



Minutes

~~Un~~confirmed Copy

Ordinary Council Meeting Thursday 27 March 2025

4.30 pm at Darradup Fire Shed, Johnston Road

These minutes were confirmed as a true and correct record of proceedings by Council on
24 April 2025

A handwritten signature in blue ink, reading "A. Dean.", is centered within a rectangular box.

Anthony Dean – Shire President

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MINUTES

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

The Shire President declared the meeting open at 4.30pm 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 (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 Manager Works and Services	Damon Lukins
Executive Support Officer	Lisa Atkinson

2.2 APOLOGIES

Councillor	Timothy Sly
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PUBLIC GALLERY

Di Piper, Mike Piper, Rob Taylor, A & L Blackburne Kane, David O'Neill, Shirley O'Neil, Liz Janney, Belinda Trueman, Russell Trueman, Trevor Larke, Christine Larke, Evelyn Patman, John Patman, Kim Heitman, Cate Stevenson, Peter Sim, Geoff Allam, Matthew White, Betty White, Steve Boak, Geoff Kemp, Lara & Jesse Francis-Kingshott, Gieb Vial, Fleur Ambrosa, Shaun Cook, Jim Green, Isobell Green, Gordon McDonald, Darren Sebo, Vicki Sebo, Glen Delbridge Naomi Delbridge, Julian Johnson, Erin Gower, Steve Felton

3. PUBLIC QUESTION TIME:

Robert Taylor, Johnston Road, Jallbarragup

Question 1

What are Council doing on the follow up of the Fire Break situation? my neighbour still has not complied and has not worked his block for years, it's a quite a concern as its all bush. I have a little bit to do on my block, I have already started doing that but it's obvious a lot of people are not doing the right things.

Answer 1

David Taylor, CEO responded that the main reason fire breaks have been lapsing this year is due to a vacancy in the Ranger position. The position has now been filled, with the new Ranger set to start in about a month. However, by that time, the fire season will have passed. In the interim, Kim Dolzadelli, the Manager overseeing that area, has been handling reports, whether complaints or Fire Control Officer assessments, and writing compliance requirements. The inconsistency in fire break enforcement has been partly due to alternating between strict and lenient approaches in previous years, which led to some people being more relaxed about fire breaks. The new Ranger will bring consistency and improve the quality of fire break notices and enforcement moving forward.

Catherine Stephenson, Johnston Road, Jallbarragup

Question 1

Catherine Stephenson advised she wanted to follow up on Robert Taylor's question is the Council committed to issuing infringement notices to who have been issued compliance notices and haven't followed through with that?

Response 1

David Taylor, CEO acknowledged the need for community education for those who have not taken any action and confirmed that fines will be issued. He asked Kim Dolzadelli, Executive Manager of Corporate Services if any fines had been issued, to which Kim Dolzadelli responded that no fines have been issued yet. It is noted that some individuals have been identified for doing nothing. Others have tried but did not fully comply, and the Shire has contacted them with guidance on what needs to be corrected.

Question 2

Catherine Stephenson expressed appreciation for the Owl Friendly status announcement on the Shire's Facebook page and the recent e-newsletter. She asked when this information would be available on the Shire's official website as she was unable to locate it. Additionally, she asked whether the adoption of the Owl Friendly status meant that the Shire or its contractors, particularly those involved in pest control, are required to use owl-friendly baits, and if this practice has been implemented?

Response 2

David Taylor, CEO, addressed the first point that was a resolution from a couple of years ago. He mentioned that some information had been put on the website at that time. However, upon recent review by the Shire, they couldn't find the information online, although pamphlets and publications had been circulated. David added that he has passed the matter on to the Shire's Sustainability Officer, who will work with the Committee to revisit and address the pest control elements. The goal is to ensure proper education for the wider public and to move the initiative forward. He also mentioned that previous work in this area was done by the former Works Manager, but there have been staff changes since then. As a result, he is unsure if the initiative is still being pursued. However, by involving the Sustainability Officer, they aim to either continue or re-establish this initiative.

