



Minutes

Audit & Risk Committee Meeting

Thursday, 24 April 2025 at 3:00pm.

COUNCIL CHAMBERS, 15 ADAM STREET, NANNUP

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Contents

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS/ACKNOWLEDGMENT OF COUNTRY:	2
2. ATTENDANCE/APOLOGIES:	2
2.1 ATTENDANCE	2
2.2 APOLOGIES	2
3. PUBLIC QUESTION TIME:	2
4. MEMBERS ON LEAVE OF ABSENCE AND APPLICATIONS FOR LEAVE OF ABSENCE:	2
4.1 APPROVED LEAVE OF ABSENCE:	2
4.2 APPLICATION FOR A LEAVE OF ABSENCE:	3
5. CONFIRMATION OF MINUTES:	3
5.1 Audit and Risk Committee Minutes – 12 February 2025	3
COMMITTEE RESOLUTION 240425.1	3
6. ANNOUNCEMENTS FROM PRESIDING MEMBER:	3
7. DISCLOSURE OF INTEREST:	3
8. REPORTS OF OFFICERS:	4
8.1 – Local Government Amendment Act 2024 - Committees	4
COMMITTEE RESOLUTION 240435.2	6
COMMITTEE RESOLUTION 240425.3	7
COMMITTEE RESOLUTION 240425.4	7
8.2– Risk Management	8
COMMITTEE RESOLUTION 240425.5	14
9. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:	16
10. MEETING MAY BE CLOSED:	16
11. CLOSURE OF MEETING:	16

MINUTES

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS/ACKNOWLEDGMENT OF COUNTRY:

The Presiding Member declared the meeting open and welcomed the public gallery at 3.00pm.

The Presiding Member acknowledged the traditional custodians of the land, the Wardandi and Bibbulmun people, paying respects to Elders past, present, and emerging.

Audio Recording

The Presiding Member to advise that the meeting is being audio recorded in accordance with the Local Government Act 1995 and will be published on the Shire's website within 14 days.

Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the chairperson.

2. ATTENDANCE/APOLOGIES:

2.1 ATTENDANCE

Presiding Member/Shire President	Anthony (Tony) Dean
Deputy Shire President	Vicki Hansen
Councillor	Lynette Curtis
Councillor	Patricia Fraser
Councillor	Cheryle Brown
Councillor	Ian Gibb
Chief Executive Officer	David Taylor
Executive Manager Corporate Services	Kim Dolzadelli
Executive Support Officer	Lisa Atkinson

2.2 APOLOGIES

Councillor Timothy Sly.

3. PUBLIC QUESTION TIME:

Nil.

4. MEMBERS ON LEAVE OF ABSENCE AND APPLICATIONS FOR LEAVE OF ABSENCE:

4.1 APPROVED LEAVE OF ABSENCE:

Nil.

4.2 APPLICATION FOR A LEAVE OF ABSENCE:

Nil.

5. CONFIRMATION OF MINUTES:

5.1 Audit and Risk Committee Minutes – 12 February 2025

EXECUTIVE RECOMMENDATION:

That the minutes from the Audit and Risk Committee meeting held on 12 February 2025 be confirmed as a true and correct record (attachment 5.1).

COMMITTEE RESOLUTION 240425.1

MOVED: CR BROWN

SECONDED: CR HANSEN

That the minutes from the Audit and Risk Committee meeting held on 12 February 2025 be confirmed as a true and correct record (attachment 5.1).

CARRIED

TOTAL VOTES FOR: 6

Cr Dean, Cr Hansen, Cr Curtis, Cr Brown, Cr Fraser, Cr Gibb

TOTAL VOTES AGAINST: 0

6. ANNOUNCEMENTS FROM PRESIDING MEMBER:

Nil.

7. DISCLOSURE OF INTEREST:

Nil.

The Shire of Nannup Disclosure of Interest Register is on our website [here](#).

