

AGENDA

Audit and Governance Committee Meeting Wednesday 11 March 2026

NOTICE OF MEETING

Dear Committee Member

The next meeting of the Audit and Governance Committee will be held at 5:30 pm on Wednesday 11 March 2026, in the Council Chamber, Administration Building, 48 Old Perth Road, Bassendean.

Please note, that parts of this meeting may be closed to the public, as the agenda contains confidential attachments/ items which may be discussed by Council behind closed doors, in accordance with s5.23 (4)(c) of the *Local Government Act 1995*.



Cameron Woods
CHIEF EXECUTIVE OFFICER

05 MARCH 2026

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1 Declaration Of Opening; Acknowledgment of Country; Acknowledgment of Visitors; Disclaimer

Acknowledgement of Country

The Town of Bassendean acknowledges the Whadjuk people of the Noongar Nation as the Traditional Custodians of this land. We pay our respects to Elders past and present, and acknowledge their continuing culture and the contribution they make to the region.

2 Announcements by the Presiding Member without Discussion

3 Attendances, Apologies and Leave of Absence

Committee Members

Cr Hayden Long (Presiding Member)
Cr Kathryn Hamilton, Mayor
Cr Jamayne Burke – via teams

Officers

Mrs Amanda Alderson, Director Corporate Services
Mr Dale Ballantyne, Manager Governance & Strategy
Ms Waruni De Silva, Manager Financial Services
Mr Tristan Loney, Manager Information and Technology

Advisor to the Committee

Mr Ron Back

Guests

Ms Caitlin McGowan, Office of the Auditor General

Apologies

Mr Cameron Woods, Chief Executive Officer

Public

4 Declarations of Interest

5 Presentations or Deputations

Deputation requests must relate to an item listed on the agenda and must be submitted by 12 noon the day of the meeting.

To submit a request, please complete the online form:

- [Online Form - Request for Deputation » Town of Bassendean](#)

For more information about how Council meetings work and how you can get involved, visit:

- [About Council Meetings » Town of Bassendean](#)

6 Questions and Statements from Members of the Public

7 Confirmation of Minutes

7.1 Confirmation of Minutes – 10 December 2025	
Attachments	1. Audit and Governance Committee Wednesday 10 December Unconfirmed [7.1.1 - 20 pages]

Officer Recommendation – Item 7.1

That the minutes of the Audit and Governance Committee meeting held on 10 December 2025 be received and confirmed as a true and correct record.

Voting requirements: Simple Majority

8 Business Deferred from Previous Meeting

Nil

9 Reports

9.1 Audit Findings Log	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	GOVN/CCLMEET/1
Department	Corporate Services
Previous Reports	10 December 2025
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. CONFIDENTIAL REDACTED - Mar 2026 Audit Findings Log [9.1.1 - 3 pages]

Purpose

The purpose of this report is to provide the Audit and Governance Committee with the Town's Audit Findings Log, with updated actions since the meeting of the Committee on 10 December 2025.

Background

The Audit Findings Log presents a summary of the audit findings and recommendations made in recent internal and external audit reports relating to the Town and provides an update on actions taken or proposed to address the recommendations.

Proposal

For the Audit and Governance Committee to receive the Audit Findings Log and consider the action taken or proposed to address the recommendations.

Communication and Engagement

Nil.

Strategic Implications

Performance Area 5: Performance

9.1 Continuously improve operational performance and service delivery.

Comment

The Audit Findings Log (Attachment 9.1) has been updated to include the findings and recommendations from completed External and Internal Audits undertaken with additional management comments on action taken or proposed to address the recommendations.

Progress has been limited since the December A & G Committee due to available staff resources and some significant project undertakings by the Town which has diverted existing resources in terms of priority workloads. As these projects are completed, staff resources will become available to progress the items.

There are currently 12 items still outstanding as recorded in the findings log with the status summarised below (Note - the log has been updated with Item numbers).

