



## Minutes of Audit and Risk Committee Meeting

Held on

**Monday 4 August 2025 at 5.30pm**

**Held at Council Chamber, 83 Mandurah Terrace, Mandurah**

### PRESENT:

COUNCILLOR	P ROGERS	TOWN WARD (Electronically)
COUNCILLOR	A KEARNS	EAST WARD
COUNCILLOR	S WRIGHT	EAST WARD
COUNCILLOR	R BURNS	TOWN WARD
MR	J SETH	INDEPENDENT MEMBER
MR	W TICEHURST	INDEPENDENT MEMBER (Electronically)
COUNCILLOR	B POND	COASTAL WARD (Deputising)

### GUESTS:

MR	J LANDFORD-SMITH	OFFICE OF THE AUDITOR GENERAL
MS	H POLZ	OFFICE OF THE AUDITOR GENERAL
MS	C MIHOVILOVICH	CHIEF EXECUTIVE OFFICER
MRS	T JONES	DIRECTOR BUSINESS SERVICES
MR	M HALL	DIRECTOR BUILT AND NATURAL ENVIRONMENT
MS	J THOMAS	DIRECTOR PLACE AND COMMUNITY
MR	J CAMPBELL-SLOAN	DIRECTOR STRATEGY AND ECONOMIC DEVELOPMENT
MRS	K HEMMINGS	EXECUTIVE MANAGER GOVERNANCE AND COMMERCIAL SERVICES
MS	L GRIEVE	MINUTE OFFICER

## 1. OPENING OF MEETING

Prior to commencement of this electronic meeting, Committee Member and other attendee connections by electronic means were tested and confirmed.

The Chief Executive Officer (CEO) declared the meeting open at 5.31pm and called for a nomination for the Chairperson due to Councillor Peter Rogers attending the meeting via electronic attendance.

Councillor Bob Pond was nominated.

**Moved: Councillor A Kearns**  
**Seconded Mr J Seth**

CARRIED: 6/0  
FOR: Cr A Kearns, Mr J Seth, Cr B Pond, Cr P Rogers, Cr R Burns, Mr W Ticehurst  
AGAINST: Nil

Councillor Bob Pond resumed the meeting in the capacity of the Chairperson.

*Councillor S Wright entered the chamber at 5.33pm.*

## 2. ACKNOWLEDGEMENT OF COUNTRY

Councillor Pond acknowledged that the meeting was being held on the traditional land of the Bindjareb people and paid his respect to their Elders past and present.

## 3. APOLOGIES

Leave of Absence  
Nil.

Apologies  
Mayor Caroline Knight  
Councillor A Zilani

## 4. IMPORTANT NOTE

The purpose of this Committee Meeting is to discuss and make recommendations to Council about items appearing on the agenda and other matters for which the Committee is responsible. The Committee has no power to make any decisions which are binding on the Council or the City of Mandurah unless specific delegation of authority has been granted by Council.

No person should rely on or act on the basis of any advice or information provided by a Member or officer, or on the content of any discussion occurring, during the course of the meeting. The City of Mandurah expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a Member or officer, or the content of any discussion occurring, during the course of the Committee meeting.

## 5. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil.

## 6. AMENDMENT TO STANDING ORDERS

### AR.1/08/25 STANDING ORDERS LOCAL LAW 2016

The Chairperson advised the meeting that the *City of Mandurah Standing Orders Local Law 2016* will be modified to ensure Mr W Ticehurst and Councillor P Rogers can participate in and follow the meeting as it progresses.

#### MOTION

Moved: Councillor A Kearns

Seconded: Councillor S Wright

That the Audit and Risk Committee:

1. Suspend the operation of the following provisions of the *City of Mandurah Standing Orders Local Law 2016* for the duration of this electronic meeting to ensure Mr W Ticehurst and Councillor P Rogers can follow and participate in the meeting as it progresses:
  - 1.1. Standing Order 7.2 Members to occupy own seats whilst present in meeting room. Relevant only for Elected Members attending the Council Chambers.
  - 1.2. Agree under Standing Orders 8.1(1) and 12.2, that instead of requiring a show of hands, a vote will be conducted by exception with the Presiding Member calling for those Members against each motion. If no response is received the motion will be declared carried and minuted accordingly.
  - 1.3. Reiterate the requirement as per Standing Order 7.3 for Members to advise the Presiding Member when leaving or entering the meeting at any time.