8. REPORTS OF OFFICERS:

AGENDA NUMBER & SUBJECT:	8.1 – Local Government Amendment Act 2024 - Committees
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC1
AUTHOR:	Kim Dolzadelli–Executive Manger Corporate Services
REPORTING OFFICER:	Kim Dolzadelli–Executive Manger Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	17 April 2025
PREVIOUS MEETING REFERENCE	Nil
ATTACHMENTS:	Nil

BACKGROUND:

The Local Government Amendment Act 2024 provides changes the Local Government Act 1995 (the Act) to provide for various reforms, including the establishment of a new Local Government Inspector (the Inspector) and monitors that can provide for early intervention and assist local governments in resolving dysfunction.

In addition to the Inspector and monitor reforms, a range of other second tranche reforms are being introduced that focus on good governance and decision-making at council and committee meetings:

Revising the roles and responsibilities for the council, council members and local government Chief Executive Officers (CEOs) to clarify the separation of powers and duties within local governments.

Improving rules for closing part of a council or committee meeting to the public, to ensure greater transparency and that these meetings are held openly wherever possible.

Changing audit committees to have an improved focus as “audit, risk and improvement committees” that are independently chaired, with greater clarity on how council committees should operate

COMMENT:

Amendments to section 5.12 of the Local Government Act 1995 require councils to appoint new committee presiding members and deputy presiding members by 1 July 2025. These appointments must be made by an absolute majority decision of the council from this point forward.

This change was introduced to assist the local government sector in removing the need for the conduct of a secret preferential ballot at a committee meeting, and to give council’s the role of deciding the leadership of council committees.

Separately, once section 87 of the Local Government Amendment Act 2024 commences (Royal Assent) local governments will be required to appoint an independent person to the roles of Presiding Member of the Audit, Risk and Improvement Committee (ARIC).

A local government will also need to appoint another independent person to serve as a deputy committee member where the independent presiding member is absent.

There is currently no requirement for an independent presiding member to be appointed to an existing Audit Committee by 1 July 2025. Local governments may opt to appoint an independent presiding member in anticipation of the changes.

Importantly, there remains an option once the changes for an ARIC commence, for local governments to share an ARIC, which would include sharing the independent presiding member.

Once effective, in relation to an ARIC these provisions will operate as follows:

- A local government must appoint an independent person as a member of the ARIC, who will be the Presiding Member (sections 5.12(1) and 7.1A(3)).
- A local government must appoint an independent person as a Deputy Member to the Presiding Member who will attend the meetings, in the absence of the Presiding Member (sections 5.11A and 7.1B(1)-(2)).
- A local government may appoint a person as the Deputy Presiding Member; if appointed, that Deputy Presiding Member must be an independent person (sections 5.12(2) and 7.1A(4)).

A local government may appoint a person as a Deputy Member to the Deputy Presiding Member who will attend the meetings in the absence of the Deputy Presiding Member; if appointed, that person must be an independent person (sections 5.11A and 7.1B(4))

CONCLUSION:

Local governments must formally appoint the Chairperson / Deputy Chairperson of the Audit Committee by July 1st. this can simply be the reappointment of the incumbents.

The “Independent Persons” requirements are not intended to apply until the October elections.

So, whilst there will be two separate appointments, only one of those will necessarily involve the recruitment of independent persons.

STATUTORY ENVIRONMENT:

Local Government Amendment Act 2024

Local Government Act 1995

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

RISK MANAGEMENT MATRIX:

The Shire, through its adopted Risk Management Framework, has identified a number of risk areas that need to be assessed and where necessary treated, like, but not limited to:

Audit risks	Financial and credit risks
Operational risks	Technological and IT risks
Compliance and regulatory risks	Environmental risks
Legal risks	Strategic risks
Political risks	Sustainability and security risks

Officers have undertaken a Risk Assessment with respect to the item before the Committee and advise that no risks have been identified in relation to the recommendation before the Committee.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENT:

Simple majority.

OFFICER RECOMMENDATION:

That the Audit and Risk Committee note the changes as contained within the report.

COMMITTEE RESOLUTION 240425.2

MOVED: CR BROWN

SECONDED: CR GIBB

Procedural Motion: Standing Orders be suspended to allow discussion on the items.

