



Agenda

Public Copy

Ordinary Council Meeting Thursday 28 August 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
Councillor	Lynette Curtis
Councillor	Patricia Fraser
Councillor	Ian Gibb
Councillor	Cheryle Brown
Councillor	Timothy Sly
Chief Executive Officer	David Taylor
Executive Manager Corporate Services	Kim Dolzadelli
Executive Manager Works and Services	Damon Lukins
Development Services Coordinator	Jane Buckland
Economic and Community Development Coordinator	Nicole Botica
Executive Support Officer	Lisa Atkinson

2.2 APOLOGIES

Councillor	Vicki Hansen (Leave of Absence Approved)
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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:

Cr Vicki Hansen is on approved leave until 30 September 2025.

4.2 APPLICATION FOR A LEAVE OF ABSENCE:

Nil.

5. CONFIRMATION OF MINUTES:

5.1 Shire of Nannup Ordinary Council Meeting – 24 July 2025.

EXECUTIVE RECOMMENDATION:

That the minutes from the Shire of Nannup Ordinary Council Meeting held on 24 July 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:

Todd Nelson will make a presentation to agenda item 11.1 - Local Development Plan – Lot 500 Brockman Highway, Nannup – Seeking Approval.

10. REPORTS BY MEMBERS ATTENDING COMMITTEES:

11. REPORTS OF OFFICERS:

AGENDA NUMBER & SUBJECT:	11.1 - Local Development Plan – Lot 500 Brockman Highway, Nannup – Seeking Approval
LOCATION/ADDRESS:	Lot 500 Brockman Highway, Nannup
NAME OF APPLICANT:	Paul Meschiati & Associates Pty Ltd
FILE REFERENCE:	TPL4-03
AUTHOR:	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:	20 August 2025
PREVIOUS MEETING REFERENCE:	23 January 2025
ATTACHMENT	11.1.1 - Local Development Plan & Report (does not include some appendices) 11.1.2 - Applicant correspondence 11.1.3 - Level 5 Design Response 11.1.4 - Local Water Management Strategy 11.1.5 - Extract from <i>Planning and Development (Local Planning Schemes (Regulations))</i>

BACKGROUND:

The purpose of this report is to seek Council approval of the requested Local Development Plan (LDP) for Lot 500 Brockman Highway, Nannup subject to minor modifications.

The Council, at its Ordinary Meeting on 23 January 2025, considered submissions and issues and resolved (Resolution 230125.8):

‘That Council:

1. Note the submissions in Attachment 11.1.2.
2. Support in-principle the draft Local Development Plan set out in Attachment 11.1.3. Before considering whether or not to approve the Local Development Plan, with or without modifications, it requires:
 - a) Preparing a suitable local water management strategy to address matters raised in this report and in the advice from the Department of Water and Environmental Regulation (DWER) along with addressing standard matters set out in DWER publications;
 - b) Reviewing and updating the traffic impact statement to suitably address matters raised in this report; and
 - c) Updating the Local Development Plan report (implementation and explanatory sections) to suitably address matters raised in this report, to address the updated Local Development Plan and to address mitigation measures and timing for key development, servicing, traffic impact and design matter

3. Following receipt of updated documentation to address point 2, note a separate report will be submitted to Council.'

The applicant has addressed most matters since the 23 January 2025 Council Meeting. Recent documentation from the applicant and the draft LDP are set out in Attachments 11.1.1 - 11.1.4. These provide background information which are generally not repeated in this report.

A LDP is a planning tool which provides a framework for future development where no subdivision is envisaged. An approved LDP guides future development applications which will be considered by the local government.

The LDP proposes a large scale tourist development incorporating holiday accommodation, staff accommodation, restaurant, shops, kids playground and ancillary development.

The site:

- Is located on the eastern edge of the Nannup townsite, generally bounded by Dunnet Road to the west, Asplin Road to the southeast, Brockman Highway to the south and Lot 41 Folly Road to the north and east;
- Is 8.5945 hectares in area;
- Is zoned Tourism and is partly within Special Control Area 3 Flood Prone Land under the *Shire of Nannup Local Planning Scheme No.4* (LPS4);
- Contains a storage shed which supports the current use of the site for the grazing of stock;
- Is dissected by Dry Brook;
- Is mostly cleared, with native vegetation focused near Dry Brook; and
- Is subject to various constraints including Aboriginal Heritage (near Dry Brook), partially impacted by flood risk, an easement, a memorial associated with a contaminated site and being within a declared bushfire prone area.

An LDP, prior to development of the site, is a requirement of LPS4 under Clause 66 for land zoned Tourism. This states 'Development of a site shall be generally in accordance with an approved Structure Plan and/or an approved Local Development Plan.' The LDP has been prepared to satisfy the LPS4 requirement.

The site is allocated as 'Tourism' in the *Shire of Nannup Local Planning Strategy*.

Clause 48 of the *Planning and Development (Local Planning Schemes) Regulations 2015* requires the LDP to be prepared in the following manner:

- (1) A local development plan must —
 - (a) be prepared in a manner and form approved by the Commission; and
 - (b) include any maps or other material considered by the local government to be necessary; and
 - (c) set out the following information —
 - (i) the standards to be applied for the buildings, other structures and works that form part of the development to which it applies;
 - (ii) details of the arrangements to be made for vehicles to access the area covered by the plan.

The LDP is supported by a Traffic Impact Statement, Bushfire Management Plan and Local Water Management Strategy.

The applicant now proposes to remove the water feature/dam. This assists to address various Aboriginal heritage and environmental impact issues. The applicant also now proposes to remove the amphitheatre which assists to reduce noise impacts from amplified music.

COMMENT:

A) Overview

Following assessment against the planning framework, technical investigations, information provided by the applicant and the submissions, it is recommended that the Council approve the LDP set out in Attachment 11.1.1. This is subject to minor modifications to some of the development provisions and the LDP report to increase clarification.

The LDP is recommended for approval for reasons including that:

- It overall responds well to site opportunities and constraints;
- It provides a sound basis for more detailed planning and investigations which are required to demonstrate that future development is suitable and capable;
- It assists to implement aspects of the Community Strategic Plan; and
- There appears to be overall community and stakeholder acceptance.