Question 3

Catherine Stephenson raised her third question regarding the motion passed by the Council a couple of years ago about the Reconciliation Action Plan. She mentioned that some work has been done on it, and recalled raising the issue in September 2023, when Council identified that it was not a priority at the time. Catherine inquired if there is a specific timeframe or timeline for the Council to further develop the Reconciliation Action Plan especially given other ongoing projects in the Shire, such as the Geopark and Trail Town projects, which also focus on heritage and culture. Catherine asked is there a time frame for the reconciliation plan to be administered?

Response 3

David Taylor, CEO responded that he doesn't have a specific time frame for the completion of the Reconciliation Action Plan. The timeline depends on available officer resources. However, he acknowledged that the Geopark and Trails are being developed, and the Shire is aiming for Trail Town status. A Reconciliation Action Plan will contribute to this accreditation process. While there is no set time frame, he assured that they are working to get it completed from the list.

Geoff Kemp, Denny Road, Jalbarragup

Question 1

Geoff Kemp asked raised a concern about the lack of user-friendliness at the local tip. He mentioned multiple occasions where he had separated his recyclables (bottles, cans, plastics) only to find the bins full, requiring them to take the items to the tip face. The resident suggested replacing the current wheelie bins with skips that can be regularly emptied, as the larger bins seem to work better. They emphasised that the bins for glass, plastic, and bottles are particularly problematic and not functioning well for users.

Response 1

David Taylor, CEO responded the team is fully aware of the waste facility and acknowledges that improvements can be made for better functionality and sustainability. A Sustainability Officer, who started in January, is working on a Waste Strategy that will cover all aspects of waste management, from the landfill (tip) to recycling practices, and initiatives to reduce consumer waste. Key focus areas include improving recycling methods and encouraging waste reduction at the consumer level. Recently, the Shire acted by clearing blown waste from around the perimeter of the tip, which was attracting birds and causing waste accumulation. Damon Lukins, Executive Manager of Works and Services added that the Shire has recently made a variation to the waste contract. This includes introducing 15-cubic-meter skip bins for recycling and removing the green sea container. A new strategy for recycling will be implemented moving forward.

Matthew White, Leschenaultia Drive, Jalbarragup

Question

Matthew White raised concerns regarding the main road through town, noting that while the line markings have been completed, the islands have not been painted, particularly the ends. This issue was highlighted due to near-miss incidents he has had when driving at night, as the islands are hard to see. Matthew emphasised the need for the ends of the islands to be painted with fluorescent paint to improve visibility. Additionally, the island opposite the BP garage, has started to degrade. Mark suggested that this island should be removed to make it easier for trucks to turn left. Matthew asked for two actions firstly, to paint the ends of the islands with fluorescent paint for better visibility, and secondly, to consider removing the island near the BP garage to allow easier left turns for trucks.

Response

Damon Lukins, Executive Manager Works and Services, expressed the Shire's disappointment with the quality of the road seal. The Shire has made complaints to Main Roads regarding the surface condition, and Main Roads has advised that they will repair the area near the BP Garage at the Brockman Highway-Warren Road intersection. Damon will also raise the issue of line marking with Main Roads. Damon further added, Main Roads managed the sealing of the road, while the Shire funded the parking component. The Shire is responsible for funding the parking, footpaths, and verges. From the Shire's perspective, this situation is disappointing, and they have contacted Main Roads to address the issue and restore the road to a reasonable standard.

Peter Sim, Leschenaultia Drive, Jalbarragup

Question

Peter Sim asked what the time line is for completion of works on Leschenaultia Drive, when will the sealing of the road be completed?

Response

Damon Lukins, Executive Manager of Works and Services responded that the Road will be sealed on 1 May 2025.

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:

Cr Brown has applied for leave of absence from 25 July 2025 to 27 August 2025.

Cr Hansen has applied for leave of absence from 10 August 2025 to 30 September 2025.

COUNCIL RESOLUTION 270325.1**MOVED: CR CURTIS****SECONDED: CR GIBB**

That Council endorse Cr Brown's application for leave of absence from 25 July 2025 to 27 August 2025.

