Minutes
Confirmed

Ordinary Council Meeting Thursday 28 May 2026

4.30 pm in Council Chambers, Nannup
15 Adam Street Nannup

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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 reversable impact with external agencies
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)
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)

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

Minutes

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

The Shire President declared the meeting open at 4.30 pm and welcomed the public gallery.

The Shire President 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 advised 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

Shire President	Anthony Dean
Deputy Shire President	Vicki Hansen
Councillor	Lynette Curtis
Councillor	Patricia Fraser
Councillor	Cheryle Brown
Councillor	Nancy Tang
Councillor	Timothy Sly
Acting Chief Executive Officer & Executive Manager Corporate Services	Kim Dolzadelli
Executive Manager Works and Services	Richard Denby
Executive Support Officer	Anthea Monger

2.2 APOLOGIES

Nil.

PUBLIC GALLERY

There were three members of the public present.

3. PUBLIC QUESTION TIME:

Nil.

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

4.1 APPROVED LEAVE OF ABSENCE:

Shire president Anthony Dean has an approved leave of absence for April May and June 2026.

4.2 APPLICATION FOR A LEAVE OF ABSENCE:

Shire President Dean has applied for leave of absence for June 2026 and is in attendance at this meeting.

COUNCIL RESOLUTION 280526.1

MOVED: CR HANSEN ***SECONDED: CR BROWN***

That council approve a leave of absence for Shire President Dean for June 2026.

CARRIED

TOTAL VOTES FOR: 7

Cr Dean, Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang

TOTAL VOTES AGAINST: 0

5. CONFIRMATION OF MINUTES:

5.1 Ordinary Council Meeting – 23 April 2026.

EXECUTIVE RECOMMENDATION:

That the minutes from the Shire of Nannup Ordinary Council Meeting held on 23 April 2026 be confirmed as a true and correct copy (Attachment 5.1).

COUNCIL RESOLUTION 280526.2

MOVED: CR TANG ***SECONDED: CR SLY***

That the minutes from the Shire of Nannup Ordinary Council Meeting held on 23 April 2026 be confirmed as a true and correct copy (Attachment 5.1).

CARRIED

TOTAL VOTES FOR: 7

Cr Dean, Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang

TOTAL VOTES AGAINST: 0

5.2 Special Council Meeting – 14 May 2026

EXECUTIVE RECOMMENDATION:

That the minutes from the Shire of Nannup Special Council Meeting held on 14 May 2026 be confirmed as a true and correct copy (Attachment 5.2).

With these amendments, the minutes were confirmed as a true and correct record

COUNCIL RESOLUTION 280526.3

MOVED: CR BROWN ***SECONDED: CR CURTIS***

That the minutes from the Shire of Nannup Special Council Meeting held on 14 May 2026 be confirmed as a true and correct copy with the following amendments.
It was noted that item 10.1 incorrectly stated that the motion was CARRIED. This was amended to LOST as all councillors voted AGAINST the recommendation. Additionally, it was noted that TOTAL VOTES FOR was four then five names were noted in several places in the document. This has also been amended.

CARRIED

TOTAL VOTES FOR: 7

Cr Dean, Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang

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. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN:

Nil.

9. PRESENTATIONS/DEPUTATIONS/PETITIONS:

Nil.

10. REPORTS BY MEMBERS ATTENDING COMMITTEES:

Meeting	Date	Councillor
SWALGA	24 April	Brown
Anzac Day Memorial	25 April	Tang, Brown, Hansen
Sustainability Working Group	29 April	Tang
BFAC	4 May	Brown, Curtis
LEMC	6 May	Tang
Gravel Championship Meeting	6 May	Tang
Trail Town WBAC Workshop	13 May	Hansen
Strategic Forum	14 May	Hansen,Tang, Brown, Fraser, Curtis
Special Council Meeting	14 May	Hansen,Tang, Brown, Fraser, Curtis
Entrance Meeting Audit	18 May	Hansen, Brown, Curtis
Mental First Aid course	19 May	Hansen
CEO and EMWS Meeting	21 MAY	Hansen
Volunteers Day Bowling Club	22 May	Hansen
Emergency Services Volunteers Day	23 May	Hansen
Forrest Rally Presentation	24 May	Hansen
Senior Social Club Luncheon	26 May	Brown, Hansen, Curtis, Fraser
Peter Kenyon Presentation	27 May	Brown, Hansen, Curtis,
Concept Forum	28 May	Tang, Sly, Fraser, Brown, Curtis, Hansen
Ordinary Council Meeting	28 May	Tang, Sly, Fraser, Brown, Curtis, Hansen Shire President Dean

11. REPORTS OF OFFICERS

AGENDA NUMBER & SUBJECT:	11.1 – Delegated Planning Decisions for April 2026
LOCATION/ADDRESS:	Various
NAME OF APPLICANT:	Various
FILE REFERENCE:	TPL18
AUTHOR:	Erin Gower – Development Services Coordinator
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	14th May 2026
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	11.1.1 – Register of Delegated Development Approvals April 2026

BACKGROUND:

To ensure the efficient and timely processing of planning related applications, Council delegates authority to the Chief Executive Officer to conditionally approve Applications for Development Approval that meet the requirements of both Local Planning Scheme No.4 (LPS4) and adopted Council policy.

