



# MINUTES

**Audit Committee**

5 December 2023

## **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 5 December 2023.

\_\_\_\_\_  
**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 Executive Manager Corporate & Community Services declared the meeting open at 9.01 am and welcomed all in attendance.

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

### **2.1 ATTENDANCE**

Councillors – C W Fewster (President), L Balcombe (Deputy Member), F Peczka and L Stewart.

Staff – L Crichton (Executive Manager Corporate and Community Services), K Leonhardt (Manager Corporate Services), A Richards (Coordinator Financial Planning & Reporting), K Johnston (Governance Support Officer) and L Burt (Coordinator Governance/Minute Officer).

Other Attendees - M van der Merwe (Dry Kirkness) and A Ang (Office of the Auditor General).

Observers – Councillor R Kestel, Councillor E Sorensen and Councillor N Woods.

### **2.2 APOLOGIES**

Councillor F Johnson

### **2.3 LEAVE OF ABSENCE**

Nil

## **3 ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON**

### **3.1 ELECTION OF CHAIRPERSON**

#### Statutory Environment

Section 5.12 of the *Local Government Act 1995* (the Act) requires that committees of Council must appoint a Presiding Member in accordance with Schedule 2.3 of the Act. Committees may also appoint a Deputy Presiding Member, but if they choose to do so then the appointment must be made in accordance to Schedule 2.3.

The Terms of Reference adopted by Council for its committees specify that the members of a group are to elect a presiding member from amongst themselves at the first meeting of the group, and at each subsequent first meeting following an ordinary local government election.

The Executive Manager Corporate & Community Services called for nominations for the position of the Audit Committee Chairperson. Councillor Balcombe nominated Councillor Fewster, who confirmed his acceptance of the nomination.

There being no further nominations, Councillor Fewster was declared elected as the Audit Committee Chairperson and assumed the Chair at 9.03 am.

### **3.2 ELECTION OF DEPUTY CHAIRPERSON**

The Chairperson called for nominations for the position of the Audit Committee Deputy Chairperson. Councillor Stewart nominated Councillor Peczka, who confirmed his acceptance of the nomination.

There being no further nominations, Councillor Peczka was declared elected as the Audit Committee Deputy Chairperson

### **4 DISCLOSURES OF INTEREST**

Nil

### **5 CONFIRMATION OF MINUTES**

#### **COUNCIL RESOLUTION/OFFICER RECOMMENDATION**

**MOVED:** Councillor Stewart

**SECONDED:** Councillor Balcombe

That the Minutes of the Audit Committee meeting held on 4 July 2023 be confirmed as a true and accurate record.

**CARRIED UNANIMOUSLY**

**4 / 0**

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

**AGAINST:** *Nil*

## 6 OFFICERS' REPORTS

### 6.1 FINANCIAL REPORT AND AUDIT REPORT FOR THE YEAR ENDED 30 JUNE 2023

<b>File</b>	FIN/25
<b>Author</b>	Karina Leonhardt – Manager Corporate Services
<b>Reporting Officer</b>	Les Crichton - Executive Manager Corporate and Community Services
<b>Refer</b>	Nil
<b>Appendices</b>	<ol style="list-style-type: none"> <li>1. Shire of Gingin AF R-2022-23- Template- V 1- FINAL V 5 [6.1.1 - 42 pages]</li> <li>2. Shire of Gingin- Annual Audit Completion Report - 30 June 2023 [6.1.2 - 15 pages]</li> <li>3. Draft Opinion - Shire of Gingin - 30 June 2023 [6.1.3 - 3 pages]</li> <li>4. Shire of Gingin - Final Management Letter Attachment - 30 June 2023 [6.1.4 - 13 pages]</li> </ol>

#### DISCLOSURES OF INTEREST

Nil

#### VOTING REQUIREMENTS - SIMPLE MAJORITY

#### COUNCIL RESOLUTION/OFFICER RECOMMENDATION

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

**That the Committee:**

1. Receive the 2022/23 Annual Audit Completion Report and 2022/23 Management Report; and
2. Recommend that Council accept the Annual Financial Report and Independent Auditor's Report on the audit of the Annual Financial Report for the year ended 30 June 2023.

**CARRIED UNANIMOUSLY  
4 / 0**

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

**AGAINST:**    *Nil*

*The Manager Corporate Services, Coordinator Financial Planning and Reporting, Auditor and Representative of the Office of the Auditor General left the meeting at 9.50 am.*

## 6.2 REVIEW OF RISK PROFILES

File	RSK/8
Author	Lee-Anne Burt - Coordinator Governance
Reporting Officer	Aaron Cook - Chief Executive Officer
Refer	Nil
Appendices	1. 2023 Risk Profiles [6.2.1 - 22 pages]

## DISCLOSURES OF INTEREST

Nil

## VOTING REQUIREMENTS - SIMPLE MAJORITY

### COUNCIL RESOLUTION/OFFICER RECOMMENDATION

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

That the Committee note the status of Risk Profiles as at 29 November 2023.

**CARRIED UNANIMOUSLY  
4 / 0**

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

**AGAINST:**    *Nil*

## **7 CLOSURE**

There being no further business, the Chairperson declared the meeting closed at 9.52 am.

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