That Council endorse Cr Hansen's application for leave of absence from 10 August 2025 to 30 September 2025.

CARRIED**TOTAL VOTES FOR: 6***Cr Dean, Cr Hansen, Cr Brown, Cr Fraser, Cr Curtis, Cr Gibb***TOTAL VOTES AGAINST: 0****5. CONFIRMATION OF MINUTES:**

5.1 Warren and Blackwood Alliance of Councils (WBAC) Board Meeting - 28 January 2025

EXECUTIVE RECOMMENDATION:

That the minutes from the Warren and Blackwood Alliance of Councils (WBAC) held on 28 January 2025 be received (attachment 5.1).

COUNCIL RESOLUTION 270325.2**MOVED: CR HANSEN****SECONDED: CR BROWN**

That the minutes from the Warren and Blackwood Alliance of Councils (WBAC) held on 28 January 2025 be received (attachment 5.1).

CARRIED**TOTAL VOTES FOR: 6***Cr Dean, Cr Hansen, Cr Brown, Cr Fraser, Cr Curtis, Cr Gibb***TOTAL VOTES AGAINST: 0**

5.2 Bushfire Advisory Committee Meeting – 3 February 2025

EXECUTIVE RECOMMENDATION:

That the minutes from the Bush Fire Advisory Committee Meeting held on 3 February 2025 be received (attachment 5.2).

COUNCIL RESOLUTION 270325.3**MOVED: CR BROWN****SECONDED: CR FRASER**

That the minutes from the Bush Fire Advisory Committee Meeting held on 3 February 2025 be received (attachment 5.2).

CARRIED**TOTAL VOTES FOR: 6***Cr Dean, Cr Hansen, Cr Brown, Cr Fraser, Cr Curtis, Cr Gibb***TOTAL VOTES AGAINST: 0**

*

5.3 Local Emergency Management Committee Meeting – 5 February 2025

EXECUTIVE RECOMMENDATION:

That the minutes from the Local Emergency Management Meeting held on 5 February 2025 be received (attachment 5.3).

COUNCIL RESOLUTION 270325.4**MOVED: CR CURTIS****SECONDED: CR GIBB**

That the minutes from the Local Emergency Management Meeting held on 5 February 2025 be received (attachment 5.3).

CARRIED**TOTAL VOTES FOR: 6***Cr Dean, Cr Hansen, Cr Brown, Cr Fraser, Cr Curtis, Cr Gibb***TOTAL VOTES AGAINST: 0**

5.4 WBAC Climate Alliance Reference Group Meeting – 14 February 2025

EXECUTIVE RECOMMENDATION:

That the Minutes from the WBAC Climate Alliance Reference Group Meeting held on 14 February 2025 be received (attachment 5.4).

COUNCIL RESOLUTION 270325.5

MOVED: CR HANSEN

SECONDED: CR CURTIS

That the Minutes from the WBAC Climate Alliance Reference Group Meeting held on 14 February 2025 be received (attachment 5.4).

CARRIED

TOTAL VOTES FOR: 6

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

TOTAL VOTES AGAINST: 0

5.5 South West Country Zone Meeting – 21 February 2025.

EXECUTIVE RECOMMENDATION:

That the Minutes from the South West Country Zone Meeting held on 21 February 2025 be received (attachment 5.5).

COUNCIL RESOLUTION 270325.6

MOVED: CR DEAN

SECONDED: CR BROWN

That the Minutes from the South West Country Zone Meeting held on 21 February 2025 be received (attachment 5.5).

CARRIED

TOTAL VOTES FOR: 6

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

TOTAL VOTES AGAINST: 0

5.6 Shire of Nannup Ordinary Council Meeting – 27 February 2025

EXECUTIVE RECOMMENDATION:

That the minutes from the Shire of Nannup Ordinary Council Meeting held on 27 February 2025 be confirmed as a true and correct copy (attachment 5.6)

COUNCIL RESOLUTION 270325.7**MOVED: CR BROWN****SECONDED: CR HANSEN**

That the minutes from the Shire of Nannup Ordinary Council Meeting held on 27 February 2025 be confirmed as a true and correct copy (attachment 5.6)

CARRIED**TOTAL VOTES FOR: 6****Cr Dean, Cr Hansen, Cr Brown, Cr Fraser, Cr Curtis, Cr Gibb****TOTAL VOTES AGAINST: 0****6. ANNOUNCEMENTS FROM PRESIDING MEMBER:**

The Shire President, Cr Anthony Dean moved this item to agenda item 6 from agenda item 9.

