



# MINUTES

**Audit Committee**

16 April 2024

## **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 16 April 2024.

\_\_\_\_\_  
**Councillor C W Fewster**  
**CHAIRPERSON**

**Date of Confirmation:** \_\_\_\_\_

## **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 Chairperson declared the meeting open at 12:00pm and welcomed all in attendance.

## 2 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

### 2.1 ATTENDANCE

Councillors – C W Fewster (Chairperson/Shire President), L Balcombe (Deputy Shire President), F J Peczka and L Stewart

Staff – A Cook (Chief Executive Officer), L Crichton (Executive Manager Corporate and Community Services), A Richards (A/Manager Corporate Services) and L Burt (Coordinator Governance/Minute Officer)

External Parties – Z Chu (Manager - Office of the Auditor General (OAG)); R Hall (Audit Director - Dry Kirkness)

Observers - Cr E Sorensen

### 2.2 APOLOGIES

Cr F Johnson

### 2.3 LEAVE OF ABSENCE

Nil

## 3 DISCLOSURES OF INTEREST

Nil

## 4 CONFIRMATION OF MINUTES

### COMMITTEE RESOLUTION/OFFICER RECOMMENDATION

**MOVED:** Councillor Balcombe      **SECONDED:** Councillor Peczka

**That the Minutes of the Audit Committee meeting held on 5 March 2024 be confirmed as a true and accurate record.**

**CARRIED UNANIMOUSLY  
4 / 0**

**FOR:**            *Councillor Balcombe, Councillor Fewster, Councillor Peczka and Councillor Stewart*

**AGAINST:**    *Nil*

## 5 OFFICERS' REPORTS

### 5.1 2023-24 AUDIT - ENTRANCE MEETING

File	FIN/23
Author	Karina Leonhardt - Manager Corporate Services
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	1. Audit Entrance Meeting Agenda 2024 [5.1.1 - 1 page] 2. Audit Planning Summary 2024 Final [5.1.2 - 19 pages]

### DISCLOSURES OF INTEREST

Nil

### VOTING REQUIREMENTS - SIMPLE MAJORITY

#### COUNCIL RESOLUTION/OFFICER RECOMMENDATION

**MOVED:** Councillor Stewart      **SECONDED:** Councillor Balcombe

**That the Audit Committee note the attendance of its Auditors to conduct the 2023-24 Audit Entrance Meeting.**

**CARRIED UNANIMOUSLY  
4 / 0**

**FOR:**            *Councillor Balcombe, Councillor Fewster, Councillor Peczka and Councillor Stewart*

**AGAINST:**    *Nil*

*Z Chu (OAG), R Hall (Dry Kirkness) and A Richards (A/Manager Corporate Services) left the meeting at 12:55pm.*



## 5.2 2023 FINANCIAL MANAGEMENT REVIEW - UPDATE

File	FIN/16
Author	Karina Leonhardt - Manager Corporate Services
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Item 12.5 2023 Financial Management Review - 18 July 2023 OCM
Appendices	Nil

### DISCLOSURES OF INTEREST

Nil

### VOTING REQUIREMENTS - SIMPLE MAJORITY

*A Richards (A/Manager Corporate Services) returned to the meeting at 1:05 pm.*

### COUNCIL RESOLUTION/OFFICER RECOMMENDATION

**MOVED:** Councillor Balcombe      **SECONDED:** Councillor Stewart

That the Audit Committee note the update on management comments and actions on those items identified from improvement within the June 2023 Financial Management Review.

**CARRIED UNANIMOUSLY**  
4 / 0

**FOR:**            *Councillor Balcombe, Councillor Fewster, Councillor Peczka and Councillor Stewart*

**AGAINST:**    *Nil*

### 5.3 REVIEW OF RISK PROFILES

File	RSK/8
Author	Lee-Anne Burt - Coordinator Governance
Reporting Officer	Aaron Cook - Chief Executive Officer
Refer	Nil
Appendices	1. 2024 Risk Profiles and Dashboard [5.3.1 - 21 pages]

### DISCLOSURES OF INTEREST

Nil

### VOTING REQUIREMENTS - SIMPLE MAJORITY

#### COUNCIL RESOLUTION/OFFICER RECOMMENDATION

**MOVED:** Councillor Peczka      **SECONDED:** Councillor Balcombe

That the Committee note the status of Risk Profiles as at 10 April 2024.

**CARRIED UNANIMOUSLY  
4 / 0**

**FOR:**            *Councillor Balcombe, Councillor Fewster, Councillor Peczka and Councillor Stewart*

**AGAINST:**    *Nil*

## **6 CLOSURE**

There being no further business, the Chairperson declared the meeting closed at 1:06 pm.

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