



SHIRE OF DENMARK

AUDIT RISK & IMPROVEMENT COMMITTEE CHARTER

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Denmark Audit Risk & Improvement Committee, established by Council pursuant to Section 7.1A of the Local Government Act 1995 (Act) and the Local Government (Audit) Regulations 1996 (Regulations).

1.0 NAME

The name of the Committee shall be the Audit Risk & Improvement Committee, hereinafter referred to as the Committee.

2.0 ESTABLISHMENT

The Committee is established pursuant to Section 7.1(A) of the Act.

3.0 DISTRICT

The Committee shall operate within the local government boundaries of the Shire of Denmark.

4.0 GUIDING PRINCIPLES

This Committee is established with the guiding principles in accordance with Section 7.1A of the Local Government Act 1995, the Local Government (Audit) Regulations 1996 and the Local Government (Financial Management) Regulations 1996.

5.0 VISION

For the Shire of Denmark to have consistently clear audits and accurate, meaningful and easy to read Annual Financial Statements.

6.0 TERMS OF REFERENCE

An audit risk & improvement committee has the following functions —

1. [r 16 of the Local Government (Audit) Regulations 1996]
 - (a) to guide and assist the local government in carrying out —
 - i. its functions under Part 6 of the Act; and
 - ii. its functions relating to other audits and other matters related to financial management;
 - (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;

- (c) to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —
 - i. report to the council the results of that review; and
 - ii. give a copy of the CEO's report to the council;
 - (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
 - i. regulation 17(1); and
 - ii. the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
 - (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
 - (f) to oversee the implementation of any action that the local government —
 - i. is required to take by section 7.12A(3); and
 - ii. has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - iii. has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - iv. has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
 - (g) to perform any other function conferred on the audit committee by these regulations or another written law.
2. [r 14(3A) of the Local Government (Audit) Regulations 1996]
- Is to review the annual Compliance Audit Return and report to Council the results of that review.

7.0 MEMBERSHIP

Membership of the Committee will be appointed by an absolute majority decision of Council and can include non-elected members. There must be at 3 or more persons and must include an Independent Presiding Member, a Deputy Independent Presiding Member, and Councillors must comprise the majority of the Committee.

The Chief Executive Officer or a local government employee cannot be a member.

Membership of the Committee will comprise a total of 6 members, plus 1 deputy member, consisting of:

- 1 x Independent Persons (to be appointed Presiding Member)
- 1 x Independent Person as the Deputy of the Presiding Member
- 5 x Councillors

8.0 MEETINGS

8.1 Annual General Meeting:

Nil

8.2 Committee Meetings:

Meetings shall be held as required but not less than annually.

8.3 Quorum:

The quorum for any meeting of the Committee is at least 50% of the number of member positions prescribed on the Committee, whether vacant or not.

8.4 Voting:

Shall be in accordance with Sections 5.21 and 7.1C of the Act, with all members of the Committee entitled and required to vote (subject to financial and proximity interest provisions of the Act).

8.5 Minutes:

Shall be in accordance with the Act, Section 5.22.

8.6 Presiding Member

Local government must appoint an Independent Person as the presiding member and if required, Deputy of the Committee pursuant to the Act, Section 5.12.

8.7 Deputy of the Presiding Member

Local government must appoint an independent person as the deputy of the presiding member, who can step in when the presiding members is unavailable.

8.8 Who acts if no presiding member?

The meeting cannot proceed until such time as the independent presiding member or the independent deputy presiding member can attend

8.9 Meetings

Meetings are open to the public pursuant to section 5.23 of the Act as the Committee has delegated power or duty.

8.10 Public Question Time

Public Question Time shall be held in accordance with the section 5.24 of the Act and Regulations 5, 6 and 7 of the Local Government (Administration) Regulations 1996.

8.11 Members Conduct

Members of the Committee are bound by the:

- provisions of Section 5.65 of the Local Government Act 1995 (Councillors only);
- Shire of Denmark Standing Orders Local Law 2000;
- Shire of Denmark's Code of Conduct for Council Members, Committee Members and Candidates; and
- Shire of Denmark's Code of Conduct for Employees, Volunteers, Trainees and Contractors;

with respect to their conduct and duty of disclosure of financial, proximity or impartiality interests, as each relates.

8.12 Secretary

The Executive Manager of Corporate Services or that Officer's nominee will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of agendas and minutes.

8.12 Meeting Attendance Fees – Independent Committee Members

In accordance with s 5.100(2)(b) of the Local Government Act 1995 and the Salaries and Allowances Tribunal's *Local Government Chief Executive Officers and Elected Council Members Determination*, independent members are entitled to be paid an attendance fee and be reimbursed for demonstrated actual travel and associated costs.

9.0 DELEGATED AUTHORITY OF THE COMMITTEE

Delegation No. 1.1.1.

FUNCTION

1. Authority to meet with the Shire's Auditor at least once every year on behalf of the Council [s.7.12A(2)].
2. Authority to:
 - a) Examine the report of the Auditor and determine matters that require action to be taken by the Shire of Denmark; and
 - b) Ensure that appropriate action is taken in respect of those matters [s.7.12A(3)].
3. Authority to review and endorse the Shire of Denmark's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].

CONDITIONS

This delegation is not to be used where a Management Letter or Audit Report raises significant issues. In that instance the Local Government's meeting with the Auditor must be directed to the Council.

RECORD KEEPING

Audit Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19.

Adopted by Council 25 November 2025 / Resolution No. 101125