

## We help local governments with regulation 17.

Civic Legal has been conducting Systems & Procedure Reviews for regional and metropolitan local government since 2016. Our reviews help CEOs to comply with regulation 17 of the *Local Government (Audit) Regulations 1996* (WA).

It can be challenging for local governments to do a regulation 17 review on their own, as they may lack the resources, objectivity or know-how. If done well, a review is not only about compliance, it is a meaningful tool for improvement.

**This is why Civic Legal developed its Systems & Procedure Reviews: to help local governments not only comply with regulation 17, but also improve their standards of governance.**

### Why Civic Legal?

We are a unique team of a specialist local government lawyer and former local government officers. Together, we have analysed the *Local Government Guidelines No 9* and created a practical methodology.

Our team understands how local governments work and this informs the way we conduct the review and provide recommendations.

### How does the review work?

We will:

- conduct interviews over 1-2 days with your CEO and/or officers on site or over video conference
- go through a series of carefully crafted questions to document some of the systems and procedures and identify issues
- provide practical suggestions to help improve accountability and operational efficiency
- provide a report for the CEO to complete for the Audit Committee. This report is designed to assist the Audit Committee in its function to “monitor and advise the CEO when the CEO is carrying out functions in relation to a Regulation 17 review” (Audit Regulation 16).



*"The Civic Legal approach was very personalised and our officers were pleasantly surprised by the efficiency of the process ... many of the officers they interviewed recognised gaps in our systems and procedures and started addressing them even before Civic Legal delivered its report to us formally... The City found the Civic Legal report clear and concise."*

**Charlie Clarke, Manager Governance, City of Fremantle**

## Want to know more about our Systems & Procedure Reviews?

To find out more, please call or email Neil Hartley or Melanie Fraser.

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### The Governance Team



**Anthony Quahe**  
Managing Principal

Anthony created the Civic Legal team in 2005, specifically to service the WA local government sector. Anthony oversees all of the services provided by the Governance Team.

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**Neil Hartley**  
Governance Consultant

Neil is a respected figure in the WA local government sector, having built a career in local government over the past 40 years, mostly as Chief Executive Officer. Neil brings this in-depth and practical knowledge to his role as reviewer.

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**Melanie Fraser**  
Governance & Communications Executive

Melanie has worked in local government as a legal research officer, reporting directly to the CEO. Melanie is the coordinator of the Systems & Procedure Reviews, ensuring smooth timetabling and delivery of the report.

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