On behalf of the Department of Fire and Emergency Services (DFES), the Shire President presented to four members of the Darradup Bush Fire Brigade a national award for 15 years of dedicated service: Those members were Trevor Larke, Lynsey Blackburn-Kane, Steve Baok and Bernard Healy.

Trevor Larke

Lynsey Blackburn Kane

Steve Baok

Bernard Healy (Kim Heitman accepted the award on behalf of the Healy Family)

7. DISCLOSURE OF INTEREST:

Cr Anthony Dean declared an Impartiality Interest in agenda item 11.2 - A545 Concession Adjustment.

Cr Cheryle Brown declared a Financial Interest in agenda item 11.3 – Payment of Accounts.

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

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

AGENDA NUMBER & SUBJECT:	8.1 – Amendment to Development Application – 345 Jalbarragup Road
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Cr Anthony (Tony) Dean
FILE REFERENCE:	Elected Member QoN
AUTHOR:	Jane Buckland – Development Services Coordinator
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	17 March 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	8.1.1 Response to Question on Notice

BACKGROUND:

At the Ordinary Council Meeting on 27 February 2025, Cr Dean asked a question regarding agenda item 11.2 concerning the amendment to the original planning application for 345 Jalbarragup Road. David Taylor, CEO, responded that the question would be taken on notice. The response to the question is provided in attachment 8.1.1.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION:

That Council receives the responses to the Questions on Notice regarding the amendment to the Development application for 345 Jalbarragup Road (attachment 8.1.1).

Council did not vote on this item

9. PRESENTATIONS/DEPUTATIONS/PETITIONS:

*The Shire President moved the presentation from agenda item 9 to agenda item 6.

10. REPORTS BY MEMBERS ATTENDING COMMITTEES:

Meeting	Date	Councillor
Music Festival Walk through	28 February 2025	Hansen, Curtis, Brown, Gibb, Dean
WALGA State Council	5 March 2025	Dean
Historical Society AGM	8 March 2025	Hansen
Strategic Concept Forum	13 March 2025	Dean, Hansen, Curtis, Brown, Fraser, Gibb
LDAG Community Action and Strategic Plan Workshop	18 March 2025	Hansen, Brown
Annual Electors Meeting	20 March 2025	Dean, Hansen, Curtis, Fraser, Brown, Gibb
Music Festival Community De-brief	21 March 2025	Brown
Presentation by Helen Jansen Waitaki Whitestone UNESCO Geoparks Trust Chair, New Zealand	25 March 2025	Dean, Hansen, Fraser, Gibb
Concept Forum	27 March 2025	Dean, Hansen, Curtis, Fraser, Brown, Gibb

11. REPORTS OF OFFICERS:

AGENDA NUMBER & SUBJECT:	11.1 – Delegated Planning Decisions for February 2025
LOCATION/ADDRESS:	Various
NAME OF APPLICANT:	Various
FILE REFERENCE:	TPL18
AUTHOR:	Erin Gower – Development Services Officer
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	4 March 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.1.1 – Register of Delegated Development Approvals

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 February 2025 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 February 2025, four (4) 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 February 2024 compared to February 2025:

	February 2024	February 2025
Delegated Decisions	1 (\$10,000)	4 (\$626,700)
Council Decisions	1 (\$5,000)	0 (\$0)
Total	2 (\$15,000)	4 (\$626,700)

100% of all approvals issued in the month of February 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 February 2025 as per Attachment 11.1.1.

COUNCIL RESOLUTION 270325.8**MOVED: CR HANSEN****SECONDED: CR BROWN**

That Council receives the report on Delegated Development Approvals for February 2025 as per Attachment 11.1.1.

