



MINUTES

Ordinary Council Meeting Thursday 22 May 2025

4.30 pm in Council Chambers, Nannup

Unconfirmed Copy

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A G E N D A

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	Timothy Sly
Councillor	Ian Gibb

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

2.2 APOLOGIES

Nil.

PUBLIC GALLERY

Kim Heitman, Tom Heller, Rita Stallard, Jenny Styles, Kerri Firth, Davina Gibb, Jodi McDonald, Jim Green, Isabelle Green, Peter Brown, S Williams, Kaye Dennis, M Dennis, Anthony Baxter, Beth Crouch, Lyndon Crouch, Ian Bilson

3. PUBLIC QUESTION TIME:

Rita Stallard, East Nannup Road

Question 1

Did the vegetation surveyors determine that the site had unremarkable tree and shrub growth, and how insignificant the trees and shrubs are? Were they vetted for qualifications?

Answer 1

The Shire President responded, No.

Question 2

Is the Shire aware of how important the many linear levels above and understory?

Answer 2

Shire President responded, yes.

Question 3

Are you aware that the tree trunk sizes shown on the supplied maps appear inaccurate, with regional girths being two, three, or four times larger than stated, and supposedly dead trees having green leaves on their branches?

Answer 3

Shire President responded that this question will be taken on notice.

Question 4

Are you aware of the age and value of such trees, and their significance to the habitat, immediate community, and wider environment?

Answer 4

Shire President responded, yes.

Question 5

Are you aware the survey does not include a small indigenous perennial?

Answer 5

Shire President responded he was not aware of that, no.

Question 6

Where endangered species considered at all in the survey?

Answer 6

Shire President responded that he assumed so.

Question 7

What recognised Aboriginal authority did the Shire rely on to decide that the land for the Lions shed does not have indigenous cultural significance?

Answer 7

David Taylor, CEO responded looking at the ACH portal there was not any known sites on there and if it's deemed appropriate an activity notice will be lodged with the local heritage group if needed.

Question 8

Mr Chairman how will that be done?

Answer 8

David Taylor, CEO, responded that you have to use an enquiry system with the local Karri Karrak organisation.

Question 9

What are the Shire's specifications for necessary clearing around the proposed Lions Shed?

Response 9

David Taylor, CEO, responded that it will be decided at the time, but necessary clearing will be required to establish a pad and ensure there is a sufficient buffer around the shed to be constructed.

Question 10

So, there is no specific meterage concerned with fire mitigations for a non-habitable shed?

Answer 10

David Taylor, CEO, responded that he does not know the answer but can certainly find out.

Question 11

Are you aware of the grossly inaccurate Lions statement that the 10-metre Lions shed will be obscured from the road by a line of mature trees, when the road opening to the shed is 16 metres wide and completely bare of any vegetation?

Answer 11

David Taylor, CEO, asked the question, is that an opinion you're expressing? Nonetheless, that's the Lions Club view from their statement.

Question 12

Mr Chairman, will you investigate this position that I have taken to see if there is a line of mature trees in front of the proposed shed?

Answer 12

The Shire President responded that he imagined it would be part of the overall Development Application if it gets approved.

Question 13

Are Councillors aware that the Lions state they are putting a storage shed next to a fire shed, and this is only inaccurate by 150 meters?

Answer 13

The Shire President responded that technically it is next to a fire shed.

Question 14

Are Councillors also aware that if it was put next to the Nannup Brook fire shed, it would have already existing access and be partially hidden by vegetation? Why was this not considered?

Response 14

David Taylor, CEO, responded that this could be a consideration, but the site that has been identified is most preferred. We were trying not to have the shed also impede on the Shire depot operations required for that same site.

Rita Stallard responded, no, what operations are you talking about?

David Taylor, CEO, responded to Rita Stallard, The Shire uses that as an ancillary depot to store goods for Shire works, and we were making sure that what the Lions were doing did not clash with what we needed from that site as a Shire depot.

Rita Stallard responded, in that case, why can't the shed be alongside the works parking so that it can still be hidden by vegetation and the access is still the same?

David Taylor, CEO, responded, as in against the fence? Rita responded, yes.

David Taylor, CEO, responded, The Shire may wish to expand the depot at a later stage. We also had to consider the Shire's future needs for that site. The use that is permitted is for a Shire depot which includes the whole triangle site.

Question 15

Why can't the Lions shed be erected on the road leading into the Waste Management area where no one is adversely affected?

Answer 15

David Taylor, CEO, responded that is not Shire managed land.

Question 16

Mr Chairman is it possible to change the planning the same as was done with the River Road Reserve?

Answer 16

The Shire President responded that, he thought that DBCA would object to severely impinging on their forest estate.

Question 17

Do you think any Shire staff or Councillors would want the Lions shed opposite their own townsite home, causing subsequent devaluation and becoming a visual eyesore?

Answer 17

Shire President responded, I can't answer that; that's a loaded question.

Rita Stallard responded to the Shire President, okay, Mr. Chairman, would you like it?

Shire President responded, I had a BP Station opposite my house for over 50 years, and it didn't worry me.

Rita Stallard responded, now, in this town.

Shire President responded, that's a loaded question.

Question 18

Would you agree that although Lions has emphasised storage only for the proposed shed, future progression may lead to various or unwise options for sales on site, as is the case in other jurisdictions?

Response 18

The Shire President responded, reading the text of the document, it would be contrary to their development application, and they wouldn't be allowed to.

Rita Stallard responded, does that mean not ever?

The Shire President responded, I can't speak for future councils that follow in 10 years' time, but under the current ruling, yes.

Question 19

How do you trust a report from Edge Planning or Survcon Surveying Services for instance, when they erroneously say that the North Nannup Bush Fire Brigade Shed is on East Nannup Road?

Answer 19

The Shire President responded that they need to do better due diligence on their documents. He added that he does trust Edge Planning; we have been dealing with them for many years while he has been on Council."

Question 20

Has the Shire considered the Planning Regulations 2015 and the matters to be considered by Council, such as cultural heritage significance, compatibility with zoning, history of the site, and impact on individuals?

Answer 20

The Shire President responded that he assumes that is contained within the documents.

Question 21

Do you think it is reasonable that respect for resident rights is sacrificed so that Lions can acquit their grant deadline on time.

Answer 21

The Shire President responded that is a loaded question again, I can't answer that.

Question 22

Is the rush due to DPLH, the Shire or the Lions

Response 22

The Shire President responded I can't answer that.

Question 23

Are you aware that the eleventh-hour rush has deprived residents of reasonable time to evaluate and ask questions of the Shire and have them answered by the Shire?

Response 23

The Shire President responded he can't answer that.

Question 24

Are you aware that the questions I asked of the Shire have still not been answered by the Shire, and I have instead been given inaccurate and dismissive statements by Edge Planning and the vested interest Lions?

Answer 24

The Shire President responded that he was not aware Rita's question had not been answered by the Shire. The CEO might like to comment on that.

David Taylor, CEO, responded that he does not know directly himself as he does not look after that department. If you have been provided an answer, are you saying your answers did not say what you wanted them to be?

Rita Stallard responded that the documents she received from the Shire were from the Lions. They weren't from the Shire; they were just photocopies that were sent on.

The Shire President responded that he would ask the CEO to investigate why an individual reply was not given.

Question 25

There are so many inaccurate Lion planning and survey statements, and important questions still not provided by staff. How can Councillors seriously consider deliberations?

Response 25

The Shire President responded that if the document has reached the point where it is presented to the Council for a decision on an application, then we believe in all good faith that the staff have done their job.

Rita Stallard responded that she wasn't only referring to staff but also Edge Planning.

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

4.1 APPROVED LEAVE OF ABSENCE:

Nil.

4.2 APPLICATION FOR A LEAVE OF ABSENCE:

Nil.

5. CONFIRMATION OF MINUTES:

5.1 Warren Blackwood Alliance of Councils (WBAC) Board Meeting – 1 April 2025

EXECUTIVE RECOMMENDATION:

That the minutes from the Warren Blackwood Alliance of Councils (WBAC) Board Meeting held on 1 April 2025 be received. (Attachment 5.1).

COUNCIL RESOLUTION 220525.1**MOVED: CR HANSEN****SECONDED: CR GIBB**

That the minutes from the Warren Blackwood Alliance of Councils (WBAC) Board Meeting held on 1 April 2025 be received. (Attachment 5.1).

CARRIED**TOTAL VOTES FOR: 7***Cr Dean, Cr Hansen, Cr Curtis, Cr Brown, Cr Fraser, Cr Sly, Cr Gibb***TOTAL VOTES AGAINST: 0**

- 5.2 Warren Blackwood Alliance of Councils (WBAC) Climate Alliance Reference Group Meeting (CARG) – 11 April 2025

EXECUTIVE RECOMMENDATION:

That the minutes from the Warren Blackwood Alliance of Councils Climate Alliance Reference Group (CARG) Meeting held on 11 April 2025 be received. (Attachment 5.2).