CARRIED

TOTAL VOTES FOR: 6

Cr Dean, Cr Hansen, Cr Curtis, Cr Brown, Cr Fraser, Cr Gibb

TOTAL VOTES AGAINST: 0

COMMITTEE RESOLUTION 240425.3**MOVED: CR BROWN****SECONDED: CR GIBB*****Procedural Motion: Standing Orders be resumed to allow for voting.*****CARRIED****TOTAL VOTES FOR: 6*****Cr Dean, Cr Hansen, Cr Curtis, Cr Brown, Cr Fraser, Cr Gibb*****TOTAL VOTES AGAINST: 0****COMMITTEE RESOLUTION 240425.4****MOVED: CR HANSEN****SECONDED: CR CURTIS*****That the Audit and Risk Committee note the changes as contained within the report.*****CARRIED****TOTAL VOTES FOR: 6*****Cr Dean, Cr Hansen, Cr Curtis, Cr Brown, Cr Fraser, Cr Gibb*****TOTAL VOTES AGAINST: 0**

AGENDA NUMBER & SUBJECT:	8.2– Risk Management
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM 14
AUTHOR:	Kim Dolzadelli - Executive Manager Corporate Services
REPORTING OFFICER:	Kim Dolzadelli - Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	17 April 2025
PREVIOUS MEETING REFERENCE	Nil
ATTACHMENT:	8.2.1 – Shire of Nannup Risk Management Framework

BACKGROUND:

The Shire of Nannup considers risk management to be an essential management function in its operations. It recognises that the risk management responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk.

The objective of risk management is to develop a culture and awareness across the organisation in applying risk management processes and practices to ensure effective management and mitigation of adverse effects and events to ensure a safe workplace and reduce the potential costs of risk through the implementation of a risk management framework.

COMMENT:

At its Ordinary Council meeting held 22 August 2024, Council made the following resolution:

“COUNCIL RESOLUTION 220824.14

MOVED: CR BROWN SECONDED: CR SLY

That Council endorses the updated Shire of Nannup Risk Management System Review encompassing the following documents:

- a) Risk Management Policy (Attachment 11.5.1)*
- b) Risk Register (Attachment 11.5.2)*
- c) Risk Management Framework (Attachment 11.5.3); and*
- d) Risk Management Procedure (Attachment 11.5.4).*
- e) That a sub section heading Risk Management Matrix to be added into the Council Agendas*

CARRIED

TOTAL VOTES FOR: 6

Cr Brown, Cr Dean, Cr Fraser, Cr Gibb, Cr Curtis, Cr Sly

TOTAL VOTES AGAINST: 0”

Since the 22 August 2024 Council Agenda’s have contained the following with respect to point e) of the above Council resolution:

“RISK MANAGEMENT MATRIX:

The Shire, through its adopted Risk Management Framework, attachment 8.2.1, has identified a number of risk areas that need to be assessed and where necessary treated, like, but not limited to:

<i>Audit risks</i>	<i>Financial and credit risks</i>
<i>Operational risks</i>	<i>Technological and IT risks</i>
<i>Compliance and regulatory risks</i>	<i>Environmental risks</i>
<i>Legal risks</i>	<i>Strategic risks</i>
<i>Political risks</i>	<i>Sustainability and security risks</i>

“

Further review of the Risk Management Framework has resulted in the identification of an operation gap being the lack of clearly documented Risk Matrix table for users of the framework to easily assess the level of risk based upon the combined likelihood and consequence of the risk.

The following table will fill the above gap, and it is recommended that this matrix be added to section 5.7.4 Risk Analysis of the adopted Shire of Nannup Risk Management Framework.

Shire Nannup Risk Matrix			
Likelihood \ Consequence	Low (1)	Medium (2)	High (3)
5 – Almost Certain	Medium (5)	High (10)	Extreme (15)
4 – Likely	Medium (4)	High (8)	High (12)
3 – Possible	Low (3)	Medium (6)	High (9)
2 – Unlikely	Low (2)	Medium (4)	Medium (6)
1 – Rare	Low (1)	Low (2)	Medium (3)

Once the above matrix is used the following Risk Acceptance Criteria can be used as a guide in evaluating the risk.