Delegated planning decisions are reported to Council monthly to ensure that Council has an appropriate level of oversight on the use of this delegation. A Register of Delegated Development Approvals, detailing those decisions made under delegated authority in April 2026 is presented in Attachment 11.1.1.

COMMENT:

As shown in the attachment, each application has been advertised in accordance with LPS4 and Council's adopted Local Planning Policy *LPP5 Consultation* as detailed in the Policy Implications section of this report.

During April 2026, two (2) development applications were determined under delegated authority. The table below shows the number and value of development applications determined under both delegated authority and by Council for April 2026 compared to April 2025:

	April 2025	**April 2026**
Delegated Decisions	3 ($232,393.95)	2 ($750,000.00)
Council Decisions	0 ($0)	0 ($0)
Total	**3 ($232,393.95)**	**2 ($750,000.00)**

100% of all approvals issued in the month of April were completed within the statutory timeframes of either 60 or 90 days.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005, Local Government Act 1995 and LPS4.

Regulation 19 of the *Local Government (Administration) Regulations 1996* requires that a written record of each delegated decision is kept.

POLICY IMPLICATIONS:

Applications for Development Approval must be assessed against the requirements of LPS4 and Local Planning Policies adopted by Council. These Policies include Local Planning Policy *LPP5 Consultation* which details the level and scope of advertising required for Applications for Development Approval.

Each application processed under delegated authority has been processed and advertised and has been determined to be consistent with the requirements of all adopted Local Planning Policies.

FINANCIAL IMPLICATIONS:

The required planning fees have been paid for all applications for Development Approval processed under delegated authority.

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 Council and advise that no risks have been identified.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENT:

Simple majority.

OFFICER RECOMMENDATION:

That Council receives the report on Delegated Development Approvals for April 2026 as per Attachment 11.1.1.

COUNCIL RESOLUTION 280526.4

MOVED: CR TANG ***SECONDED: CR SLY***

That council receives the report on the Delegated Development Approvals for April 2026 as per (Attachment 11.11.).

CARRIED

TOTAL VOTES FOR: 7

Cr Dean, Cr Hansen, Cr Brown, Cr Fraser. Cr Curtis. Cr Sly, Cr Tang

TOTAL VOTES AGAINST: 0

AGENDA NUMBER & SUBJECT:	11.2 - Adoption of Data Breach Policy (ADM29)
FILE REFERENCE:	ADM9
AUTHOR:	Nicky Barker – Governance Officer
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager of Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	20th May 2026
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	11.2.1 Data Breach Policy

PURPOSE OF REPORT:

The purpose of this report is to present the draft Data Breach Policy (ADM29) to Council for consideration and adoption.

The policy has been developed to ensure the Shire's compliance with the *Privacy and Responsible Information Sharing Act 2024* (PRIS Act), which requires public sector agencies to establish a framework for managing data breaches, including mandatory notification requirements for eligible breaches from 1 January 2027.

The policy provides a high-level governance framework for the prevention, detection, assessment and management of data breaches involving personal information. Detailed operational processes will be addressed through internal procedures, consistent with the separation of Council governance responsibilities and administrative functions.

BACKGROUND:

The PRIS Act introduces a comprehensive privacy regime for public sector agencies, including local governments. A key requirement of the PRIS Act is the establishment of a notifiable information breach scheme, commencing on 1 January 2027, which requires agencies to –

- identify and assess data breaches involving personal information;
- determine whether a breach is likely to result in serious harm; and
- notify affected individuals and the Information Commissioner where required.

In preparation for these obligations, the Shire has previously adopted a Privacy and Responsible Information Sharing (PRIS) Policy which establishes the overarching principles for the management of personal information.

The development of a Data Breach Policy is a necessary next step in establishing a compliant and structured approach to managing data breaches, ensuring the Shire is operationally ready for the commencement of the statutory notification scheme.

COMMENT:

The draft Data Breach Policy provides a clear governance framework aligned with the PRIS Act and contemporary best practice. The policy –

- Defines what constitutes a data breach and an eligible information breach;
- Establishes the Shire's commitment to protecting personal information;
- Outlines a structured approach to managing breaches, including containment, assessment, notification and review;

- Recognises the requirement for mandatory notification of serious breaches from 1 January 2027; and
- Addresses responsibilities relating to contractors and service providers handling personal information on behalf of the Shire.

Consistent with good governance practice, the policy has been deliberately drafted at a strategic level, with detailed operational processes to be documented separately in an internal Data Breach Response Procedure. This ensures –

- Council retains its governance and oversight role;
- the Chief Executive Officer maintains authority over operational matters; and
- flexibility is retained to update procedures in response to evolving risks, technology and regulatory guidance without requiring Council resolution.

