

AUDIT COMMITTEE MEETING

MINUTES



For the Audit Committee Meeting held

19 June 2024

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MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson, Cr Johnson declared the meeting open at 2.10pm. The Chairperson alerted the meeting to the procedures for emergencies including evacuation, designated exits and muster points.

2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

2.1 ATTENDANCE

Chairperson	Cr RW (Robert) Johnson
Councillors	Cr P (Peter) Denton
	Cr LM (Lee) Casson
	Cr P (Perin) Mulcahy
	Cr DM (Daisy) Egerton-Warburton
	Cr G (George) Pollard
	Cr JA (Jen) Quick
Chief Executive Officer	Ms LA (Linda) Gray
A/Manager of Works	Mr G (Joe) Duina
Executive Officer	Miss JL (Jo) Scott
Members of the Public	Nil

2.2 APOLOGIES

Nil

3. PUBLIC QUESTION TIME

3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

3.2 PUBLIC QUESTIONS

Nil

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 AUDIT COMMITTEE MEETING – 20 March 2024

Moved Cr Quick, seconded Cr Denton that the minutes from the Audit Committee Meeting held on 20 March 2024 be confirmed as a true and correct record.

CARRIED 7/0

FOR: Cr G Pollard, Cr J Quick, Cr P Denton, Cr R Johnson,
Cr L Casson, Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

5. GENERAL BUSINESS

Nil

6. CONFIDENTIAL BUSINESS

Statutory Environment

Section 5.23 of the Local Government Act 1995 allows the Council or Committee to close all or part of a Meeting that is generally open to members of the public if the meeting or the part of the meeting deals with a range of issues, dealing with any of the following; (a) a matter affecting an employee or employees; (b) the personal affairs of any person; (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; (e) a matter that if disclosed, would reveal — (i) a trade secret; (ii) information that has a commercial value to a person; or (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; (f) a matter that if disclosed, could be reasonably expected to — (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; (ii) endanger the security of the local government's property; or (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and (h) such other matters as may be prescribed.

As such it is recommended that the meeting be closed to the public in order deal with these items.

A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION/COMMITTEE DECISION

Moved Cr Mulcahy, seconded Cr Pollard the Audit and Risk Committee recommends that the meeting be closed to members of the public in accordance with section 5.23 (2) (f) a matter that if disclosed, could be reasonably expected to — (ii) endanger the security of the local government's property.

CARRIED 7/0

FOR: Cr G Pollard, Cr J Quick, Cr P Denton, Cr R Johnson,
Cr L Casson, Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

The Meeting was closed to the public at 2.12pm.

CONFIDENTIAL

6.1 RISK MANAGEMENT REVIEW – AUDIT REGULATION 17

RESPONSIBLE OFFICER: Linda Gray – Chief Executive Officer
REPORT AUTHOR: Linda Gray – Chief Executive Officer
FILE REFERENCE: AD106, FM9
APPLICANT: N/A
DATE OF REPORT: 18 June 2024
ATTACHMENTS: *Risk Report – Confidential Attachment*

Voting Requirements

Simple Majority

OFFICER’S RECOMMENDATION/COMMITTEE DECISION

Moved Cr Casson, seconded Cr Pollard that the Audit and Risk Committee recommends that Council receives the attached CEO’s report on the Review of Risk Management, Internal Controls and Legislative Compliance for the Shire of Cranbrook.

CARRIED 7/0

FOR: Cr G Pollard, Cr J Quick, Cr P Denton, Cr R Johnson,
Cr L Casson, Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

OFFICER'S RECOMMENDATION/COMMITTEE DECISION

Moved Cr Denton, seconded Cr Quick the Audit and Risk Committee recommends that the meeting be re-opened to members of the public.

CARRIED 7/0

FOR: Cr G Pollard, Cr J Quick, Cr P Denton, Cr R Johnson,
Cr L Casson, Cr D Egerton-Warburton, Cr P Mulcahy

AGAINST: Nil

The Meeting was re-opened to the public at 2.15pm.

7. CLOSURE OF MEETING

There being no further business to discuss the Chairperson, Cr Johnson declared the meeting closed at 2.15pm.