



Agenda

Ordinary Council Meeting Thursday 24 July 2025

4.30 pm in Council Chambers, Nannup

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Risk Management:

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

Assessing Risk:

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

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

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

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

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A G E N D A

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

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

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

Audio Recording

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

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

2. ATTENDANCE/APOLOGIES:

2.1 ATTENDANCE

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

2.2 APOLOGIES

Councillor	Timothy Sly
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3. PUBLIC QUESTION TIME:

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 Shire of Nannup Ordinary Council Meeting – 26 June 2025

EXECUTIVE RECOMMENDATION:

That the minutes from the Shire of Nannup Ordinary Council Meeting held on 26 June 2025 be confirmed as a true and correct copy (Attachment 5.1).

6. ANNOUNCEMENTS FROM PRESIDING MEMBER:

Nil.

7. DISCLOSURE OF INTEREST:

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

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

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

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

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

Nil.

9. PRESENTATIONS/DEPUTATIONS/PETITIONS:

Nil.

10. REPORTS BY MEMBERS ATTENDING COMMITTEES:

11. REPORTS OF OFFICERS:

AGENDA NUMBER & SUBJECT:	11.1 – WALGA Annual General Meeting – Voting Delegate Nominations
LOCATION/ADDRESS:	Not Applicable
NAME OF APPLICANT:	Western Australian Local Government Association (WALGA)
FILE REFERENCE:	DEP14
AUTHOR:	Lisa Atkinson – Executive Support Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	16 July 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	Nil

BACKGROUND:

All Member Councils are entitled to be represented by two (2) voting delegates at the Annual General meeting of the Western Australian Local Government Association (WALGA) to be held at Perth Convention and Exhibition Centre on **Tuesday, 23 September 2025**.

WALGA therefore will be seeking the names of the voting delegates together with proxy voting delegates.

COMMENT:

This is a standing annual agenda item seeking voting delegates in writing. Only registered delegates and proxy registered delegates will be permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or the Chief Executive Officer if there are not enough Elected Members attending the Annual General Meeting.

STATUTORY ENVIRONMENT:

Nil.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

The 2025/26 Annual Budget will include allocation for the Council to attend the WALGA Convention.

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

Officers have undertaken a Risk Assessment which is shown below:

Risk	Likelihood	Consequence	Risk Rating	Risk Description	Mitigation/Controls
Failure to nominate voting delegates in time for WALGA AGM	2 – Unlikely	2 – Medium	Medium	If the Shire fails to nominate voting delegates and proxies by the required deadline, it may lose its voting rights at the WALGA AGM. This could result in reputational damage and missed opportunities to influence sector-wide decisions.	Ensure Council resolution is passed at the July 25 meeting. - Delegate names submitted to WALGA immediately after the meeting. - Maintain a calendar of key WALGA deadlines. - Assign responsibility to Executive Support Officer for follow-up.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple majority.

OFFICER RECOMMENDATION:

That Council nominates the Shire President and _____ as its Voting Delegates to the Western Australia Local Government Association Annual General meeting to be held on Tuesday, 23 September 2025 with _____ and _____ being appointed as the proxy delegates.

AGENDA NUMBER & SUBJECT:	11.2– Delegated Planning Decisions for June 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:	1 July 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	11.2.1 – 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 June 2025 is presented in Attachment 11.2.1.

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 June 2025, one (1) development application was determined by council. The table below shows the number and value of development applications determined under both delegated authority and by Council for June 2024 compared to June 2025:

	June 2024	June 2025
Delegated Decisions	5 (\$15,700)	0 (\$0)
Council Decisions	0 (\$0)	1 (\$60,000)
Total	5 (\$15,700)	1 (\$60,000)

100% of all approvals issued in the month of June 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 which is shown below:

Risk	Likelihood	Consequence	Risk Rating	Risk Description	Mitigation/Controls
Inadequate oversight of delegated planning decisions may lead to non-compliant approvals.	Unlikely (2)	Medium (2) – Compliance and Reputational impact	Medium	If decisions are not properly monitored, there is a risk of inconsistency with planning policies or legal challenges.	Monthly reporting to Council; adherence to LPS4 and Local Planning Policies; internal review processes.
Failure to advertise applications in accordance with policy may result in community dissatisfaction or legal challenge.	Rare (1)	Medium (2) – Legal and Reputational impact	Low	Lack of proper consultation could undermine public trust or lead to appeals.	Compliance with LPP5 Consultation policy; documentation of advertising procedures.

Delays in processing applications could affect development timelines and stakeholder confidence.	Possible (3)	Low (1) – Operational impact	Low	Delays may discourage investment or frustrate applicants.	Monitoring of statutory timeframes; efficient internal workflows.
Misinterpretation of planning policies by delegated officers.	Unlikely (2)	Medium (2) – Compliance impact	Medium	Incorrect application of policy could result in inappropriate approvals.	Staff training; peer review of decisions; clear policy guidance.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENT:

Simple majority.

OFFICER RECOMMENDATION:

That Council receives the report on Delegated Development Approvals for June 2025 as per Attachment 11.2.1.

