Date: 6 March 2025

To: Shire President
Deputy Shire President
Councillors
Community

Minutes – Audit, Risk and Improvement Committee Meeting

27 February 2025

Leonard Long
Chief Executive Officer

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Agenda

1. Declaration of Opening

The Presiding Member declared the meeting open at 4:30pm.

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 Philippe Kaltenrieder
	Cr Michael Wright
	Cr Darren King

Council Officers

Chief Executive Officer	Leonard Long
Executive Officer	Magdalena Le Grange
Executive Manager Corporate Services	Carolyn Mallett
Executive Manager Operational Services	Jason Forsyth
Manager Financial Services	Malcolm Armstrong
Manager Community Services	Nicola Jones

Observers / Public Members
Nil

2.2 Apologies
Cr Charles Caldwell
Cr David Inglis

3. Public Question Time

3.1 Public Question Time
Nil

4. Declaration of Interest

4.1 Financial and / or Proximity Interest
Nil

4.2 Disclosure of Impartiality Interest that may cause conflict
Nil

5. Previous Committee Meeting Minutes

5.1 Committee Meeting Minutes – 30 January 2025

Moved: Cr. King **Seconded: Cr. O'Connell**

Committee Decision ARI 25/02/005

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).

CARRIED 6/0
For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King, Cr Caldwell, Cr Wright
Against: Nil

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: Cr. Alexander **Seconded: Cr. Wright**

Committee Decision ARI 25/02/006

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.**

CARRIED 6/0
For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King, Cr Caldwell, Cr Wright
Against: Nil

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 4:32pm.

_____ _____
Presiding Member Date