The policy also aligns with –

- the adopted PRIS Policy;
- relevant Information Privacy Principles (IPPs); and
- best practice guidance, including the Office of the Australian Information Commissioner (OAIC) breach response model.

Consultation

Internal consultation has been undertaken with relevant officers, including ICT and governance functions, to ensure the policy is practical, compliant, and aligned with existing systems and processes. Further consultation will occur internally in the development and implementation of supporting procedures and staff training.

Conclusion

The draft Data Breach Policy provides a compliant, practical and governance-focused framework to manage data breaches in accordance with the PRIS Act.

Adoption of the policy will ensure the Shire is well-positioned to meet its current and future obligations, including the commencement of mandatory breach notification requirements.

STATUTORY ENVIRONMENT:

The proposal relates to the following legislation –

- *Privacy and Responsible Information Sharing Act 2024*.
- *Local Government Act 1995*.

The policy supports the Shire's compliance obligations under the PRIS Act, including the forthcoming mandatory data breach notification scheme.

POLICY IMPLICATIONS:

This report presents a new Council Policy which will operate in conjunction with the existing Privacy and Responsible Information Sharing Policy.

FINANCIAL IMPLICATIONS:

There are no direct financial implications associated with adoption of the policy. Implementation cost

s (e.g. training, procedural development, system improvements) will be managed within existing operational budgets or considered through future budget processes where required.

RISK MANAGEMENT IMPLICATIONS

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 Council and advise that the following risks have been identified.

Risk	Likelihood	Consequence	Risk	Risk Description	Mitigation/Control
Non-compliance with PRIS Act requirements	Possible (3)	Major (4)	High	Failure to implement an appropriate data breach framework may result in non-compliance with the *Privacy and Responsible Information Sharing Act 2024*, particularly in relation to the notifiable information breach scheme commencing 1 January 2027.	Adoption of the Data Breach Policy and development of supporting procedures ensures alignment with legislative requirements and establishes a compliant framework for managing breaches.
Inadequate response to data breaches	Possible (3)	Major (4)	High	Without a structured and consistent approach, data breaches may not be effectively contained, assessed, or escalated, increasing potential harm to individuals and regulatory exposure.	Implementation of a formal Data Breach Response Procedure, staff training, and clearly defined roles ensures timely and appropriate response to incidents.
Reputational damage	Possible (3)	Moderate (3)	Medium	Poor handling of personal information	Policy establishes transparent principles for

				breaches may result in loss of community trust and reputational harm to the Shire.	notification and communication, supported by documented procedures and governance.
Third-party (contractor) data breach risk	Possible (3)	Major (4)	High	Contracted service providers handling personal information may not adequately manage or report breaches, exposing the Shire to compliance and reputational risks.	Policy requires contractual obligations for PRIS compliance, including mandatory breach notification and cooperation requirements for contractors.
Lack of organisational awareness and capability	Possible (3)	Moderate (3)	Medium	Staff and contractors may not recognise or appropriately respond to data breaches without adequate training and awareness.	Ongoing training programs, awareness initiatives, and defined reporting pathways support organisational capability and compliance.

STRATEGIC IMPLICATIONS:

The policy supports sound governance, risk management and regulatory compliance, and aligns with the Shire's commitment to responsible information management and community trust.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council ADOPT the Data Breach Policy shown in Attachment 11.2.1.

COUNCIL RESOLUTION 280526.5

MOVED: CR HANSEN ***SECONDED: CR BROWN***

That Council ADOPT the Data Breach Policy shown in Attachment 11.2.1

CARRIED

TOTAL VOTES FOR: 7

Cr Dean, Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang

TOTAL VOTES AGAINST: 0

AGENDA NUMBER:	11.3 Review of Risk Management Policy (RM1)
SUBJECT:	Review of Risk Management Policy
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM9
AUTHOR:	Nicky Barker – Governance Officer
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT	20 May 2026
ATTACHMENT:	11.3.1 Risk Management Policy Mark up Version 11.3 2 Risk Management Policy Clean Version

PURPOSE OF REPORT:

The purpose of this report is to present the reviewed Risk Management Policy (RM1) to Council for adoption.

BACKGROUND:

The Shire's Risk Management Policy (RM1) was last adopted by Council on 22 August 2024 (Resolution 220824.14).

In line with the policy review schedule, this policy is reviewed biennially to ensure it remains up to date and consistent with best practice and legislative requirements. An early review has been undertaken to align with the forthcoming transition from the Audit and Risk Committee to the Audit, Risk and Improvement Committee, effective 1 July 2026.

The attached version includes minor refinements and formatting improvements to enhance clarity and consistency with the Shire's governance framework.

COMMENT:

The Risk Management Policy establishes the Shire's commitment to embedding a risk-aware culture and applying structured risk management practices across all operations.