The Shire administration recommends approval of the LDP subject to minor modifications to the LDP provisions and LDP report. It is noted the site is allocated as Tourism in the Local Planning Strategy, the site is zoned 'Tourism' in LPS4, it is generally consistent with standards in LPS4, there are no objections from State Government agencies, and the proposal supports growing and diversifying the local economy and associated job creation.

The site is considered to be well located for a larger scale tourist development given the site:

- Is not within the Heritage Special Control Area in LPS4;
- Adjoins the townsite and is within walking and riding distance of the town centre;
- Can be fully serviced; and
- Adjoins Brockman Highway which facilitates access for non-locals.

The applicant has previously provided a suitable Local Water Management Strategy (LWMS) and generally addressed matters required by Council.

While noting the above, there are various considerations associated with the LDP which should be considered by the Council as outlined below.

B) Noise and amenity

The applicant has recently proposed to remove the amphitheatre to address a submission (see Attachment 11.1.2).

In regard to the Dunnet Road vehicle access point, the applicant seeks to minimise the impact of vehicle headlights and visual sightlines into the property and residence. Various measures are outlined in Attachment 11.1.2. This includes revising the internal roadway approach towards Dunnet Road and proposing a strategically located median strip with landscaping (e.g. shrubs and small trees).

C) Traffic and dual use path

Level 5 Design (Traffic Engineers) prepared a Traffic Management Statement and have recently provided additional advice. Level 5 Design are satisfied the 4-way intersection with Brockman Highway, Hitchcock Drive and the resort's main entry is suitable and safe (contained within Attachment 11.1.3). The Shire's Manager Infrastructure accepts this finding. At the Development Application stage, there may be a need for appropriate traffic management measures which are progressed and suitably addressed through detailed design.

There is a dual use path on the southern side of Brockman Highway. Rather than duplicating a dual use path on the northern side, it is suggested that walking and riding can be suitably achieved on internal 'roads' on the LDP site. This is subject to internal roads being designed for low traffic speeds and there is a commitment for sealing, speed signage and relevant traffic management.

The LDP sets out the proponent is responsible for sealing the southern section of Dunnet Road.

D) Local Water Management Strategy

The applicant commissioned David Wills and Associates (Consulting Engineers) to prepare a LWMS. The Shire administration supports the LWMS set out in Attachment 11.1.4. The LWMS demonstrates the development can suitably manage water quantity and quality on site without creating detrimental off-site impacts. The LWMS has modelled required mitigation/storage areas for different rainfall events and provides confidence that the development footprint is suitable.

The LWMS proposes that the development will be connected to reticulated water and reticulated sewerage.

The Shire's Manager Infrastructure has recently confirmed the Shire will address the impact of drainage from Moonlight Ridge. It is expected that drainage from Moonlight Ridge will be diverted from entering and traversing the LDP site but instead be contained in the Brockman Highway reserve and directed towards Dunnet Road.

E) Landscaping

The LDP outlines that landscaping will predominantly use native species. Landscaping and an associated bund are proposed along Brockman Highway to create a buffer between the resort and traffic, and to improve the visual amenity of the development streetscape. A landscaping plan is required to be prepared to support future development applications.

F) Conclusion

The LDP is supported, subject to minor modifications. It is recommended that Council grant approval to the LDP with modifications delegated to be addressed to the satisfaction of the Shire's Chief Executive Officer.

STATUTORY ENVIRONMENT:

LPS4, Planning and Development Act 2005, and Planning and Development (Local Planning Schemes) Regulations 2015 – the Regulations set out the process and requirements for preparing and approving local development plans (see Attachment 11.1.5).

The applicant/landowner can seek a review (appeal) to the State Administrative Tribunal for a review of the Council's decision.

An approved LDP has effect for a period of 10 years commencing on the day on which the local government approves the plan, or another period determined by the local government, unless the local government earlier revokes its approval. The local government can also extend/revoke and/or amend the LDP.

Should Council approve the LDP, there will be a need for development applications to be submitted before any development can commence on the site.

POLICY IMPLICATIONS:

Nil at this stage.

FINANCIAL IMPLICATIONS:

This is a discretionary decision, and the applicant/landowner can appeal to the State Administrative Tribunal for a review against the Council decision.

The Shire has agreed to address drainage from Moonlight Ridge. The developer is required to meet the cost of new infrastructure to service development such as traffic management in accordance with State and local planning policies.

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
Flooding due to proximity to Dry Brook	3 - Possible	3 - High (Major – Extreme)	High	Flooding risk due to proximity to Dry Brook and partial location in Flood Prone Land.	Implement LWMS; Divert Moonlight Ridge drainage
Bushfire risk due to location in declared bushfire prone area	4 - Likely	3 - High (Major – Extreme)	High	The site is within a declared bushfire prone area, increasing risk to property and life.	Implement Bushfire Management Plan; Use bushfire-resistant materials; Maintain defensible space

Traffic congestion and safety at Brockman Highway intersection	2 - Unlikely	2 - Medium (Moderate)	Medium	Potential traffic congestion and safety concerns at the resort's main entry intersection.	Traffic management measures; Design internal roads for low speed; Seal Dunnet Road
Noise impact from resort activities	3 - Possible	2 - Medium (Moderate)	Medium	Noise from resort activities could affect nearby residents.	Noise control measures; Landscape buffer zones
Aboriginal heritage impact near Dry Brook	2 - Unlikely	3 - High (Major – Extreme)	Medium	Development near Dry Brook may impact Aboriginal heritage sites.	Conduct heritage assessments; Consult Aboriginal groups
Environmental degradation from development footprint	3 - Possible	2 - Medium (Moderate)	Medium	Clearing and construction may affect native vegetation and local ecosystems.	Use native species in landscaping; Minimize footprint; Erosion control measures

STRATEGIC IMPLICATIONS:

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

Approval and implementation will provide economic benefits to the local economy supporting enhanced and additional services.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. Approves the Local Development Plan for Lot 500 on Deposited Plan 54957 Brockman Highway, Nannup (set out in Attachment 11.1.1) subject to minor modifications to the development provisions and the report to the satisfaction of the Shire's Chief Executive Officer.
2. Authorises the Chief Executive Officer to approve the Local Development Plan following the receipt of the modified development provisions and report that address resolution number 1.
3. Advise the applicant and submitters of the above.

