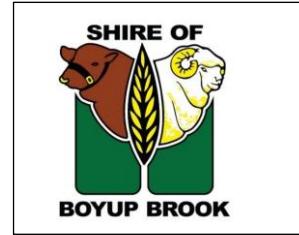


Date: Friday, 23 January 2026

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 29 January 2026 commencing at 4:00pm to consider the matters set out in the attached agenda.

A handwritten signature in black ink, appearing to read "Leonard Long".

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.

Please 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 Helen O'Connell

Deputy Shire President

Cr Darren King

Councillors

Cr Michael Wright

Cr David Inglis

Cr Philip Moore

##### **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

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## 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 meetings' 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 Disclosures of 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 – 27 February 2025

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

**Officer Recommendation ARI 26/01/...**

**That the minutes of the Audit, Risk and Improvement Committee Meeting held on 27 February 2025 be confirmed as being a true and accurate record.**

.....

**For:**

**Against:**

## 6. Reports of Officers

### 6.1 Chief Executive Officer

<b>6.1.1 Annual Report and Annual Financial Report for 2024/2025</b>	
<b>File Ref:</b>	FM/9/004
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Attachment Number:</b>	6.1.1A Annual Report

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

**Officer Recommendation ARI 26/01/...**

**That the Audit, Risk and Improvement Committee recommend Council:**

- 1. Accept the Annual Report for the year ended 30 June 2025 including the Annual Financial Statements and Auditor's Report, as presented.**

.....

**For:**  
**Against:**

### Summary

The statutory Annual Report is prepared to advise the Community on the activities of the local government. It also contains the audited Annual Financial Report.

### Background

The *Amended Local Government Act 1995* requires a local government to prepare an Annual Report each financial year.

Following receipt of the Independent Audit Report, Annual Report and Management Report from the Office of the Auditor General, the Annual Report including the Annual Financial Report has been prepared in accordance with Section 5.54 of the *Amended Local Government Act 1995*.

## Report Detail

The Annual Report is an account of the Shire's activities throughout the 2024/2025 financial year and highlights the progression and achievements towards the strategic objective detailed in the Council's Strategic Community Plan 2021 -2031.

Section 5.27 of the *Amended Local Government Act 1995* requires a general meeting to be held on a day selected by the local government not more than 56 days after the local government accepts the annual report.

The financial report of the Shire for the year ending 30 June 2025, including statements of financial position, comprehensive income, equity changes, cash flows, and financial activity, has been audited and a qualified audit has been provided.

The qualified audit has been received for the following reason:

*“Biological assets*

*I was unable to obtain sufficient appropriate audit evidence to verify the existence and number of biological assets as at 30 June 2024, nor was I able to confirm the biological assets by alternative means. My audit opinion on the annual financial report for the period ending 30 June 2024 was modified accordingly. Since the closing balance as at 30 June 2024 of biological assets is the opening balance as at 1 July 2024 and forms the basis for the determination of operations for the year, I was unable to determine whether any adjustments to the operations net result for the year ended 30 June 2025 may be necessary.”*

Notwithstanding the above the Auditor General was satisfied that the audit was conducted according to Australian Auditing Standards, with sufficient evidence obtained to support the opinion. Further, the audit was based on proper accounts and records and fairly presents the Shire's financial operations and position as of 30 June 2025.

### Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Objective</b>	Demonstrate effective leadership, advocacy and governance.
	<b>Outcome</b>	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***Amended Local Government Act 1995*

Section 5.53 Annual reports

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain –
  - (a) A report from the mayor or president, and
  - (b) A report from the CEO, and
  - (c) [Deleted]
  - (d) [Deleted]
  - (e) An overview of the plan for the future of the district made in accordance with section 5.56 including major initiatives that are proposed to commence or to continue in the next financial year, and
  - (f) The financial report for the financial year, and
  - (g) Such information as may be prescribed in relation to the payments made to employees, and
  - (h) The auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year, and
    - (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1994, and
    - (hb) details of entries made under section 5.21 during the financial year in the register of complaints, including –
      - (i) The number of complaints recorded in the register of complaints, and
      - (ii) How the recorded complaints were dealt with, and
      - (iii) Any other details that the regulations may require, and

Such other information as may be prescribed.

**Sustainability and Risk Consideration****Economic – (Impact on the Economy of the Shire and Region)**

The Annual Report demonstrates to the community sound management of the Shire's resources during the financial year.

**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.

<b>Risk Level</b>	<b>Comment</b>
<b>High</b>	The preparation and acceptance of an Annual Report is a requirement of the Act, failure to provide an accepted Annual Report will be in direct breach of the Act.

**Consultation**

- AMD Chartered Accountants
- Office of the Auditor General
- Financial Consultant – Darren Long.

**Resource Implications****Financial**

Nil

**Workforce**

Nil

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End**7. Closure**

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

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Presiding Member

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Date