COUNCIL RESOLUTION 220525.2**MOVED: CR HANSEN****SECONDED: CR CURTIS**

That the minutes from the Warren Blackwood Alliance of Councils Climate Alliance Reference Group (CARG) Meeting held on 11 April 2025 be received. (Attachment 5.2).

CARRIED**TOTAL VOTES FOR: 7***Cr Dean, Cr Hansen, Cr Curtis, Cr Brown, Cr Fraser, Cr Sly, Cr Gibb***TOTAL VOTES AGAINST: 0**

- 5.3 Shire of Nannup Ordinary Council Meeting – 24 April 2025

Cr Gibb advised of an error in the minutes under agenda item 7 – Disclosure of Interest. Cr Gibb's declaration of interest states "Financial"; it requires to be changed to "Impartial"

EXECUTIVE RECOMMENDATION:

That the minutes from the Shire of Nannup Ordinary Council Meeting held on 24 April 2025 be confirmed as a true and correct copy (Attachment 5.3).

COUNCIL RESOLUTION 220525.3**MOVED: CR BROWN****SECONDED: CR FRASER**

That the minutes from the Shire of Nannup Ordinary Council Meeting held on 24 April 2025 be confirmed as a true and correct copy (Attachment 5.3).

CARRIED**TOTAL VOTES FOR: 7***Cr Dean, Cr Hansen, Cr Curtis, Cr Brown, Cr Fraser, Cr Sly, Cr Gibb***TOTAL VOTES AGAINST: 0**

5.4 Audit and Risk Committee Meeting - 24 April 2025

EXECUTIVE RECOMMENDATION:

That the confirmed minutes from the Audit and Risk Committee Meeting held on 24 April 2025 be received (Attachment 5.4).

COUNCIL RESOLUTION 220525.4**MOVED: CR SLY****SECONDED: CR CURTIS**

That the confirmed minutes from the Audit and Risk Committee Meeting held on 24 April 2025 be received (Attachment 5.4).

CARRIED**TOTAL VOTES FOR: 7***Cr Dean, Cr Hansen, Cr Curtis, Cr Brown, Cr Fraser, Cr Sly, Cr Gibb***TOTAL VOTES AGAINST: 0**

5.5 South West Country Zone Meeting – 28 April 2025

EXECUTIVE RECOMMENDATION:

That the minutes from the South West Country Zone Meeting held on 28 April 2025 be received (Attachment 5.5).

COUNCIL RESOLUTION 220525.5**MOVED: CR HANSEN****SECONDED: CR CURTIS**

That the minutes from the South West Country Zone Meeting held on 28 April 2025 be received (Attachment 5.5).

CARRIED**TOTAL VOTES FOR: 7***Cr Dean, Cr Hansen, Cr Curtis, Cr Brown, Cr Fraser, Cr Sly, Cr Gibb***TOTAL VOTES AGAINST: 0**

5.6 Audit and Risk Meeting Committee Meeting – 8 May 2025

EXECUTIVE RECOMMENDATION:

That the unconfirmed minutes from the Audit and Risk Committee meeting held on 8 May 2025 be received (Attachment 5.6).

COUNCIL RESOLUTION 220525.6

MOVED: CR BROWN

SECONDED: CR SLY

That the unconfirmed minutes from the Audit and Risk Committee meeting held on 8 May 2025 be received (Attachment 5.6).

CARRIED

TOTAL VOTES FOR: 7

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

TOTAL VOTES AGAINST: 0

6. ANNOUNCEMENTS FROM PRESIDING MEMBER:

Nil.

7. DISCLOSURE OF INTEREST:

Cr Brown declared a Financial Interest in agenda item 11.5 - Development Application for industry-extractive (gravel)

Cr Curtis declared a Financial Interest in agenda item 11.6 - Temporary Camping outside of Caravan Parks for Cycling Events

David Taylor declared a Financial Interest in agenda item 11.6 - Temporary Camping outside of Caravan Parks for Cycling Events

Cr Gibb declared a Financial Interest in agenda item 11.6 - Temporary Camping outside of Caravan Parks for Cycling Events

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:

Jenny Styles and Simone Willams made a presentation to agenda item 11.4 – Development Application Community Purpose Storage Shed (Lions Club of Nannup) on a Reserve.

Kim Heitman made a presentation to agenda item 11.4 - Development Application Community Purpose Storage Shed (Lions Club of Nannup) on a Reserve.

Michael Dennis made a presentation to agenda item 11.5 – Development Application for industry-extractive (gravel).

Lyndon Crouch made a presentation to agenda item 11.5 - Development Application for industry-extractive (gravel).

10. REPORTS BY MEMBERS ATTENDING COMMITTEES:

Meeting	Date	Councillor
SWALGA Zone meeting	28 April 2025	Dean, Hansen, Brown
Short Term Accommodation Workshop	1 May 2025	Hansen, Curtis, Fraser, Brown, Sly, Dean
International Fire Fighters Memorial Service	3 May 2025	Hansen
UCI Engagement Meeting	5 May 2025	Brown
Bush Fire Advisory Committee Meeting	5 May 2025	Brown, Fraser
Warren Blackwood Alliance of Councils - Futures Forum	6 May 2025	Hansen, Brown, Gibb
South West Local Government Zone, WALGA Board Meeting at the City of Swan	6 May 2025	Dean
Local Emergency Management Committee Meeting	7 May 2025	Gibb
Visit to Nannup Cemetery	8 May 2025	Curtis, Fraser, Gibb, Dean
Audit Risk Committee	8 May 2025	Dean, Hansen, Curtis, Fraser, Brown, Sly, Gibb
Strategic Concept Forum	8 May 2025	Dean, Hansen, Curtis, Fraser, Brown, Sly, Gibb
CRC Meeting	15 May 2025	Hansen
Concept Forum and Ordinary Council Meeting	22 May 2025	Dean, Hansen, Curtis, Fraser, Brown, Sly, Gibb

11. REPORTS OF OFFICERS:

AGENDA NUMBER & SUBJECT:	11.1- Council Committees and Working Groups
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ASSI
AUTHOR:	Nicky Barker, Governance Officer
REPORTING OFFICER:	Kim Dolzadelli, Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	1 May 2025
PREVIOUS MEETING REFERENCE:	Nil

PURPOSE OF REPORT

To consider the:

1. Structure of the Shire of Nannup's Committees established under the *Local Government Act 1995* (the Act); and
2. The appointment of a Presiding Member and Deputy Presiding Member to the Shire of Nannup Committees, following changes to section 5.12 of the Act and in accordance with Schedule 9.3 Division 7 clause 67(2) of the Act prior to 1 July 2025.

BACKGROUND:

The background to the structure of committees and the election of presiding/deputy presiding members is discussed below.

Role and Purpose of Committees

Committees are established to assist council in several ways, enhancing the overall effectiveness and efficiency of the local government.

While councils have the discretion to establish committees under section 5.8, councils can also decide to establish informal advisory or working groups that are not treated as committees under the Act.

Committees without delegated powers or duties are subject to the same requirements in the Act as committees with delegated powers or duties, except for –

- the general requirement for committee members to vote does not apply (see section 5.21(2) of the Act); and
- the general requirement for committee meetings to be open to the public does not apply (see section 5.23(1)(b) of the Act).

Election of Chair and Deputy Chair

The chairperson and deputy chairperson of committees are referred to in the Act as the Presiding and Deputy Presiding Members. The appointment of the Presiding and Deputy Presiding Members are for a two-year term, with the position being re-elected after every ordinary election (or extraordinary election where required), unless the member no longer holds office, resigns from membership of the committee or the committee disbands (s 5.11 of the Act).

Prior to the Act reforms, the election of the Presiding and Deputy Presiding Member to a committee was conducted by secret ballot by the **Chief Executive Officer** of a local government (or their delegate) as the first item of business at the first meeting of the committee following Local Government elections.

The *Local Government Amendment Act 2024*, amends section 5.12 of the Act which now requires that **Council** appoint, by **absolute majority** new committee presiding members and deputy presiding members by 1 July 2025. A report regarding this change was presented to Elected Members at the Audit and Risk Advisory Committee meeting held on [24 April 2025](#).

The amendments to the Act will also require (when Section 87 of the *Local Government Amendment Act 2024* is enacted) that audit committees will be revised as Audit, Risk and Improvement Committees (ARICs) designed to assist in fulfilling the Shire's governance and oversight responsibilities related to financial reporting, risk management, compliance with laws, and internal and external audit functions.

ARICs must have an independent presiding member to ensure a level of impartiality which must be a person who is not a council member of a local government or an employee of the local government. If a deputy presiding member is appointed, they must also be independent. The introduction of an independent presiding member provides an opportunity for increased community confidence in a local government's financial and risk management.

COMMENT:

Committees / Working Groups

Committees operate within formal structures, set schedules and procedural rules, which can affect responsiveness whilst working groups are typically more informal and task-focused, allowing for quicker decision-making and adaptability to emerging issues.

