



Agenda

**Special Council Meeting to be held
18, December 2025**

3.30 pm in Council Chambers, Adam Street Nannup

The purpose of the special meeting is for Council to:

1. Receive the Annual Financial Report, Audit Opinion, and Interim Audit Management letter for the year ending 30 June 2025 as attached; and note that a report on significant findings in accordance with Section 7.12A(4)(b) of the Local Government Act 1995, for the year ending 30 June 2025, is not required.
2. Accept the Annual Report for the Shire of Nannup for the year ended 30 June 2025 as required by section 5.54(1) and 5.54(2) of the Local Government Act 1995, and
3. To vote on nominations for the Australia Day Awards. Please note: this item is confidential and closed to the public.

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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 reversible 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

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A G E N D A

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

Shire President to declare the meeting open and welcome the public gallery.

Shire President to acknowledge the traditional custodians of the land, the Wardandi and Bibbulmun people, paying respects to Elders past, present, and emerging.

Audio Recording

The CEO 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

Councillor	Anthony (Tony) Dean
Councillor	Vicki Hansen
Councillor	Lynette Curtis
Councillor	Cr Patricia Fraser
Councillor	Cheryle Brown
Councillor	Timothy Sly
Councillor	Nancy Tang

Chief Executive Officer	David Taylor
Executive Manager Corporate	Kim Dolzadelli
Executive Manager Works and Services	Damon Lukins
Executive Support Officer	Lisa Atkinson

2.2 APOLOGIES

Nil.

3. PUBLIC QUESTION TIME:

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

Nil.

5. CONFIRMATION OF MINUTES:

Nil.

6. ANNOUNCEMENTS FROM PRESIDING MEMBER:

7. DISCLOSURE OF INTEREST:

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Councillors to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act.

Where a member has disclosed a financial or proximity interest in an item, they must leave the Chamber for consideration of that item.

Where a member has disclosed an impartiality interest in an item, they may remain in the Chamber. The member is required to bring an independent mind to the item and decide impartially on behalf of the Shire of Nannup and its community.

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 OF OFFICERS:

AGENDA NUMBER & SUBJECT:	10.1 – Annual Financial Statements and Audit Opinion 2024/2025
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:	8 December 2025
PREVIOUS MEETING REFERENCE	Nil
ATTACHMENTS:	10.1.1 - Shire of Nannup Audited Annual Financial Report - 2024/25 10.1.2 - Audit Opinion 2024/25 10.1.3 - Interim Management Letter 2024/25

BACKGROUND:

The Local Government Act 1995 and the Local Government (Audit) Regulations 1996 stipulate that the Office of the Auditor General (OAG) is to conduct the financial audit of all local governments in Western Australia, noting that approximately 85% of WA local governments annual financial audits are further outsourced by the OAG.

The Audit and Risk Committee (ARC) conducted a formal meeting with the Shire’s external Auditor required in accordance with section 7.12(A)(2) of the local government Act 1995 on Wednesday, 3 December 2025.

During this meeting, the ARC took part in an “Audit Exit” meeting with representatives from the Office of the Auditor General (OAG), the Auditor, and OAG appointed Auditors AMD Chartered Accountants.

The OAG has completed the Audit of the Annual Financial Report for the year ended 30 June 2025. The Independent Auditor’s Opinion was issued on 4 December 2025 and is attached to this item for reference.

No matters were raised in the Audit Report that requires any action to be taken by the local government in accordance with the Local Government Act 1995, Part – 7 Audit.

The Interim Audit Management report is attached to the Agenda with Managements responses included as attachments to this agenda, No Final Audit Management Report was issued by the OAG.

The ARC has a meeting scheduled for 18 December 2025, prior to this Special Council Meeting, to consider the following Officer Recommendation:

“That the Audit and Risk Committee recommend to Council that it:

- 1. Receive the Annual Financial Report, Audit Opinion, and Interim Audit Management letter for the year ending 30 June 2025 as attached; and*

2. Note that a report on significant findings in accordance with Section 7.12A(4)(b) of the Local Government Act 1995, for the year ending 30 June 2025, is not required.”

The recommendation from the ARC will be provided on the day of the Special Council meeting, it is noted that all Elected Members of the Council are also members of the ARC.

COMMENT:

The audit opinion for 2024/2025 is unqualified.

Excerpt from OAG Opinion:

“I have audited the financial report of the Shire of Nannup (Shire) which comprises:

- *the statement of financial position as at 30 June 2025, the statement of comprehensive*
- *income, statement of changes in equity, statement of cash flows and statement of financial*
- *activity for the year then ended*
- *notes comprising a summary of material accounting policies and other explanatory*
- *information.*

In my opinion, the financial report:

- *is based on proper accounts and records*
- *presents fairly, in all material respects, the results of the operations of the Shire for the year*
- *ended 30 June 2025 and its financial position at the end of that period*
- *is in accordance with the Local Government Act 1995 (the Act) and, to the extent that they*
- *are not inconsistent with the Act, Australian Accounting Standards.”*

One moderate and two Minor finding were identified during the Interim Audit.