It applies to:

- Strategic and operational activities.
- Projects and continuous improvement initiatives.

The policy aligns with AS/NZS ISO 31000:2018 Risk Management – Guidelines**,** ensuring a consistent and recognised approach to:

- Risk identification.
- Analysis and evaluation.
- Treatment and monitoring.

- Recording and reporting.

The policy clearly defines roles and responsibilities:

- Council: Oversight of risk management framework and internal controls.
- Audit, Risk and Improvement Committee (ARIC): Independent assurance and oversight.
- Chief Executive Officer: Promotion of a risk-aware culture and implementation.
- Staff: Identification, management, and reporting of risks.

The policy is supported by:

- Risk Management Framework.
- Risk Management Procedure.
- Risk Register.

These documents provide the operational detail underpinning the policy.

Key Changes

The review primarily includes:

- Improved clarity and readability.
- Alignment with current governance terminology.
- Reinforcement of reporting and accountability lines.
- Confirmation of alignment with ISO 31000:2018.
- Reference to the new Audit, Risk and Improvement Committee and removal of references to a Risk Management Advisory Committee.

No material changes to the policy intent or risk management principles have been introduced. A marked up version of the policy is provided at Attachment 11.3.1 and a clean version at Attachment 11.3.2.

STATUTORY ENVIRONMENT:

The policy supports compliance with:

- *Local Government Act 1995* – Section 5.41
- *Local Government (Audit) Regulations 1996* – Regulation 17.

POLICY IMPLICATIONS:

This report relates directly to the Risk Management Policy (RM1)

FINANCIAL IMPLICATIONS:

Nil direct financial implications. Effective risk management contributes to minimising financial exposure and potential losses.

RISK MANAGEMENT IMPLICATIONS

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 Council and advise that the following risks have been identified.

Risk	Likelihood	Consequence	Risk	Risk Description	Mitigation/Control
Outdated or inadequate risk management framework	Possible (3)	Moderate (3)	Medium (9)	If the policy is not adopted, the Shire may operate under an outdated framework that does not reflect current standards (ISO 31000:2018) or governance expectations, leading to inconsistent risk practices.	Adoption of the reviewed policy ensures alignment with ISO 31000:2018 and maintains a contemporary framework supported by procedures and risk registers.
Weak organisational risk culture	Possible (3)	Major (4)	High (12)	Failure to reinforce a risk-aware culture may result in poor identification and escalation of risks across the organisation.	Policy clearly defines roles and responsibilities (Council, ARIC, CEO, staff) and promotes a whole-of-organisation risk management approach.
Inadequate oversight and reporting of risks	Unlikely (2)	Major (4)	Medium (8)	Without clear reporting structures, material risks may not be effectively communicated to Executive, ARIC, or Council, impacting governance and decision-making.	Policy establishes formal reporting pathways from staff through management to CEO, ARIC and Council, strengthening oversight and assurance processes
Non-compliance with legislative and	Unlikely (2)	Major (4)	Medium (8)	Failure to maintain an appropriate risk management framework may	Policy aligns with legislative requirements and supports

regulatory requirements				result in non-compliance with Local Government Act 1995 and Audit Regulations.	compliance through structured risk management practices and oversight mechanisms.
Financial and operational impacts from unmanaged risks	Possible (3)	Major (4)	High (12)	Poor risk management practices may lead to financial loss, service disruptions, or reputational damage arising from unmanaged risks.	Implementation of the policy and supporting framework (register, procedures) promotes proactive identification, treatment and monitoring of risks.
Reputational damage due to governance failure	Unlikely (2)	Major (4)	Medium (8)	Ineffective risk management could result in public or stakeholder concern regarding governance standards.	Adoption of the policy demonstrates commitment to best practice governance and accountability, supported by ARIC oversight.

STRATEGIC IMPLICATIONS:

The policy supports sound governance and organisational sustainability by:

- Strengthening risk management practices.
- Supporting informed decision-making.
- Enhancing accountability and oversight.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council ADOPT the reviewed Risk Management Policy as show in Attachment 11.3.2

COUNCIL RESOLUTION 280526.6

MOVED: CR BROWN ***SECONDED: CR CURTIS***

That Council ADOPT the reviewed Risk Management Policy as show in Attachment 11.3.2.

CARRIED

TOTAL VOTES FOR: 7

Cr Dean, Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang

TOTAL VOTES AGAINST: 0

Kim Dolzadelli declared a Financial Interest in Item 11.4 and left the room at 4.44pm.
Richard Denby declared a Financial Interest in Item 11.4 and left the room at 4.44pm.