Council may wish to consider the role and purpose of its committees. Committees that do not have delegated powers or duties may instead be established on an informal basis as an advisory/working group which would reduce the regulatory burden imposed by legislation.

Considerations for change –

1. Flexibility in Structure and Membership

Working groups are informal and can be tailored to specific projects or issues without the rigid structure required for committees under the Act and Regulations. They allow for broader participation, including experts, community members, and stakeholders, without being limited by formal appointment rules.

2. Reduced Compliance Requirements

Committees established under the Act must follow the Shire's Standing Orders Local Law, the Act and the requirements of the *Local Government (Administration) Regulations 1996*. While they may not have decision-making powers, they must operate within the framework of the Act and other relevant regulations.

Working groups are not bound by these legislative requirements.

3. Less Administrative Burden

Committees require official reports, agendas and minutes and compliance with meeting procedures, which can increase staff workload whereas working groups allow for more streamlined discussions, reducing administrative overhead.

4. Encourages Informal Collaboration

The less formal nature of working groups allows for more open discussion and brainstorming without the pressure of strict governance rules. This can foster innovation and creative problem-solving that may be stifled in a formal committee setting.

In summary, working groups provide a more agile, efficient, and less bureaucratic way of addressing local government matters, whereas committees should be reserved for areas requiring formal oversight, transparency, and legislative compliance such as Audit and Risk Committees and issues requiring strong public accountability and transparency such as the Bushfire Advisory Committee and the Local Emergency Management Committee.

Election of Chair and Deputy Chair

As previously stated, before 1 July 2025 Council will be required to appoint presiding and deputy presiding persons for all the Shire's formal committees established under section 5.8 of the Act, including the Audit and Risk Committee. This can simply be the reappointment of the incumbents.

The "Independent Persons" requirements are not intended to apply until the October elections. At that time, Council will once again need to revisit not only all committee and working group membership but also the appointment of presiding and deputy presiding persons, except for the new Audit, Risk and Improvement Committee (once established). The Shire will then be required to either collaborate with other local governments to appoint a 'shared' independent chair and deputy chair or seek to appoint its own.

Recommendations

The following committees have been established by the Council -

- Audit and Risk Committee (ARC);
- Australia Day Advisory Committee;
- Bush Fire Advisory Committee (BFAC);
- Local Emergency Management Advisory Committee (LEMC);
- Risk Management Advisory Committee;
- Sustainability Advisory Committee; and
- Tourism Committee.

Administration recommends that, apart from ARC, BFAC, and LEMC, the above committees be disbanded and re-established as advisory working groups (except for the Risk Management Advisory Committee) for the reasons provided earlier in this report; and that the membership remain the same for all until the local government elections in October 2025.

The Local Drug Action Group Committee, whilst referred to as a committee was not established through Council and is therefore considered an Advisory Working Group.

The Risk Management Advisory Committee, although established by Council, does not have an approved membership and has not met since its inception. Additionally, with the pending formation of the ARIC, there is no requirement to have a separate committee to deal with risk and for this reason, it is recommended that the committee be disbanded.

The ARC is the only committee that is mandatory under the *Local Government (Audit) Regulations 1996*.

The LEMC, while technically not created under the *Local Government Act 1995*, is required under section 31 of the *Emergency Management Act 2005*.

The BFAC is not mandatory under the *Bush Fires Act 1954*, however local governments in WA are encouraged, and in some cases, expected to establish a committee to assist with bushfire management responsibilities.

To coincide with this, it is considered beneficial for the appointment of the Presiding and Deputy Presiding Members of the 3 remaining committees of Council (should Council resolve to disband the committees identified) to be dealt with at this meeting to meet the legislative deadline of 1 July 2025 and that the existing Presiding and Deputy Presiding members be re-appointed. The advantage of this is that other than those Elected Members recently inducted onto Council, members have held the position since the last local government election in 2023 and are well settled into those roles.

It is also recommended that the incumbent presiding and deputy presiding persons for the committees that are now proposed to be established as working groups remain until the elections in October 2025 as there is no requirement to elect these positions through Council. Once the membership is resolved after the election, the positions are to be appointed at the first meeting of the advisory working group thereafter.

The Chief Executive Officer will implement a review of all committee and advisory working group terms of reference to align with the changes and these will be presented to Council for endorsement before the October 2025 elections. In the interim, the directions of the current terms of reference remain relevant, except in the case of Committees, where the appointment of presiding and deputy presiding members for committees must be undertaken by Council through an absolute majority decision.

This action is particularly important to accommodate the changes that will be implemented concerning the ARIC.

Administration considers that these recommendations are the most conducive to aligning the Committees to the recent government reforms and sees maintaining the current leadership roles as the least disruptive option to the functioning of the committees leading up to the local government election. At that time, all positions on the committees will be open for members to be nominated, following which the presiding and deputy presiding members will be appointed by Council under section 5.12 of the Act.

STATUTORY ENVIRONMENT:

Section 5.12 and Schedule 9.3, Division 7, clause 67(2) and clause 67(3) of the *Local Government Act 1995*.

POLICY IMPLICATIONS:

All committees and advisory working groups will need to update their Terms of Reference to reflect the legislative changes.

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 Compliance and Regulatory Risks have been identified and are considered minor as the actions recommended in this report will mitigate that risk.

STRATEGIC IMPLICATIONS:

Our Shire:

We listen to our community, are transparent, and act with integrity.

VOTING REQUIREMENT:

Absolute Majority

OFFICER RECOMMENDATION:

That Council:

1. DISBAND by ABSOLUTE MAJORITY the following Committees –
 - Australia Day Advisory Committee;
 - Risk Management Advisory Committee;
 - Sustainability Advisory Committee; and
 - Tourism Committee.
2. ESTABLISH by ABSOLUTE MAJORITY the following Advisory Working Groups –
 - Australia Day Advisory Working Group;
 - Sustainability Advisory Working Group; and
 - Tourism Advisory Working Group.
3. DETERMINE by ABSOLUTE MAJORITY to maintain the -
 - Audit and Risk Advisory Committee;
 - Bushfire Advisory Committee (BFAC); and
 - Local Emergency Management Committee (LEMC);
4. BY ABSOLUTE MAJORITY, APPOINT the following Elected Members to be Presiding Members and Deputy Presiding Members for the Committees as listed –

Name of Committee	Presiding Member	Deputy Presiding Member
Audit and Risk Committee	Cr Dean	Cr Hansen
Bushfire Advisory Committee	Cr Brown	Cr Fraser
Local Emergency Management Committee	Cr Dean	Cr Gibbs

5. REQUEST that the Chief Executive Officer REVIEW the Terms of Reference for the Shire's three Committees shown at recommendation 3. prior to the Ordinary Council Elections in October 2025 and DETERMINE that in the interim, the directions of the current Committee terms of reference remain relevant, (except for the appointment of presiding and deputy presiding members); and
6. REQUEST that the Chief Executive Officer DEVELOP Terms of Reference for the effective conduct of Advisory Working Groups; include the function to appoint the presiding and deputy presiding members by the working group and DETERMINE that in the interim, the directions of the current terms of reference remain relevant.

COUNCIL RESOLUTION 220525.7**MOVED: CR HANSEN****SECONDED: CR CURTIS****That Council:**

- 1. DISBAND by ABSOLUTE MAJORITY the following Committees –**
 - *Australia Day Advisory Committee;*
 - *Risk Management Advisory Committee;*
 - *Sustainability Advisory Committee; and*
 - *Tourism Committee.*
- 2. ESTABLISH by ABSOLUTE MAJORITY the following Advisory Working Groups –**
 - *Australia Day Advisory Working Group;*
 - *Sustainability Advisory Working Group; and*
 - *Tourism Advisory Working Group.*
- 3. DETERMINE by ABSOLUTE MAJORITY to maintain the -**
 - *Audit and Risk Advisory Committee;*
 - *Bushfire Advisory Committee (BFAC); and*
 - *Local Emergency Management Committee (LEMC);*
- 4. BY ABSOLUTE MAJORITY, APPOINT the following Elected Members to be Presiding Members and Deputy Presiding Members for the Committees as listed –**

Name of Committee	Presiding Member	Deputy Presiding Member
Audit and Risk Committee	Cr Dean	Cr Hansen
Bushfire Advisory Committee	Cr Brown	Cr Fraser
Local Emergency Management Committee	Cr Dean	Cr Gibb

- 5. REQUEST that the Chief Executive Officer REVIEW the Terms of Reference for the Shire's three Committees shown at recommendation 3. prior to the Ordinary Council Elections in October 2025 and DETERMINE that in the interim, the directions of the current Committee terms of reference remain relevant, (except for the appointment of presiding and deputy presiding members); and**
- 6. REQUEST that the Chief Executive Officer DEVELOP Terms of Reference for the effective conduct of Advisory Working Groups; include the function to appoint the presiding and deputy presiding members by the working group and DETERMINE that in the interim, the directions of the current terms of reference remain relevant.**

