual Financial Report will be presented and discussed at the Audit Exit Meeting and recorded as an addendum to this report.
6. Once received, the final audited and signed Annual Financial Report is to be presented to Council at an Ordinary Council Meeting.

Annual Report

7. The City is in the process of finalising the section of the Annual Report, which provides an overview of the City's operations, and compliance with policy and legislation as required by the Act and associated regulations.
8. The additional information that will be presented with the finalised Annual Financial Report provides an overview of the operations, activities and major projects undertaken by the City for the period, and includes major initiatives proposed to commence or to continue in the next financial year.
9. The performance of the Council is assessed against the City of Albany Strategic Community Plan and the actions contained in the Corporate Business Plan.
10. These plans provide strategic focus for elected members and the organisation and affirms our commitments to the community.

GOVERNMENT & PUBLIC CONSULTATION

11. Public consultation will be facilitated through the convening of an Annual Meeting of Electors, which will be held as soon as practicable after the finalised Annual Report has been accepted by the local government.

STATUTORY IMPLICATIONS

12. In accordance with section 7.9 of the Act, an audit is required to examine the accounts and Annual Financial Report prepared for the Mayor, the CEO and the Minister.
13. Section 5.54 of the Act, states in part:
“The Annual Report (which includes auditor’s report) is to be accepted by the local government no later than 2 months after the auditor’s report becomes available”.

POLICY IMPLICATIONS

14. There are no policy implications related to this item

RISK IDENTIFICATION & MITIGATION

15. The risk identification and categorisation relies on the City's Enterprise Risk and Opportunity Management Framework.

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|--|-----------------|--------------|---------------|--|
| <i>Operational:</i> <i>The DRAFT Annual Financial Report is not accepted by the Audit, Risk & Improvement Committee.</i> | <i>Unlikely</i> | <i>Minor</i> | <i>Low</i> | <i>The Audit, Risk & Improvement Committee and City Officers work with the auditors to address areas of concern to come to a position of acceptance.</i> |

FINANCIAL IMPLICATIONS

16. There are no budget financial implications related to this report.

LEGAL IMPLICATIONS

17. The City is yet to receive the auditor's report, therefore it is unknown whether there are legal implications related to this report.

ENVIRONMENTAL CONSIDERATIONS

18. There are no direct environmental considerations related to this item.

ALTERNATE OPTIONS

19. The Committee may recommend to the Council to accept or reject the DRAFT Annual Financial Report.

CONCLUSION

20. It is recommended that the Authorising Officer's Recommendation be adopted.

| | | |
|-----------------------------|---|--|
| Consulted References | : | <ul style="list-style-type: none">• <i>Local Government Act 1995</i> (the Act);• <i>Local Government (Administration) Regulations 1996</i>,• <u>Operational Guideline No. 9-Appointment, Function and Responsibilities of Audit Committees</u> |
| File Number | : | <ul style="list-style-type: none">• IM.PUB.19 Annual Report – City of Albany• FM.MEE.3 Audit and Risk Committee |
| Previous Reference | : | <ul style="list-style-type: none">• Audit & Risk Committee 09/12/2024 Report AR171.• OCM 17/12/2024 Resolution CCS685. |

AUDIT & RISK COMMITTEE

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9. CLOSE OF MEETING

There being no further business the Presiding Member declared the meeting closed at **6.01PM**.

(Unconfirmed Minutes)

Andrew Hammond

Presiding Member