AGENDA NUMBER:	11.4 Adoption of Council Policies – Acting CEO Appointment, Elected Member Continuing Professional Development and Elected Member Attendance at Events
SUBJECT:	Adoption of Policies
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM9
AUTHOR:	Nicky Barker – Governance Officer
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Kim Dolzadeli – Financial Interest Declared Richard Denby - Financial Interest Declared
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT	20 May 2026
ATTACHMENT:	11.4.1 Temporary Employment Appointment or Appointment Acting Chief Executive Officer- Draft 11.4 2 EM Continuing Professional Development Policy- Draft 11.4 3 Elected Member Attendance at Events - Draft 11.4.4 Acting CEO _ Appointment- To be repealed 11.4.5 Conference Attendance 11.4.6 Councillor Training and professional Development – To be Repealed 11.4.7 Attendance at Events and Functions – To be Repealed.

PURPOSE OF REPORT:

The purpose of this report is to present three updated Council policies to Council for consideration and adoption –

1. Temporary Employment or Appointment of Chief Executive Officer Policy (ADM9);
2. Elected Member Continuing Professional Development Policy (ADM24); and
3. Attendance at Events (Elected Members and CEO) Policy (ADM23).

The report also recommends the repeal of the following existing policies –

1. Appointment of Acting Chief Executive Officer Policy (ADM 9);
2. Conference Attendance and Training – Elected Members, Senior Management and Employees (ADM 6);
3. Councillor Training and Professional Development (ADM24); and
4. Attendance at Events and Functions Policy (ADM 23).

BACKGROUND:

The Shire is required to maintain governance policies that align with the *Local Government Act 1995* (the Act), associated Regulations, and contemporary governance standards.

A review of relevant governance policies has identified the need to –

- Update CEO appointment arrangements to meet legislative requirements under section 5.39C of the Act.
- Adopt a compliant Continuing Professional Development (CPD) policy for Elected Members under section 5.128 of the Act.
- Update the Attendance at Events policy to reflect the legislative requirements of section 5.90A.

Temporary Employment or Appointment of Chief Executive Officer Policy

The current Appointment of Acting Chief Executive Officer Policy (ADM 9) is limited in scope and does not address temporary CEO arrangements.

Section 5.39C of the *Local Government Act 1995* requires a local government to prepare and adopt a policy governing the appointment of a person to act in the position of Chief Executive Officer (CEO) where the substantive CEO is absent or the position is vacant. This legislative requirement reflects the critical importance of ensuring continuity of executive leadership and decision-making authority within a local government.

The intent of section 5.39C is to ensure that Council establishes clear, transparent and accountable parameters for acting CEO appointments, including the circumstances in which an appointment may be made, the duration of the appointment, and any limitations or conditions that apply. The policy must also reflect appropriate governance oversight, including the respective roles of Council and the Shire President.

In addition to the Act, the *Local Government (Administration) Regulations 1996* prescribe a CEO Recruitment, Performance and Termination Standard (the Standard) which includes requirements relating to the appointment of a person to act as CEO. The Standard provides detailed procedural and compliance obligations, such as record keeping, reporting, and the process to be followed in certain circumstances (particularly for longer-term or repeated acting arrangements).

While the Standard sets minimum compliance requirements, it does not replace the obligation for a local government to adopt its own policy under section 5.39C. Rather, the policy operates as the governing framework specific to the local government, setting out how the Council will exercise its discretion and meet its legislative responsibilities in a manner tailored to its operational context.

Since the Shire adopted its current policy, there have been broader sector reforms aimed at strengthening governance, transparency and consistency in CEO-related matters. The introduction of the Compliance Standard has clarified procedural expectations and highlighted the need for local government policies to clearly articulate –

- the circumstances that trigger an acting CEO appointment (planned leave, unplanned absence, or vacancy);
- the delegation of authority to make short-term appointments;
- the role of Council in longer-term or successive appointments; and
- alignment with the prescribed requirements of the Standard.

A review of the Shire's existing *Appointment of Acting CEO Policy* is therefore necessary to –

- ensure compliance with section 5.39C of the Act;
- clearly distinguish between policy direction and regulatory procedure;
- align with the current Compliance Standard;
- reinforce good governance practices, including transparency, accountability and appropriate oversight; and
- ensure the policy remains practical and fit-for-purpose for the Shire's operational needs.

Elected Member Continuing Professional Development Policy

The Act was amended in 2019 to introduce a comprehensive training and professional development framework for Elected Members. As part of these reforms, section 5.128 of the Act requires all local governments to prepare and adopt a policy in relation to the continuing professional development of Elected Members.

This requirement operates alongside other legislative provisions relating to elected member training, including mandatory training obligations under section 5.126 and annual reporting requirements under section 5.127 of the Act. Collectively, these provisions are intended to strengthen the capacity, accountability and effectiveness of elected members by ensuring they maintain and enhance the skills and knowledge required to perform their roles.

Section 5.128 further requires that the policy be adopted by absolute majority, published on the local government's official website, and reviewed following each ordinary election.

The development and adoption of a Continuing Professional Development Policy ensures that the Shire meets its statutory obligations and provides a structured framework to support ongoing learning and development for elected members, beyond the prescribed mandatory training.