Given no significant findings have been raised, no report to the Minister is required in accordance with 7.12A(4)(b) of the Local Government Act 1995.

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT:

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Masterfile validity and accuracy	No		✓		
2. Outdated policy and plan reviews	No			✓	
3. Fuel cards	No			✓	

A full explanation of the findings and management comments can be found in attachment 11.1.3 - Interim Management Letter 2024/25.

STATUTORY ENVIRONMENT:

Local Government Act 1995

Division 4

7.12A. Duties of local government with respect to audits

- (1) A local government is to do everything in its power to —
 - (a) assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and
 - (b) ensure that audits are conducted successfully and expeditiously.
- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.
- (3) A local government must—
 - (aa) examine an audit report received by the local government; and
 - (a) determine if any matters raised by the audit report, require action to be taken by the local government; and
 - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government must—
 - (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
 - (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.
- (5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

Local Government (Audit) Regulations 1996

Regulation 16.

16. *Functions of audit committee*

An audit committee has the following functions —

- (a) *to guide and assist the local government in carrying out —*
 - (i) *its functions under Part 6 of the Act; and*
 - (ii) *its functions relating to other audits and other matters related to financial management;*
- (b) *to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;*
- (c) *to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —*
 - (i) *report to the council the results of that review; and*
 - (ii) *give a copy of the CEO's report to the council;*

- (d) *to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —*
 - (i) *regulation 17(1); and*
 - (ii) *the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (e) *to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;*
- (f) *to oversee the implementation of any action that the local government —*
 - (i) *is required to take by section 7.12A(3); and*
 - (ii) *has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
 - (iii) *has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and*
 - (iv) *has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (g) *to perform any other function conferred on the audit committee by these regulations or another written law.*

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	Risk Description	Mitigation/Controls
Reputational risk from audit process despite unqualified opinion	2 – Unlikely	Low (1)	Low	Public perception of audit process could lead to reputational impact even when audit opinion is unqualified.	Proactive communication of audit outcome; publish unqualified opinion; ensure transparency in ARC minutes and Council reports.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENT:

Simple majority.

AUDIT AND RISK COMMITTEE RECOMMENDATION: (To be confirmed)

That the Audit and Risk Committee recommend to Council that it:

1. Receive the Annual Financial Report, Audit Opinion, and Interim Audit Management letter for the year ending 30 June 2025 as attached; and
2. Note that a report on significant findings in accordance with Section 7.12A(4)(b) of the *Local Government Act 1995*, for the year ending 30 June 2025, is not required.

AGENDA NUMBER & SUBJECT:	10.2 – Acceptance of Shire of Nannup Annual Report 2024/25 and Setting a Date for the Annual General Meeting of Electors
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 17
AUTHOR:	Kim Dolzadelli -Executive Manager Corporate Services
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	10 December 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	10.2.1 - Annual Report 2024/25

BACKGROUND:

Each local government is to prepare an Annual Report for each financial year. The Annual Report is a record of the Council's activities for the financial year and is part of the accountability principles established for Local Government.

The Audit and Risk Committee (ARC) conducted a formal meeting with the Shire's external Auditor required in accordance with section 7.12(A)(2) of the local government Act 1995 on Wednesday, 3 December 2025.

During this meeting, the ARC took part in an "Audit Exit" meeting with representatives from the Office of the Auditor General (OAG), the Auditor, and OAG appointed Auditors AMD Chartered Accountants.

The OAG has completed the Audit of the Annual Financial Report for the year ended 30 June 2025. The Independent Auditor's Opinion was issued on 4 December 2025 and is attached to this item for reference. The Annual Report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

A draft Shire of Nannup Annual Report 2024/2025 has been circulated under separate cover for consideration.

COMMENT:

The Annual Report contains all the statutory information required, including the Annual Financial Statements for the year under review and will also form the main document for scrutiny at Council's Annual Electors Meeting.

The Annual Elector's Meeting must be held within 56 days of accepting the Annual Report with appropriate notice of the meeting given. Should Council Accept the attached Annual Report this effectively means that the Annual Electors Meeting must be held no later than, 12 February 2025.

Officers would encourage that the Annual Electors Meeting be held as soon as is practicable noting that Section 5.29(1) requires that the CEO gives at least 14 days' local public notice of the date, time, place and purpose of the meeting.

The officer is recommending that the meeting be held in the Shirely Humble Room located within the Shire Administration Building, 15 Adam Street Nannup on Thursday, 29th January 2026 commencing at 6:00pm.

