



Shire of
Plantagenet

Mount Barker • Kendenup • Narrikup
Porongurup • Rocky Gully

AUDIT AND RISK MANAGEMENT COMMITTEE

STATUS REPORT



The status list below captures all issues raised at Committee meetings since 18 June 2024 and will enable Committee members to easily track the actions taken. Once completed, the text will be crossed out and then deleted in the following Committee agenda.

Date	Item & Lead Officer	Issue	Comment/Status
18 June 2024	2022/2023 Final Audit 1. Non Compliance with Local Government (LG) act – Proceeds from sale of property Manager Finance	The Shire should organise payment of these funds, as per the Local Government Regulations, to the Supreme court as soon as possible to fulfil their obligations.	Completed. Funds have been dispersed and the matter closed by the lawyers.
26 Nov 2024	1. Monthly reconciliation's process Manager Finance	Creditors reconciliations for this period were not completed in a timely manner	This process continues to improve.
26 Nov 2024	3. Non compliance LG Act – proceeds from sale of property Manager Finance	Refer to item 1 above from 18 June 2024.	Completed.
26 Nov 2024	6. Purchasing policy deviation – purchase orders Exec Manager – Corporate & Community	Purchase orders had been generated after the invoice was received by the Shire	Ongoing reiteration and staff training required. Procurement training completed by key staff on 12 & 13 December 2024.
28 Jan 2025	3. Asset Register Manager Finance	The three assets mentioned will be removed from the register.	

Date	Item & Lead Officer	Issue	Comment/Status
25 Feb 2025	Compliance Audit Return 2024 Exec Manager – Corporate & Community	The Corporate Business Plan was last adopted on 2 August 2022. The Corporate Business Plan is meant to be reviewed annually.	The plan is currently in the process of being reviewed.
17 June 2025	Adoption of 2025 Financial Management Review (containing 41 recommendations)		
FMR Rec 1	5.2.1 General Policy Actions Exec Manager – Corporate & Community	Review and update these policies (Budget Preparation Policy & Debt Collection - Policy) to consider the appropriate separation of the roles of the council and the CEO. Consider review and update of policies to articulate the strategic direction of Council, particularly where legislation does not provide such direction.	Budget Preparation Policy repealed by the Council on 17 June 2025. Debt Collection Policy to be reviewed.
FMR Rec 2	5.2.2 Purchasing Policy Exec Manager – Corporate & Community	Amend the policy to provide purchasing requirements for the issuing of contract variations and extensions for contracts not awarded by public tender. Consideration should be given to circumstances where the contract value increases over a policy threshold level, due to the variation or extension.	
FMR Rec 3	5.2.2 Purchasing Policy Exec Manager – Corporate & Community	Amend the policy to provide requirements for use of the single supplier provision and ensure organisational procedures are in line with these requirements.	

Date	Item & Lead Officer	Issue	Comment/Status
FMR Rec 4	6.1.2 ICT Strategic Plan ICT Officer	Develop an ICT Strategic Plan identifying and documenting key ICT risks along with the treatments to reduce the risk to an acceptable level.	A 2011 ICT Strategic Plan exists. A new plan is currently under development.
FMR Rec 5	6.1.2 ICT Disaster Recovery Plan ICT Officer	Develop an ICT Disaster Recovery Plan. Identify and document key ICT risks, along with the treatments to reduce the risk to an acceptable level. Maintain, review and test the plan to ensure validity.	An ICT Disaster Recovery Plan exists and although it is not dated, would appear to be early 2020's. This plan is overly detailed and has little operational or planning value. A review and update of this plan needs to be undertaken.
FMR Rec 6	6.1.3 Business Continuity Plan Exec Manager – Corporate & Community	Routinely (at least annually) review, update and test the Plan to ensure validity. Identify and document key business continuity risks along with the treatments, to reduce the risk to an acceptable level.	The last BCP was adopted in 2019. This plan needs updating and regular review.
FMR Rec 7	6.2.1 Batch Updates Manager Finance	Ensure all batch updates are independently reviewed to ensure the update is as per the reviewed information.	Completed.
FMR Rec 8	6.2.2 Credit Cards Manager Finance	Update procedures to require cardholders to review and certify expenses incurred on their credit cards each month, these must be subsequently reviewed by an independent more senior member of staff.	Completed
FMR Rec 9	6.2.3 Cash Handling Manager Finance	Ensure access to any cash held is restricted only to authorised personnel through secure storage. Implement appropriate documented procedures and controls for cash maintained by staff.	