CARRIED BY ABSOLUTE MAJORITY**TOTAL VOTES FOR: 7****Cr Dean, Cr Hansen, Cr Curtis, Cr Brown, Cr Fraser, Cr Sly, Cr Gibb****TOTAL VOTES AGAINST: 0**

AGENDA NUMBER & SUBJECT:	11.2 – Risk Management
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM 14
AUTHOR:	Kim Dolzadelli – Executive Manager Corporate Services
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	13 May 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.2.1 – Shire of Nannup Risk Management Framework

BACKGROUND:

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

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

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

“COUNCIL RESOLUTION 220824.14

MOVED: CR BROWN SECONDED: CR SLY

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

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

CARRIED

TOTAL VOTES FOR: 6

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

TOTAL VOTES AGAINST: 0”

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

“RISK MANAGEMENT MATRIX:

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

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

COMMENT:

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

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

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

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

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

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

“Risk Management:

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

Assessing Risk:

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

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

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

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

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

The above recommendations were the subject of an Audit and Risk Committee meeting held 24 April 2025 where the committee made the following resolution:

“COMMITTEE RESOLUTION 240425.5

MOVED: CR BROWN

SECONDED: CR HANSEN

That the Audit and Risk Committee recommend that Council:

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

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

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

"Risk Management:

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

Assessing Risk:

Shire Nannup Consequence Guide							
Rating Level	Health	Financial	Reputational	Compliance	Service disruption	Assets	Environment
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
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Shire Nannup Risk Matrix			
Likelihood \ Consequence	Low (1)	Medium (2)	High (3)
5 – Almost Certain	Medium (5)	High (10)	Extreme (15)
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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

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

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

CARRIED

TOTAL VOTES FOR: 6

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

TOTAL VOTES AGAINST: 0”

POLICY IMPLICATIONS:

RM1 – Risk Management

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 risks identification and reporting will be enhanced as a result of the recommendation.

STRATEGIC IMPLICATIONS:

Shire of Nannup Risk Management System.

VOTING REQUIREMENT:

Simple Majority

AUDIT AND RISK MANAGEMENT RECOMMENDATION:

That the Audit and Risk Committee recommend that Council:

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

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

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

"Risk Management:

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

Assessing Risk:

Shire Nannup Consequence Guide							
Rating Level	Health	Financial	Reputational	Compliance	Service disruption	Assets	Environment
Low (Minor)	First Aid Injury	Less than \$5,000	Unsubstantiated No real impact	Negligible statutory impact	Little disruption	Inconsequential Damage	Contained and minimal
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
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Shire Nannup Risk Matrix			
Likelihood \ Consequence	Low (1)	Medium (2)	High (3)
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2 – Unlikely	Low (2)	Medium (4)	Medium (6)
1 – Rare	Low (1)	Low (2)	Medium (3)

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

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

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

COUNCIL RESOLUTION 220525.8

MOVED: CR HANSEN

SECONDED: CURTIS

That the Audit and Risk Committee recommend that Council:

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

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

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

“Risk Management:

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

Assessing Risk:

Shire Nannup Consequence Guide							
Rating Level	Health	Financial	Reputational	Compliance	Service disruption	Assets	Environment
Low (Minor)	First Aid Injury	Less than \$5,000	Unsubstantiated No real impact	Negligible statutory impact	Little disruption	Inconsequential Damage	Contained and minimal
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
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Shire Nannup Risk Matrix			
Likelihood \ Consequence	Low (1)	Medium (2)	High (3)
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3 – Possible	Low (3)	Medium (6)	High (9)
2 – Unlikely	Low (2)	Medium (4)	Medium (6)
1 – Rare	Low (1)	Low (2)	Medium (3)

Shire Nannup Acceptance Criteria Guide			
Rating Level	Description	Criteria	Responsibility
Low (Minor)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operations Managers and Coordinators
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

CARRIED

TOTAL VOTES FOR: 7

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

TOTAL VOTES AGAINST: 0

AGENDA NUMBER & SUBJECT:	11.3 - ICT Strategic Plan for the Shire of Nannup (2025–2035)
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC1
AUTHOR:	Kim Dolzadelli–Executive Manager Corporate Services
REPORTING OFFICER:	Kim Dolzadelli–Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	13 May 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.3.1 – ICT Strategic Plan for the Shire of Nannup (2025–2035)

BACKGROUND:

The Shire of Nannup has developed an ICT Strategic Plan to guide the development and use of information and communications technology over the ten-year period from 2025 to 2035. This plan aligns with the Shire’s goals for digital transformation, improved service delivery, security, operational efficiency, and alignment with community expectations and legislative requirements.

The ICT Strategic Plan aims to provide a clear roadmap for managing current and emerging technologies, addressing digital risks, and enhancing internal capabilities. It is also designed to ensure that the Shire can deliver modern, connected services in an increasingly digital environment.

COMMENT:

The ICT Strategic Plan (2025–2035) is a comprehensive document that defines the vision, goals, and strategies for managing information and communications technology within the Shire of Nannup.

Key components of the plan include:

- Strategic Vision and Principles: Emphasis on user-centric services, digital inclusion, innovation, and data-driven decision-making.
- Assessment of Current ICT Environment: Includes an inventory of systems, infrastructure, and key issues such as aging hardware, cyber risks, and integration gaps.
- Strategic Objectives: Six high-level objectives including governance, digital transformation, infrastructure modernization, cybersecurity, staff capability building, and improved community interface.
- Action Plan and Implementation Roadmap: Short, medium, and long-term initiatives prioritized across the 10-year timeline.
- Governance Framework: Outlines oversight responsibilities, review cycles, and performance indicators.

The plan reflects internal consultation and best practices in ICT governance, aiming to enhance service delivery, security, and resilience.

The ICT Strategic Plan (2025–2035) was the subject of an Audit and Risk Committee meeting held 8 May 2025 where the committee made the following resolution:

COMMITTEE RESOLUTION 080525.4

MOVED: CR HANSEN

SECONDED: CR SLY

That the Audit and Risk Committee recommend that Council adopted the Attached ICT Strategic Plan for the Shire of Nannup (2025–2035).

CARRIED

TOTAL VOTES FOR: 7

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

TOTAL VOTES AGAINST: 0"

STATUTORY ENVIRONMENT:

Local Government Act 1995

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

While the Plan itself does not commit to specific expenditures, it outlines budget indications for proposed initiatives which will be further assessed through annual budget processes. Implementation will be staged and aligned with funding availability.

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

The ICT Strategic Plan addresses key areas of risk identified in the Shire's Risk Management Framework:

- Technological and IT Risks: Improved system reliability, cyber resilience, and business continuity.
- Operational Risks: Enhanced digital processes and automation.
- Audit and Compliance Risks: Structured governance and adherence to standards.
- Strategic Risks: Alignment with digital transformation goals.
- Sustainability and Security Risks: Infrastructure lifecycle planning and cybersecurity.

STRATEGIC IMPLICATIONS:

The ICT Strategic Plan supports the Shire's broader strategic goals by:

- Enhancing internal efficiencies through digital workflows.
- Improving access to services and transparency for the community.
- Strengthening ICT governance and risk controls.
- Enabling future growth through scalable technologies.

VOTING REQUIREMENT:

Simple Majority

AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATION:

That the Audit and Risk Committee recommend that Council adopt the Attached ICT Strategic Plan for the Shire of Nannup (2025–2035).

COUNCIL RESOLUTION 220525.9

MOVED: CR BROWN

SECONDED: CR SLY

That the Audit and Risk Committee recommend that Council adopt the attached ICT Strategic Plan for the Shire of Nannup (2025–2035).

CARRIED

TOTAL VOTES FOR: 7

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

TOTAL VOTES AGAINST: 0

AGENDA NUMBER & SUBJECT:	11.4 - Development Application - Community Purpose Storage Shed (Lions Club of Nannup) on a Reserve
LOCATION/ADDRESS:	Reserve 21220 – Lot 10459 East Nannup Road, Nannup
NAME OF APPLICANT:	Lions Club of Nannup Incorporated
FILE REFERENCE:	RES21220 & ASSEX5
AUTHOR:	Jane Buckland - Development Services Coordinator & Steve Thompson - Consultant Planner
REPORTING OFFICER:	Kim Dolzadelli - Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (Section 5.70 of the <i>Local Government Act 1995</i>)
DATE OF REPORT:	9 May 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.4.1 – Lions Information from Applicant 11.4.2 – Lions Location Map 11.4.3 – Lions Submissions 11.4.4 – Lions Response to Submissions 11.4.5 – Lions Extract of Regulations

BACKGROUND:

The application seeks approval for the Lions Club of Nannup Incorporated to use a portion of Lot 10459 East Nannup Road, Nannup (Reserve 21220) for a 'community purpose' which includes constructing a building on the property.