AGENDA NUMBER & SUBJECT:	11.3– Payment of Accounts – June 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:	16 July 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.3.1 – Payment of Accounts – June 2025

BACKGROUND:

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

COMMENT:

Payments of \$325,428.29 as detailed in the payment of accounts listing for the period 1 June to 30 June 2025 as per Attachment 11.3.1 have been approved under delegated

Municipal Account

Accounts paid by EFT	18609- 18677	\$216,206.65
Accounts paid by cheque		\$0.00
Accounts paid by Direct Debit	14088.1 – 14183.15	\$109,221.64
<i>Sub Total Municipal Account</i>		<u>\$325,428.29</u>

Trust Account

Accounts paid by EFT	-	\$0.00
<i>Sub Total Trust Account</i>		<u>\$0.00</u>
Total Payments		<u>\$325,428.29</u>

STATUTORY ENVIRONMENT:

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

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

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

As indicated in Payment of Accounts.

RISK MANAGEMENT MATRIX:

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

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

Officers have undertaken a Risk Assessment which is shown below:

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

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENT:

Simple Majority.

OFFICER RECOMMENDATION:

That Council notes the payment of accounts totalling \$325,428.29 for the period 1 June to 30 June 2025 as per Attachment 11.3.1.

AGENDA NUMBER & SUBJECT:	11.4 – 2025/2026 Differential and Minimum Rates
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Nil
FILE REFERENCE:	RAT1
AUTHOR:	Kim Dolzadelli – Executive Manager Corporate Services
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	21 July 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	11.4.1 – Differential Rating Proposal 2025/2026 - Statement of Objectives and Reasons

BACKGROUND:

For Council to endorse proposed differential general rates, minimum rates and Statement of Objectives and Reasons, attachment 11.4.1, for the 2025/26 financial year for the purpose of giving public notice.

The Shire imposes differential rates based on the purpose for which land is held or used. Prior to imposing differential general rates when Council adopts its 2024/25 budget, in accordance with section 6.36 of the *Local Government Act 1995*, the Shire is required to give local public notice of its intention to do so.

The differential general rates and minimum rate for the 2024/25 financial year were as follows:

2024/25	Rate-in-the-Dollar	Minimum Rate
Gross Rental Values (GRV)		
GRV General	0.102533	\$1,305
GRV Industrial	0.114543	\$1,420
GRV Short Term	0.140576	\$1,880
Unimproved Values (UV)		
UV General	0.004239	\$1,420
UV Mining	0.004239	\$1,420
UV Plantation	0.005799	\$2,790

COMMENT:

Council has held 3 Budget Workshops in which the increase to 2025/2026 Rate revenue needs has been discussed. Having started at a required 12.18% officers have worked with Council in order to reduce this amount down to 8%.

This has been achieved by closely looking at discretionary expenditure items and making other savings by bringing certain activities inhouse.

2025/26	Rate-in-the-Dollar	Minimum Rate
Gross Rental Values (GRV)		
GRV General	0.11.0736	\$1,409
GRV Industrial	0.123706	\$1,534
GRV Short Term - Hosted	0.138420	\$1,761
GRV Short Term - Unhosted	0.166103	\$2,114

Unimproved Values (UV)		
UV General	0.004018	\$1,534
UV Mining	0.004018	\$1,534
UV Plantation	0.005292	\$3,013

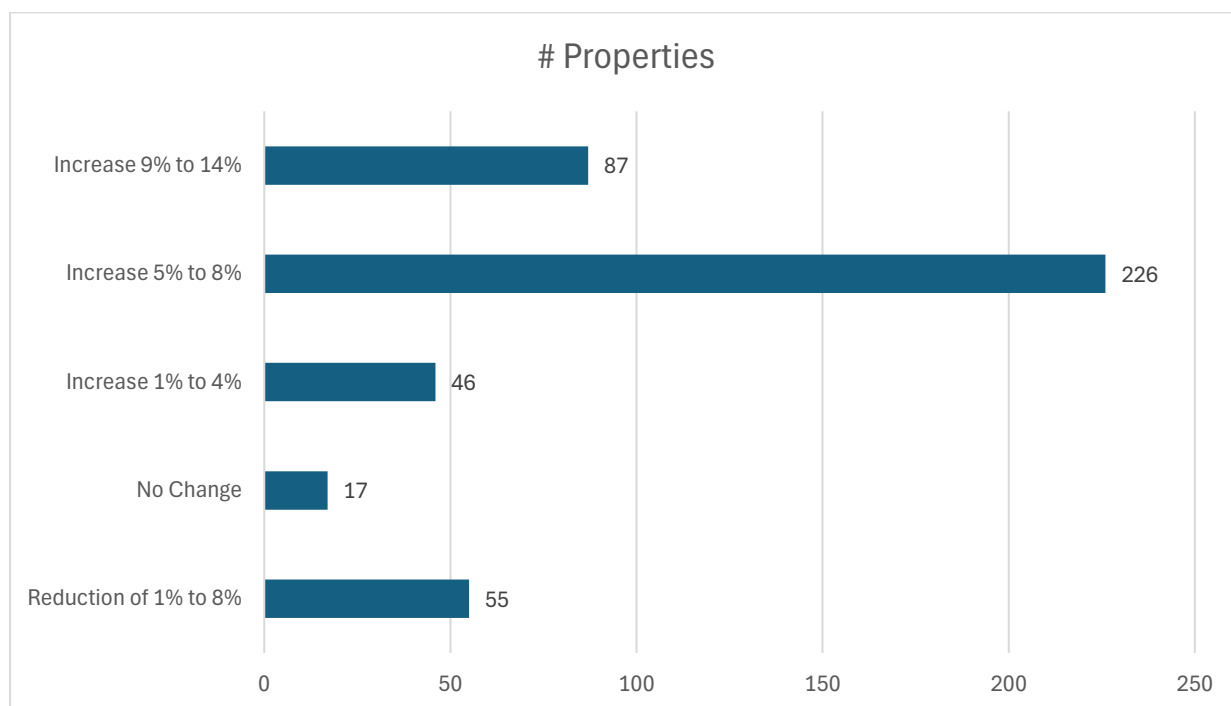
Impact of Unimproved Valuation (UV) – Predominant Use of Property for Rural Purposes

