

Shire of Lake Grace

Audit, Risk & Improvement Committee Meeting

Minutes

16 April 2026

Meeting Commenced at 2.27pm



Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Lake Grace for any act, omission or statement or intimation occurring during Council and Committee meetings or during formal and informal conversations with staff. The Shire of Lake Grace disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council and Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's and or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for license, any statement or limitation or approval made by a member or officer of the Shire of Lake Grace during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Lake Grace. The Shire of Lake Grace warns that anyone who has an application lodged with the Shire of Lake Grace must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Lake Grace in respect of the application.

CONTENTS

1.0	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	3
2.0	ACKNOWLEDGEMENT OF COUNTRY	3
3.0	RECORD OF ATTENDANCE/APOLOGIES/ LEAVE OF ABSENCE (PREVIOUSLY APPROVED).....	3
4.0	RESPONSE TO PREVIOUS PULIC QUESTIONS TAKEN ON NOTICE	3
5.0	PUBLIC QUESTION TIME.....	3
6.0	PETITIONS/DEPUTATIONS/PRESENTATIONS.....	4
7.0	NOTATIONS OF INTEREST	4
7.1	DECLARATIONS OF FINANCIAL INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60A.....	4
7.2	DECLARATIONS OF PROXIMITY INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60B.....	4
7.3	DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATIONS 1996 SECTION 34C	4
8.0	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION	4
9.0	CONFIRMATION OF MINUTES	4
9.1	AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING – 17 DECEMBER 2025	4
10.0	REPORTS OF OFFICERS.....	5
10.1.1	ENDORSEMENT OF UPDATED RISK MANAGEMENT FRAMEWORK	5
11.0	CLOSURE	8
12.0	CERTIFICATION	8

SHIRE OF LAKE GRACE

Agenda for the Audit Committee Meeting to be held at Council Chambers, 1 Bishop Street, Lake Grace, WA on Thursday 16 April 2026.

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson of the Audit Committee opened the meeting at 2.27 pm.

2.0 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	

In Attendance

Mr A Wooldridge	Acting Chief Executive Officer
-----------------	--------------------------------

Apologies

Cr R Lloyd
Cr Hyde

Observers/Visitors

4.0 RESPONSE TO PREVIOUS PULIC QUESTIONS TAKEN ON NOTICE

Nil

5.0 PUBLIC QUESTION TIME

Nil

6.0	PETITIONS/DEPUTATIONS/PRESENTATIONS
------------	--

Nil

7.0	NOTATIONS OF INTEREST
------------	------------------------------

Nil

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

Nil

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

Nil

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

Nil

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

Nil

9.0	CONFIRMATION OF MINUTES
------------	--------------------------------

9.1	AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING – 17 DECEMBER 2025
------------	---

RECOMMENDATION / RESOLUTION

Moved: Cr Hunt
Seconded: Cr Armstrong

That the minutes of the Audit, Risk & Improvement Committee Meeting held on 17 December 2025 be confirmed as a true and accurate record.

CARRIED 3/0

For: Mr P Stoffberg, Cr Hunt, Cr Armstrong
Against: Nil

10.0 REPORTS OF OFFICERS

10.1.1 ENDORSEMENT OF UPDATED RISK MANAGEMENT FRAMEWORK

Applicant	Internal – Shire of Lake Grace
File No.	0625
Attachments	• Risk Management Framework 2026 • SoLG Regulation 17 & 5 Review Report 2025 – Final • Lake Grace 2026 Risk Profile and Reporting Tool
Author	Aaron Wooldridge – Acting Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	10 April 2026
Senior Officer	Aaron Wooldridge – Acting Chief Executive Officer

Summary

The purpose of this report is to present the newly updated Shire of Lake Grace Risk Management Framework 2026 to the Audit, Risk & Improvement Committee for review and endorsement prior to referral to Council for formal adoption.

The revised framework has been comprehensively rewritten to align with AS ISO 31000:2018 Risk Management – Guidelines, strengthen governance oversight, improve risk reporting obligations, and directly address the findings arising from the 2025 Regulation 17 & 5 Internal Audit Review, specifically Finding 5.1 – Design & Operation of the Risk Management Framework, which was rated High Risk.