CARRIED**TOTAL VOTES FOR: 6**

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

TOTAL VOTES AGAINST: 0

AGENDA NUMBER & SUBJECT:	11.2- A545 Concession Adjustment
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Tim Prosser
FILE REFERENCE:	A545
AUTHOR:	Robin Lorkiewicz – Finance Coordinator
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	17 March 2025
PREVIOUS MEETING REFERENCE:	11.9-2024/25 Differential Rates Concession Application
ATTACHMENTS:	11.2.1 – Council Resolution 270225.17

Cr Dean declared an impartiality interest and remained in the room

BACKGROUND:

Agenda Item 11.9 - 2024/25 Differential Rates Concession Application, as presented to Council in February 2025, contained an error in the calculated concession amount. The original figure of \$624.06 was incorrectly stated, while the correct concession amount should have been 4% of the rates, totalling \$642.07.

This discrepancy represents an additional \$18.01, which now requires Council approval. This correction aligns with Council's previous decision to apply the 2023/24 concession parameters, specifically the 4% concession for UV Plantation rates.

COMMENT:

Staff have identified an error in the Excel file used to calculate the concession amount, which resulted in the 4% concession being incorrect by \$18.01.

The adopted 2024/2025 Annual Budget includes a provision of \$1,575 for such concessions. Approving the additional \$18.01 to correct the A545 Concession Application, bringing the total concession amount to \$642.07, will still leave a balance of \$692.13. This remaining amount can accommodate any further concession requests, *as two previous applications totalling \$240.80 have already been received and approved.*

STATUTORY ENVIRONMENT:

Local Government Act 1995, Section 6.47

"Concessions

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.*

** Absolute majority required."*

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

The adopted 2024/2025 Annual Budget includes a provision of \$1,575 for such concessions. Approving the additional \$18.01 to correct the A545 Concession Application, bringing the total concession amount to \$642.07, will still leave a balance of \$692.13. This remaining amount can accommodate any further concession requests, as two previous applications totalling \$240.80 have already been received and approved.

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 concludes that no risks have been identified given that the adopted 2024/2025 Annual Budget has a provision for such concessions in the amount of \$1,575.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENT:

Absolute Majority

OFFICER RECOMMENDATION:

That Council, in accordance with Section 6.47 of the *Local Government Act 1995*, grant the following Rate Concessions:

1. Further Concession for Assessment A545, 1237 Milyeannup Coast Road a Rate Concession of \$18.01 to reflect 4% Concession, in addition to the resolution 270225.17 Concession granting of \$624.06. Bringing total concession for 2024/25 on A545 to \$642.07.

COUNCIL RESOLUTION 270325.9**MOVED: Cr HANSEN****SECONDED: CR BROWN**

That Council, in accordance with Section 6.47 of the Local Government Act 1995, grant the following Rate Concessions:

1. Further Concession for Assessment A545, 1237 Milyeannup Coast Road a Rate Concession of \$18.01 to reflect 4% Concession, in addition to the resolution 270225.17 Concession granting of \$624.06. Bringing total concession for 2024/25 on A545 to \$642.07.

CARRIED BY ABSOLUTE MAJORITY**TOTAL VOTES FOR: 6*****Cr Dean, Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Gibb*****TOTAL VOTES AGAINST: 0**

AGENDA NUMBER & SUBJECT:	11.3 – Payment of Accounts – February 2025
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Robin Lorkiewicz – Finance Coordinator
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	13 March 2025
PREVIOUS MEETING REFERENCE	Nil
ATTACHMENTS:	11.3.1 – Payment of Accounts – February 2025

Cr Brown declared a Financial Interest and left the room at 5.01pm

BACKGROUND:

To advise Council of payments made for the period 1 February to 28 February 2025.

COMMENT:

Payments of \$1,275,322.36 as detailed in the payment of accounts listing for the period 1 February to 28 February 2025 as per Attachment 11.3.1 have been approved under delegated authority.