The proposed building is a 20m x 10m shed with details of the proposal shown in Attachment 11.4.1.

The subject site is a 'Public Purposes' Reserve in Local Planning Scheme No.4 (LPS4) and is located on the corner of Vasse Highway and East Nannup Road adjacent to the southern boundary of the Nannup town site as shown in Attachment 11.4.2. The Shire of Nannup have a Management Order over Reserve 21220 issued by the Department of Planning, Lands and Heritage (DPLH) with the order currently stating that the reserve is to be utilised for the designated purpose of 'Shire Depot'.

A request to have the Management Order amended to include the uses 'Bushfire Brigade Depot' and 'Community Purpose' has been approved by DPLH and is awaiting examination and final registration by Landgate. The Shire expects this process to be completed by the end of August 2025.

The property is 2.4521 hectares in area and is partially covered in native vegetation. A cleared area of approximately 4,500m² in the centre of the reserve contains a Shire works depot which is primarily used for the storing of materials associated with roadworks, and the North Nannup Volunteer Bush Fire Brigade shed and a water tank are located towards the eastern corner of the reserve.

The property is adjoined by a winery on the south eastern boundary, with land zoned 'Rural Smallholdings' located across East Nannup Road to the north and north east, and land zoned 'Rural' to the west and south west.

There is Vacant Crown Land (also called Unallocated Crown Land) between Reserve 21220 and East Nannup Road. The Vacant Crown Land has a width of 38m and is vegetated adjacent to the proposed development.

The use proposed in the Development Application is classified as 'community purpose' under LPS4. The Zoning Table of LPS4 does not list specific uses for a Local Reserve however Table 1 of LPS4 states the objectives for a Public Purposes reserve are to "provide for a range of essential physical and community infrastructure".

Community purpose means premises designed or adapted primarily for the provision of educational, social and recreational facilities or services by organisations involved in activities for community benefit.

Consultation

The Shire administration undertook consultation through inviting public comment on the Development Application for a period of 23 days by writing to 12 adjoining/nearby landowners, placing details on the Shire's website and having information available at the Shire office.

The Shire received 2 submissions on the Development Application as outlined in Attachment 11.4.3. Both submissions objected to the proposed development.

In summary, the submitters were concerned about the visual impact the proposed shed would have on properties along East Nannup Road, potential noise pollution, traffic and safety impacts on East Nannup Road, and environmental concerns.

In response to these submissions, the applicant has provided a letter addressing the concerns which is set out in Attachment 11.4.4.

The Lions Club of Nannup first approached the Shire for assistance in identifying a suitable parcel of land for their use in early 2024. The Shire administration considered a number of possible locations including the Nannup Waste Management Facility, Reserve 42287 (Gussie's Mill Site) Brockman Highway, Reserve 22638 Kearney Street and Reserve 21220 East Nannup Road along with privately owned land in the Commercial and General Industry zones, with Reserve 21220 being identified as the most suitable location for a community purpose storage shed.

The Shire administration lodged a request with the DPLH to have the Management Order for the reserve changed to include 'Bushfire Brigade Depot' and 'Community Purpose' in November 2024 to formalise the current use of the reserve and allow the Shire to consider a development application from the Lions Club of Nannup. The Shire was advised in February 2025 that the request had been approved by DPLH and forwarded to Landgate for final examination and issue of the new Management Order.

COMMENT:

Following an assessment of the Development Application against the planning framework, the submissions and information provided by the applicant in response to the submissions, the Development Application is considered to be generally consistent with LPS4, strategies and policies. It is also considered that the proposed community use and development are appropriate for the application site.

It is recommended that Council conditionally approve the Development Application given:

- It is overall consistent with the planning framework;
- It supports a valuable community service;
- Limited clearing of regrowth vegetation is proposed;
- There will be limited visual impacts and limited amenity impacts on the locality;

- There will be modest traffic generation which can be accommodated on East Nannup Road;
- There are no objections from other Shire officers/units; and
- Development conditions can assist to control the use and management of the development.

Subject to implementing relevant conditions, Reserve 21220 appears suitable and capable of accommodating a community purpose. The application does however raise various considerations which are summarised below:

- Environmental - the site contains regrowth vegetation. The site is not listed as containing high value environmental assets on State Government datasets; Modest clearing is required. Given it is a non-habitable building, there is scope to reduce the asset protection zone. There is also no proposal for an on-site sewage treatment system;
- Heritage – the site is not subject to a registered Aboriginal or historic heritage classification;
- Land use compatibility – the development is not an industrial use, but is a low-key storage shed proposed to be used by a community group. Based on the applicant's response in Attachment 11.4.4, the proposed development is not expected to create land use impacts;
- Visual impact – there are expected to be modest impacts when viewed from either East Nannup Road or from Vasse Highway. There is no setback standard for a Public Purposes Reserve. In addition to the 8m setback from the eastern property boundary there is an additional setback of 38m with the vegetated Vacant Crown Land to properties to the east;
- Noise – the proposed low-key storage shed should create nil or modest noise. The development is expected to have modest implications on noise from vehicles on Vasse Highway on the surrounding area. While the development will result in clearing of vegetation (that could increase highway noise), the proposed shed is expected to act as noise barrier (that may even lower impacts of highway noise); and
- Traffic – the Shire is satisfied with the crossover location. As outlined above, there is expected to be minimal traffic associated with the development.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations 2015 and LPS4. Matters to consider in assessing Development Applications are outlined in Attachment 11.5.5. Some matters raised in the submissions are not planning considerations.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

The applicant has paid the Development Application fee. The applicant has a right of review to the State Administrative Tribunal to review the Council's decision. If this occurred, the Shire would have associated costs.

The Shire has paid for a survey of the site and has agreed to undertake clearing required for the construction of the proposed community purpose shed including the costs associated with obtaining a clearing permit should Council resolve to approve the proposed development.

If approved, the site will be subject to a lease agreement between the Shire and the Lions Club of Nannup Incorporated with costs to draft the lease to be met by the Shire.

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 the key risks are as follows:

- Reputational risk - Failure to consult with the community resulting in complaints. This has been managed through the consultation process and the risk is considered low.
- Strategic risk - Most risks associated with the project will be borne by the proponent. The risk to the Shire is considered low.
- Financial risk - Please refer to the financial implications section above. The risk is considered medium-low.

STRATEGIC IMPLICATIONS:

- 1.1.1 Promote a connected, safe and healthy community through environmental health services, emergency management and community development.
- 6.2.1 Recognise and support existing and emerging community volunteers and groups and provide opportunities to contribute to our community.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council grant development approval to the construction of a storage shed for 'community purpose' (Lions Club of Nannup Incorporated) on Lot 10459 (Reserve 21220) East Nannup Road, Nannup, set out in Attachment 11.4.1, pursuant to Schedule 2, Part 9, Clause 68 (2) of the Planning and Development (Local Planning Schemes) Regulations 2015 and subject to the following conditions and advice notes:

1. The development hereby approved must be carried out in accordance with the plans and specifications submitted with the application and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. Prior to the issue of a Building Permit, the provision of an access and parking plan is to be provided to the satisfaction of the local government. The approved crossover, vehicle access ways, vehicle manoeuvring areas and car parking spaces are designed, constructed and drained to the satisfaction of the local government prior to occupation of the development.
3. The roof and external walls of the building are to be clad in Colourbond colours to the satisfaction of the local government.

4. No direct vehicular access is permitted between the property and Vasse Highway.
5. All vehicles and equipment owned by the Lions Club of Nannup and any donated goods are to be stored inside the building.
6. All waste material is to be disposed of at an appropriate landfill site or waste treatment site.
7. The provision of details prior to occupation as to how stormwater will be addressed for the proposed development (including stormwater from roofs, car parking and other areas) to the satisfaction of the local government. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.
8. The applicant is to submit and gain local government approval for a Management Plan, prior to occupation of the development, which addresses the responsibility for the behaviour of visitors and the management measures to be implemented to minimise adverse impacts on the amenity of the locality.