CARRIED: 7/0

FOR: Cr A Kearns, Cr S Wright, Cr B Pond, Cr P Rogers, Cr R Burns, Mr W Ticehurst,  
Mr J Seth

AGAINST: Nil

## 7. PUBLIC QUESTION TIME

Nil.

## 8. PRESENTATIONS

Financial Management Audit Update – Confidential Presentation

## 9. DEPUTATIONS

Nil.

**10. CONFIRMATION OF MINUTES**

**DECLARATION OF CONFIDENTIALITY WHEN ATTENDING BY ELECTRONIC MEANS**

**Councillor Peter Rogers and Mr Wayne Ticehurst declared that confidentiality will be maintained during the closed part of the meeting to discuss the confidential reports.**

**AR.2/08/25 CONFIRMATION OF MINUTES MONDAY 5 MAY 2025**

**MOTION**

**Moved: Councillor P Rogers**

**Seconded: Councillor A Kearns**

**That the Minutes of the Audit and Risk Committee meeting of Monday 5 May 2025 be confirmed.**

**CARRIED: 7/0**

**FOR: Cr P Rogers, Cr A Kearns, Cr B Pond, Cr S Wright, Cr R Burns, Mr W Ticehurst, Mr J Seth**

**AGAINST: Nil**

**11. DECLARATIONS OF INTERESTS**

Nil.

**12. QUESTIONS FROM COMMITTEE MEMBERS**

12.1 Questions of Which Due Notice Has Been Given

Nil.

12.2 Questions of Which Notice Has Not Been Given

Nil.

**13. BUSINESS LEFT OVER FROM PREVIOUS MEETING**

Nil.

**14. REPORTS FROM OFFICERS**

Nil.

**15. REPORTS FROM AUDITORS**

Nil.

**16. LATE AND URGENT BUSINESS ITEMS**

Nil.

**17. CONFIDENTIAL ITEMS****DECLARATION OF CONFIDENTIALITY WHEN ATTENDING BY ELECTRONIC MEANS**

Councillor Peter Rogers and Mr Wayne Ticehurst declared that confidentiality will be maintained during the closed part of the meeting to discuss the confidential reports.

**AR.3/08/25 CLOSE DOORS****MOTION**

**Moved:** Councillor R Burns  
**Seconded:** Councillor A Kearns

**That the meeting proceeds with closed doors at 5.38 pm in accordance with Section 5.23(2)(d) of the Local Government Act 1995, to allow for the confidential discussion of an item.**

**CARRIED:** 7/0  
**FOR:** Cr R Burns, Cr A Kearns, Cr B Pond, Cr P Rogers, Cr S Wright, Mr W Ticehurst, Mr J Seth  
**AGAINST:** Nil

*Members of the media, non-senior employees and persons in the gallery left the meeting at this point. The Minute Officer and Senior officers remained with Mr Langford-Smith and Ms Polz from the Office of the Auditor General Senior Officers.*

THE MEETING PROCEEDED WITH CLOSED DOORS AT 5.38 PM

**PRESENTATIONS****FINANCIAL MANAGEMENT AUDIT UPDATE- CONFIDENTIAL PRESENTATION**

Mr J Langford-Smith of the Office of Auditor General presented the presentation.

*Mr J Langford-Smith and Ms H Polz left the Chamber.*

**AR.4/08/25 ITEM 1: AUDITOR GENERAL - INFORMATION SYSTEMS AUDIT 2023/24**

Confidential discussion ensued regarding this issue.

