Date: 31 July 2026

To: Shire President
Deputy Shire President
Councillors
Community

SHIRE OF BOYUP BROOK

Minutes of Audit, Risk and Improvement Committee Meeting

Minutes of Audit, Risk and Improvement Committee Meeting of the Shire of Boyup Brook held in the Council Chambers on 30 July 2026 at 3:00pm.

Leonard Long
Chief Executive Officer

Contents

Agenda

1. Declaration of Opening

The Presiding Member declared the meeting open at 3:01pm.

Welcome to all Councillors, staff and members of the public in attendance.

Acknowledgement of Traditional Custodians

We acknowledge the Kaniyang people as the Traditional Custodians of the land on which we meet.

We pay our respects to Elders past, present and emerging.

Please ensure that mobile phones are switched off or placed on silent for the duration of the meeting.

This meeting will be audio recorded for minute taking purposes.

Members of the public are reminded that no other visual or audio recording of this meeting is allowed without the permission of the Presiding Member.

Councillors are reminded to declare any conflict of interest as they arise in accordance with the *Local Government Act 1995*.

2. Record of Attendance

2.1 Attendance

Independent Member	
Chair	Richard Walker
Councillors	
Shire President	Cr Helen O’Connell
Deputy Shire President	Cr Darren King
Councillors	Cr Michael Wright
	Cr Philip Moore
	Cr Helen Hack
	Cr John Matthews
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

Observers / Public Members
Nil

2.2 Apologies

Councillor	Cr David Inglis

3. Declaration of Interest

3.1 Disclosures of Financial and / or Proximity Interest
Nil

3.2 Disclosure of Impartiality Interest that may cause conflict
Nil

4. Previous Committee Meeting Minutes

4.1 Committee Meeting Minutes – 29 January 2026

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

Committee Decision ARI 26/07/003

That the minutes of the Audit, Risk and Improvement Committee Meeting held on 29 January 2026 be confirmed as being a true and accurate record.

CARRIED 7/0
For: Mr. R Walker, Cr. O'Connell, Cr. Moore, Cr. Hack, Cr. Matthews, Cr. King, Cr. Wright
Against: Nil

4.2 Committee Meeting Minutes – 26 February 2026

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

Committee Decision ARI 26/07/004

That the minutes of the Audit, Risk and Improvement Committee Meeting held on 26 February 2026 be confirmed as being a true and accurate record.

CARRIED 7/0
For: Mr. R Walker, Cr. O'Connell, Cr. Moore, Cr. Hack, Cr. Matthews, Cr. King, Cr. Wright
Against: Nil

5. Reports of Officers

5.1 Chief Executive Officer

5.1.1 Compliance Audit Return 2025	
File Ref:	Governance/Compliance Audit Return
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Magdalena Le Grange, Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	5.1.1A Compliance Audit Return 2025 (CAR)

Moved: Cr. King **Seconded: Cr. Wright**

Committee Decision ARI 26/07/005

That the Audit, Risk and Improvement Committee recommend Council:

1. **Adopt the 2025 Compliance Audit Return (Attached).**

2. **Note the five legislative compliance matters identified within the Compliance Audit Return where a response of "No" was recorded.**

3. **Note that Administration has commenced, or incorporated into existing work programs, the corrective actions required to address each of the identified matters.**

4. **Authorise the Chief Executive Officer to submit the adopted 2025 Compliance Audit Return to the Local Government Inspector by 30 September 2026, in accordance with section 7.13(1)(i) of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996*.**

CARRIED 7/0
For: Mr. R Walker, Cr. O'Connell, Cr. Moore, Cr. Hack, Cr. Matthews, Cr. King, Cr. Wright
Against: Nil

Summary

The purpose of this report is to present the 2025 Compliance Audit Return (CAR) to the Audit, Risk and Improvement Committee for review and recommendation to Council.

The 2025 Compliance Audit Return identified five matters where the Shire recorded a response of "No". These matters are administrative in nature and do not indicate any significant governance or financial management deficiencies. Corrective actions have either commenced or have been incorporated into existing governance work programs.

Background

Section 7.13(1)(i) of the *Local Government Act 1995* requires every local government to prepare an annual Compliance Audit Return in the prescribed form.

The completed Compliance Audit Return must be reviewed by the Audit, Risk and Improvement Committee, adopted by Council and submitted to the Local Government Inspector in accordance with the *Local Government (Audit) Regulations 1996*.