The 2024 revaluation of properties, effective from 1 July 2025, valued on a UV basis resulted in an overall valuation average increase of 12.7%.

In calculating Rates for the 2025/2026 year reduction in the rate in \$ charge set by Council has occurred to ensure that total income from these collective properties is capped at 8%

It is important to note that not all individual valuations have increased at the same percentage, therefore some properties will receive a greater than 8% increase and some less.

The following graph illustrates how the revaluation will impact the range of increases across the UV property categories:



STATUTORY ENVIRONMENT:

Local Government Act 1995:

6.36. Local government to give notice of certain rates

- (1) *Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so.*
- (2) *A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1)*

(3) A notice referred to in subsection (1) —

- (a) may be published within the period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government's estimate of the budget deficiency; and*
- (b) is to contain —*
 - (i) details of each rate or minimum payment the local government intends to impose; and*
 - (ii) an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days (or such longer period as is specified in the notice) of the notice; and*
 - (iii) any further information in relation to the matters specified in subparagraphs (i) and (ii) which may be prescribed;*
- and*
- (c) is to advise electors and ratepayers that the document referred to in subsection (3A) —*
 - (i) may be inspected at a time and place specified in the notice; and*
 - (ii) is published on the local government's official website.*

(3A) The local government is required to prepare a document describing the objects of, and reasons for, each proposed rate and minimum payment and to publish the document on the local government's official website.

(4) The local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.

(5) Where a local government —

- (a) in an emergency, proposes to impose a supplementary general rate or specified area rate under section 6.32(3)(a); or*
- (b) proposes to modify the proposed rates or minimum payments after considering any submissions under subsection (4),*

it is not required to give local public notice of that proposed supplementary general rate, specified area rate, modified rate or minimum payment.

1.7. Local public notice

Where under this Act local public notice of a matter is required to be given, notice of the matter must be —

- (a) published on the official website of the local government concerned in accordance with the regulations; and*
- (b) given in at least 3 of the ways prescribed for the purposes of this section.*

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Upon adoption of the 2025/26 Budget, the proposed rates in the dollar will generate sufficient rate revenue to deliver a balanced 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 which is shown below:

Risk Description	Likelihood	Consequence	Risk Rating	Controls / Mitigation
Public dissatisfaction due to rate increases	Possible	Moderate	Medium	Public notice, invitation for submissions, budget workshops
Inaccurate UV property revaluation impact	Unlikely	Major	Medium	Rate-in-the-dollar adjustment to cap income at 8%
Non-compliance with statutory requirements	Rare	Major	Medium	Adherence to Local Government Act 1995, public notice procedures
Insufficient rate revenue for budget	Unlikely	Major	Medium	Budget workshops, discretionary expenditure review
Inequitable rate burden due to valuation variance	Possible	Moderate	Medium	Communication of valuation impact distribution

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENT:

Simple majority.

OFFICER RECOMMENDATION:

That Council approves the Statement of Objectives and Reasons as per attachment 11.4.1 and the following differential rates and minimum rates for advertising in accordance with Section 6.36 of the *Local Government Act 1995*:

2025/26	Rate-in-the-Dollar	Minimum-Rate
Gross-Rental-Values-(GRV)		
GRV-General	0.11.0736	\$1,409
GRV-Industrial	0.123706	\$1,534
GRV-Short-Term--Hosted	0.138420	\$1,761
GRV-Short-Term--Unhosted	0.166103	\$2,114
Unimproved-Values-(UV)		
UV-General	0.004018	\$1,534
UV-Mining	0.004018	\$1,534
UV-Plantation	0.005292	\$3,013

12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

Nil.

13. MEETING MAY BE CLOSED:

Nil.

14. CLOSURE OF MEETING:

Attachments

Item	Attachment	Title
5.1	1	Shire of Nannup Ordinary Council Meeting – 26 June 2025
11.2.1		Register of Delegated Development Approvals
11.3.1		Payment of Accounts – June 2025
11.4.1	1	Differential Rating Proposal 2025/2026 - Statement of Objectives and Reasons