Background

As part of the Shire's statutory obligations under Regulation 17 of the *Local Government (Audit) Regulations 1996*, the CEO must review the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal control and legislative compliance at least once every three financial years.

The 2025 internal audit review identified that the previous framework had not been updated since 2016, referenced the superseded AS/NZS ISO 31000:2009, and was not operating effectively in practice. Further, the audit identified that the risk registers had not been reviewed since 2021 and that the required six-monthly reporting to the Audit Committee was not occurring.

Recommendation 5.1.1 required the framework to be updated, and 5.1.2 required operational implementation and reporting to senior management and the Audit Committee.

The attached updated framework has now been prepared to satisfy these requirements.

Comment

The updated framework introduces significant governance and operational improvements, including:

- Full alignment to AS ISO 31000:2018

- Clearly defined Council, Audit Committee, CEO, Senior Management and Manager responsibilities
- Strengthened risk appetite and acceptance criteria
- Improved risk treatment planning requirements
- Formalised six-monthly corporate risk reviews
- Quarterly reporting of strategic risks to the Audit, Risk & Improvement Committee
- Annual controls assurance planning
- Strengthened document control and versioning requirements
- Updated risk matrices, consequence tables and risk profile templates
- Direct inclusion of governance responses to the audit findings

The framework also introduces stronger linkage between risk management, business continuity, compliance, internal control and continuous improvement obligations.

In addition to the framework document, management has developed and will implement the Shire's Risk Profile and Reporting Tool as the standard operational mechanism for risk capture, monitoring and reporting across all service areas. The tool will be used by risk owners and managers to record strategic, operational and project risks, including control adequacy, risk ratings, treatment actions, due dates, responsible officers and indicator performance. Importantly, the tool will form the basis of the mandatory six-monthly Risk Summary Report to the Audit, Risk & Improvement Committee, ensuring the Committee receives consistent and current reporting on emerging risks, treatment progress, overdue actions, control effectiveness and risks outside appetite. This reporting mechanism directly supports the framework's documented six-monthly review and reporting obligations and provides clear evidence of operational implementation arising from the Regulation 17 audit findings.

Committee endorsement is now sought to confirm that the revised framework is suitable for recommendation to Council for adoption.

Legal Implications

This item relates to compliance with:

- *Local Government Act 1995*
- *Local Government (Audit) Regulations 1996 – Regulation 17*
- AS ISO 31000:2018 Risk Management – Guidelines

Endorsement of the framework supports the Shire's compliance with the CEO review and Audit Committee oversight obligations.

Policy Implications

Upon Council adoption, the updated Risk Management Framework will supersede the previous 2016 framework and become the Shire's governing risk management document.

Consultation

Chief Executive Officer
Senior Management Team
Internal audit findings from Paxon

Financial Implications

Nil

Strategic Implications

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

Objective	Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values
Outcome	9 - An efficient and effective organisation
Strategies	9.2 - Comply with statutory and legislative requirements

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr Armstrong
Seconded: Cr Hunt

That the Audit, Risk & Improvement Committee:

1. Endorses the Shire of Lake Grace Risk Management Framework 2026;
2. Notes that the revised framework addresses Regulation 17 & 5 Internal Audit Finding 5.1;
3. Recommends that Council formally adopt the framework at the next Ordinary Council Meeting to be held on 22 April 2026.

CARRIED 3/0

For: Mr P Stoffberg, Cr Hunt, Cr Armstrong
Against: Nil

11.0 CLOSURE

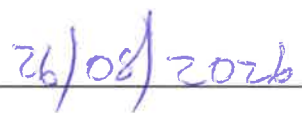
There being no further business, the Presiding Member closed the meeting at 2.53 pm.

12.0 CERTIFICATION

I, Peter Stoffberg, certify that the minutes of the meeting held on Thursday 16 April 2026 as shown were confirmed as true and accurate record of the meeting



Signature



Date