AGENDA NUMBER & SUBJECT:	11.2 – Shire of Nannup Bush Fire Brigades Local Law 2025
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 5
AUTHOR:	Nicky Barker – Governance Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	14 August 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	11.2.1 – Draft Shire of Nannup Bush Fire Brigade Local Law Bushfire Brigade Operating Procedures

PURPOSE OF REPORT:

To consider a proposed Shire of Nannup Bush Fire Brigades Local Law 2025.

Section 41 of the Bush Fires Act 1954 (the Act) requires that –

“For the purpose of carrying out normal brigade activities a local government may, in accordance with its local laws made for the purpose, establish and maintain one or more bush fire brigades and may, in accordance with those local laws, equip each bush fire brigade so established with appliances, equipment and apparatus.”

Section 43 of the Act provides that local governments which establish brigades shall by its local laws provide for the –

“..... appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties.”

BACKGROUND:

A draft local law, based on the WALGA Model with modifications, was presented to Council on 26 March 2024 for consideration and approval to proceed with public notice. Amendments were required and the local law did not advance to the public advertising stage and due to resource constraints, the action has been delayed until now.

As the local law did not progress within a reasonable timeframe, the process must now be recommenced in accordance with Section 3.12 of the Local Government Act 1995.

The Shire has since received advice from WALGA indicating that if it intends to adopt the WALGA Model Local Law, it should do so in its entirety without alteration, whereas the draft tabled previously on 26 March 2024 included many modifications. The WALGA Model has previously been subject to scrutiny by the WA Parliament’s Joint Standing Committee on Delegated Legislation (JSCDL) and is therefore unlikely to be disallowed, either in part or in full.

The JSCDL is a committee of the Western Australian Parliament comprising eight members, with equal representation from the Legislative Council and the Legislative Assembly. Once a local law is gazetted, it is referred to the committee to consider under its terms of reference. Where the committee finds that a local law offends one or more of its terms of reference, it will usually seek a written undertaking from the local government to amend or repeal the instrument in question.

COMMENT:

The Shire is required to adopt a Bushfire Brigade Local Law to ensure its Bush Fire Brigades are properly established and Brigade officers are properly registered and empowered.

Most of the significant issues that relate to bush fires, brigades and firefighting are dealt with by the Act and the associated Regulations. The only matters that must be included in a local law are under Section 43, as mentioned previously.

The proposed local law includes 'Rules' which cover matters designed to assist with the management of the Shire's Volunteer Bushfire Brigades (Brigades), for example:

- Functions of Brigade Members;
- Applications and terminations relating to Membership;
- Training;
- Objection and grievance procedures; and
- Meetings of the Brigade and the Committee.

Within 10 working days of the gazettal date, the Shire is required to provide copies of the local law and an Explanatory Memorandum, along with other supporting material in accordance with Ministerial Directions, to the (JSCDL).

The making of a local law is undertaken in two stages, the first that Council agree to the giving of public notice to seek submissions on the draft local law and the second stage is for Council to consider submissions and either adopt the local law as advertised or resolve to amend and adopt the local law if not considered significantly different to that previously advertised.

The agenda and the minutes of the Ordinary Council Meeting at which the local law is considered is to include the purpose and effect of the proposed local law, which are set out below:

Bush Fire Brigades Local Law 2025***Purpose***

The purpose of this local law is to provide for the establishment, organisation, and management of bush fire brigades within the district, in accordance with the Bush Fires Act 1954.

Effect

The effect of this local law is to enable the Shire to establish bush fire brigades for the purpose of carrying out normal brigade activities, define the structure, roles, and responsibilities of brigade officers and members and to support the safe and effective operation of volunteer bush fire brigades.

Consultation

The local law-making process provides members of the public and government departments the opportunity to have their say on the proposed local law.

The proposed local law will be advertised on the Shire's website for public comment for the duration of the statutory advertising period (not less than six weeks after the notice was given), copies made available to be inspected at the Shire's offices and supplied to any person who requests a copy.

The local law-making process requires that after the last day of submissions the local government is to consider any submissions made and may make the local law as proposed or make a local law that is not significantly different from that proposed. Should the proposed changes be considered significant, then the local law-making process is to begin again and will require a second consultation process.

STATUTORY ENVIRONMENT:

Section 3.12 of the Act prescribes the procedures for making and adopting Local Laws.

Whilst the Act does not expressly prescribe a time frame in which the procedural requirements for making local laws are to be completed, the procedures should be undertaken with "all convenient speed" in line with the Interpretation Act 1984.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

There will be costs associated with the drafting, advertising, and Gazettal of the proposed local law.

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:

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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:

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Compliance and regulatory risks	Environmental risks
Legal risks	Strategic risks
Political risks	Sustainability and security risks

Officers have undertaken a Risk Assessment with respect to the item before Council and advise that the following risks have been identified –

Risk	Likelihood	Consequence	Risk Rating	Risk Description	Mitigation/Controls
Legal liability due to lack of formal governance for bushfire brigades	3 – Possible	3 – High (Major – Extreme)	High	Without a local law, the Shire may face legal exposure under WHS and civil litigation frameworks.	Adopt Bush Fire Brigades Local Law to formalize governance; Ensure brigade actions are within legal scope; Provide training and oversight
Operational inefficiency due to unclear brigade roles and procedures	3 – Possible	2 – Medium (Moderate)	Medium	Ambiguity in brigade structure and duties may hinder emergency response effectiveness.	Define roles and responsibilities in the local law; Standardize procedures and training; Enforce clear reporting lines
Non-compliance with fire mitigation enforcement	2 – Unlikely	3 – High (Major – Extreme)	Medium	Without a local law, enforcement of firebreaks and hazard reduction may be ineffective.	Enable enforcement mechanisms through local law; Formalize compliance procedures

STRATEGIC IMPLICATIONS:

Strategic and Community Risks: The absence of a formal governance framework may undermine public trust in the brigade's operations and the local government's emergency preparedness.

VOTING REQUIREMENTS:

Simple majority.

OFFICER RECOMMENDATION:

That Council:

1. In accordance with Section 3.12(3)(a) of the Local Government Act 1995, GIVES local public notice stating that the Shire of Nannup proposes to make a Bush Fire Brigades Local Law 2025, a summary of its purpose and effect being:

Purpose

The purpose of this local law is to provide for the establishment, organisation, and management of bush fire brigades within the district, in accordance with the Bush Fires Act 1954.