Attendance at Events (Elected Members and CEO) Policy

The current Attendance at Events and Functions Policy (ADM 23) was adopted in 2020 and reviewed in 2023 but requires replacement to better align with section 5.90A requirements and improve governance clarity

The Act was amended in 2019 to strengthen the regulatory framework relating to gifts, benefits and conflicts of interest for council members and Chief Executive Officers. As part of these reforms, section

5.90A of the Act requires all local governments to prepare and adopt a policy dealing with the attendance of council members and the CEO at events.

Section 5.90A specifies that the policy must address matters including the provision of tickets, payments associated with attendance, and the approval process and criteria for attendance at events. The policy must also be adopted by absolute majority and published on the local government's official website.

This requirement forms part of the broader gifts and disclosure framework under the Act, which is intended to ensure transparency and accountability in decision-making and to mitigate the risk of perceived or actual conflicts of interest arising from the acceptance of event-related benefits.

The development and adoption of an Attendance at Events Policy ensures that the Shire meets its statutory obligations and provides a clear framework for the appropriate management, approval and disclosure of attendance at events by elected members and the CEO.

COMMENT:

Council policies are intended to provide high-level direction, governance principles and statutory compliance frameworks, rather than operational detail. Operational matters, including administrative processes and the roles and responsibilities of employees, fall under the authority of the Chief Executive Officer in accordance with the *Local Government Act 1995*, which establishes the separation of powers between Council and the administration. Including operational procedures or referencing employees who report to the CEO (and not to Council) within a Council policy can blur this distinction, create governance risk, and limit the CEO's ability to manage the organisation effectively.

Accordingly, operational detail is more appropriately addressed in internal procedures or administrative documents, ensuring that Council policies remain strategic, concise and aligned with their governance role.

The following policies have been redrafted to reflect these principles. Given the extent of the amendments, marked-up versions have not been included. Both the current policies and the proposed revised versions are provided in the attachments for comparison.

1. The proposed "Temporary Employment or Appointment of CEO Policy provides a comprehensive framework for both Acting and Temporary CEO appointments.

The policy aligns with section 5.39C of the Act and clarifies roles of Council, CEO and Shire President. It introduces improved governance, transparency and record keeping.

This policy replaces the existing Appointment of Acting Chief Executive Officer Policy (ADM 9).

2. Elected Member Continuing Professional Development Policy

The proposed policy meets legislative requirements under sections 5.126–5.129 of the Act and establishes a structured framework for mandatory training and continuing professional development.

It also provides for budget allocations and approvals as well as reporting and compliance obligations.

This policy must be adopted by absolute majority, in accordance with section 5.128 of the Act.

3. Attendance at Events (Elected Members and CEO) Policy

The proposed policy complies with section 5.90A of the Act, requiring a formal Attendance at Events policy and provides a clear and transparent framework for -

- Approval of attendance at events.
- Assessment of benefits to the Shire.
- Management of gifts, hospitality and associated risks.
- Record keeping and reporting obligations.

It strengthens governance controls around acceptance of tickets, hospitality and benefits and replaces the existing Attendance at Events and Functions Policy (ADM 23).

Internal consultation has been undertaken with relevant officers. The policies are informed by WALGA model templates, legislative requirements and sector best practice.

STATUTORY ENVIRONMENT:

Relevant legislation includes –

- *Local Government Act 1995*:
  - Section 5.36 – CEO employment
  - Section 5.39C – Temporary CEO policy
  - Sections 5.126–5.129 – Elected Member training and CPD
  - Section 5.90A – Attendance at Events policy
- *Local Government (Administration) Regulations 1996*.

POLICY IMPLICATIONS:

This report recommends adoption of –

- Temporary Employment or Appointment of Chief Executive Officer Policy (ADM9)
- Elected Member Continuing Professional Development Policy (ADM24)
- Attendance at Events (Elected Members and CEO) Policy (ADM23)

And the repeal of –

- Appointment of Acting Chief Executive Officer Policy (ADM 9);
- Conference Attendance and Training – Elected Members, Senior Management and Employees (ADM 6);
- Councillor Training and Professional Development (ADM24); and
- Attendance at Events and Functions Policy (ADM 23).

FINANCIAL IMPLICATIONS:

- CPD policy includes provision for Elected Member training budgets.
- Attendance at Events policy may result in controlled and transparent expenditure on representation.
- CEO acting/temporary arrangements may have remuneration implications.

RISK MANAGEMENT IMPLICATIONS

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 Council and advise that the following risks have been identified.

