



MINUTES

Audit Committee

19 August 2025

CONFIRMATION OF MINUTES

These Minutes have been CONFIRMED by the Committee as the official record for the Audit Committee meeting held on Tuesday 19 August 2025.



Councillor L Balcombe
CHAIRPERSON

Date of Confirmation: 2 December 2025

ACKNOWLEDGEMENT OF COUNTRY



The Shire of Gingin acknowledges the Yued people, the traditional owners of Yued Boodja. The Shire pays respect to Yued Elders past and present, and acknowledges emerging Yued leaders. We extend this respect to all Aboriginal people. The Shire recognises the living, dynamic culture of the Yued people and the unique contribution they make to the Gingin region on Yued Boodja.

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1 DECLARATION OF OPENING

The Presiding Member declared the meeting open at 1:00pm and welcomed all in attendance.

2 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 ATTENDANCE

Councillors – L Balcome (President/Presiding Member), F Johnson, F Peczka and L Stewart

Staff – S Wildgoose (Chief Executive Officer), R Wright (Executive Manager Corporate Services), and L Burt (Coordinator Governance/Minute Officer)

Observers – Nil

2.2 APOLOGIES

Nil

2.3 LEAVE OF ABSENCE

Nil

3 DISCLOSURES OF INTEREST

4 CONFIRMATION OF MINUTES

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Johnson

SECONDED: Councillor Stewart

That the Minutes of the Audit Committee meeting held on 4 March 2025 be confirmed as a true and accurate record.

CARRIED UNANIMOUSLY
4 / 0

FOR: Councillor Balcombe, Councillor Johnson, Councillor Peczka and Councillor Stewart

AGAINST: Nil

5 OFFICERS' REPORTS

5.1 2024/2025 FINANCIAL AUDIT - INTERIM MANAGEMENT LETTER

File	FIN/25
Author	Karina Leonhardt – Manager Corporate Services
Reporting Officer	Rachael Wright - Executive Manager Corporate Services
Refer	Nil
Appendices	1. Interim Management Letter Attachment _ Shire of Gingin _ 30 June 2025 (2) [5.1.1 - 2 pages]

DISCLOSURES OF INTEREST

Nil

VOTING REQUIREMENTS - SIMPLE MAJORITY

COMMITTEE RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Johnson

SECONDED: Councillor Stewart

That the Audit Committee:

1. Receive the findings and recommendations outlined in the Interim Management Letter issued by the Office of Auditor General (OAG) as part of the audit for the financial year ended 30 June 2025; and
2. Note the final letter will be issued on completion of the annual audit and Annual Financial Report after a review by the OAG and will be presented to the Audit Committee at the next available meeting after receipt of the letter for consideration.

CARRIED UNANIMOUSLY
4 / 0

FOR: Councillor Balcombe, Councillor Johnson, Councillor Peczka and Councillor Stewart

AGAINST: Nil

5.2 REVIEW OF SYSTEMS AND PROCEDURES (AUDIT REG. 17) - UPDATE ON ACTIONS

File	GOV/29
Author	Lee-Anne Burt - Coordinator Governance
Reporting Officer	Rachael Wright - Executive Manager Corporate Services
Refer	4 March 2025 - Item 5.1
Appendices	Nil

DISCLOSURES OF INTEREST

Nil

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Stewart **SECONDED:** Councillor Peczka

That the Committee note the current status of CEO Actions with respect to recommendations arising from the review of systems and procedures in relation to risk management, internal control and legislative compliance.

CARRIED UNANIMOUSLY
4 / 0

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

AGAINST: *Nil*

6 CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 1:22pm.

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