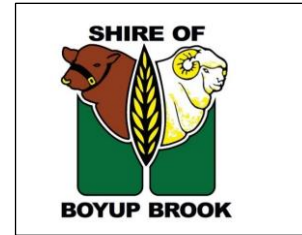


Date: 9 May 2024

To: Shire President
Deputy Shire President
Councillors
Community



NOTICE AND AGENDA – AUDIT AND FINANCE COMMITTEE MEETING

A Shire of Boyup Brook Audit and Finance Committee meeting will be held in the Council Chambers on 15 May 2024 commencing at 9:30am to consider the matters set out in the attached agenda.

A handwritten signature in black ink, appearing to read "Leonard Long". The signature is written in a cursive style with a large, sweeping initial "L".

Leonard Long
Chief Executive Officer

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AGENDA

1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at am.

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 for minute taking purposes.

2. RECORD OF ATTENDANCE

2.1 ATTENDANCE

Councillors

Shire President

Deputy Shire President

Councillors

Cr Richard Walker

Cr Helen O'Connell

Cr Sarah Alexander

Cr Charles Caldwell

Cr Philippe Kaltenrieder

Cr Michael Wright

Cr Darren King

Cr David Inglis

Council Officers

Chief Executive Officer

Executive Officer

Executive Manager Corporate
& Community Services

Finance Manager

Leonard Long

Magdalena Le Grange

Carolyn Mallett

Malcolm Armstrong

Observers / Public Members

2.2 APOLOGIES

3. PUBLIC QUESTIONS 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. DECLARATIONS OF INTEREST

4.1 FINANCIAL AND / OR PROXIMITY INTEREST

4.2 DISCLOSURES OF IMPARTIALITY INTEREST THAT MAY CAUSE CONFLICT

5. PREVIOUS COMMITTEE MEETING MINUTES

5.1 COMMITTEE MEETING MINUTES – 26 FEBRUARY 2024

<p>Moved: Seconded:</p> <p><u>OFFICER RECOMMENDATION AF 24/05/...</u></p> <p>That the minutes of the Audit and Finance Committee Meeting held on 26 February 2024 be confirmed as being a true and accurate record.</p> <div style="text-align: right; margin-top: 20px;"> <p>.....</p> <p>For:</p> <p>Against:</p> </div>
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6. REPORTS OF OFFICERS

6.1 CORPORATE AND COMMUNITY SERVICES

6.1.1 ANNUAL REPORT AND ANNUAL FINANCIAL REPORT FOR 2022/2023	
File Ref:	FM/9/004
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	6.1.1A Annual Report incl Financial Report

<p>Moved: Seconded:</p> <p><u>OFFICER RECOMMENDATION AF 24/05/...</u></p> <p>That the Audit and Finance Committee recommends Council:</p> <p>1. Adopt the 2022/2023 Annual Report including the Annual Financial Report as per attachment 6.1.1A.</p> <p style="text-align: right;">..... For: Against:</p>
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SUMMARY

The purpose of this report is to accept the Shire of Boyup Brook 2022/2023 Annual Report and set the date for the Annual General Meeting of Electors.

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

In accordance with the *Local Government Act 1995*, local governments are required to accept the annual report by absolute majority no later than 31 December after the relevant financial year. However, the Audited Financial Statements were only received from the Auditor General in May 2024.

Further, a general meeting is to be held on a day selected by the local government but not more than fifty-six days after the local government accepts the Annual Report and Annual Financial Report for the previous year.

REPORT DETAIL


The Shire of Boyup Brook’s Annual Report is an account of the Shire’s activities throughout the 2022/2023 financial year and highlights the progression and

achievements towards the strategic objective detailed in the Council's Strategic Community Plan 2021 -2031.

The report which includes the 2022/2023 Audited Annual Financial Report as well as the Auditors report once adopted will be available on Council's website.

Following adoption of the 2022/2023 Annual Report, the Annual Financial Statements and the official audit report document will be presented to the Electors at an Annual General Electors meeting. It is further required that a copy of the report be forwarded to the Department of Local Government, Sport and Cultural Industries.

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 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
 - (iv) Such other information as may be prescribed.

Section 5.54 Acceptance of annual reports

- (1) Subject to subsection (2) the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.
* Absolute Majority required
- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Section 5.55 Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

Section 5.27 Electors' General meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at a general electors' meeting are to be those prescribed.

Local Government (administration) Regulations 1996

Regulation 15 Matters to be discussed at a general meeting (Act s5.27(3))

For the purpose of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

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.

Risk Level	Comment
High	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

- Moore Australia (WA) Pty Ltd
- Office of the Auditor General

RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil

End

7. CLOSURE

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

Presiding Member

Date