Risk	Likelihood	Consequence	Risk	Risk Description	Mitigation/Control
Policies include operational detail rather than strategic direction	Possible (3)	Medium (3)	Medium	Inclusion of operational procedures within Council policies creates confusion between governance and administration, reduces flexibility, and may result in inefficient or inconsistent service delivery.	Governance review of all policies prior to adoption; ensure policies remain high-level; removal of operational content into procedures; adherence to Policy vs Procedure framework; periodic review cycle.
Failure to meet legislative requirements (including absolute majority adoption)	Possible (3)	High (4)	High	Failure to adopt required policies (CPD and Attendance at Events) or failure to adopt them by absolute majority results in non-compliance with legislation, audit risks and reputational damage.	Clear identification of voting requirements in Council report; governance checklist; use of WALGA model policies; review against legislation; oversight by Governance and Audit Committee.
Existing policies are not repealed when new policies are adopted	Possible (3)	Medium (3)	Medium	Retention of outdated or conflicting policies results in ambiguity, inconsistent decision-making, and potential governance failures	Explicit repeal clauses included in recommendation; maintenance of Policy Register; version control; periodic policy audits; governance oversight.

Inadequate policy framework leading to governance gaps	Unlikely (2)	High (4)	Medium	Poorly structured or unclear policies may lead to inconsistent interpretation, reduced accountability and potential compliance or reputational issues.	Use of standard policy template; alignment with governance framework; internal review by Governance Officer; regular review following elections or legislative change; continuous improvement practices.

STRATEGIC IMPLICATIONS:

The policies support –

- Good governance and accountability
- Compliance with statutory obligations
- Strengthening Council capability
- Improved transparency and public confidence

VOTING REQUIREMENTS:

The Elected Member Continuing Professional Development Policy (ADM24) and the Attendance at Events Policy (ADM23) must be adopted by absolute majority.

Absolute Majority

OFFICER RECOMMENDATION:

That council:

1. Adopts the following policies –
   a) Temporary Employment or Appointment of The Chief Executive Officer Policy Attachment 11.4.1
   b) Elected Member continuing Professional Development Policy Attachment 11.4.2
   c) Attendance at Events Policy (Elected Members and CEO) Attachment 11.4.3
2. NOTES that -
   a) The Elected Member continuing Professional Development Policy is required to be adopted by absolute majority in accordance with section 5.128 of The Local Government Act and
   b) The Attendance at Events Policy is required to be adopted by absolute majority in accordance with section 5.90A of the Local Government Act 1995
3. REPEALS the following policies upon adoption of the new policies -
   a) Appointment of Acting Chief Executive Officer Policy (ADM 9) (Attachment 11.4.4);
   b) Conference Attendance and Training – Elected Members, Senior Management and Employees (ADM6) (Attachmen11.4 5);
   c) Councillor Training and Professional Development (ADM24) (Attachment 11.4.6); and
   d) Attendance at Events and Functions Policy (ADM 23) (Attachment 11.4 7).

PROCEDURAL MOTION: 280526.7

MOVED: CR HANSEN ***SECONDED: CR TANG***

That the motion lie on the table with the direction to staff that Item 11.4 be rewritten as three separate Items and submitted at the June Ordinary Council Meeting.

CARRIED

TOTAL VOTES FOR: 7

Cr Dean, Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang

TOTAL VOTES AGAINST: 0

Kim Dolzadelli and Richard Denby both returned to the room at 4.45pm

AGENDA NUMBER:	11.5 Payment of Accounts April 2026
SUBJECT:	Payment of Accounts – April 2026
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Christine Allam – Acting Finance Coordinator
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT	20 May 2026
ATTACHMENT:	11.5.1 – Payment of Accounts – April 2026

BACKGROUND:

To advise Council of payments made for the period 1 April 2026 to 30 April 2026.

COMMENT:

Payments of $1,100,022.59 as detailed in the payment of accounts listing for the period 1 April 2026 to 30 April 2026 as per Attachment 11.5.1 have been approved under delegated authority.

Municipal Account		
Accounts paid by EFT	19756 - 19855	$961,648.14
Accounts paid by cheque	20651	$14,275.75
Accounts paid by Direct Debit	14710.1 – 14793.18	$124,098.70
Sub Total Municipal Account		$1,100,022.59
Trust Account		
Accounts paid by EFT	-	$0.00
Sub Total Trust Account		$0.00
Total Payments		**$1,100,022.59**

STATUTORY ENVIRONMENT:

Regulation 13(2) of the *Local Government (Financial Management) Regulations 1996*, requires a local government to prepare a list of accounts approved for payment under delegated authority showing the payee's name; the amount of the payment; and sufficient information to identify the transaction, and the date of the payment; this list is to be presented to council at the next ordinary meeting of the Council after the list is prepared.

Regulation 13A of the *Local Government (Financial Management) Regulations 1996*, requires a local government to prepare a list of payments made using the purchasing cards showing the payee's name; the amount of the payment; and sufficient information to identify the transaction and the date of the payment; this list is to be presented to council at the next ordinary meeting of the Council after the list is prepared.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

As indicated in Payment of Accounts.