Effect

The effect of this local law is to enable the Shire to establish bush fire brigades for the purpose of carrying out normal brigade activities, define the structure, roles, and responsibilities of brigade officers and members and to support the safe and effective operation of volunteer bush fire brigades.

2. NOTES that:
 - a) Copies of the proposed Bush Fire Brigades Local Law 2025 may be inspected at the Shire's offices and will be made available on the Shire's website;
 - b) Submissions regarding the proposed Bush Fire Brigades Local Law 2025 may be made to the Shire within a period of not less than 6 weeks after the public notice is given;
 - c) In accordance with Section 3.12(3)(b) of the Local Government Act 1995, as soon as the notice is given, a copy of the proposed Bush Fire Brigades Local Law 2025 will be provided to the Minister for Emergency Services and the Minister for Local Government; and
 - d) In accordance with Section 3.12(3)(c) of the Local Government Act 1995, a copy of the proposed Bush Fire Brigades Local Law 2025 will be supplied to any person requesting it.
3. NOTES that all submissions received will be presented to Council for consideration.

AGENDA NUMBER & SUBJECT:	11.3 – Nannup Arts, Recreation, Tourism and Liveability (NARTL) Master Plan
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	NARTL
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	19 August 2025
PREVIOUS MEETING REFERENCE:	Resolution 23016
ATTACHMENT	11.3.1 - NARTL Master Plan Report

BACKGROUND:

At the January 2023 Strategic Forum, Council was briefed on the opportunity to undertake a Master Plan for a designated study area within the Shire of Nannup. This initiative was formalised through Council Resolution 23016, which endorsed the concept of a comprehensive Master Plan aimed at enhancing arts, recreation, tourism, and overall liveability in Nannup.

The Shire of Nannup completed a funding application (SWDC2311) to the South West Development Commission's Small Grants Program. The application outlined the development of the Nannup Arts, Recreation, Tourism and Liveability (NARTL) Master Plan, with a total project budget of \$150,000, including a \$50,000 grant from South West Development Commission (SWDC) and significant in-kind and financial contributions from the Shire of Nannup.

The Master Plan is designed to respond to key regional challenges and opportunities, including:

- The decline of the timber industry and the closure of the Nannup Timber Mill and guide the future of the study area.
- The need to diversify the local economy and support population growth.
- The community's aspirations as outlined in the Shire of Nannup Community Strategic Plan 2021–2036.

The Master Plan explored a wide range of possibilities within the study area, including but not limited to:

- Sporting facility upgrades.
- Housing options and residential expansion.
- Aged Housing options.
- Tourism infrastructure and features.
- Community facilities.
- Commercial Opportunities.
- Cultural and heritage investment.

It also considered strategic elements such as bushfire amenity, connectivity, and inclusive design principles. Extensive community engagement was undertaken to ensure the plan reflects local values and priorities, including the consideration of the aboriginal heritage requirements, arts and culture groups, sporting associations, and local businesses.

The Shire coordinated the project and engaged professional consultants Otium Planning Group to conduct consultation and deliver the Master Plan.

COMMENT:

The NARTL Master Plan represents a significant strategic initiative for the Shire of Nannup, aligning with the Shire's long-term vision as outlined in the Community Strategic Plan 2021–2036. The Plan responds to the urgent need to transition from a timber-reliant economy to a more diverse and resilient future, particularly in light of the cessation of the Native Forest Timber Industry.

The Master Plan has been developed through a robust and inclusive process, incorporating:

- Extensive community and stakeholder engagement.
- A staged methodology including site audits, situation analysis, and risk assessments.
- Strategic planning across nine distinct precincts, each addressing specific community and economic needs.

Key themes emerging from the Plan include:

- Economic diversification through arts, tourism, and light industry.
- Improved liveability via enhanced community services, housing options, and recreational infrastructure.
- Cultural and heritage recognition, including Aboriginal engagement and storytelling.
- Environmental sustainability and protection of natural assets.
- Infrastructure planning to support future growth and attract investment.

The Plan outlines a clear implementation pathway, including advocacy, technical assessments, and engagement with landowners and government agencies. It also identifies a total estimated cost of development to be approximately \$297 million, highlighting the need for staged development, external funding support and private investment to be achieved.

Endorsing the NARTL Master Plan is a key step to enable the Shire to proceed with detailed planning, funding applications, and negotiations with key stakeholders. It positions Nannup as a proactive, future-focused community ready to embrace new opportunities while preserving its unique character and values.

STATUTORY ENVIRONMENT:

Local Government Regulations 1996

Planning and Development Act 2005

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

The total project costs were \$133,800 (excluding GST). The project included a grant of \$50,000 (excluding GST) from South West Development Commission and a contribution from the Shire reserves of \$83,800 (excluding GST).

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
Community opposition to elements of the plan	3 – Possible	Medium (Moderate)	High	Resistance from community groups regarding land use, cultural recognition, or infrastructure changes	Stakeholder engagement, transparent communication, cultural inclusion, phased implementation
Landowner reluctance to release land	3 – Possible	Medium (Moderate)	High	Private landowners may be unwilling to participate in development plans	Early engagement, incentives, negotiation support, alternative land options
Cost overruns due to market volatility	4 – Likely	High (Major–Extreme)	High	Construction and planning costs may exceed budget due to inflation or supply chain issues	Phased budgeting, contingency planning, regular financial reviews
Delays in statutory approvals	3 – Possible	Medium (Moderate)	High	Planning and development approvals may be delayed due to regulatory complexity	Early liaison with agencies, compliance audits, legal support

Environmental concerns (e.g. flood risk, vegetation loss)	2 – Unlikely	High (Major–Extreme)	Medium	Development may impact sensitive environmental areas	Environmental studies, sustainable design, buffer zones, agency consultation
Reputational risk from unmet expectations	3 – Possible	Medium (Moderate)	High	Community expectations may not align with final outcomes	Clear communication, expectation management, inclusive planning

STRATEGIC IMPLICATIONS:

Alignment with Shire Vision and Mission

- Vision: *“To foster a community that acknowledges its heritage, values and lifestyles whilst encouraging sustainable development.”*
- Mission: *“The Shire of Nannup will deliver quality services, facilities and representation in order to achieve our Vision.”*

The NARTL Master Plan directly supports this vision by promoting sustainable development, enhancing community services, and preserving Nannup’s unique heritage and lifestyle.