Municipal Account

Accounts paid by EFT	18153 - 18278	\$1,179,122.02
Accounts paid by cheque	20641	\$439.56
Accounts paid by Direct Debit	13818.1 – 13906.18	\$95,760.78
<i>Sub Total Municipal Account</i>		<u>\$1,275,322.36</u>

Trust Account

Accounts paid by EFT	-	\$0.00
<i>Sub Total Trust Account</i>		<u>\$0.00</u>
Total Payments		<u>\$1,275,322.36</u>

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 with respect to the item before Council and advise that no risks have been identified.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS

Simple majority.

OFFICER RECOMMENDATION:

That Council notes the payment of accounts totalling \$1,275,322.36 for the period 1 February to 28 February 2025 as per Attachment 11.3.1.

COUNCIL RESOLUTION 270325.10

MOVED: CR CURTIS

SECONDED: Cr GIBB

That Council notes the payment of accounts totalling \$1,275,322.36 for the period 1 February to 28 February 2025 as per Attachment 11.3.1.

CARRIED

TOTAL VOTES FOR: 5

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

TOTAL VOTES AGAINST: 0

Cr Brown returned to the room at 5.02pm

AGENDA NUMBER & SUBJECT:	11.4 – Financial Activity Statements – February 2025
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 15
AUTHOR:	Robin Lorkiewicz – Finance Coordinator
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	13 March 2025
PREVIOUS MEETING REFERENCE	Nil
ATTACHMENTS:	11.4.1 – Financial Activity Statement – February 2025

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 28 February 2025 present the financial performance of the Shire for the 2024/25 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 11.4.1.

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 with respect to the item before Council and advise that no risks have been identified.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council, in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the Financial Activity Statements for the period ending 28 February 2025 as per Attachment 11.4.1.

COUNCIL RESOLUTION 270325.11

MOVED: CR CURTIS

SECONDED: CR BROWN

That Council, in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, receives the Financial Activity Statements for the period ending 28 February 2025 as per Attachment 11.4.1.

CARRIED BY ABSOLUTE MAJORITY

TOTAL VOTES FOR: 6

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

TOTAL VOTES AGAINST: 0

AGENDA NUMBER & SUBJECT:	11.5 – Shire of Nannup Budget Review – 28 February 2025
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
PREVIOUS MEETING REFERENCE	13 March 2025
DATE OF REPORT	Nil
ATTACHMENTS:	11.5.1 – Shire of Nannup Budget Review – 28 February 2025

BACKGROUND

Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.

The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.

A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

COMMENT:

Officers have undertaken a comprehensive Budget Review as required by Local Government (Financial Management) Regulations 1996, regulation 33A.

The budget review considers the impact of estimated projections as at 30 June 2025. Some items have been identified as requiring budget amendments to properly account for variances, where appropriate.

Should Council Adopt the Budget Review as presented it will have a forecast Amended Budget position of a \$35,749 surplus.

Attachment 11.5.1 “Shire of Nannup Budget Review – 28 February 2025” contains the following information, that details all changes:

- Statement of Financial Activity
- Net Current Assets
- Statement of Comprehensive Income by Nature and Type and Program
- Detailed Statement of Comprehensive Income
- Capital Expenditure
- Statement of Reserves

STATUTORY ENVIRONMENT:

Local Government Act 1995, Section 6.4.

Local Government (Financial Management) Regulations 1996, Regulation 33A.

33A. Review of budget

- (1) Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.
 - (2A) The review of an annual budget for a financial year must—
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget; and
 - (d) include the following—
 - (i) the annual budget adopted by the local government;
 - (ii) an update of each of the estimates included in the annual budget;
 - (iii) the actual amounts of expenditure, revenue and income as at the date of the review;
 - (iv) adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end-of-year amount for the item.
 - (2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.
 - (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
- *Absolute majority required.
- (4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Should Council Adopt the Budget Review as presented it will have a forecast Amended Budget position of a \$35,749 surplus.

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 with respect to the officers recommendation.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council, by Absolute Majority, adopt the Shire of Nannup Budget Review as per attachment 11.5.1 noting the forecast Amended Budget surplus of \$35,749.