Following the establishment of the Office of the Local Government Inspector on 1 January 2026, the Compliance Audit Return was substantially revised, including the introduction of new compliance questions. As a result, the Local Government Inspector granted all local governments an extension, requiring the 2025 Compliance Audit Return to be submitted by 30 September 2026.

The Compliance Audit Return provides assurance that the Shire is meeting its legislative obligations and identifies any areas requiring corrective action or continuous improvement.

Report Detail

The 2025 Compliance Audit Return demonstrates a high level of legislative compliance across the organisation. Of the applicable compliance requirements assessed, five responses were recorded as "No".

These matters are summarised below.

Legislative Requirement	Reason for Non-Compliance	Corrective Action
Section 3.16 – Review of Local Laws	The review of the Shire's Local Laws has not been completed within the prescribed review period.	Administration has commenced a comprehensive review of the Shire's Local Laws, with the outstanding reviews to be completed as part of the current governance work program.
Regulation 19DA(4) – Corporate Business Plan Review	The Corporate Business Plan has not been reviewed within	The review is currently being undertaken in conjunction with the

Legislative Requirement	Reason for Non-Compliance	Corrective Action
	the timeframe prescribed by the Regulations.	review of the Strategic Community Plan.
Regulation 19DA(2) & (3) – Corporate Business Plan Compliance	As the Corporate Business Plan review has not yet been completed, the current document does not fully meet the prescribed legislative requirements.	Adoption of the revised Corporate Business Plan following completion of the review will address this matter.
Regulation 35 – Council Member Essentials Training	Not all elected members completed the mandatory Council Member Essentials Training within the prescribed timeframe.	All Councillors have been enrolled through WALGA and Administration is monitoring completion of the remaining training requirements.
Regulation 11FA – Election Report to the Local Government Inspector	The CEO's post-election report was submitted outside the prescribed statutory timeframe due to a miscommunication between the CEO and the Electoral Officer.	Administration has reviewed its election procedures and will implement an internal compliance checklist to ensure future statutory reporting requirements are completed within the required timeframes.

The identified matters are considered to be isolated administrative compliance matters rather than systemic governance deficiencies. None of the matters have resulted in regulatory action against the Shire and, in each instance, Administration has either implemented or commenced appropriate corrective action.

Overall, the Compliance Audit Return demonstrates a strong level of legislative compliance across the organisation, with the identified matters representing opportunities for continual improvement rather than significant governance concerns.

The Committee is requested to consider the attached 2025 Compliance Audit Return and recommend that Council adopt the Return for submission to the Local Government Inspector.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

	Outcome	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community.

Other Strategic Links
Nil

Statutory Environment

Local Government Act 1995

Section 7.13(1)(i) requires the Shire to prepare an annual Compliance Audit Return, have it reviewed by the Audit, Risk and Improvement Committee, adopted by Council and submitted to the Local Government Inspector.

Local Government (Audit) Regulations 1996

Prescribes the preparation, consideration and submission requirements for the annual Compliance Audit Return.

Local Government (Administration) Regulations 1996

The Compliance Audit Return assesses compliance with a number of obligations contained within these Regulations, including the review of the Corporate Business Plan and mandatory training requirements for elected members.

Local Government (Constitution) Regulations 1998

The Compliance Audit Return includes legislative requirements relating to local government elections, including the CEO's post-election reporting obligations

Sustainability and Risk Consideration

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

There are no direct economic implications arising from this report.

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

Maintaining compliance with legislative requirements supports good governance and strengthens community confidence in the Shire's decision-making processes.

Policy Implications

There are no policy implications arising from this report.

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
Low	The five identified non-compliance matters are administrative in nature and present a low governance risk. Appropriate corrective actions have been identified and are being implemented through existing governance work programs. Progress will continue to be monitored until all matters have been addressed.

Consultation

The report has been prepared in consultation with the executive team and relevant officers responsible for the completion of the 2025 Compliance Audit Return.

Resource Implications

Financial

There are no direct financial implications arising from this report.

Workforce

The corrective actions identified within the Compliance Audit Return will be undertaken by existing staff as part of their ongoing governance and compliance responsibilities.

End

6. Closure

There being no further business the meeting closed at 3:04pm.

Presiding Member　　　　　　　　　　　　　　Date