**MOTION**

**Moved:** Councillor A Kearns  
**Seconded:** Councillor S Wright

**That the Audit and Risk Committee note the findings in Confidential Attachment 1.1 Comparison with OAG findings and Confidential Attachment 1.2 Recommendations for Improvement to the City of Mandurah's controls.**

**CARRIED:** 7/0  
**FOR:** Cr A Kearns, Cr S Wright, Cr B Pond, Cr R Burns, Cr P Rogers, Mr W Ticehurst, Mr J Seth  
**AGAINST:** Nil

**AR.5/08/25 ITEM 2: OFFICE OF AUDITOR GENERAL PERFORMANCE AUDIT LOCAL GOVERNMENT MANAGEMENT OF PURCHASING CARDS (METRO LOCAL GOVERNMENT)**

Confidential discussion ensued regarding this issue.

**MOTION**

**Moved:** Mr J Seth  
**Seconded:** Councillor A Kearns

**That the Audit and Risk Committee note the findings in Confidential Attachment 2.1 Self-Assessment (Comparison with OAG findings) and the recommendations for improvement to the City's controls outlined in Confidential Attachment 2.2.**

**CARRIED:** 7/0  
**FOR:** Mr J Seth, Cr A Kearns, Cr B Pond, Cr S Wright, Cr R Burns, Cr P Rogers, Mr W Ticehurst  
**AGAINST:** Nil

**AR.6/08/25 ITEM 3: STRATEGIC RISK UPDATE REPORT QUARTER FOUR 2024/2025**

Confidential discussion ensued regarding this issue.

**MOTION**

**Moved:** Councillor B Pond  
**Seconded:** Mr J Seth

**That the Audit and Risk Committee note Quarter Four 2024/2025 Financial Year – Strategic Risk Bowtie Report as per Confidential Attachment 3.1.**

**CARRIED:** 7/0  
**FOR:** Cr B Pond, Mr J Seth, Cr A Kearns, Cr S Wright, Cr R Burns, Cr P Rogers, Mr W Ticehurst  
**AGAINST:** Nil

**AR.7/08/25 ITEM 4: EXTERNAL AUDIT REPORT - HOUSEHOLD HAZARDOUS WASTE STORAGE**

Confidential discussion ensued regarding this issue.

**MOTION**

**Moved:** Councillor A Kearns  
**Seconded:** Councillor S Wright

**That the Audit and Risk Committee recommend that Council:**

- 1. Notes the Household Hazardous Waste – Assessment Report prepared by Marsh Pty Ltd on behalf of WALGA as detailed in Attachment 4.1.**
- 2. Notes City officers progress on completion of the report recommendations/actions.**

**CARRIED:** 7/0  
**FOR:** Cr A Kearns, Cr S Wright, Cr B Pond, Cr R Burns, Cr P Rogers, Mr W Ticehurst, Mr J Seth  
**AGAINST:** Nil

**AR.8/08/25 ITEM 5: ONE COUNCIL POST IMPLEMENTATION REVIEW**

Confidential discussion ensued regarding this issue.

**MOTION**

**Moved:** Mr J Seth  
**Seconded:** Mr W Ticehurst

**That the Audit and Risk Committee recommend that Council note the Confidential Attachment 5.2 OneCouncil Benefits Review.**

**CARRIED:** 7/0  
**FOR:** Mr J Seth, Mr W Ticehurst, Cr B Pond, Cr A Kearns, Cr S Wright, Cr P Rogers, Cr R Burns  
**AGAINST:** Nil

**AR.9/08/25 ITEM 6: WORKFORCE PLAN UPDATE**

Confidential discussion ensued regarding this issue.