COUNCIL RESOLUTION 270325.12

MOVED: CR HANSEN

SECONDED: CR BROWN

That Council, by Absolute Majority, adopt the Shire of Nannup Budget Review as per attachment 11.5.1 noting the forecast Amended Budget surplus of \$35,749.

CARRIED BY ABSOLUTE MAJORITY

TOTAL VOTES FOR: 6

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

TOTAL VOTES AGAINST: 0

David Taylor attended a meeting with a trail town representative on 26 March 2025 regarding the trail town process. This agenda item was updated on 27 March 2025 along with the officer recommendation has changed from what was originally published on the website

AGENDA NUMBER & SUBJECT:	11.6 – KPI 1 Reporting - WA Trail Town Status
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	David Taylor – Chief Executive Officer
FILE REFERENCE:	Employee File
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCE	February 2025 OCM
DATE OF REPORT	21 March 2025
ATTACHMENTS:	11.6.1 – Trail Town Accreditation and Terms of Reference 11.6.2 – Trail Town Pack

BACKGROUND:

Council at its 27 February 2025 Ordinary Meeting endorsed the new set of Key Performance Indicators (KPI) for the Chief Executive Officer.

KPI 1 – Prepare a report to Council providing details on the requirements and timeframes to achieve WA Trail Town Status.

The background to this KPI is to support the Nannup Trail Town project that the Shire has been working on since 2018. Since the commencement of the project, the Shire has completed the following major elements –

- Tank 7 Mountain Bike Park.
- Ngoolark Jump Park.
- Marinko Tomas Park Upgrade – Nature Playground and Flying Fox.
- Nannup being identified as the Munda Biddi Halfway Town, including bike lockers and wayfinding.
- Small Business Development and Support Program.
- Nannup Investment Prospectus.
- Nannup Marketing Blueprint.
- Trail Town Merchandise Platform (website).
- Native Forest Mountain Bike Park (due for completion June 2026).
- Southern Traffic Bridges Pedestrian Crossings (due for completion June 2026).
- More events and growth in events.

COMMENT:

As part of the Trail Town project, the Shire has had in its sights to become an accredited WA Trail Town.

Trails tourism is fast becoming one of the most popular ways for visitors to experience a region.

In response to this, Trails WA (TW), in conjunction with the Department of Biodiversity, Conservation and Attractions (DBCA), has created a Trail Town Accreditation program that helps regions and towns to build their capacity as a trail's destination.

The accreditation process is a consultative one that requires a number of in-depth assessments and reviews. This includes:

- A capacity audit - which determines the level of community engagement in trails tourism, strategic governance, trail management processes, availability of attractions and accommodation.
- An inventory assessment - to understand the cultural, aesthetic, access, activities, amenities and trail infrastructure gaps and opportunities available in the region.
- A review of planning, community engagement, marketing strategies.

Currently Dwellingup and Collie are two accredited Trail Towns in WA.

The TW website's instructions to becoming an Accredited Trail Town is to make contact with the TW team. Link - [Accreditation - Trails WA](#).

The CEO contacted the TW team on the 14 February 2025 to understand the requirements and timelines to prepare for an application and corresponding assessment to become an Accredited Trail Town.

The earliest the TW team were able to meet with the Shire is on the 26 March 2025 to discuss Nannup becoming an accredited Trail Town – to discuss the requirements and timeframes to expect as part of the process. This meeting will provide a deeper understanding of the requirements, characteristics and timeframes.

A follow-up report will be prepared once this meeting has been undertaken.

Updated Content from the 26 March 2025 meeting with Trails WA representative

The CEO and Trails Officer held a meeting with Katie Stevens, Marketing Manager Trails WA to understand the requirements and process of Nannup applying to become an Accredited WA Trail Town.

Two documents provided were –

Attachment 11.6.1 – Trail Town Accreditation and Terms of Reference

Attachment 11.6.2 – Trail Town Pack

Katie was well aware of Nannup's progress towards and aspirations to become an accredited trail town.

