



AGENDA SPECIAL COUNCIL MEETING

being held on

Thursday, 24 March 2022

Commencing at 7.00pm

Shire of Boyup Brook Council Chambers, Boyup Brook

NOTICE OF SPECIAL COUNCIL MEETING

To:-

Cr Richard Walker – Shire President
Cr Helen C O'Connell – Deputy Shire President
Cr Sarah Alexander
Cr Steele Alexander
Cr Charles Caldwell
Cr Philippe Kaltenrieder
Cr Darren King
Cr Kevin Moir
Cr Adrian Price

A Special Council Meeting of the Shire of Boyup Brook will be held on Thursday 24th March 2022 in the Council Chambers, Shire of Boyup Brook, Abel Street, Boyup Brook – commencing at 7.00pm to accept the Annual Compliance Audit Return 2021.



Dale Putland
Chief Executive Officer

Date: 18 March 2022

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

PRESENT:	Shire President	Richard F Walker
	Deputy Shire President	Helen C O'Connell
	Councillor	Sarah E G Alexander
		Steele Alexander
		Charles Caldwell
		Darren E King
		Kevin J Moir
		Philippe Kaltenrieder
		Adrian Price
STAFF:	Chief Executive Officer	Mr Dale Putland
	Manager Works & Services	Mr Wayne Butler
	D/Chief Executive Officer	Mrs Carolyn Mallett
	Finance Manager	Mr Ben Robinson
	Executive Assistant	Mrs Maria Lane

3. PUBLIC QUESTION TIME

Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5. REPORT

5.1 Annual Compliance Audit Return 2021

Location:	<i>Shire of Boyup Brook</i>
Applicant:	<i>Shire of Boyup Brook</i>
File:	<i>FM/9/004</i>
Disclosure of Officer Interest:	<i>Nil</i>
Date:	<i>14 March 2022</i>
Author:	<i>Maria Lane – Executive Assistant</i>
Authorizing Officer:	<i>Dale Putland – Chief Executive Officer</i>
Attachments:	<i>Yes: Shire of Boyup Brook Compliance Audit Return 2021 Report</i>

SUMMARY

The Department of Local Government, Sport and Cultural Industries (the Department) has distributed the 2021 Compliance Audit Return for completion by the Shire of Boyup Brook. The Compliance Audit Return is one of the tools that allow the Audit Committee and Council to monitor how the organization is functioning. The Compliance Audit Return is required to be presented to Council for adoption before its submission to the Department.

Each local government to carry out a compliance audit for the period 1 January to 31 December each year against the requirements included in the Compliance Audit Return (Return) set out by the Department of Local Government Sport and Cultural Industries (the Department).

BACKGROUND

The Return places emphasis on the need to bring to Council's attention cases of non-compliance or where full compliance was not achieved. The return also requires Council to endorse any remedial action taken or proposed to be taken in relation to instances of non-compliance. The year's Return has again been prepared by electronic means and will be submitted electronically to the Department.

The Compliance Audit Return for 2021 for the Shire of Boyup Brook will be presented for review at the Special Council of Council being held on 24 March 2022.

COMMENT

The Chief Executive Officer and the Executive Assistance have undertaken the review of the Compliance Audit Return and the findings are attached.

CONSULTATION

Administration Staff

LEGISLATION AND POLICY CONSIDERATIONS

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 2007*

- *Local Government (Audit) Regulations 1996*

14. *Compliance audits for 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 sub regulation (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.*

(Regulation 14 inserted in Gazette 23 Apr 1999 p. 1724-5; amended in Gazette 30 Dec 2011 p. 5580-1.)

15. *Compliance audit return, certified copy of etc. to be given to Executive Director*

- (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 Executive Director 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*

(Regulation 15 inserted in Gazette 23 Apr 1999 p.1725.)

POLICY IMPLICATIONS - Nil

BUDGET/FINANCIAL IMPLICATIONS - Nil

STRATEGIC IMPLICATIONS

Shire of Boyup Brook Strategic Community Plan 2021-2031

Demonstrate effective leadership, advocacy and governance

- 1.1 Strengthen leadership, advocacy and governance capabilities.
- 1.2 Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community.
- 1.3 Improve our business and asset management systems and processes to meet our audit compliance and the needs of the community.

Improve financial sustainability

- 2.1 Improve short and long term financial management planning.

SUSTAINABILITY IMPLICATIONS

- **Environmental**
There are no known significant environmental issues.
- **Economic**
There are no known significant economic issues.
- **Social**
There are no known significant social issues.

VOTING REQUIREMENTS

Simple Majority

OFFICER/AUDIT AND FINANCE COMMITTEE RECOMMENDATION

That Council:

- 1. Note and accept the Compliance Audit Return (Attachment 5.1) for the local government of the Shire of Boyup brook for the period 1 January 2021 to 31 December 2021;and**
- 2. Request the Chief Executive Officer to submit a certified copy of the Compliance Audit Return to the Director General of the Department of Local Government Sport and Cultural Industries by 31 March 2021.**

6. CLOSURE OF MEETING

There being no further business the Shire President, thanked all for attending and declared the meeting closed at.....