

# SHIRE OF LEONORA



**MINUTES OF AUDIT AND RISK COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS, LEONORA  
ON TUESDAY 26TH SEPTEMBER, 2023  
COMMENCING AT 10:41AM.**

**SHIRE OF LEONORA**  
**ORDER OF BUSINESS FOR MEETING HELD**  
**TUESDAY 26TH SEPTEMBER, 2023.**

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**1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS / FINANCIAL INTEREST DISCLOSURES**

1.1 The Shire President, Cr PJ Craig declared the meeting open at 10:41am.

1.2 Visitors or members of the public in attendance

Nil

1.3 Financial/Other Interest Disclosures

Nil

**2.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

2.1 Attendance

President (Chairperson)

Deputy President

Councillors

Chief Executive Officer

Deputy Chief Executive Officer

Executive Officer

PJ Craig

RA Norrie

RM Cotterill

F Harris

LR Petersen

AE Taylor

TD Matson

L Trevenen

K Lord

2.2 Apologies

Nil

2.3 Leave of Absence

Councillor

AM Moore

2.4 Applications for Leave of Absence

Councillor AM Moore requested a leave of absence from the meeting to be held today, 26<sup>th</sup> September, 2023.

**COMMITTEE DECISION**

**Moved:** Cr RA Norrie

**Seconded:** Cr RM Cotterill

That Councillor AM Moore be granted a leave of absence from the meeting to be held today, 26<sup>th</sup> September, 2023.

**CARRIED (6 VOTES TO 0)**

*For: Cr RM Cotterill, Cr AE Taylor, Cr LR Petersen, Cr F Harris, Cr RA Norrie, Cr PJ Craig*

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**3.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

**COMMITTEE DECISION**

**Moved:** Cr RM Cotterill

**Seconder:** Cr RA Norrie

That the minutes of the Audit and Risk Committee Meeting held on 20 June, 2023 be confirmed.

**CARRIED (6 VOTES TO 0)**

*For: Cr RM Cotterill, Cr AE Taylor, Cr LR Petersen, Cr F Harris, Cr RA Norrie, Cr PJ Craig*

**4.0 REPORTS**

**4.1 CHIEF EXECUTIVE OFFICER REPORTS**

Nil

**4.0 REPORTS****4.2 DEPUTY CHIEF EXECUTIVE OFFICER REPORTS****4.2.(A) RELATED PARTY TRANSACTIONS AND DISCLOSURES**

**SUBMISSION TO:** Audit and Risk Committee Meeting  
Meeting Date: 26th September 2023

**AGENDA REFERENCE:** 4.2.(A) SEP 23

**SUBJECT:** Related Party Transactions and Disclosures

**LOCATION/ADDRESS:** Leonora

**NAME OF APPLICANT:** N/A

**FILE REFERENCE:** 1.8

**AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT**

**NAME:** Lee-Anne Trevenen

**OFFICER:** Deputy Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 22nd September 2023

**SUPPORTING DOCUMENTS:** Nil

**BACKGROUND**

In accordance with AASB 124 *Related Party Disclosures*, local governments must disclose in the annual financial statements related party relationships, transactions, and outstanding balances (including commitments) from 1 July 2016. Related parties include Key Management Personnel (KMP), which in the Shire of Leonora's case will include all elected members and executive staff, their close family members and any entities that they control or jointly control. The disclosure requires any transactions with these parties, whether monetary or not, to be identified and assessed whether disclosure is required or not. A disclosure may be in aggregate and will only occur where a transaction has occurred.

Regarding the disclosures, the following approach was developed in a workshop held at the June 2017 Audit and Risk Committee Meeting to ensure that management can properly address the requirements of the accounting standard:

- A procedure / guide for related party disclosures to be established, which includes the updating of returns quarterly through the Audit and Risk Committee Meetings
- Establishment of a system to identify and record related parties of KMPs
- Establishment of a system to identify and record related party relationships of KMPs
- Establishment of a system to identify and record related party transactions
- Identify 'Ordinary Citizen Transactions' (OCTs) that will not be disclosed by Council
- Create declaration forms to be completed by KMPs
- Set a materiality threshold for management to apply when assessing transactions for inclusion in the financial statements
- Identified the need for a separate workshop to be scheduled for newly elected members and

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- For the Audit and Risk Committee to recommend any changes required to the above processes

**STATUTORY ENVIRONMENT**

Disclosures were required from Local Government entities from 1 July 2016 in accordance with AASB 124 *Related Party Disclosures*, with the first disclosures made in the Financial Statements for the year ended 30 June 2017.

**POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendation of this report.

**FINANCIAL IMPLICATIONS**

There are no financial implications resulting from the recommendation of this report that will have any detrimental effect on the Shire's finances.

**STRATEGIC IMPLICATIONS**

Strategic References within the Shire of Leonora Strategic Community Plan 2017-2027 demonstrate connections between services and the desired outcomes and community vision for the Shire of Leonora, particularly in relation to Governance services in this instance such as 4.1 Efficient service offerings to the community, 4.2 Effective and open engagement with all sections of the community, 4.5 Strong leadership and planning.

**RECOMMENDATIONS**

That the Audit and Risk Committee note the approach taken and the systems established by management with regard to addressing the requirements of *AASB 124 Related Party Disclosures*.

**VOTING REQUIREMENT**

Simple Majority

**COMMITTEE DECISION**

**Moved:** Cr AE Taylor

**Seconded:** Cr LR Petersen

That the Audit and Risk Committee note the approach taken and the systems established by management with regard to addressing the requirements of *AASB 124 Related Party Disclosures*.

**CARRIED (6 VOTES TO 0)**

***For: Cr RM Cotterill, Cr AE Taylor, Cr LR Petersen, Cr F Harris, Cr RA Norrie, Cr PJ Craig***

Signed: 19 DECEMBER 2023

President: \_\_\_\_\_

26 SEPTEMBER 2023

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**5.0 NEXT MEETING**

Tuesday 19th December 2023

**6.0 CLOSURE OF MEETING**

There being no further business, the Chairperson, Shire President, Cr PJ Craig declared the meeting closed at 10:44am.