**MOTION**

**Moved:** Councillor A Kearns  
**Seconded:** Councillor R Burns

**That the Audit and Risk Committee recommends that Council notes the key achievements and progress on the delivery of the City of Mandurah Workforce Plan 2023-2027 (refer Confidential Attachment 6.1).**

**CARRIED:** 7/0  
**FOR:** Cr A Kearns, Cr R Burns, Cr S Wright, Cr B Pond, Cr P Rogers, Mr W Ticehurst, Mr J Seth  
**AGAINST:** Nil

**AR.10/08/25 ITEM 7: WORK HEALTH AND SAFETY ANNUAL PERFORMANCE REVIEW 2024/2025**

Confidential discussion ensued regarding this issue.

**MOTION**

**Moved:** Mr J Seth  
**Seconded:** Councillor P Rogers

**That the Audit and Risk Committee recommends that Council notes the key achievements and progress on the delivery of the City of Mandurah Work Health and Safety Annual Performance Overview for 2024/2025 Financial Year (refer Confidential Attachment 7.1).**

**CARRIED:** 7/0  
**FOR:** Mr J Seth, Cr P Rogers, Cr B Pond, Cr A Kearns, Cr S Wright, Cr R Burns, Mr W Ticehurst  
**AGAINST:** Nil

**AR.11/08/25 ITEM 8: ANNUAL AUDIT PLAN 2025/2026 AND SIAP MONITORING REPORT**

Confidential discussion ensued regarding this issue.

**MOTION**

**Moved:** Councillor A Kearns  
**Seconded:** Councillor S Wright

**That the Audit and Risk Committee recommend that Council:**

- 1. Adopts the Strategic Internal Audit Plan 2023/24 – 2025/26 which contains the Annual Audit Plan 2025/2026 as detailed in Confidential Attachment 8.1.**
- 2. Adopts the amended Internal Audit Charter as detailed in Confidential Attachment 8.2.**
- 3. Adopts the amended Internal Audit Manual as detailed in Confidential Attachment 8.3.**
- 4. Notes the Strategic Internal Audit Plan Monitoring Report for Quarter Four 2024/2025 Financial Year as detailed in Confidential Attachment 8.4.**

**CARRIED:** 7/0  
**FOR:** Cr A Kearns, Cr S Wright, Cr B Pond, Cr R Burns, Cr P Rogers, Mr W Ticehurst, Mr J Seth  
**AGAINST:** Nil

**AR.12/08/25 ITEM 9: PROCUREMENT INTERNAL AUDIT 2025**

Confidential discussion ensued regarding this issue.

**MOTION**

**Moved: Councillor S Wright**

**Seconded: Councillor R Burns**

**That the Audit and Risk Committee recommend that Council:**

- 1. Receive the Auditor's Report as detailed in Confidential Attachment 9.1**
- 2. Notes the improvement actions to be undertaken as detailed in Confidential Attachment 9.2.**

**CARRIED: 7/0**

**FOR: Cr S Wright, Cr R Burns, Cr B Pond, Cr A Kearns, Cr P Rogers, Mr W Ticehurst, Mr J Seth**

**AGAINST: Nil**

**AR.13/08/25 OPEN DOORS**

**MOTION**

**Moved: Councillor R Burns**

**Seconded: Councillor A Kearns**

**That the meeting proceeds with open doors.**

**CARRIED: 7/0**

**FOR: Cr R Burns, Cr A Kearns, Cr B Pond, Cr S Wright, Cr P Rogers, Mr W Ticehurst, Mr J Seth**

**AGAINST: Nil**

THE MEETING PROCEEDED WITH OPEN DOORS AT 7.46PM.

**AR.14/08/25 ENDORSE RESOLUTIONS**

**MOTION**

**Moved: Councillor P Rogers**

**Seconded: Councillor S Wright**

**That the Audit and Risk Committee endorses the resolutions taken with closed doors.**

**CARRIED: 7/0**

**FOR: Cr P Rogers, Cr S Wright, Cr B Pond, Cr A Kearns, Cr R Burns, Mr W Ticehurst, Mr J Seth**

**AGAINST: Nil**

**18. CLOSE OF MEETING**

There being no further business, the Chairperson declared the meeting closed at 7.48PM.