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 which is shown below:

Risk	Likelihood	Consequence	Risk Rating	Description	Mitigation Strategies
Financial Mismanagement	Possible	Major	High	Risk of financial mismanagement due to errors in payment processing.	Implement strict financial controls and regular audits.
Fraudulent Transactions	Unlikely	Severe	Medium	Risk of fraudulent transactions being processed.	Enhance security measures and conduct thorough background checks on vendors.
Delayed payments	Likely	Moderate	Medium	Risk of delayed payments affecting vendor relationships.	Streamline payment processes and set clear payment timelines.
Compliance issues	Possible	Moderate	Medium	Risk of non-compliance with financial regulations.	Regularly review and update compliance policies.

System failures	Unlikely	Major	Medium	Risk of system failures disrupting payment processing.	Maintain robust IT infrastrucutre and backup systems.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple majority.

OFFICER RECOMMENDATION:

That Council notes the payment of accounts totalling $1,100,022.59 for the period 1 April 2026 to 30 April 2026 as per Attachment 11.5.1.

COUNCIL RESOLUTION 280526.8

MOVED: CR TANG ***SECONDED: CR CURTIS***

That Council notes the payment of accounts totalling $1,100,022.59 for the period 1 April 2026 to 30 April 2026 as per Attachment 11.5.1.

CARRIED

TOTAL VOTES FOR: 7

Cr Dean, Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang

TOTAL VOTES AGAINST: 0

AGENDA NUMBER & SUBJECT:	11.6– Financial Activity Statements – March 2026
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 15
AUTHOR:	Kim Dolzadelli – Executive Manager Corporate Services
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	21 May 2026
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.6.1 – Financial Activity Statement – March 2026

BACKGROUND:

The financial statements are presented to Council in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, stipulate that a Local Government is to prepare each month a statement of financial activity reporting on the sources and applications of funds.

Section 6.4 of the *Local Government Act 1995*, requires that financial reports be prepared and presented in the manner and form prescribed in the *Local Government (Financial Management) Regulations*.

The requirement is for a Statement of Financial Activity with a report detailing material variances. The Financial Report presented includes this as well as other statements and supplementary information.

COMMENT:

The Financial Statements for the period ending 31 March 2026 present the financial performance of the Shire for the 2025/26 financial year and compare year to date expenditure and revenue against the corresponding year to date budget.

Attached for consideration is the completed Monthly Financial Report as per Attachments 11.6.1.

The document attached includes Statement of Financial Activity by Nature or Type, Notes to the financial statements and an explanation of material variances.

STATUTORY ENVIRONMENT:

Local Government Act 1995, Section 6.4.
Local Government (Financial Management) Regulations 1996, Regulation 34.

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 which is shown below:

Risk	Likelihood	Consequence	Risk Rating	Description	Mitigation/Strategies
Financial mismanagement	Possible	Major	High	Risk of financial mismanagement due to errors in payment processing.	Implement strict financial controls and regular audits.
Fraudulent transactions	Unlikely	Severe	Medium	Risk of fraudulent transactions being processed.	Enhance security measures and conduct thorough background checks on vendors.
Delayed payments	Likely	Moderate	Medium	Risk of delayed payments affecting vendor relationships.	Streamline payment processes and set clear payment timelines.
Compliance issues	Possible	Moderate	Medium	Risk of noncompliance with financial regulations.	Regularly review and update compliance policies.
System failures	Unlikely	Major	Medium	Risk of system failures disrupting payment processing.	Maintain robust IT infrastructure and backup systems.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

OFFICER RECOMMENDATION:

That Council, in accordance with the regulation 34 of The Local Government (Financial Management) Regulations 1996, receives the Financial Activity Statements for the period ending31st March 2026 as per Attachment 11.6.1.

COUNCIL RESOLUTION 280526.9

MOVED: CR SLY ***SECONDED: CR TANG***

That Council, in accordance with the regulation 34 of The Local Government (Financial Management) Regulations 1996, receives the Financial Activity Statements for the period ending31st March 2026 as per Attachment 11.6.1.

CARRIED

TOTAL VOTES FOR: 7

Cr Dean, Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang

TOTAL VOTES AGAINST:0

12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

Nil.

13. MEETING MAY BE CLOSED:

Nil.

14. CLOSURE OF MEETING:

The meeting closed at 4.49pm.

Item	Attachment	Title
5.1	1	Shire of Nannup Ordinary Council Meeting Minute – 23 April 2026
5.2	1	Shire of Nannup Special Council Meeting Minutes – 14 May 2026
11.1	1	Delegated Planning Decisions for April 2026
11.2	1	Adoption of Data Breach Policy (ADM29)
11.3	1	Review of Risk Management Policy (RM1
	2	11.3 Review of Risk Management Policy
11.4	1	Appointment of Acting Chief Executive Officer
	2	Elected Member Continuing Professional Development
	3	Elected Member Attendance at Events
	4	Appointment of Acting Chief Executive Officer Policy (ADM 9
	5	Conference Attendance and Training – Elected Members, Senio Management and Employees (ADM6)
	6	Councillor Training and Professional Development (ADM24)
	7	Attendance at Events and Functions Policy (ADM 23)
11.5	1	Payment of Accounts
11.6	1	Financial Activity Statement