Alignment with Strategic Themes

The Master Plan contributes to several strategic themes outlined in the Community Strategic Plan:

Our Economy

- Diversifies the local economy post-timber industry.
- Supports job creation through tourism, arts, and light industry.
- Encourages investment and business development.

Our community

- Enhances liveability through improved services, housing, and recreation.
- Promotes inclusive planning and engagement with diverse community groups.
- Supports aging in place and accessible infrastructure.

Our Natural Environment

- Protects and integrates natural heritage areas, especially around the Blackwood River.
- Promotes sustainable land use and environmental stewardship.

Our Built Environment

- Plans for infrastructure upgrades and precinct development.
- Supports housing diversity and community facility expansion.

Our Leadership

- Demonstrates proactive planning and strategic foresight.
- Engages stakeholders across government, private sector, and community.
- Strengthens governance and advocacy capacity.

VOTING REQUIREMENT:

Simple majority.

OFFICER RECOMMENDATION:

That Council endorse the Nannup, Arts, Recreation, Tourism, Liveability (NARTL) Master Plan and its recommendations as described within the plan.

AGENDA NUMBER & SUBJECT:	11.4 – Sponsorship of Blackwood Valley Wine Show 2025
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ASS EX 5
AUTHOR:	Nicole Botica – Economic & Community Development Coordinator
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	19 August 2025
PREVIOUS MEETING REFERENCE:	Resolution 260924
ATTACHMENT	11.4.1 – Letter of Request to the Shire 11.4.2 – 2025 NP Shire Wine Show Cost

BACKGROUND:

The Blackwood Valley Wine Industry Association covers four Shires in the region including Nannup, Balingup, Boyup Brook and Bridgetown. For the past 22 years, they have conducted an annual wine show, which Nannup sponsored in 2015 and 2020 through the Community Grant Scheme.

Over the past four years the Shire of Nannup has increased sponsorship investment and hosted the event. The sponsorship included naming rights for the two most prestigious trophies.

The wine show provides an opportunity to highlight the premium wines being produced by smaller wineries and growers across the state as well as promoting the Blackwood Valley Wine Region.

The event has successfully been held at the Nannup Community Meeting Room and Function Centre. The location, facilities, accommodation and services provided throughout the week have been noted as outstanding, and so the committee wishes to retain the existing format in Nannup. The sponsorship request for 2025 is \$3,036.36 (ex GST).

COMMENT:

The Blackwood Valley Wine Industry Association is an industry driven association representing grape growers and wine producers within the Blackwood Valley Region. Their main purpose is to showcase the premium wines being tailor made by boutique producers and offer the public the chance to taste them.

They are seeking space to host the event that will cater to the event program and includes a judging room, storage space with access to glass washer and a kitchen space. Their request is for the following:

1. Use of the Community Meeting Room for four days
2. Accommodation for seven judges for two days – selected venue
3. Accommodation for two associate judges for two days – selected venue
4. Accommodation for two associate judges for two days – selected venue

The Sponsorship proposition includes:

- Naming rights of two prestigious trophies, these being:
 - Shire of Nannup Most Successful Blackwood Valley Exhibitor; and
 - Shire of Nannup Best Blackwood Valley Red Wine.
- Naming rights to the Judges dinner “Experience Nannup Judges Dinner” with an invitation to attend the event.
- Three mixed cartons of award-winning wines from the show.
- Use of Shire logo on all promotional material, as well as entry forms.
- Display of Shire promotional banners, and use of the hashtag #ExperienceNannup.
- Inclusion of Shire logo in trophy presentation videos and final social media imagery.
- Exclusive promotional opportunities throughout the event in the Shire of Nannup.
- Use of #Nannup in all wine show promotional content.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

FNC 3 – Community Groups and Donations

FINANCIAL IMPLICATIONS:

The booking fee for four-day hire of the facilities and accommodation equates to \$3,036.36 (ex GST) and includes:

<u>Component</u>	<u>Unit rate</u>	<u>Total</u>
Community Meeting Room, four days (Not for profit)	\$50 p/day (inc GST)	\$ 181.82 (ex GST)
Accommodation for judges (Holberry House for seven judges for two nights)	\$150 p/night (inc GST)	\$1,909.09 (ex GST)
Accommodation for associate judges (Poppies Place for two Associated judges for two nights)	\$200 p/night (inc GST)	\$ 363.64 (ex GST)
Accommodation for associate judges (Nannup Caravan Park for two associate judges for two nights)	\$160 p/night (inc GST)	\$ 581.82 (ex GST)
Total Sponsorship value	\$3340.00 (inc GST)	\$3,036.36 (ex GST)

RISK MANAGEMENT MATRIX:

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

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

Officers have undertaken a Risk Assessment which is shown below:

Risk	Likelihood	Consequence	Risk Rating	Risk Description	Mitigation/Controls
Reputational risk due to poor event execution	3 – Possible	High (Major–Extreme)	High	Negative feedback from judges or attendees impacting Shire's image	Quality assurance checks, feedback mechanisms, and promotional oversight
Financial risk from sponsorship overrun or misallocation	2 – Unlikely	Medium (Moderate)	Medium	Costs exceeding budget or unclear allocation of sponsorship funds	Detailed budget planning, financial tracking, and post-event audit

STRATEGIC IMPLICATIONS:

Extract from the 2021-2036 Nannup Community Strategic Plan

Our Community

1.1 Who we are

We will retain our pride in being small, unique and friendly town that is a vibrant and engaging place to live

Our Economy

2.2 Tourism and attraction

We will work together to attract people, investment and innovation to our Shire

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council support the request to sponsor the event in Nannup to the amount of \$3,036.36 (Inc GST)

AGENDA NUMBER & SUBJECT:	11. 5 – Sponsorship Request – Cape to Cape (C2C) MTB 2025
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	EV6
AUTHOR:	Nicole Botica – Economic and Community Development Coordinator
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil.
DATE OF REPORT:	20 August 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	11.5.1 – 2025 Cape to Cape MTB – Funding Request Letter 11.5.2 – 2025 Cape to Cape – Rider T shirt Design

BACKGROUND:

Cape to Cape MTB (C2C) is Australia’s premier four-day mountain bike stage race, internationally recognised and acclaimed by Red Bull. Since 2008, it has grown into a globally respected event, drawing riders and spectators from across Australia and overseas.