Shire Nannup Acceptance Criteria Guide			
Rating Level	Description	Criteria	Responsibility
Low (Minor)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operations Managers and Coordinators
Medium (Moderate)	Attention Required	Risk Acceptable with excellent controls, managed by senior staff subject to regular (1-3 Month) monitoring	Manager Corporate Services/CEO
High (Major – Extreme)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level authority and subject to continuous monitoring	CEO and Council

To bring further clarity, it is proposed that the following be placed Risk management information be placed in all Council and Committee meeting agendas:

“Risk Management:

The Shire of Nannup considers risk management to be an essential management function in its operations. It recognises that the risk management responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk.

Assessing Risk:

Shire Nannup Consequence Guide							
Rating Level	Health	Financial	Reputational	Compliance	Service disruption	Assets	Environment
Low (Minor)	First Aid Injury	Less than \$5,000	Unsubstantiated No real impact	Negligible statutory impact	Little disruption	Inconsequential Damage	Contained and minimal
Medium (Moderate)	Lost Time Injury <30 days	\$25,001 to \$100,000	Substantial public embarrassment moderate news profile	Short term but significant regulatory imposts	Temporary interruption and additional resources needed	Localised damage requiring external sources to rectify	Contained reversible impact with external agencies involved
High (Major – Extreme)	Lost time injury >30 days or a fatality	\$100,001 To \$500,000+	Substantiated prolong public embarrassment with widespread news	Non-Compliance resulting in litigation or criminal charges	Prolonged interruption greater than 1 month+	Excessive damage to complete loss of asset.	Uncontained irreversible impact

Shire Nannup Likelihood Guide			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur sat sometimes	At Least three per year
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may occur in exceptional circumstances	Less than once in 15 years

Shire Nannup Risk Matrix			
Likelihood \ Consequence	Low (1)	Medium (2)	High (3)
5 – Almost Certain	Medium (5)	High (10)	Extreme (15)
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2 – Unlikely	Low (2)	Medium (4)	Medium (6)
1 – Rare	Low (1)	Low (2)	Medium (3)

Shire Nannup Acceptance Criteria Guide			
Rating Level	Description	Criteria	Responsibility
Low (Minor)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operations Managers and Coordinators
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High (Major – Extreme)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level authority and subject to continuous monitoring	CEO and Council

Further to the above add the following to the Risk Management Matrix Section of each report in all Council and Committee Agendas:

Risk:	Likelihood	Consequence:	Risk Rating
Risk Description:			
Mitigation/Controls			

STATUTORY ENVIRONMENT:

Local Government Act 1995 Part 7 - Audit
Local Government (Audit) Regulations 1996 – Regulation 17

POLICY IMPLICATIONS:

RM1 – Risk Management

FINANCIAL IMPLICATIONS:

Nil.

STRATEGIC IMPLICATIONS:

Shire of Nannup Risk Management System.

VOTING REQUIREMENTS:

Simple Majority.

OFFICER RECOMMENDATION:

That the Audit and Risk Committee recommend that Council:

1. Amend section 5.7.4 Risk Analysis of the adopted Shire of Nannup Risk Management Framework to include the following Risk Matrix table:

Shire Nannup Risk Matrix			
Likelihood \ Consequence	Low (1)	Medium (2)	High (3)
5 – Almost Certain	Medium (5)	High (10)	Extreme (15)
4 – Likely	Medium (4)	High (8)	High (12)
3 – Possible	Low (3)	Medium (6)	High (9)
2 – Unlikely	Low (2)	Medium (4)	Medium (6)
1 – Rare	Low (1)	Low (2)	Medium (3)

2. Embed the following Risk Management guidance in all future Agenda's for Council and formal Committees of Council immediately after the "Disclaimer" page and prior to the "Contents" page:

"Risk Management:

The Shire of Nannup considers risk management to be an essential management function in its operations. It recognises that the risk management responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk.

