



MINUTES

Audit Committee

4 March 2025

CONFIRMATION OF MINUTES

These Minutes have been CONFIRMED by the Committee as the official record for the Shire of Gingin's Audit Committee held on Tuesday 4 March 2025.



**Councillor L Balcombe
PRESIDING MEMBER**

Date of Confirmation: 19 August 2025

ACKNOWLEDGEMENT OF COUNTRY



The Shire of Gingin would like to acknowledge the Yued people who are the traditional custodians of this land. The Shire would like to pay respect to the Elders past, present and emerging of the Yued Nation and extend this respect to all Aboriginal people. The Shire also recognises the living culture of the Yued people and the unique contribution they have made to the Gingin region.

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1 DECLARATION OF OPENING

The Presiding Member declared the meeting open at 1:04 pm and welcomed all in attendance.

2 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 ATTENDANCE

Councillors – L Balcombe (President/Presiding Member), F Johnson, F Peczka, J Weeks

Staff – S Wildgoose (Chief Executive Officer), L Crichton (Executive Manager Corporate and Community Services), J Bayliss (Executive Manager Regulatory and Development Services), L Burt (Coordinator Governance/Minute Officer), and T Rush-Harvey (Governance Support Officer)

Observers – Cr R Kestel (Deputy President), Cr N Woods

2.2 APOLOGIES

Cr L Stewart

2.3 LEAVE OF ABSENCE

Nil

3 DISCLOSURES OF INTEREST

Nil

4 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Johnson **SECONDED:** Councillor Peczka

That the Minutes of the Audit Committee meeting held on 19 November 2024 be confirmed as a true and accurate record.

CARRIED UNANIMOUSLY
4 / 0

FOR: *Councillor Balcombe, Councillor Johnson, Councillor Peczka and Councillor Weeks*

AGAINST: *Nil*

5 OFFICERS' REPORTS

5.1 2024 REVIEW OF RISK MANAGEMENT, INTERNAL CONTROLS AND STATUTORY COMPLIANCE

File	COR/29
Author	Lee-Anne Burt - Coordinator Governance
Reporting Officer	Scott Wildgoose - Chief Executive Officer
Refer	Nil
Appendices	1. 2024 Review of Systems and Procedures [5.1.1 - 25 pages]

DISCLOSURES OF INTEREST

Nil

VOTING REQUIREMENTS - SIMPLE MAJORITY

COMMITTEE RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Peczka **SECONDED:** Councillor Johnson

That the Committee:

- Note the CEO’s report in relation to the 2024 Review of Systems and Procedures Relating to Risk Management, Internal Controls and Legislative Compliance;
- Endorse the actions and timeframes proposed by the CEO with respect to the recommendations arising from the Review; and
- Recommend that Council receive the CEO’s report in relation to the 2024 Review of Systems and Procedures Relating to Risk Management, Internal Controls and Legislative Compliance and endorse the actions and timeframes proposed by the CEO with respect to the recommendations arising from the Review.

CARRIED UNANIMOUSLY
4 / 0

FOR: *Councillor Balcombe, Councillor Johnson, Councillor Peczka and Councillor Weeks*

AGAINST: *Nil*

5.2 2024 COMPLIANCE AUDIT RETURN

File	COR/29
Author	Tasma Rush-Harvey - Governance Support Officer
Reporting Officer	Scott Wildgoose - Chief Executive Officer
Refer	Nil
Appendices	1. Compliance Audit Return 2024 [5.2.1 - 12 pages]

DISCLOSURES OF INTEREST

Nil

VOTING REQUIREMENTS - SIMPLE MAJORITY

COMMITTEE RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Johnson **SECONDED:** Councillor Peczka

That the Committee:

1. Acknowledge the results of the 2024 compliance audit process; and
2. Recommend that Council adopt the 2024 Compliance Audit Return for the period 1 January 2024 to 31 December 2024.

CARRIED UNANIMOUSLY
4 / 0

FOR: *Councillor Balcombe, Councillor Johnson, Councillor Peczka and Councillor Weeks*

AGAINST: *Nil*

6 CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 1:43 pm.

The next Audit Committee meeting will be held in Council Chambers at the Shire of Gingin Administration Centre, 7 Brockman Street, Gingin on a date to be determined.