Following the success of the 2024 event, which included Nannup’s Tank 7 MTB Park trails, Event Matrix Pty Ltd (Event Matrix) has confirmed the return of C2C to Nannup in 2025. Stage Two will again be hosted in Nannup on Friday, 17 October 2025, offering a unique opportunity to showcase the Shire’s natural assets, hospitality, and community spirit.

Event Matrix is seeking support from the Shire of Nannup to help deliver an exceptional experience for participants and visitors, while generating significant economic and social benefits for the region. The event organisers have indicated that they would like to work towards a Memorandum of Understanding (MOU) to secure the event to include Day 2 in Nannup for a minimum period of 3 years.

COMMENT:

The 2024 event attracted 716 riders and 768 spectators, generating an estimated \$1.813 million in direct economic impact. With additional activations planned for 2025, including a Wednesday afternoon event, the anticipated impact is expected to grow further.

Event Matrix has proposed a \$7,500 cash and \$7,500 in-kind sponsorship package from the Shire of Nannup for the 2025 event. The current budget position may not be able to afford this level of sponsorship and in 2024 the Shire approved a \$3000 cash sponsorship package as it was the first time C2C was held in Nannup.

The 2024 event proved to be a success with limited impact on the day-to-day activities of the community. In 2024 the event was held on the same day as the biennial South West Food Bowl (SWFB) School Education Day. There were minimal disruptions, and the coordination of both events were well managed with minimal risks emerging.

The in-kind support includes:

- Waiver of fees for Foreshore Park use
- Event cleaning
- Public building approval

- Reduced rider fees for Nannup Mountain Bike Park
- Standard event application fees
- Event Parking on the Golf Course

In return, the Shire will receive:

- Inclusion in all event communications and promotions
- Prominent placement in the C2C documentary (to be streamed on SBS On Demand and internationally)
- Branding and signage opportunities
- A feature in the rider guide
- Extensive social media and media exposure
- Community engagement opportunities including school involvement and local business activation.

This partnership will not only enhance the visibility of Nannup but also foster community pride and participation, aligning with the Shire's strategic goals under the Community Strategic Plan 2021–2036.

STATUTORY ENVIRONMENT:

Nil.

POLICY IMPLICATIONS:

FNC 3 – Community Groups and Donations

FINANCIAL IMPLICATIONS:

A revised proposal includes:

- Up to \$5,000 contribution to support event delivery and enhance visitor experience and can include a Waiver of Fees not exceeding a total amount of \$5,000.
- This could include a fee waiver portion for the following fees and charges:
 - Use of Foreshore Park facilities for commercial purposes ~ \$1,100
 - Event cleaning for 2,500+ attendees ~ \$750
 - Public building use approval for 1,000 - 2999 attendees ~ \$340
 - Rider fees for Nannup Mountain Bike Park @ \$7.00 per rider (700 estimated participants split with DBCA as the race route travels within both management domains) ~ \$2,450
 - Standard event application fee ~ \$70
 - Event parking fee at the Golf Course grounds @\$5 per vehicle (approximately 400 vehicles) ~ \$2,000
- The estimated total fees & charges are \$6,710.

This investment is expected to yield significant returns through increased visitation, local spending, and promotional exposure. Based on 2024 data, the event generated \$1.813 million in direct economic impact, with expectations for further growth in 2025 due to expanded programming and increased participation.

The Shire's contribution will also secure branding and promotional opportunities, including inclusion in a nationally distributed documentary, social media campaigns, and event materials—maximising visibility and reinforcing Nannup's position as a premier mountain biking destination.

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
Financial overcommitment by the Shire	2 – Unlikely	Medium – Short-term regulatory impact, localised damage	Medium	Budget constraints may limit ability to meet sponsorship expectations.	Revised sponsorship proposal (up to but not exceeding \$5,000 including any in-kind support); Council approval required.
Environmental impact on MTB trails and Foreshore Park	3 – Possible	Medium – Localised damage requiring external rectification	Medium	High foot and bike traffic may cause wear on trails and public spaces.	Trail maintenance planning; collaboration with DBCA; post-event site inspections
Reputational risk if event is poorly managed	2 – Unlikely	Medium – Reputational impact, community dissatisfaction	Medium	Negative feedback from community or media could affect Shire's image.	Partnership with experienced organiser (EventMatrix); clear MOU; branding and media strategy.
Safety incident involving participants or spectators	2 – Unlikely	High – Fatality or major asset loss	High	Risk of injury due to terrain or crowding.	Event safety plan; emergency services coordination; insurance coverage.
Low community engagement or backlash	2 – Unlikely	Low – Minor disruption or complaints	Low	Some residents may oppose public space use or traffic changes.	Community consultation; clear communication of benefits; local business involvement.

STRATEGIC IMPLICATIONS:

OUR COMMUNITY: We role model sustainability, friendliness, and we are proud of and engage with our heritage, festivals and events.

- 1.1 Who We Are – We will retain our pride in being a small, unique and friendly town that is a vibrant and engaging place to live.

OUR ECONOMY: Well planned, managed, sustained growth is the key to Nannup's future.

- 2.2 Tourism and Attraction – We will work together to attract people, investment and innovation to our Shire.

VOTING REQUIREMENTS:

Absolute Majority.

OFFICER RECOMMENDATION:

That Council;

1. Endorse the sponsorship of the 2025 Cape to Cape MTB event with a contribution of up to \$5,000 including any in-kind support and not exceeding \$5,000 and authorise the CEO to issue a formal letter of support to Event Matrix Pty Ltd with a position to progress a MOU for a minimum of a three year period.

AGENDA NUMBER & SUBJECT:	11.6 – Nannup WA Geopark Association Inc Memorandum of Understanding
LOCATION/ADDRESS:	15 Adam Street
NAME OF APPLICANT:	Nannup WA Geopark
FILE REFERENCE:	ADM 42
AUTHOR:	Lisa Atkinson – Executive Support Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	19 August 2025
PREVIOUS MEETING REFERENCE:	23 February 2023, Agenda Item 11.7, Council Resolution 23014
ATTACHMENT	11.6.1 – Nannup WA Geopark Association Inc Memorandum of Understanding

BACKGROUND:

In November 2022, the Nannup WA Geopark Association Inc approached the Shire with a proposal to establish a UNESCO Global Geopark in Nannup. As part of their educational outreach, the Association sought to construct a static display on Shire land to promote geological heritage, environmental conservation, and responsible tourism.