Green	Completed
Orange	31/03/2026 completion
Yellow	June A & G Committee
No colour	Dependant on Item 3
Blue	Deferred or 2026/27 Budget pending

ITEM No.	TITLE	SOURCE	CURRENT STATUS
1	Financial Task Calendar	Regulation 5 Internal Audit Review, March 2025	On track to be completed by 31/03/2026.
2	Risk Registers	Regulation 17 Internal Audit Review	On track to be completed by 31/03/2026.
3	Business Continuity Plan	Regulation 17 Internal Audit Review	To be presented at the June Audit & Governance Meeting
4	Policy Management	Regulation 17 Internal Audit Review	On track to be completed by 31/03/2026.
5	Legislative Compliance Framework	Regulation 17 Internal Audit Review	Completed – December OCM
6	Network Security Management	IT General Controls Audit, OAG, December 2024	<i>Dependent upon Item 3 progress</i>

7	Data Loss Prevention	IT General Controls Audit, OAG, December 2024	<i>Dependent upon Item 3 progress</i>
8	Physical and Environmental Security	IT General Controls Audit, OAG, December 2024	Flagged for 2026/27 Budget consideration
9	Vulnerability Management	IT General Controls Audit, OAG, December 2024	<i>Dependent upon Item 3 progress</i>
10	Disaster Recovery	IT General Controls Audit, OAG, December 2024	<i>Dependent upon Item 3 progress</i>
11	IT Governance - Standards, Policies and Procedures	IT General Controls Audit, OAG, December 2024	<i>Dependent upon Item 3 progress</i>
12	Procurement Documents, Forms and Templates	Tenders and Requests for Quote, Paxon, August 2024	On track to be completed by 31/03/2026.
13	Library Business Plan	Library Services Audit, William Buck, February 2023	Defer until Library modifications have been finalised

Statutory Requirements

Local Government (Audit) Regulations 1996, Regulation 16, states:

An audit committee has the following functions —

- (a) to guide and assist the local government in carrying out —
 - (i) its functions under Part 6 of the Act; and
 - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) 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;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
 - (i) regulation 17(1); and
 - (ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;

- (f) to oversee the implementation of any action that the local government —
 - (i) is required to take by section 7.12A(3); and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - (iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

Financial Considerations

Implementation of some audit recommendations may require additional funds and will be the subject of separate budget submissions as and when required. The Town's Purchasing Policy and Procurement Framework will govern any required engagements.

Risk Management Implications

Compliance

Medium

Environmental

Low

Financial Risk

Low

Reputational

Low

Risk implications are detailed in the Audit Findings Log.

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 9.1

That the Audit and Governance Committee receive the Audit Findings Log and notes the action taken or proposed action to be taken to address the recommendations.

Voting requirements: Simple Majority

9.2 Office of the Auditor General (OAG) - Update	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	FINM/AUD/14
Department	Office of the CEO,
Previous Reports	December 2025
Authority/Discretion	Information For the Council/Committee to note.
Attachments	To be circulated

Purpose

The purpose of this report is for Council to note the update received from the Office of the Auditor General (OAG).

Background

The Office of the Auditor General (OAG) periodically provides updates to local governments on matters relating to financial audits, accounting and auditing standards, and other sector-relevant issues.

Communication and Engagement

Nil.

Strategic Implications

Performance Area 5: Performance

9.1 Continuously improve operational performance and service delivery.

Comment

The update from the Office of the Auditor General is provided as a standing item for the Committee's information. While no specific action is required, the report offers ongoing insights into sector-wide developments and audit-related matters.

Statutory Requirements

Nil.

Financial Considerations

Nil.

Risk Management Implications

Compliance

Low

Environmental

Low

Financial Risk

Low

Reputational

Low

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 9.2

That the Committee notes the update from the Office of the Auditor General as provided in the Attachment to this report.

Voting requirements: Simple Majority

10 Motions of Which Previous Notice Has Been Given

Nil

11 Announcements of Notices of Motion for the Next Meeting

Nil

12 Confidential Business

Nil

13 Closure

The next Audit and Governance Committee will be held on Wednesday 10 June 2026, commencing at 5.30pm.