Advice

- A. The proponent is advised that this Development Approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.
- B. In relation to Condition 4, all vehicular traffic associated with the activities of the Lions Club of Nannup are to use East Nannup Road to access the property. This includes the parking of vehicles associated with visitors to the property.
- C. In relation to Condition 5, no donated items or equipment are to be stored outside the building, either in the cleared or non-cleared areas of the reserve.
- D. In relation to Condition 8, the Management Plan is to:
 - address the responsibility for member/visitor behaviour and management measures to be implemented to minimise adverse impact on the amenity of the locality;
 - outline the approach to maximise the safety and security of members and visitors; and
 - acknowledge that the development is adjacent to a residential area and seek the operation to be a good neighbour including considering noise, litter and the approach to reducing fire risks.
- E. Signs may be erected or displayed to the specification and satisfaction of the Shire with details set out in Local Planning Policy LPP12 Signs and Advertisements.
- F. A low fuel area should be permanently maintained around the building at all times.
- G. The applicant is reminded of their general environmental duty to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction and maintenance projects.
- H. If the applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

COUNCIL RESOLUTION 220525.10**MOVED: CR FRASER***Procedural Motion: to lay the item on the table for further consideration of the information.***LOST****TOTAL VOTES FOR: 2***Cr Dean, Cr Fraser***TOTAL VOTES AGAINST: 5***Cr Hansen, Cr Curtis, Cr Brown, Cr Sly, Cr Gibb***COUNCIL RESOLUTION 220525.11****MOVED: CR GIBB****SECONDED: CR CURTIS**

That Council grant development approval to the construction of a storage shed for 'community purpose' (Lions Club of Nannup Incorporated) on Lot 10459 (Reserve 21220) East Nannup Road, Nannup, set out in Attachment 11.4.1, pursuant to Schedule 2, Part 9, Clause 68 (2) of the Planning and Development (Local Planning Schemes) Regulations 2015 and subject to the following conditions and advice notes:

- 1. The development hereby approved must be carried out in accordance with the plans and specifications submitted with the application and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.*
- 2. Prior to the issue of a Building Permit, the provision of an access and parking plan is to be provided to the satisfaction of the local government. The approved crossover, vehicle access ways, vehicle manoeuvring areas and car parking spaces are designed, constructed and drained to the satisfaction of the local government prior to occupation of the development.*
- 3. The roof and external walls of the building are to be clad in Colourbond colours to the satisfaction of the local government.*
- 4. No direct vehicular access is permitted between the property and Vasse Highway.*
- 5. All vehicles and equipment owned by the Lions Club of Nannup and any donated goods are to be stored inside the building.*
- 6. All waste material is to be disposed of at an appropriate landfill site or waste treatment site.*
- 7. The provision of details prior to occupation as to how stormwater will be addressed for the proposed development (including stormwater from roofs, car parking and other areas) to the satisfaction of the local government. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.*

- 8. The applicant is to submit and gain local government approval for a Management Plan, prior to occupation of the development, which addresses the responsibility for the behaviour of visitors and the management measures to be implemented to minimise adverse impacts on the amenity of the locality.**

Advice

- A. The proponent is advised that this Development Approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.**
- B. In relation to Condition 4, all vehicular traffic associated with the activities of the Lions Club of Nannup are to use East Nannup Road to access the property. This includes the parking of vehicles associated with visitors to the property.**
- C. In relation to Condition 5, no donated items or equipment are to be stored outside the building, either in the cleared or non-cleared areas of the reserve.**
- D. In relation to Condition 8, the Management Plan is to:**
- **address the responsibility for member/visitor behaviour and management measures to be implemented to minimise adverse impact on the amenity of the locality;**
 - **outline the approach to maximise the safety and security of members and visitors; and**
 - **acknowledge that the development is adjacent to a residential area and seek the operation to be a good neighbour including considering noise, litter and the approach to reducing fire risks.**
- E. Signs may be erected or displayed to the specification and satisfaction of the Shire with details set out in Local Planning Policy LPP12 Signs and Advertisements.**
- F. A low fuel area should be permanently maintained around the building at all times.**
- G. The applicant is reminded of their general environmental duty to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction and maintenance projects.**
- H. If the applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination**

CARRIED

TOTAL VOTES FOR: 4

Cr Hansen, Cr Curtis, Cr Sly, Cr Gibb

TOTAL VOTES AGAINST:3

Cr Dean, Cr Fraser, Cr Brown

AGENDA NUMBER & SUBJECT:	11.5 – Development Application for industry-extractive (gravel)
LOCATION/ADDRESS:	Lot 121 on Deposited Plan 38209 Roberts Road Carlotta
NAME OF APPLICANT:	L.M & E.A. Crouch
FILE REFERENCE:	A1536
AUTHOR:	Jane Buckland - Development Services Coordinator
REPORTING OFFICER:	Kim Dolzadelli - Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	9 May 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.5.1 – Location Plan 11.5.2 – Information from applicant 11.5.3 – Submissions 11.5.4 – Applicant response to submissions 11.5.5 – Extract of Local Planning Strategy 11.5.6– Extract of Planning and Development (Local Planning Schemes) Regulations 2015 11.5.7 – <i>State Planning Policy 2.4 Planning for Basic Raw Materials</i> and associated Guidelines

Cr Brown declared a Financial Interest and left the room at 5.48pm

BACKGROUND:

The applicant has lodged a Development Application for an extractive industry (gravel) for consideration by Council. The application seeks approval to extract gravel from an area of approximately 9.76 hectares with an estimated resource of 118,225m³. The average thickness of the gravel resource is estimated to be 2 metres.

The applicant has operated an extractive industry (sand) from the subject property since 2007 with the current development approval due to expire on 27 October 2032.

The purpose of this report is to inform Council of the outcomes of the consultation period, consider the submissions, key issues and set out the suggested next steps regarding the development application. It is proposed that following the applicant providing a suitable noise and dust assessment and addressing matters outlined in this report, that the development application will again be considered by Council.

The site:

- Is located approximately 7 kilometres south of Nannup as shown in Attachment 11.5.1;
- Is 67.16 hectares in area;
- Is zoned Priority Agriculture under the Shire of Nannup Local Planning Scheme No. 4 (LPS4);
- Contains a dwelling, the existing sand extraction area of 18.52 hectares and sheds which support the use of the site for the grazing of stock;
- Is dissected by Carlotta Brook;
- Is mostly cleared, with small pockets of native vegetation in the south west of the property; and
- Is in part designated as a bushfire prone area.

Information submitted by the applicant is provided in Attachment 11.5.2 and has been prepared by Abrus Consulting Pty Ltd. This provides background information which is not generally repeated in this report.

The Shire administration invited public comment on the Development Application for a 6 week period by writing to 16 adjoining/nearby landowners, Department of Biodiversity, Conservation and Attractions (DBCA), Department of Water and Environmental Regulation (DWER), Department of Primary Industries and Regional Development (DPIRD), Main Roads WA (MRWA), Nannup VBFB Chief Bushfire Control Officer, placing details on the Shire website and having details available at the Shire office.

The Shire received 11 submissions on the Development Application which are provided in full in Attachment 11.5.3. The submissions from State Government agencies raised no objections and generally provided advice for this stage of the process including a need for relevant supporting technical investigations. In terms of submissions from neighbours and community members, all submitters objected to the proposed development. The key concerns and objections include the following:

- Increased traffic and damage to roads;
- Vehicular access not suitable for trucks and contractors;
- Dust and noise impacts;
- Vibration;
- Excessive water use;
- Contamination of rainwater supplies and natural water bodies;
- Visual amenity impacts;
- Health impacts from dust and noise; and
- Impact on property values.

In accordance with standard practice and in order to address issues, the Shire administration provided the applicant with the submissions for their review. Attachment 11.5.4 outlines the applicant's response to the submissions along with further advice received from the applicant which details the anticipated volume of material to be extracted per year.

Attachment 11.5.5 provides an extract of the Shire of Nannup Local Planning Strategy relating to minerals and basic raw materials. In summary, the Strategy supports the sustainable extraction of basic raw materials if relevant planning considerations are suitably met.

Attachment 11.5.6 is an extract from the Planning and Development (Local Planning Schemes) Regulations (the Regulations) which sets out matters to be considered by local government in assessing a Development Application.

Attachment 11.5.6 sets out State Planning Policy 2.4 Planning for Basic Raw Materials and associated Guidelines.

COMMENT:

A) Overview

The application is inconsistent with the Environmental Protection Authority (EPA) Guidelines for Separation Distances between Industrial and Sensitive Land Uses and the application is not supported by a Noise Management Plan or a Dust Management Plan. Based on the planning and environmental framework, applications which seek to vary the EPA guidelines should be supported by relevant technical investigations. In the absence of suitable technical investigations, the planning and

environmental framework adopts a precautionary approach. Given the above, unless a suitable Noise Management Plan and Dust Management Plan are prepared with associated mitigation measures outlined, it is recommended that the application be refused.

The recommendation set out that a suitable Noise Management Plan and a Dust Management Plan be prepared prior to assessing the Development Application. Given the application is inconsistent with EPA guidelines, it is suggested the requirements for these technical investigations are required pre-assessment and not imposed as a development condition.

While noting the above, supported components of the development application include:

- no clearing of native vegetation is proposed;
- the extraction area is setback from watercourses and adjoining State Forest;
- no blasting is proposed; and
- gravel resources are important to the district and region.

It is suggested that if the operation is suitably managed and development conditions are met, that general amenity, environmental considerations, site rehabilitation and impact on the Shire road system could be appropriately addressed. While noting this, there are various issues associated with the extractive industry use, its compatibility with surrounding land uses and its impact on the regional and local road network which should be considered by the Council in at this stage of the planning process. Some of these issues are outlined below.