Following consultation, the Shire identified the old fire training area between Warren Road and the cricket nets near the Recreation Centre as the preferred location for the display. This decision was carried by majority on 27 February 2023.

This site:

- Meets all checklist requirements
- Does not infringe on other organisations
- Enhances the Marinko Tomas Park and Recreation Precinct
- Is visible from the main road and accessible to the public
- Requires minimal site preparation due to existing ground levels
- The Shire's Works and Services department will provide in-kind support for drainage and parking improvements, including an ACROD parking bay on the eastern side of the Recreation Centre parking area.

COMMENT:

To formalise the partnership and clarify responsibilities, Council is requested to approve the attached Memorandum of Understanding (MoU) between the Shire of Nannup and the Nannup WA Geopark Association Inc (Attachment 11.4.1). The MoU will outline:

- Roles and responsibilities for construction, maintenance, and insurance
- Terms of use for the Shire land
- Provisions for ongoing collaboration and review.

It is envisaged that once the Nannup WA Geopark Association Inc secure construction funding that a more detailed MoU will be developed at the time if appropriate.

STATUTORY ENVIRONMENT:

Local Government Act 1995.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Construction and maintenance fully funded by the Nannup WA Geopark Association Inc.

Insurance to be covered by the Shire.

In-kind support estimated at \$30,000 for earthworks, additional parking bays and ACROD bay line marking provided by the Shire's Works and Services Department.

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
Site preparation delays or complications	2 – Unlikely	Medium (Moderate)	Medium	Unexpected issues with drainage or ground levels may delay installation	Pre-site inspection, contingency planning, and coordination with Works and Services
Insurance liability ambiguity	3 – Possible	High (Major–Extreme)	High	Unclear delineation of insurance responsibilities between Shire and Association	Clear MoU clauses, legal review, and confirmation of coverage
Community opposition or misunderstanding	2 – Unlikely	Medium (Moderate)	Medium	Concerns about land use or project relevance	Community engagement, signage, and public information campaign
Environmental impact from construction	1 – Rare	Medium (Moderate)	Low	Minor disruption to vegetation or drainage	Environmental assessment, minimal disturbance methods, and restoration plan
Maintenance neglect over time	3 – Possible	Medium (Moderate)	High	Display may deteriorate without regular upkeep	MoU maintenance schedule, periodic inspections, and shared responsibility

STRATEGIC IMPLICATIONS:*Our Economy*

2.2 Tourism and Attraction

We will work together to attract people, investment and innovation to our Shire

Our Natural Environment

4.1 Our Sanctuary

We will protect, manage and enhance our natural assets, including our forests, managed bushland, rivers, agriculture and our pristine coastline

4.3 Our Sustainable Future

We will strive to transition to cleaner sources of energy, and to incorporate and support environmental sustainability through our built environment, our economy, and to create unique experiences for our visitors.

Our Health

5.3 Active and Healthy Lifestyles

We will provide adequate recreation facilities and healthy, affordable food choices.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

- 1 Approves the Memorandum of Understanding MoU between the Shire of Nannup and the Nannup WA Geopark Association Inc.
2. Endorses the selected site for the static display as the old fire training area between Warren Road and the cricket nets near the Recreation Centre.
3. Authorises the Chief Executive Officer to sign the MoU on behalf of the Shire.

AGENDA NUMBER & SUBJECT:	11.7 – Delegated Planning Decisions for July 2025
LOCATION/ADDRESS:	Various
NAME OF APPLICANT:	Various
FILE REFERENCE:	TPL18
AUTHOR:	Erin Gower – Development Services Officer
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	4 August 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	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 July 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 July 2025, three (3) development application were determined under delegation. The table below shows the number and value of development applications determined under both delegated authority and by Council for July 2024 compared to July 2025:

	July 2024	July 2025
Delegated Decisions	4 (\$269,412.74)	3 (\$365,091)
Council Decisions	0 (\$0)	0 (\$0)
Total	(\$269,412.74)	3 (\$365,091)

100% of all approvals issued in the month of July 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 July 2025 as per Attachment 11.7.1.

AGENDA NUMBER & SUBJECT:	11.8 – Adoption 2025/2026 Annual Budget
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM 2
AUTHOR:	Kim Dolzadelli – Executive Manager Corporate Services
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	11.8.1 – 2025/26 Statutory Annual Budget 11.8.2 – Appendix 1 Detailed Statement of Comprehensive Income 2025/26 11.8.3 – Appendix 2 Detailed Capital Works 2025/26 11.8.4 – Appendix 3 Detailed Plant Replacement 2025/26 11.8.5 – 2025/26 Schedule of Fees and Charges

BACKGROUND:

Pursuant to section 6.2 of the *Local Government Act 1995* (the Act), a local government is to prepare and adopt an annual budget between 1 June and 31 August each year, or such extended time as the Minister allows.

Officers commenced preparation of the Budget in March 2025 informed by the Council's strategic planning documents. Input from across the organisation was gathered and verified through the Executive Leadership Team. A total of 4 Budget Workshops were held with Elected Members and guidance provided to staff.

COMMENT:

The Budget is reflective of the documents workshopped with Elected Members and incorporates any amendments determined during that process.

The estimated Surplus brought forward from the 2024/2025 Financial Year is \$926,151, this figure has been impacted by the advanced payment of Financial Assistance Grants attributable to the 2025/26 financial year of operation hence decreasing the amount of revenue contained within the draft budget.

The 2025/2026 Draft Budget contains revenue of \$10.54m of which \$5.35m is generated from operations and \$5.19m from Capital Grants and contributions. Full details can be found in Attachment 11.8.2 – Appendix 1 Detailed Statement of Comprehensive Income 2025-26.

Total expenditure attributable to operation of \$6.05 million are contained within the Draft Budget represented as follows, more detail can be found in Attachment 11.8.2 – Appendix 1 Detailed Statement of Comprehensive Income 2025-26.

