

# Shire of Lake Grace

## Audit Committee Meeting



### NOTICE PAPER

#### To the Committee

In accordance with the provisions of Section 5.5 of the Local Government Act 1995, you are hereby notified that an Audit Committee Meeting has been convened:

**Date:** Wednesday 23 July 2025

**At:** Council Chambers  
1 Bishop Street, Lake Grace, WA

**Commencing:** 3.00 pm

# Shire of Lake Grace

## Audit Committee Meeting

# Agenda

23 July 2025

Meeting Commencing at 3.00pm

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## CONTENTS

<b>1.0</b>	<b>DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS .....</b>	<b>4</b>
<b>2.0</b>	<b>ACKNOWLEDGEMENT OF COUNTRY .....</b>	<b>4</b>
<b>3.0</b>	<b>RECORD OF ATTENDANCE/APOLOGIES/ LEAVE OF ABSENCE (PREVIOUSLY APPROVED).....</b>	<b>4</b>
<b>4.0</b>	<b>RESPONSE TO PREVIOUS PULIC QUESTIONS TAKEN ON NOTICE.....</b>	<b>5</b>
<b>5.0</b>	<b>PUBLIC QUESTION TIME.....</b>	<b>5</b>
<b>6.0</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS.....</b>	<b>5</b>
<b>7.0</b>	<b>NOTATIONS OF INTEREST .....</b>	<b>5</b>
7.1	DECLARATIONS OF FINANCIAL INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60A.....	5
7.2	DECLARATIONS OF PROXIMITY INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60B.....	5
7.3	DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATIONS 1996 SECTION 34C .....	5
<b>8.0</b>	<b>ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION</b>	<b>5</b>
<b>9.0</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>5</b>
9.1	AUDIT COMMITTEE MEETING – 26 MARCH 2025 .....	5
<b>10.0</b>	<b>REPORTS OF OFFICERS.....</b>	<b>6</b>
10.1	REVIEW OF RISK MANAGEMENT, LEGISLATIVE COMPLIANCE AND INTERNAL CONTROLS .....	6
<b>11.0</b>	<b>CLOSURE .....</b>	<b>9</b>

## **SHIRE OF LAKE GRACE**

Agenda for the Audit Committee Meeting to be held at Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 23 July 2025.

### **1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Chairperson of the Audit Committee opened the meeting at \_\_\_\_\_ pm.

### **2.0 ACKNOWLEDGEMENT OF COUNTRY**

#### **Acknowledgement of Country**

I wish to acknowledge the traditional Custodians of the land on which we meet today and pay my respects.

I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

### **3.0 RECORD OF ATTENDANCE/APOLOGIES/ LEAVE OF ABSENCE (PREVIOUSLY APPROVED)**

#### **Present**

Mr P Stoffberg	Chairperson
Cr S Hunt	
Cr LW Armstrong	
Cr R Lloyd	

#### **In Attendance**

Mr A George	Chief Executive Officer
Mr A Wooldridge	Deputy Chief Executive Officer
Mrs T Hall	Manager Corporate Services

#### **Apologies**

Cr B Hyde

#### **Observers/Visitors**

**4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

**5.0 PUBLIC QUESTION TIME**

**6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS**

**7.0 NOTATIONS OF INTEREST**

**7.1 DECLARATIONS OF FINANCIAL INTEREST – LOCAL GOVERNMENT ACT 1995  
SECTION 5.60A**

**7.2 DECLARATIONS OF PROXIMITY INTEREST – LOCAL GOVERNMENT ACT 1995  
SECTION 5.60B**

**7.3 DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION  
REGULATIONS 1996 SECTION 34C**

**8.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

**9.0 CONFIRMATION OF MINUTES**

**9.1 AUDIT COMMITTEE MEETING – 26 MARCH 2025**

**RECOMMENDATION / RESOLUTION**

**Moved:**

**Seconded:**

That the minutes of the Audit Committee Meeting held on 26 March 2025 be confirmed as a true and accurate record.

**CARRIED**

## 10.0 REPORTS OF OFFICERS

### 10.1 REVIEW OF RISK MANAGEMENT, LEGISLATIVE COMPLIANCE AND INTERNAL CONTROLS

<b>Applicant</b>	Shire of Lake Grace
<b>File No.</b>	0625 / 0528
<b>Attachments</b>	Shire of Lake Grace Regulation 17 & 5 Review Report 2025 – Final
<b>Author</b>	Mr Aaron Wooldridge - Deputy Chief Executive Officer
<b>Disclosure of Interest</b>	Nil
<b>Date of Report</b>	20 June 2025
<b>Senior Officer</b>	Mr Alan George - Chief Executive Officer

#### Summary

For the Audit & Risk Committee to note and record the Chief Executive Officer's audit review findings on the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with r.5, *Local Government (Financial Management) Regulation 1996* and r.17 *Local Government (Audit) Regulation 1996*.

