

Shire of Lake Grace

Audit, Risk & Improvement Committee Meeting

Minutes

26 August 2026

Meeting Commenced at 2.30pm



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 PUBLIC QUESTIONS TAKEN ON NOTICE.....	3
5.0	PUBLIC QUESTION TIME	4
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 – 22 JULY 2026	5
10.0	REPORTS OF OFFICERS.....	5
10.1.1	COMPLIANCE AUDIT RETURN 2025.....	5
11.0	CLOSURE	9
12.0	CERTIFICATION	10

SHIRE OF LAKE GRACE

Agenda for the Audit, Risk & Improvement Committee Meeting to be held at Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 26 August 2026.

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson of the Audit Committee opened the meeting at 2.30 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
Cr R Lloyd

In Attendance

Mr A Wooldridge – Deputy Chief Executive Officer
Mr A George – Chief Executive Officer

Apologies

Cr B Hyde

Observers/Visitors

4.0 RESPONSE TO PREVIOUS PUBLIC 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 – 22 JULY 2026

RECOMMENDATION / RESOLUTION

Moved: Cr Armstrong
Seconded: Cr Lloyd

That the minutes of the Audit, Risk & Improvement Committee Meeting held on 22 July 2026 be confirmed as a true and accurate record.

CARRIED 4/0

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

10.0 REPORTS OF OFFICERS

10.1.1 COMPLIANCE AUDIT RETURN 2025

Applicant	Internal Report
File No.	0528
Attachments	Shire of Lake Grace Compliance Audit Return 2025 - Questions and Responses
Author	Aaron Wooldridge – Deputy Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	3 August 2026
Senior Officer	Alan George – Chief Executive Officer

Summary

The purpose of this report is for the Audit, Risk & Improvement Committee to recommend that Council adopt the statutory Local Government Compliance Audit Return (CAR) for the year ending 31 December 2025.

Background

In accordance with s.14 and s.15 of the *Local Government (Audit) Regulations 1996*, a Local Government is required to carry out a Compliance Audit for the period 1 January to 31 December 2025. Once received and endorsed by Council, the certified return then needs to be submitted to the Local Government Inspector by 31 March 2026, however, this timeline was extended by the Local Government Inspectorate Office until 30 September 2026.

The Compliance Audit Return must be:

1. Reviewed by the Audit, Risk & Improvement Committee.
2. Presented to Council at a meeting of the Council.
3. Adopted by the Council and certified by the President and CEO, then

4. Recorded in the minutes of the meeting at which it is adopted.

The Compliance Audit Return is intended to assist Council in monitoring its organisational functions and provides an additional element of accountability through a check on internal management systems, procedures and record keeping.

This in turn demonstrates the Shire's emphasis on improving its good governance, compliance, and best practice methods. Council is required to note any areas of non-compliance and endorse remedial action.

The Audit is provided by the Local Government Inspectorate Office through their secure website and is required to be completed by every local government in Western Australia.

Comment

The Compliance Audit Return has been completed through a detailed review of the Shire's governance, financial management, statutory records, procurement processes, delegations, elections, risk management and legislative compliance activities undertaken during the 2025 calendar year.

The assessment demonstrates a very high level of compliance across all legislative areas. The majority of responses are recorded as "Yes", confirming legislative compliance.

Several responses are recorded as "No" because the legislative provisions were not applicable during the reporting period, rather than indicating non-compliance. These include:

- No major trading undertakings.
- No major land transactions.
- No delegations to Council Committees.
- No Council rejection of a CEO recommendation regarding senior employee appointments.
- No requirement for payments to finishing employees above statutory entitlements.

These responses are supported by explanatory comments within the return.

One continuous improvement opportunity was identified during the review.

Although the CEO maintains a Register of Delegations, the annual review of delegations required under section 5.46 of the *Local Government Act 1995* was not formally completed during the applicable reporting period. This matter has since been addressed through the comprehensive review of the Delegations Register currently underway in 2026. The annual review has also been incorporated into the Shire's Compliance Calendar and annual governance review program to ensure future compliance.

The review also identified opportunities to further strengthen governance practices during 2026, including:

- Completion of the comprehensive Delegations Register review.
- Review of written instruments of delegation issued by the CEO.

- Ongoing review of Council policies and governance standards.
- Continued monitoring through the Compliance Calendar.

Overall, the Compliance Audit Return demonstrates that the Shire maintains effective governance systems, sound financial management practices and strong legislative compliance.

Legal Implications

Nil

Policy Implications

The Compliance Audit Return demonstrates compliance with the Shire's governance framework including:

- Delegations Register.
- Compliance Calendar.
- Code of Conduct.
- Purchasing Policy.
- Risk Management Framework.
- Corporate Business Plan; and
- Strategic Community Plan.

Consultation

Alan George – Chief Executive Officer
Tegan Hall – Manager Corporate Services
Phil Burgess – Manager Infrastructure Services
Jason Lip – Technical Officer

Financial Implications

Nil

Strategic Implications

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

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	8	A strategically focused, unified Council functioning efficiently
Strategies	8.1	Provide informed leadership on behalf of the community
	8.2	Promote and advocate for the community and district
	8.3	Provide strategic leadership and governance
	8.4	Provide timely communications on all Council activities to community
Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through effective planning
	9.2	Comply with statutory and legislative requirements
	9.3	Provide a positive and safe workplace
	9.4	Establish and maintain community endorsed levels of service across all functions of Council

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr Hunt
Seconded: Cr Armstrong

That the Audit, Risk & Improvement Committee endorses and recommends that Council:

1. Receives the 2025 Compliance Audit Return as attached.
2. Notes that the Compliance Audit Return has been completed in accordance with the requirements of the *Local Government Act 1995*.
3. Notes that the Compliance Audit Return identified a high level of legislative compliance across the organisation, with no significant legislative breaches identified.
4. Notes the continuous improvement action identified in relation to the annual review of delegations under section 5.46 of the *Local Government Act 1995*, which has now been incorporated into the Shire's compliance calendar and governance review processes.
5. Approves the 2025 Compliance Audit Return for submission to the Local Government Inspector by the statutory due date 30 September 2026.

CARRIED 4/0

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

11.0 CLOSURE

There being no further business, the Presiding Member closed the meeting at 2.41 pm.

12.0 CERTIFICATION

I, Peter Stoffberg, certify that the minutes of the meeting held on Thursday 26 August 2026 as shown were confirmed as true and accurate record of the meeting

Signature 

Date 27/8/2026