B) Noise and dust impacts

All submissions from the community raised increased noise and dust pollution as a concern and the submission from DWER noted that neither an Acoustic Assessment or a Dust Management Plan have been prepared for the proposed development. The submission from DPIRD also raised concerns that activities associate with gravel extraction could have a negative impact on nearby residences.

The EPA's Guidelines for Separation Distances between Industrial and Sensitive Land Uses provides advice on generic separation distances between specific industries and sensitive land uses to avoid or minimise the potential for land use conflict. For the extraction of hard rock the Guidelines recommend a buffer of 1,000 metres to minimise the impact of noise and dust on nearby sensitive uses which includes residences.

There are five residences located within 1,000 metres of the proposed development, including that of the property manager, with the nearest residence being approximately 120 metres north of the main gravel pit area. The expected noise and dust impacts of the proposed development on nearby properties are expected to be significant during periods of operation.

As outlined above, it is recommended that both a Noise Management Plan and a Dust Management Plan be prepared by the applicant and reviewed by the Shire administration and Council prior to determining the Development Application. This is to ensure that all reasonable and practical measures to minimise noise emissions and control dust are identified and implemented.

C) Traffic impacts and road maintenance

The applicant outlines the main haulage route is via an un-named track through the adjoining State Forest, Red Gully Road and Vasse Highway. Two main types of truck will transport the sand being 24 tonne and 40 tonne semi-trailer vehicles or 6 wheel vehicles with a trailer. The application outlines there will, on average, be 1-6 trucks making up to 3 visits to the site per day during peak usage. This would result in a maximum number of approximately 18 return trips to the gravel pits per day.

The un-named track and Red Gully Road are unsealed, non-dedicated roads. Red Gully Road is a DBCA-managed track. The submission from DBCA did not provide any advice in regards to the access to the site other than that there should be no locked gates adjacent to DBCA-managed land.

MRWA advice is that it supports the use of Red Gully Rd for semi-trailer vehicles however it is not suitable for larger vehicles. The intersection of Red Gully Road and Vasse Highway will need to be upgraded including widening, bitumen sealing and clearing sightlines as necessary, with the intersection designed and constructed to the specifications and satisfaction of MRWA.

D) Water

A number of concerns were raised as to whether or not the property has a sufficient on-site water supply for all aspects of the proposed extractive industry. The applicant has advised that water required for the operation will be drawn from dams already on the property and details of alternative water sources can be made a condition of any future development approval.

E) Impact on property values

This is not a planning consideration as set out in the Regulations (see Attachment 11.5.6).

F) Next steps

Subject to Council's direction, it is suggested that the applicant should:

- a) Prepare a suitable Noise Management Plan which has been informed by an acoustic assessment of the proposed operation, to address matters raised in this report and in the advice from DWER; and
- b) Prepare a suitable Dust Management Plan which outlines the measures which will be taken to control and limit dust and air pollution generated from the proposed extractive industry from commencement date to completion.

Following the receipt of the above, it is recommended that Shire administration reconsult with landowners who made a submission for 21 days. Following this, the Shire administration will report back to Council, with the Council to consider whether or not it will grant conditional development approval to the proposed extractive industry.

G) Conclusion

The application is inconsistent with the EPA's Guidelines for Separation Distances between Industrial and Sensitive Land Uses and the application is not supported by a Noise Management Plan or a Dust Management Plan.

The key outstanding planning issues relate to noise management and dust control. If these can be suitably addressed, the Shire administration is likely to recommend that Council grant approval to the proposed development subject to conditions.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations 2015 and LPS4. The Shire has no guidelines or local laws on extractive industries. Extractive industry operators are bound to comply with various levels of State Government legislation. Additionally, self-auditing of operations and review of environmental monitoring is paramount.

POLICY IMPLICATIONS.

Various Local Planning Policies are relevant in assessing the Development Application including *Local Planning Policy No. 14 - Developer and Subdivider Contributions*. Local planning policies are non-statutory documents which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policies but is required to have regard to the policies in determining the Development Application.

There are also various State Planning Policies relevant to the application including *SPP 2.0 Environment and Natural Resources*, *SPP 2.4 Basic Raw Materials*, and *SPP 4.1 State Industrial Buffer Policy*. Other publications include the *WAPC Basic Raw Materials Applicants' Manual* and the EPA's *Guidance Statement No. 3 Separation Distances between Industrial and Sensitive Land Uses*. The EPA guidance recommends a generic buffer distance of 1,000 metres for gravel extraction from 'sensitive' uses (e.g. dwellings).

FINANCIAL IMPLICATIONS:

The applicant has paid the Development Application fee. The applicant has a right of review to the State Administrative Tribunal to review the Council's decision. If this occurred, the Shire would have associated costs.

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 the key risks are as follows:

- Reputational risk - Failure to consult with the community resulting in complaints. This has been managed through the consultation process and the risk is considered low.
- Strategic risk – Most risks associated with the project will be borne by the proponent. The risk to the Shire is considered medium-low.
- Financial risk - Please refer to the financial implications section above. The risk is considered low.

STRATEGIC IMPLICATIONS:

- 4.2.1 Balance community, environment and economic development in our Shire through appropriate planning frameworks and strategies.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

1. Note the submissions in Attachment 11.5.3.
2. Before considering whether or not to grant development approval, it requires the applicant to:
 - a) Prepare a suitable Noise Management Plan which has been informed by an acoustic assessment of the proposed operation, to address matters raised in this report and the submissions and in the advice from the Department of Water and Environmental Regulation; and
 - b) Prepare a suitable Dust Management Plan which outlines the measures which will be taken to control and limit dust and air pollution generated from the proposed extractive industry from commencement date to completion.
3. Following receipt of suitable documentation to address point 2, note the Shire administration will reconsult with landowners who made submissions for 21 days, before a separate report will be submitted to Council

COUNCIL RESOLUTION 220525.12

MOVED: CR HANSEN

SECONDED: CR GIBB

1. *Note the submissions in Attachment 11.5.3.*
2. *Before considering whether or not to grant development approval, it requires the applicant to:*
 - a) *Prepare a suitable Noise Management Plan which has been informed by an acoustic assessment of the proposed operation, to address matters raised in this report and the submissions and in the advice from the Department of Water and Environmental Regulation; and*
 - b) *Prepare a suitable Dust Management Plan which outlines the measures which will be taken to control and limit dust and air pollution generated from the proposed extractive industry from commencement date to completion.*
3. *Following receipt of suitable documentation to address point 2, note the Shire administration will reconsult with landowners who made submissions for 21 days, before a separate report will be submitted to Council.*

CARRIED

TOTAL VOTES FOR: 6

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

TOTAL VOTES AGAINST: 0

Cr Brown returned to the room at 5.53pm

AGENDA NUMBER & SUBJECT:	11.6 - Temporary Camping outside of Caravan Parks for Cycling Events
LOCATION/ADDRESS:	Private Land in Shire of Nannup
NAME OF APPLICANT:	Nil
FILE REFERENCE:	TPL18
AUTHOR:	Jane Buckland– Development Services Coordinator Steve Thompson – Consultant Planner
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (Section 5.70 of the Local Government Act 1995)
DATE OF REPORT:	15 April 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.6.1 – Extract of Caravan Parks and Camping Ground Regulations 1997

David Taylor, CEO declared a Financial Interest and left the room at 5.53pm

Cr Gibb declared a Financial Interest and left the room at 5.53pm.

Cr Curtis declared a Financial Interest and left the room at 5.53pm.

BACKGROUND:

The purpose of this report is to consider the approach to providing temporary accommodation for cycling events in 2026.

As Councillors are aware, the Gravel 7 (G7) Festival of Cycling will be held in the Shire of Nannup between 3 – 9 October 2026, with the UCI Gravel World Championships to follow on 10 and 11 October 2026. Given the scale of the events, it has been identified that there is insufficient accommodation available locally in caravan parks, hotels and other short term rental accommodation. Additional temporary accommodation is required including camping on private properties in the Shire.

The SEVEN Gravel Race to be held in May 2026 will be a qualifying event for the UCI World Championships and is also expected to be a larger event than in previous years. As the dates for that event have not been confirmed, it has not been included in this report.

The Shire sought advice from the Department of Local Government, Sport and Cultural Industries and the Department of Planning, Lands and Heritage. This revealed it is more appropriate and effective to use the *Caravan Parks and Camping Grounds Regulations 1997* rather than use the *Planning and Development (Local Planning Schemes) Regulations 2015*. Under Regulation 11A of the *Caravan Parks and Camping Grounds Regulations 1997* (the Regulations), the Shire can consider applications to camp on private land for more than 5 days in any period of 28 consecutive days.

