Date: 21 February 2025

To: Shire President
Deputy Shire President
Councillors
Community

Notice of Agenda – Audit, Risk and Improvement Committee Meeting

A Shire of Boyup Brook Audit, Risk and Improvement Committee Meeting will be held in the Council Chambers on 27 February 2025 commencing at 4:30pm to consider the matters set out in the attached agenda.

Leonard Long
Chief Executive Officer

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Agenda

1. Declaration of Opening

The Presiding Member declared the meeting open at ...pm.

Acknowledgement of Traditional Custodians

We acknowledge and pay our respects to the Traditional Custodians of the land on which we meet and work.

Committee Meetings are public meetings.

Committee Members and staff risk being held personally liable if their comments are defamatory, or breach any duty of confidentiality.

Statements made during Committee Meetings are solely those of the person making them. Nothing expressed at a Committee Meeting can be attributed to the Shire, unless it is adopted by a resolution of Council.

The Confirmed Minutes of a Committee Meeting are the official record of that Committee Meeting. Verbatim Minutes are not required.

May I ask everyone here today, to make sure your mobiles are turned off or on silent for the duration of the Meeting.

This meeting will be audio recorded and made available for public access on the Shire Website.

2. Record of Attendance

2.1 Attendance

Councillors

Shire President	Cr Richard Walker
Deputy Shire President	Cr Helen O'Connell
Councillors	Cr Sarah Alexander
	Cr Charles Caldwell
	Cr Philippe Kaltenrieder
	Cr Michael Wright
	Cr Darren King
	Cr David Inglis

Council Officers

Chief Executive Officer	Leonard Long
Executive Manager Corporate Services	Carolyn Mallett
Manager Financial Services	Malcolm Armstrong

Observers / Public Members

2.2 Apologies

3. Public Question Time

a. Public Question Time provides the public with an opportunity to put questions to the Committee. Questions should only relate to the business of the Committee and should not be a statement or personal opinion.
b. During the Committee meeting, after Public Question Time, no member of the public may interrupt the meeting's proceedings or enter into conversation.
c. Whenever possible questions should be submitted in writing at least 48 hours prior to the start of the meeting.
d. All questions should be directed to the Presiding Member and only questions relating to matters that relate to the purpose of the meeting may be answered. Questions may be taken on notice and responded to after the meeting, at the discretion of the Presiding Member.
e. The Presiding Member will control Question Time and ensure each person wishing to ask a question states their name and address before asking the question. If the question relates to an item on the agenda the item number should also be stated. In general persons seeking to ask questions will be given two (2) minutes within which to address their question to Council. The Presiding Member may shorten or lengthen this time at their discretion.

3.1 Public Question Time

4. Declaration of Interest

4.1 Financial and / or Proximity Interest

4.2 Disclosure of Impartiality Interest that may cause conflict

5. Previous Committee Meeting Minutes

5.1 Committee Meeting Minutes – 30 January 2025

Moved: ..... Seconded: .....

Officer Recommendation ARI 25/02/…

That the minutes of the Audit, Risk and Improvement Committee Meeting held on 30 January 2025 be confirmed as being a true and accurate record (Attachment 5.1A).

.....
For:
Against:

6. Report of Officer

6.1 Chief Executive Officer

6.1.1 Compliance Audit Return 2024	
File Ref:	FM/9/004
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	6.1.1A Compliance Audit Return 2024 (CAR)

Moved: ..... Seconded: .....

Officer Recommendation ARI 25/02/…

That the Audit, Risk and Improvement Committee recommend Council:

1. **Adopt the Compliance Audit Return 2024 for the Shire of Boyup Brook.**

2. **Authorises the Shire President and Chief Executive Officer to certify the Compliance Audit Return 2024.**

3. **Requests the Chief Executive Officer to forward the certified Compliance Audit Return 2024 along with any documents required in accordance with Regulation 14(3) and Regulation 15 of the *Local Government (Audit) Regulations 1996* to the Department of Local Government, Sport and Cultural Industries by 31 March 2025.**

.....
For:
Against:

Summary

The Committee is required to consider for adoption the annual Compliance Audit Return 2024 (CAR) and to forward a completed, certified copy to the Department of Local Government, Sport and Cultural Industries.

Background

The Committee is required to review the annual CAR for approval and for the Shire President and the Chief Executive Officer to certify the document and forward it to the Director General of the relevant department.

Report Detail

The CAR (Attachment 6.1.1A) consists of the following categories:

- Commercial Enterprises by Local Governments
- Delegation of Power / Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting (IPR)
- Employees
- Conduct
- Other
- Tenders
- Documents

Under each of these categories are a number of questions which test the Shire's compliance with the various Acts and Regulations. The following non-compliance items have been noted:

- Integrated Planning and Reporting

  Has the local government adopted by absolute majority a Corporate Business Plan? – 'No'

  The Shire has a draft Corporate Business Plan which will be completed once the Long-Term Financial Plan (LTFP) has been adopted by Council. The LTFP is crucial for the Shire to understand the current financial constraints and to inform the Corporate Business Plan.

- Other

  Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control, and legislative compliance in accordance with *Local Government (Audit) Regulations 1996* Regulation 17 within the three financial years prior to 31 December 2024? - No.

  The required Regulation 17 report was undertaken prior to 31 December 2024 and was endorsed by Council in January 2025.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	**Governance and Organisation**
	Objective	Demonstrate effective leadership, advocacy and governance
	Outcome	Strengthen leadership, advocacy and governance capabilities.

Other Strategic Links
Nil

Statutory Environment

Local Government (Audit) Regulations 1996

r14. Compliance audits by local governments –

(1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.

(2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.

(3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

(3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
(a) presented to the council at a meeting of the council; and
(b) adopted by the council; and
(c) recorded in the minutes of the meeting at which it is adopted.

r15. Certified copy of compliance audit return and other documents to be given to Departmental CEO –

(1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
(a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
(b) any additional information explaining or qualifying the compliance audit,
is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

(2) In this regulation — certified in relation to a compliance audit return means signed by —
(a) the mayor or president; and
(b) the CEO.

Sustainability and Risk Consideration

Economic – (Impact on the Economy of the Shire and Region)
Nil

Social – (Quality of life to community and / or affected landowners)
Nil

Policy Implications
Nil

Risk Management Implications

Shire of Boyup Brook's commitment to the identification and management of risk that may impact on the achievement of its business objectives.

Risk Level	Comment
High	Council is required by the *Local Government Act 1995*, to provide a certified CAR. Not providing this would be a breach of the Act.

Consultation
Nil

Resource Implications

Financial
Nil

Workforce
Nil

End

7. Closure

There being no further business the meeting closed at …pm.

_____ _____
Presiding Member Date