

MINUTES

Audit and Risk Committee Meeting

Special Meeting

4.00pm Tuesday 25 March 2025 (online)

VENUE:

Online via Teams

NEXT MEETING: Scheduled for Monday 05 May 2025

Special Meeting Structure

Time	Attendees
4.00pm – 5.00pm	Audit and Risk Committee Members, Management and External Auditors

Members

Member Status and Position	Name	Year Appointed to A&R Committee	Term Expiry
Chair	Bruce Potgieter	27 April 2022	27 April 2025
Independent Member	Michael Ulbrick	29 March 2023	29 March 2026
Independent Member	Peter Johnston	29 March 2023	29 March 2026
Councillor	Kylie Zanker	2021	26 October 2024
Councillor	Karly Kirk	2024	November 2025

Attendees

Position	Name
Chief Executive Officer	Tammy Smith
External Auditor – Crowe	Bruce Preston
VAGO Representative	Travis Derracott
Chief Operating Officer	Tim Rose
Chief Financial Officer	Anita McFarlane
Asset Coordinator	Peter Schnorrenberg

Our Vision

A connected rural community who values its land and wellbeing.
We will achieve this vision through:

- | | |
|--|----------------------------------|
| ✓ Supporting agriculture | ✓ Being a supportive Council |
| ✓ Strengthening business and tourism | ✓ Looking after our communities |
| ✓ Staying connected through infrastructure | ✓ Being environmentally friendly |

Continuous Improvement

We drive continuous and sustainable improvement in service provision, operational efficiency, and stakeholder relations to create a leading organisation.

ICARE Values

Integrity

- Make decisions lawfully, fairly, impartially, and in the public interest.
- We are honest, trustworthy, reliable, transparent and accountable in our dealings.
- Keep our customers informed, in plain language, about the process and outcome.

Community Focus

- Lead and develop leadership within our community.
- Constantly strive to improve our services.
- Forge closer relationships with customers.

Accountability

- We are careful, conscientious and diligent.
- Use public resources economically and efficiently.
- Investigate matters thoroughly and objectively.

Respect

- Treat people fairly, with respect and have proper regard for their rights.
- Treat our customers with courtesy and respect.

Excellence

- Actively pursue positive outcomes for the community.
- Investigate matters thoroughly and objectively.

Governance Principles

- Council decisions are to be made and actions taken in accordance with relevant law.
- Priority is to be given to achieving the best outcomes for the municipal community, including future generations.
- The economic, social, and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.
- The municipal community is to be engaged in strategic planning and strategic decision making.
- Innovation and continuous improvement is to be pursued.
- Collaboration with other Councils and Governments and statutory bodies is to be sought.
- The ongoing financial viability of the Council is to be ensured.
- Regional, state, and national plans and policies are to be taken into account in strategic planning and decision making.
- The transparency of Council decisions, actions and information is to be ensured.

Financial Management Principles

- Revenue, expenses, assets, liabilities, investments, and financial transactions must be managed in accordance with a Council's financial policies and strategic plans.
- Financial risks must be monitored and managed prudently having regard to economic circumstances.
- Financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community.
- Accounts and records that explain the financial operations and financial position of the Council must be kept.

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

We acknowledge that the activities of Yarriambiack Shire Council are held under the traditional skies and in the waterways and lands of the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagulk people and Council pays respects to their Elders past, and present.

1 WELCOME

Welcome by Bruce Potgieter, Chairperson

2 PRESENT

3 APOLOGIES

Michael Ulbrick, Karly Kirk and Tim Rose

4 CONFLICT OF INTEREST

5 ANNUAL FINANCIAL REPORT

5.1 Annual Financial Statements and Performance Report

Attachment: Annual Financial Statements and Performance Report

6 EXTERNAL AUDIT

6.1 Auditors' Draft Audit Summary Memorandum & Draft Final Management Letter

The Draft Audit Summary Memorandum and Draft Final Management Letter was not available at this time. The External Auditor confirmed that it is in draft and will be distributed after review by VAGO sometime next week.

The External Auditor discussed the contents of the management letter, which primarily focused on Asset Management, condition data, and system suitability.

The External Auditor recommends an unqualified opinion due to the correction of material errors from the prior period. The Auditor also acknowledged the effort in ensuring account accuracy and noted that additional work is needed for the 24/25 Financial Year accounts, as detailed in the verbal update in relation to the management letter summary.

Travis Derricott queried whether the one indicator in the Performance Statement that was impacted by the value of Infrastructure Assets had been updated. Management confirmed that it had been.

VAGO's final minor amendments to the financial statements would be forwarded to management.

Motion:

- 1 The Annual Financial Report and Performance Statement be received and noted.
- 2 Acknowledge that the Governance and Management Checklist has been previously received and noted.
- 3 The Audit and Risk Committee recommends that Council approve in principle the annual financial report and performance statement (the statements) for the year ended 30 June 2024 and that Council authorises the:
 - Chief Executive Officer, the Mayor and a Councillor to certify the final version of the statements.
 - Principal Accounting Officer to implement any non-material changes to the statements discussed at this meeting or as recommended by the Auditor-General and provide a summary of any such changes to the Audit and Risk Committee at its next meeting (if required).

It was also noted that Michael Ulbrick had reviewed the revised accounts and emailed the Chairperson that he endorsed the changes.

MOVED: Peter Johnston

SECONDED: Cr Kylie Zanker

MOTION CARRIED

7 Management Closing Remarks

On behalf of the Yarriambiack Shire Council Councillors and Management Team, we extend our sincere thanks to Bruce Potgieter, Chair of the Audit and Risk Committee, for his assistance in supporting, guiding and enabling us to finalise our financial statements. His guidance and support have been valuable. We also thank our two independent members for their continued support and assistance during this time.

8 Other Matters

Peter Johnston wished to express that he had been kept fully informed by the Chairperson throughout the process.

The Chair and Committee members expressed their thanks to the management team for their hard work and perseverance during this process.

9 NEXT MEETING

05 May 2025

10 MEETING CLOSED

Time: 4.55pm

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