COMMENT:

The Shire administration supports short-term camping on private land associated with the cycling events subject to effective management by landowners. While recognising the need to provide additional temporary accommodation locally, there is also a need for appropriate management being in place to retain local amenity. Relevant considerations include:

- Camping is to be contained on private land where there is a legal right to occupy from the landowner

- An all-encompassing approval is limited to one caravan or camp site per property. For administrative efficiency, it is preferable that an all-encompassing approval is issued by the Shire administration for multiple properties (with conditions on length of stay, servicing and amenity, controlling noise) rather than issuing individual approvals;
- Landowners can take payment to be compensated for water/power use and for allowing a person or persons to camp on their property associated with the temporary short-term cycling events;
- Subject to Council's direction, the Shire will seek expressions of interest from the community for landowners to nominate their property for approval to accommodate camping and/or one caravan for the event. Once those properties are delineated on a map, Clause 11A of the Regulations would allow an approval/licence to be issued by the Shire for the properties identified on the map as a singular approval/licence. This gives the Shire the opportunity to specify conditions referring to the event dates, sufficient power, water, cooking facilities, not be road hazard etc.; and
- Subject to Council direction, the Shire administration will consider more than one caravan or camp site per property for land zoned Rural, Priority Agriculture or Rural Smallholdings between 3 – 11 October 2026 subject to the landowner applying and gaining approval from the Shire. Additionally, the landowner demonstrating that a camping business is not being conducted by a person unless that person possesses a caravan park or camping licence from the Shire.

If Council is supportive of the approval process as outlined above, a separate report will be prepared for Council to consider a similar approach for the SEVEN Gravel Race 2026 once the dates of that event have been confirmed.

STATUTORY ENVIRONMENT:

Caravan Parks and Camping Grounds Act 1995

Caravan Parks and Camping Grounds Regulations 1997

As defined by the *Caravan Parks and Camping Grounds Act 1995*, a camp 'means any portable shed or hut, tent, tent fly, awning, blind or other portable thing used as or capable of being used for habitation and includes a vehicle of a prescribed type or in prescribed circumstances. The Act further defines that a vehicle is 'a conveyance (other than a train, vessel or aircraft) capable of being propelled or drawn on wheels'. Sleeping within a vehicle is therefore considered camping.

POLICY IMPLICATIONS:

Nil at this stage.

FINANCIAL IMPLICATIONS:

The cost of advertising will be contained within the Shire's adopted budget.

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 the key risks are as follows:

- Reputational risk - Failure to engage with the community. This will be managed through engaging the community. The risk is considered low.
- Strategic risk – Various risks will be borne by the landowners. The risk to the Shire is considered medium-low.
- Financial risk - Refer to the financial implications section. The risk is considered low.

STRATEGIC IMPLICATIONS:

4.2.1 Balance community, environment and economic development in our Shire through appropriate planning frameworks and strategies.

VOTING REQUIREMENT:

Simple Majority.

OFFICER RECOMMENDATION:

That Council:

1. Under Regulation 11A of the Caravan Parks and Camping Grounds Regulations 1997, support the Shire administration issuing an all-encompassing approval for camping on private land (one caravan or camp site per property) in the Shire of Nannup between 3 – 11 October 2026 associated with the Gravel 7 (G7) Festival of Cycling and the UCI Gravel World Championships.
2. Will consider more than one caravan or camp site per property for land zoned Rural, Priority Agriculture or Rural Smallholdings between 3 – 11 October 2026 associated with the Gravel 7 (G7) Festival of Cycling and the UCI Gravel World Championships

COUNCIL RESOLUTION 220525.13**MOVED: CR HANSEN****SECONDED: CR SLY****That Council:**

- 1. Under Regulation 11A of the Caravan Parks and Camping Grounds Regulations 1997, support the Shire administration issuing an all-encompassing approval for camping on private land one caravan or camp site per property) in the Shire of Nannup between 3 – 11 October 2026 associated with the Gravel 7 (G7) Festival of Cycling and the UCI Gravel World Championships.**
- 2. Will consider more than one caravan or camp site per property for land zoned Rural, Priority Agriculture or Rural Smallholdings between 3 – 11 October 2026 associated with the Gravel 7 (G7) Festival of Cycling and the UCI Gravel World Championships**

CARRIED**TOTAL VOTES FOR: 5****Cr Dean, Cr Hansen, Cr Brown, Cr Fraser, Cr Sly****TOTAL VOTES AGAINST: 0*****David Taylor CEO, Cr Gibb and Cr Curtis returned to the room at 5.57pm***

AGENDA NUMBER & SUBJECT:	11.7 - Delegated Planning Decisions for April 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:	6 May 2025
PREVIOUS MEETING REFERENCE	Nil
ATTACHMENTS:	11.7.1 – 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 April 2025 is presented in Attachment 11.7.1.

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 2025, three (3) 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 2024 compared to April 2025:

	April 2024	April 2025
Delegated Decisions	2 (\$13,000)	3 (\$232,393.95)
Council Decisions	1 (\$10,000)	0 (\$0)
Total	3 (\$23,000)	3 (\$232,393.95)

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 2025 as per Attachment 11.7.1.

COUNCIL RESOLUTION 220525.14**MOVED: CR BROWN****SECONDED: CR FRASER**

That Council receives the report on Delegated Development Approvals for April 2025 as per Attachment 11.7.1.

CARRIED**TOTAL VOTES FOR: 7**

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

TOTAL VOTES AGAINST: 0

AGENDA NUMBER & SUBJECT:	11.8– Payment of Accounts – April 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:	14 May 2025
PREVIOUS MEETING REFERENCE	Nil
ATTACHMENTS:	11.8.1 – Payment of Accounts – April 2025

BACKGROUND:

To advise Council of payments made for the period 1 April to 30 April 2025.

COMMENT:

Payments of \$342,604.28 as detailed in the payment of accounts listing for the period 1 April to 30 April 2025 as per Attachment 11.8.1 have been approved under delegated authority.

Municipal Account

Accounts paid by EFT	18384 - 18468	\$217,929.66
Accounts paid by cheque	20645 - 20647	\$12,987.65
Accounts paid by Direct Debit	13953.1 – 14039.1	\$111,686.97
<i>Sub Total Municipal Account</i>		<u>\$342,604.28</u>

Trust Account

Accounts paid by EFT	-	\$0.00
<i>Sub Total Trust Account</i>		<u>\$0.00</u>

Total Payments		<u>\$342,604.28</u>
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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 concludes by Council receiving these reports of payment of accounts, that no risks have been identified.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION:

That Council notes the payment of accounts totalling \$342,604.28 for the period 1 April to 30 April 2025 as per Attachment 11.8.1.

COUNCIL RESOLUTION 220525.15

MOVED: CR SLY

SECONDED: CR BROWN

That Council notes the payment of accounts totalling \$342,604.28 for the period 1 April to 30 April 2025 as per Attachment 11.8.1.

CARRIED

TOTAL VOTES FOR: 7

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

TOTAL VOTES AGAINST: 0

AGENDA NUMBER & SUBJECT:	11.9 – Financial Activity Statements –April 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:	
PREVIOUS MEETING REFERENCE	Nil
ATTACHMENTS:	11.9.1 – Financial Activity Statement – April 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 30 April 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 11.9.1

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 concludes by Council receiving these Statements of Financial Position, that no risks have been identified.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple 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 30 April 2025 as per Attachment 11.9.1.

COUNCIL RESOLUTION 220525.16

MOVED: CR SLY

SECONDED: CR CURTIS

That Council, in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, receives the Financial Activity Statements for the period ending 30 April 2025 as per Attachment 11.9.1.

CARRIED

TOTAL VOTES FOR: 7

Cr Dean, Cr Hansen, Cr Curtis, Cr Brown, Cr Fraser, Cr Sly, 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 6.00pm.

Attachments

Item	Attachment	Title
5.1	1	Minutes Warren Blackwood Alliance of Councils Draft Board Minutes
5.2	1	Minutes Warren Blackwood Alliance of Councils Climate Action Reference Group
5.3	1	Minutes Ordinary Council Meeting
5.4	1	Minutes Audit and Risk Committee Meeting
5.5	1	Minutes South West Country Zone
5.6	1	Minutes Audit & Risk Committee Meeting
11.2.1	1	Shire of Nannup Audit and Risk Management Framework
11.3.1	1	ICT Strategic Plan for the Shire of Nannup (2025-2035)
11.4.1	1	Information form Applicant
11.4.2	1	Location Map
11.4.3	1	Submissions
11.4.4	1	Response to Submissions
11.4.5	1	Extract of Regulations
11.5.1	1	Location Map
11.5.2	1	Information from Applicant
11.5.3	1	Submissions
11.5.4	1	Response to Submissions
11.5.5	1	Extract from Local Planning Scheme
11.5.6	1	Extract of Regulations
11.5.7	1	SPP2.4 Planning for Basic Raw Materials
11.6.1	1	Extract of Caravan Parks and Camping Ground Regulations 1997
11.7.1	1	Planning Approval Register
11.8.1	1	Payment of Accounts – April 2025
11.9.1	1	Financial Activity Statement – April 2025