Assessing Risk:

Shire Nannup Consequence Guide							
Rating Level	Health	Financial	Reputational	Compliance	Service disruption	Assets	Environment
Low (Minor)	First Aid Injury	Less than \$5,000	Unsubstantiated No real impact	Negligible statutory impact	Little disruption	Inconsequential Damage	Contained and minimal
	Lost Time Injury <30 days	\$25,001 to \$100,000	Substantial public embarrassment moderate news profile	Short term but significant regulatory imposts	Temporary interruption and additional resources needed	Localised damage requiring external sources to rectify	Contained reversible impact with external agencies
Medium (Moderate)							
High (Major – Extreme)	Lost time injury >30 days or a fatality	\$100,001 To \$500,000+	Substantiated prolong public embarrassment with widespread news	Non-Compliance resulting in litigation or criminal charges	Prolonged interruption greater than 1 month+	Excessive damage to complete loss of asset.	Uncontained irreversible impact

Shire Nannup Likelihood Guide			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
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Shire Nannup Risk Matrix			
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2 – Unlikely	Low (2)	Medium (4)	Medium (6)
1 – Rare	Low (1)	Low (2)	Medium (3)

Shire Nannup Acceptance Criteria Guide			
Rating Level	Description	Criteria	Responsibility
Low (Minor)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operations Managers and Coordinators
Medium (Moderate)	Attention Required	Risk Acceptable with excellent controls, managed by senior staff subject to regular (1-3 Month) monitoring	Manager Corporate Services/CEO
High (Major – Extreme)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level authority and subject to continuous monitoring	CEO and Council

3. Add the following to the existing “Risk Management Matrix” section in all future Agenda’s for Council and formal Committees of Council meetings:

Risk:	Likelihood	Consequence:	Risk Rating
Risk Description:			
Mitigation/Controls			

COMMITTEE RESOLUTION 240425.5**MOVED: CR BROWN****SECONDED: CR HANSEN*****That the Audit and Risk Committee recommend that Council:***

- 1. Amend section 5.7.4 Risk Analysis of the adopted Shire of Nannup Risk Management Framework to include the following Risk Matrix table:**

Shire Nannup Risk Matrix			
Likelihood \ Consequence	Low (1)	Medium (2)	High (3)
5 – Almost Certain	Medium (5)	High (10)	Extreme (15)
4 – Likely	Medium (4)	High (8)	High (12)
3 – Possible	Low (3)	Medium (6)	High (9)
2 – Unlikely	Low (2)	Medium (4)	Medium (6)
1 – Rare	Low (1)	Low (2)	Medium (3)

- 2. Embed the following Risk Management guidance in all future Agenda's for Council and formal Committees of Council immediately after the "Disclaimer" page and prior to the "Contents" page:**

"Risk Management:

The Shire of Nannup considers risk management to be an essential management function in its operations. It recognises that the risk management responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk.

Assessing Risk:

Shire Nannup Consequence Guide							
Rating Level	Health	Financial	Reputational	Compliance	Service disruption	Assets	Environment
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High (Major – Extreme)	Lost time injury >30 days or a fatality	\$100,001 To \$500,000+	Substantiated prolong public embarrassment with widespread news	Non-Compliance resulting in litigation or criminal charges	Prolonged interruption greater than 1 month+	Excessive damage to complete loss of asset.	Uncontained irreversible impact

Shire Nannup Likelihood Guide			
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Shire Nannup Risk Matrix			
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3 – Possible	Low (3)	Medium (6)	High (9)
2 – Unlikely	Low (2)	Medium (4)	Medium (6)
1 – Rare	Low (1)	Low (2)	Medium (3)

Shire Nannup Acceptance Criteria Guide			
Rating Level	Description	Criteria	Responsibility
Low (Minor)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operations Managers and Coordinators
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High (Major – Extreme)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level authority and subject to continuous monitoring	CEO and Council

3. Add the following to the existing “Risk Management Matrix” section in all future Agenda’s for Council and formal Committees of Council meetings:

Risk:	Likelihood	Consequence:	Risk Rating
Risk Description:			
Mitigation/Controls			

CARRIED

TOTAL VOTES FOR: 6

Cr Dean, Cr Hansen, Cr Curtis, Cr Brown, Cr Fraser, Cr Gibb

TOTAL VOTES AGAINST: 0

9. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

Nil.

10. MEETING MAY BE CLOSED:

Nil.

11. CLOSURE OF MEETING:

Shire President declared the meeting closed at 3.14pm.

Attachments

Item	Attachment	Title
5.1	1	Audit and Risk Committee Meeting held on 12 February 2025
8.2.1	1	Shire of Nannup Risk Management Framework