STATUTORY ENVIRONMENT:

Local Government Act 1995 – Division 5

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), (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 1993*; and
 - (hb) details of entries made under section 5.121 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
 - (i) such other information as may be prescribed.

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.

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.

5.55A. Publication of annual reports

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.

Local Government (Administration) Regulations 1996 – Part 5 Division 2

19B. Information to be included in annual report (Act s. 5.53(2)(g) and (i))

- (1) In this regulation —
remuneration has the meaning given in the *Salaries and Allowances Act 1975* section 4(1).
- (2) For the purposes of section 5.53(2)(g) and (i), the annual report for a financial year beginning on or after 1 July 2020 must contain the following —
 - (a) the number of employees of the local government entitled to an annual salary of \$130 000 or more;
 - (b) the number of employees of the local government entitled to an annual salary that falls within each band of \$10 000 over \$130 000;
 - (c) any remuneration and allowances paid by the local government under Schedule 5.1 clause 9 during the financial year;
 - (d) any amount ordered under section 5.110(6)(b)(iv) to be paid by a person against whom a complaint was made under section 5.107(1), 5.109(1) or 5.114(1) to the local government during the financial year;
 - (e) the remuneration paid or provided to the CEO during the financial year;
 - (f) the number of council and committee meetings attended by each council member during the financial year;
 - (g) if available, the gender, linguistic background and country of birth of council members;
 - (h) if available, the number of council members who are aged—
 - (i) between 18 years and 24 years; and
 - (ii) between 25 years and 34 years; and
 - (iii) between 35 years and 44 years; and
 - (iv) between 45 years and 54 years; and
 - (v) between 55 years and 64 years; and
 - (vi) over the age of 64 years;
 - (i) if available, the number of council members who identify as Aboriginal or Torres Strait Islander;
 - (j) details of any modification made to a local government's strategic community plan during the financial year;
 - (k) details of any significant modification made to a local government's corporate business plan during the financial year.

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	Risk Description	Mitigation/Controls
Statutory deadline not met for accepting the Annual Report	Unlikely (2)	Medium (2)	Medium	Delay risks non-compliance with s.5.54, attracting regulatory attention and reputational impact.	Maintain timeline tracking; schedule Council acceptance; contingency special meeting if deferred.
Insufficient local public notice for AGM (≥ 14 days)	Possible (3)	Medium (2)	Medium	Late or inadequate notice could invalidate the meeting, requiring re-advertising and rescheduling.	Issue public notice immediately; use multiple channels; assign proof-of-publication checks.
Failure to publish the Annual Report on the website within 14 days	Possible (3)	Low–Medium (1–2)	Medium	Missed publication deadline reduces transparency and may prompt complaints.	Pre-prepare web assets; allocate IT owner; publish and verify links same day.
Errors or omissions in Annual Report content	Possible (3)	Medium (2)	Medium	Incorrect data undermines trust and may require amendment.	Dual independent review; validate figures; CEO sign-off.
Failure to hold AGM within 56 days of accepting the Annual Report	Unlikely (2)	Medium (2)	Medium	Late meeting breaches statutory timeframe, may require explanation and corrective action.	Lock in 22 Jan 2026 date.

STRATEGIC IMPLICATIONS:**OUR SHIRE:****6.3 LEAD, LISTEN, ADVOCATE, REPRESENT AND PROVIDE**

- Provide a listening leadership that represents the people through ongoing community engagement

6.4 WE ARE ONE We will strive to make decisions and deliver outcomes that are in the best interest of the majority of the community:

- Provide a stable, consistent and honest government

VOTING REQUIREMENT:

Absolute Majority

OFFICER RECOMMENDATION:

That Council by absolute majority;

1. Accept the Annual Report for the Shire of Nannup for the year ended 30 June 2025 as required by section 5.54(1) and 5.54(2) of the Local Government Act 1995, and
2. Sets Thursday, 29th January 2026 commencing at 6:00pm as the Date for the Annual Electors Meeting, to be held in the Shirley Humble Room located within the Shire Administration Building, 15 Adam Street Nannup as the place for the meeting.

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

12. MEETING MAY BE CLOSED:

AGENDA NUMBER & SUBJECT:	12.1 – Nominations of Australia Day Awards 2026
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT	N/A
FILE REFERENCE:	REC 11
AUTHOR:	Lisa Atkinson – Executive Support Officer Nicky Barker – Governance Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	9 December 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	Nil

This report is to be dealt with in a confidential session, under the terms of the Local Government Act 1995 Section 5.23(2), (b); the personal affairs of any person

3. CLOSURE OF MEETING:

Attachment

Item #	Attach	Title
10.1.1	1	Shire of Nannup Audited Annual Financial Report2024-2025
10.1.2	1	Audit Opinion 2024-2025
10.1.2	1	Interim Management Letter 2024 -2025
10.2.1	1	Annual Report 2024-25