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FMR Rec 10	6.2.3 Cash Handling Manager Finance	To help minimise the risk of fraud or error, funds received should be receipted immediately and batches updated daily, with a reconciliation to the daily banking undertaken routinely. Errors identified through the reconciliation to the bank statements should be corrected through appropriately authorised journals.	
FMR Rec 11	6.2.4 Asset Reconciliations Manager Finance	Review system processes to ensure regular and timely preparation of asset reconciliations and for these to be independently review.	
FMR Rec 12	6.2.5 Fixed Assets Register Manager Finance	Review procedures and controls for updating the fixed assets register including evidencing review and authorisation by an independent officer.	
FMR Rec 13	6.2.6 General Journal Entries Manager Finance	Document and enforce internal controls to ensure journals requests initiated are reviewed and approved/authorised prior to posting by an appropriate officer, the current practice of independent review is maintained, and evidence of review is consistently applied.	
FMR Rec 14	6.2.7 Stock Control Manager Finance	Review and implement processes to undertake regular stocktakes of items of inventory.	
FMR Rec 15	6.2.7 Stock Control Manager Finance	Review and implement processes to undertake regular fuel stock reconciliations and allocations. Ensure appropriate controls exist to evidence independent review of data as required.	

Date	Item & Lead Officer	Issue	Comment/Status
FMR Rec 16	6.2.8 Risk Management Procedures Exec Manager – Corporate & Community	Risk management should underpin the financial management of the Shire as such implementation of risk management procedures is considered important. Risk management procedures and processes are to be developed in accordance with the latest risk management standard (ISO 31000:2018).	
FMR Rec 17	6.2.8 Risk Management Procedures Exec Manager – Corporate & Community	Implement risk management procedures and processes throughout the whole organisation.	
FMR Rec 18	6.2.9 ICT Security ICT Officer	Undertake a comprehensive IT security review and implement findings.	This is being completed in conjunction with the ICT Strategic Plan and the requirements of the Essential 8. The Essential 8 will be a longer term goal.
FMR Rec 19	6.2.10 Overhead & Administration Allocations Manager Finance	Undertake a review of activity-based costings to support calculation of overheads.	
FMR Rec 20	6.2.11 Balance Sheet Reconciliations Manager Finance	Review system processes to ensure regular and timely review of balance sheet reconciliations.	
FMR Rec 21	6.2.12 Asset Condition Data Exec Manager – Infrastructure & Assets	Develop processes to ensure asset condition data is available and current and utilise this to guide any decisions in relation to asset depreciation.	

Date	Item & Lead Officer	Issue	Comment/Status
FMR Rec 22	6.2.13 Records Coordinator – Customer Service & Administration	Develop regular training to be undertaken by all staff with financial record keeping responsibilities to ensure a consistent and appropriate usage across the organisation.	
FMR Rec 23	6.2.13 Records Coordinator – Customer Service & Administration	Develop systems and processes to monitor the practice of financial record keeping within the organisation and identify any misuse and correct appropriately.	
FMR Rec 24	6.2.14 Trust Fund Manager Finance	Remove all funds which are not required by law to be held in the trust fund, and transfer to the Municipal Fund, in line with the Office of the Auditor General (OAG) position paper on Accounting for Work Bonds, Building Bonds and Hire Bonds released in July 2019.	
FMR Rec 25	6.2.14 Trust Fund Manager Finance	Develop a process to monitor the trust fund to ensure only required funds are keep in the fund.	
FMR Rec 26	6.2.15 Overdue Rates Debtors Rates Officer	Develop reporting mechanisms to allow for the monitoring of rates collection for all stages of debt collection.	
FMR Rec 27	6.2.16 Regulatory Reporting Exec Manager – Corporate & Community	Review systems and procedures to ensure future regulatory compliance and timeframes are able to be met.	Completed. All recent budgets, budget reviews and annual financial reports have been submitted to the Department prior to deadlines.