#### Background

The *Local Government (Financial Management) Regulation 1996* and *Local Government (Audit) Regulation 1996*, state the CEO functions and responsibilities reviewing the appropriateness and effectiveness of the local government's systems regarding risk management, internal control and legislative compliance.

Furthermore Regulation 17 requires a local government's Chief Executive Officer to review, not less than once every three (3) financial years, the appropriateness and effectiveness of the local government's systems and procedures regarding risk management, internal control and legislative compliance and provide a report of that review to the local governments Audit Committee for their consideration.

#### Comment

The last Regulation 17 Audit review for the Shire of Lake Grace was undertaken by the Paxon Group and accepted by Council on 28 July 2021, which was also included the Shire's annual Compliance Audit Return for 2021. Regulation 5 Financial Management Review was last conducted in Feb-Mar 2023 and finalised in April 2023 by the Paxon Group.

External consultants Paxon Group were again engaged to assist with the audit review of Regulation 17 and incorporates the review for Regulation 5 as well for the purpose aligning both reviews done at the same time.

The review is to assist the CEO in reporting to the Audit and Risk Committee on the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal control, and legislative compliance.

In addition, the review focussed on the implementation of audit recommendations from the previous Regulation 5 review.

#### Legislative Compliance:

The Shire identifies applicable legislation and keeps track of amendments to such legislation.

Except for the Waste and Fleet business unit's employees, Shire employees are educated as to Shire's and their own legislative responsibilities.

#### Legal Implications

### **Local Government (Audit) Regulations 1996**

#### **16. Audit committee, functions of**

*An audit committee —*

- (a) is to provide guidance and assistance to the local government —*
  - (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and*
  - (ii) as to the development of a process to be used to select and appoint a person to be an auditor; and*
- (b) may provide guidance and assistance to the local government as to —*
  - (i) matters to be audited; and*
  - (ii) the scope of audits; and*
  - (iii) its functions under Part 6 of the Act; and*
  - (iv) the carrying out of its functions relating to other audits and other matters related to financial management; and*
- (c) is to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —*
  - (i) report to the council the results of that review; and*
  - (ii) give a copy of the CEO's report to the council.*

#### **17. CEO to review certain systems and procedures**

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
  - (a) risk management; and*
  - (b) internal control; and*
  - (c) legislative compliance.*
- (2) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 3 calendar years.*
- (3) The CEO is to report to the audit committee the results of that review.*

### Policy Implications

Council Policies:      1.1 – Policy Manual Amendments  
                                 1.13 - Risk Management  
                                 1.21 – Internal Controls  
                                 1.22 – Legislative Compliance

### Consultation

Chief Executive Officer – Alan George  
Deputy Chief Executive Officer – Aaron Wooldridge  
Manager Corporate Services – Tegan Hall  
Manager Infrastructure Services – Craig Elefsen  
Paxon Group

### Financial Implications

The Regulation 5 & 17 Audit Review was undertaken with the assistance of consultants Paxon Group at a cost of \$14,850 (GST incl) which was included in the Council's 2024-25 annual budget.

There are no further financial implications arising from this report and review as any necessary follow up work will be undertaken in-house by the Shire's Executive and other support staff.

### Strategic Implications

**This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan**

Objective	Leadership – Strong governance and leadership, demonstrating fair and equitable community values.
Outcome	A strategically focused, unified Council functioning efficiently
Strategies	8.1 Provide informed leadership on behalf of the community 8.3 Provide strategic leadership and governance
Outcome	An efficient and effective organisation
Strategies	9.1 Maintain accountability and financial responsibility through effective planning 9.2 Comply with statutory and legislative requirements



## RECOMMENDATION / RESOLUTION

**Moved:**

**Seconded:**

That the Audit & Risk Committee:

1. Notes the results of the Chief Executive Officer Regs 5 & 17 audit review on the appropriateness and effectiveness of Shire's systems and procedures in relation to risk management, internal control and legislative compliance;
2. Notes that the implementation of the improvements outlined from the suggested timeframes within the report;
3. Reports to Council every 6 months on the progress of implementing the improvements; and
4. Provides a copy of this report to Council.

**CARRIED**

**For:**

**Against:**

## 11.0 CLOSURE

There being no further business, the Presiding Member closed the meeting at \_\_\_\_ pm.