CONFIRMED.....[CHAIRPERSON]

**Attachments to Committee Minutes: Audit and Risk Agenda 04 August 2025.**

Confirmed

**NOTICE OF MEETING**

**AUDIT AND RISK COMMITTEE**

Members of the Audit and Risk Committee are advised that a meeting of the Committee will be held in the Council Chambers, 83 Mandurah Terrace Mandurah on

**Monday 4 August 2025  
at 5.30pm**

**Casey Mihovilovich**  
Chief Executive Officer  
30 July 2025

**Committee Members:**

Councillor P Rogers [Chairperson]	Mayor C Knight
Councillor R Burns	Councillor S Wright
Councillor A Zilani	Councillor A Kearns
Mr W Ticehurst	
Mr J Seth	

**Deputies:**

Councillor B Pond  
Councillor D Wilkins

## AGENDA

### 1. OPENING OF MEETING

### 2. ACKNOWLEDGEMENT OF COUNTRY

### 3. APOLOGIES

### 4. IMPORTANT NOTE

Members of the public are advised that the decisions of this Committee are referred to Council Meetings for consideration and cannot be implemented until approval by Council. Therefore, members of the public should not rely on any decisions of this Committee until Council has formally considered the resolutions agreed at this meeting.

### 5. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

### 6. AMENDMENT TO STANDING ORDERS

Modification to *Standing Orders Local Law 2016* - electronic attendance at meeting.

### 7. PUBLIC QUESTION TIME

Public Question Time provides an opportunity for members of the public to ask a question of Council. For more information regarding Public Question Time please visit the City's website [mandurah.wa.gov.au](http://mandurah.wa.gov.au) or telephone 9550 3787.

### 8. PRESENTATIONS

8.1 Confidential Office of the Auditor General (OAG) Financial Management Audit Update

### 9. DEPUTATIONS

Any person or group wishing to make a Deputation to the Committee meeting regarding a matter listed on this agenda for consideration must complete an application form. For more information regarding making a deputation please visit the City's website [mandurah.wa.gov.au](http://mandurah.wa.gov.au) or telephone 9550 3787.

### 10. CONFIRMATION OF MINUTES 5 MAY 2025

Minutes available on the City's website via [mandurah.wa.gov.au/council/council-meetings/agendas-and-minutes](http://mandurah.wa.gov.au/council/council-meetings/agendas-and-minutes)

**11. DECLARATIONS OF INTERESTS****12. QUESTIONS FROM COMMITTEE MEMBERS**

- 12.1 Questions of Which Due Notice Has Been Given  
 12.2 Questions of Which Notice Has Not Been Given

**13. BUSINESS LEFT OVER FROM PREVIOUS MEETING****14. REPORTS**

Nil

**15. REPORTS FROM AUDITORS**

Nil

**16. LATE AND URGENT BUSINESS ITEMS****17. CONFIDENTIAL ITEMS**

<b>No.</b>	<b>Item</b>	<b>Page No</b>	<b>Note</b>
1	Auditor General - Information Systems Audit 2023/24	3 - 16	CONFIDENTIAL REPORT
2	Office of Auditor General Performance Audit Local Government Management of Purchasing Cards (Metro Local Government)	17 - 26	CONFIDENTIAL REPORT
3	Strategic Risk Update Report Quarter Four 2024/2025	27 - 37	CONFIDENTIAL REPORT
4	External Audit Report - Household Hazardous Waste Storage	38 - 67	CONFIDENTIAL REPORT
5	One Council Post Implementation Review	68 - 81	CONFIDENTIAL REPORT
6	Workforce Plan Update	82 - 96	CONFIDENTIAL REPORT
7	Work Health and Safety Annual Performance Review 2024/2025	97 - 115	CONFIDENTIAL REPORT
8	Annual Audit Plan 2025/2026 and SIAP Monitoring Report	116 - 159	CONFIDENTIAL REPORT
9	Procurement Internal Audit 2025	160 - 182	CONFIDENTIAL REPORT

**18. CLOSE OF MEETING**