The steps are to:

1. Start the Conversation – Contact Trails WA who will walk through the process and share best practices that can help determine how to build a trail town – this meeting was held on 26 March 2025 in Nannup where the Shire was provided with Attachments 11.6.1 and 11.6.2.
2. Submit an Application and Pay the application fee – the Application Form including the Self-Assessment sheet can be found in Attachment 11.6.2.
 - a. Application Form page 5
 - b. Self-Assessment page 8

The Self-Assessment covers a range of criteria that determines a Town's readiness to apply for Accreditation.

- Landscape and Setting (landmarks, character, sense of place, etc)
 - Existing tracks and trails (trails, maps, signage, etc)
 - Five A's of Tourism (infrastructure, support services, events, amenities, food and beverage, accommodation, visitor information, etc)
 - Partnerships and Management (framework, governance, community support, etc)
 - Engagement of supporting business (planning, governance, etc)
 - Marketing (branding, website, profile, logo, visitor information, etc)
3. Confirmation of Application and payment by Trails WA who will liaise with the Shire around timing of site visits. A 4-6 week lead time is required to book site visits, currently with machinery of Government, this timeline is expected to be 8-12 week lead time.
 4. Site Visit will be conducted by the Trail Town Assessment Panel. The components of the site visit include –
 - On-site assessment of a sample of trails and services as per the assessment criteria.
 - Presentations from the applicant (Shire) to the assessment panel to demonstrate examples
 - and evidence of how the applicant has met the Trail Town criteria (Self-Assessment).
 5. Final Assessment - Trails WA and the assessment panel will meet to review and discuss the final application and review the outcomes of the site visit. Further questions or requests may be asked of the applicant (Shire), so please be prepared for some consultation.
 6. Accreditation - Following a final audit and review of all documentation provided including the final application, the assessment panel will endorse the Trail Town. Logo and brand style guide will be provided and Trails WA's Marketing team will be on hand to assist with promotional opportunities.
 7. Post Accreditation – Ongoing Support will be provided to the Shire assisting in opportunities to promote and leverage the accreditation status.

Katie was going to confirm the timeframe for achieving accreditation in the current government climate whereby there have been officer changes within Departments. The CEO advised that the Shire would like to achieve accreditation ideally by December 2025 but no later than March 2026 in preparation for the 2026 UCI World Championship qualifying round in May 2026. Katie gave the impression that timeframe was achievable.

The Application Fee is to be confirmed by Katie, however it is not expected to be more than \$1,000.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Small Application Fee upon making the formal application

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 with this report as this is not a Trail Town Application.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENT:

Simple majority.

OFFICER RECOMMENDATION:

That Council receive this report and agree that 'KPI 1 – Prepare a report to Council providing details on the requirements and timeframes to achieve WA Trail Town Status' has been met.

COUNCIL RESOLUTION 270325.13

MOVED: Cr HANSEN

SECONDED: CR DEAN

That Council receive this report and agree that 'KPI 1 – Prepare a report to Council providing details on the requirements and timeframes to achieve WA Trail Town Status' has been met.

CARRIED

TOTAL VOTES FOR: 6

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

TOTAL VOTES AGAINST: 0

12. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

Nil.

13. MEETING MAY BE CLOSED:

Nil.

14. CLOSURE OF MEETING:

Shire President declared the meeting closed at 5.21pm.

Attachments

Item	Attachment	Title
5.1	1	Bushfire Advisory Committee Meeting – 3 February 2025
5.2	1	Local Emergency Management Committee Meeting – 5 February 2025
5.3	1	WBAC Climate Alliance Reference Group Meeting – 14 February 2025
5.4	1	South West Country Zone Meeting – 21 February 2025.
5.5	1	Shire of Nannup Ordinary Council Meeting – 27 February 2025
8.1.1		Response to QoN – 345 Jalbarragup Road
11.1.1	1	Delegated Planning Decisions –February 2025
11.2.1	1	Council Resolution 270225.17 February Minutes
11.3.1	1	Payment of Accounts February 2025
11.4.1	1	Monthly Financial Report February 2025
11.5.1	1	Shire of Nannup Budget Review -28 February 2025
11.6.1	1	Trail Town Accreditation Handbook and Terms of Business
11.6.1	1	Trail Town Pack