Date	Item & Lead Officer	Issue	Comment/Status
FMR Rec 28	6.2.17 Operational Procedures Exec Manager – Corporate & Community	Undertake a review of existing operational procedures, and where required develop and implement additional procedures, to provide operational guidance aligned with adopted Council policies and legislation. Procedures should provide for activities not necessarily covered by legislation to communicate expected standards to staff from the CEO, in the course of implementing strategic direction and decisions of Council. Development of documented procedures and checklists, and / or workflow process diagrams may assist in clearly identifying controls and processes to be followed.	
FMR Rec 29	6.2.18 Procedure Changes Exec Manager – Corporate & Community	Establish a process for the development, review, amendment and authorisation of procedures, checklists and other internal control documentation, throughout the Shire to assist with managing changes to procedures.	
FMR Rec 30	6.3.1 Employee Termination Procedures Coordinator – People & Culture	Establish procedures or checklists to manage and document the termination of employees, ensuring access to IT systems etc is appropriately restricted and Shire assets are recovered.	

Date	Item & Lead Officer	Issue	Comment/Status
FMR Rec 31	6.3.2 Payroll Audit Trails Manager Finance	Procedures to minimise risk of erroneous or unauthorised changes to employee details should be implemented. Regular reviews of software audit trails is one form of control and should be undertaken as a minimum. Where possible, segregation of duties should exist where those responsible for processing payroll transactions are unable to make changes to employee master file. Payroll exception reporting and review of audit trails should be undertaken to capture anomalies or unauthorised changes.	
FMR Rec 32	6.4.1 Building Insurance Manager Finance	Develop procedures for the regular review of building valuations and adjust insurance levels regularly to sufficiently cover any potential losses.	
FMR Rec 33	7.1.1 Council & Committee Minutes Exec Manager—Corporate & Community	Ensure the minutes published on the Shire website reflect the official minutes as required by the Local Government Act 1995 5.96A (f).	Completed. All attachments are contained on the minutes and agenda section of the Shire website, including the audio recording of the Council meeting.
FMR Rec 34	7.2.1 ICT Register ICT Officer	As part of managing IT risks and expenditure develop a register listing the current ICT Hardware and Software and include information required for the effective monitoring and management for this equipment and systems.	A hardware list of all user PC's exists. This needs to be expanded to all office equipment and incorporated into the ICT Strategy to create a replacement schedule. A standard hardware and software profile is currently being developed.

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FMR Rec 35	7.2.2 Financial Interest Register Executive Officer	Review systems and procedures to ensure the acknowledgement of receipt of all returns occurs and are appropriately filed in the register of financial interests as required by section 5.77 of the Local Government Act 1995.	
FMR Rec 36	7.2.3 Tender Register Exec Manager – Infrastructure & Assets	Ensure the tender register complies with Regulation 17 of the Local Government (Functions and General) Regulations 1996 for any future tenders called.	
FMR Rec 37	7.2.4 Delegation Register Exec Manager – Corporate & Community	Review and update the delegations register to ensure the delegations are correct and are consistent with relevant legislation.	
FMR Rec 38	7.2.5 Contract Register Corporate Governance Officer	Maintain a register to record details of contracts and their status to assist with ensuring contracts are monitored and actioned as required.	
FMR Rec 39	7.2.6 Register of Member Fees & Allowances Executive Officer	Maintain and publish on the Shire website a register of fees and allowances paid to council members for each financial year following 1 July 2020 as per the Local Government (Administration) Regulations 1996 regulation 29C (2)(f).	

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FMR Rec 40	7.4.1 Internal Audit Chief Executive Officer	We suggest as the level of documented procedures increases, an expanded internal audit function to confirm adherence to documented policies and procedures may be required as recommended by the OAG in their report to Parliament on the Audit Results Report – Annual 2017-18 Financial Audits of Local Government Entities.	
FMR Rec 41	7.5.1 Financial Management Review Exec Manager – Corporate & Community	Ensure the next review is undertaken within the next three years as required by legislation.	Completed 17 June 2025 before the due date.
2025/2026 Annual Committee Agenda Item Considerations:			
ICT Disaster Recovery Plan			
Business Continuity Plan			
'Dashboard Report' of the Shire's Risk Management Framework			
Summary of the Shire's annual insurance program			Completed 26 August 2025
Insert Meeting Date			