	2025/2026	
	Draft Budget	
	\$	%
REVENUE Operations		
Rates	2,854,618	53%
Operating Grants, Subsidies & Contributions	1,424,900	27%
Fees and Charges	791,339.00	15%
Interest Earnings	211,433	4%
Other Revenue	66,810	1%
Revenue	5,349,100	100%
EXPENSES Operations		
Employee Costs	(3,353,958)	55%
Materials and Contracts	(2,111,961)	35%
Utility Charges	(109,567)	2%
Interest Expenses	(16,853)	0%
Insurance Expenses	(232,945)	4%
Other Expenditure	(224,704)	4%
Expense	(6,049,988)	100%

Total Capital expenditure of \$5.77 million is contained within the Draft Budget represented as follows, more detail on specific items can be found in Attachments Attachment 11.8.3 – Appendix 2 Detailed Capital Works 2025-26 and Attachment 11.8.4 – Appendix 3 Detailed Plant Replacement 2025-26.

Key Capital expenditure area are as follows:

Capital Expenditure	2025/2026	
	Draft Budget	
	\$	%
Buildings - non-specialised	222,642	4%
Furniture and equipment	16,700	0%
Plant and equipment	150,692	3%
Infrastructure - roads	1,070,000	19%
Infrastructure - footpaths	2,762,406	48%
Infrastructure - drainage	0	0%
Infrastructure - bridges	1,388,500	24%
Infrastructure - parks and ovals	53,000	1%
Infrastructure - Other	112,033	2%
Total	5,775,973	100%

STATUTORY ENVIRONMENT:

Local Government Act 1995 and Local Government (Financial Management) Regulations 1996

As part of the annual budget development process, a local government must have regard for numerous requirements under the Act and associated Regulations. These include, but are not limited to, the following provisions:

- Adoption of Annual Budget Section 6.2 of the Act and Part 3 of the Local Government (Financial Management) Regulations detail the form and way an annual budget is to be presented to the Council for formal consideration.

- Reserve Accounts Section 6.11 of the Act provides guidance in respect of reserve accounts and outlines the processes to amend a reserve's purpose.
- Power to Borrow Sections 6.20 and 6.21 of the Act refer to a local government's power to borrow and the administrative requirements associated therewith.
- Notice of Imposing Differential Rates Section 6.36 of the Act details the requirement for a local government to give local public notice of its intention to impose differential rates in the dollar and associated minimum payments in any year. The local public notice is to provide details of each differential rate in the dollar and associated minimum payment and must also invite public submissions to the proposal, for at least 21 days.
- Limit on revenue and income from general rates Section 6.34 prescribes the limits on which the Council can yield in relation to its annual rates income. The Budget falls within the threshold.

Regulation 34(5) of the Local Government (Financial Management) Regulations requires that in each year, a local government adopts a percentage or value, calculated in accordance with Accounting Standard AASB 1031 - Materiality, to be used for reporting material variances.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

The Budget adopted by the Council will determine the financial operations of the Shire of Nannup for the 2025/2026 financial year.

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
Delay in Budget Adoption	3 – Possible	Medium (Short-term but significant regulatory imposts)	Medium	Delay in adopting the budget may disrupt service delivery, breach statutory deadlines, and affect Council operations.	Early budget preparation (March 2025), four workshops with Elected Members, ELT verification, statutory compliance checks.
Revenue Shortfall	2 – Unlikely	High (Financial impact \$100,001 to \$500,000+)	Medium	Overestimation of grants or rates may lead to funding gaps, affecting planned operations and capital works.	Conservative forecasting, monitoring grant confirmations, contingency planning.
Capital Project Overruns	3 – Possible	High (Excessive damage to asset or prolonged service disruption)	High	Infrastructure projects may exceed budget or face delays, impacting service delivery and financial performance.	Detailed project planning, progress reviews, inclusion of contingency funds.
Ratepayer Disputes on Differential Rates	4 – Likely	Medium (Substantial public embarrassment, moderate news profile)	High	Disputes over rate categories and minimum payments may lead to reputational damage and administrative burden.	Transparent public consultation, clear documentation, rationale for rate structures.
Community Dissatisfaction with Fees and Charges	3 – Possible	Low (Unsubstantiated reputational impact)	Low	Perceived unfairness in fees may reduce community trust and engagement.	Transparent public consultation, clear documentation, rationale for rate structures.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENT:

Absolute Majority.

OFFICER RECOMMENDATION 1:

1. That Council, pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the Local Government (Financial Management) Regulations 1996, adopts the following components of the 2025/26 Annual Budget included within Attachment 11.8.1 – 2025/26 Statutory Annual Budget:
 - a) Statement of Comprehensive Income by Nature or Type
 - b) Statement of Financial Position
 - c) Statement of Changes in Equity
 - d) Statement of Cash Flows
 - e) Statement of Financial Activity (Rate Setting Statement by Nature or Type)
 - f) Notes to and Forming Part of the Budget.
2. That Council, pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the Local Government (Financial Management) Regulations 1996, adopts the following 2025/26 Annual Budget supporting notes as contained in the following attachments:
 - a) 11.8.2 – Appendix 1 Detailed Statement of Comprehensive Income 2025/26,
 - b) 11.8.3 – Appendix 2 Detailed Capital Works 2025/26, and
 - c) 11.8.4 – Appendix 3 Detailed Plant Replacement 2025/26.
3. That Council, pursuant to the provisions of section 6.16 to 6.19 of the *Local Government Act 1995* adopt the 2025/26 Schedule of Fees and Charges as contained in attachment 11.8.5 – 2025/26 Schedule of Fees and Charges.

OFFICER RECOMMENDATION 2:

That Council:

- For the purpose of yielding the rates revenue in the 2025/26 Annual Budget per the Memorandum of Imposing Rates contained within Attachment 11.8.1 – 2025/26 Statutory Annual Budget, note 2, pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995*, impose the following differential, specified area, general and minimum rates on Gross Rental and Unimproved Values.

2025/26	Rate-in-the-Dollar	Minimum Rate
Gross Rental Values (GRV)		
GRV General	0.110736	\$1,410
GRV Industrial	0.123706	\$1,510
GRV Short Term - Hosted	0.138420	\$1,761
GRV Short Term - Unhosted	0.166103	\$2,114
Unimproved Values (UV)		
UV General	0.004020	\$1,510
UV Mining	0.004020	\$1,510
UV Plantation	0.005292	\$3,013

- Acknowledges in accordance with Regulation 23(b) of the Local Government (Financial Management) Regulations 1996, that submissions to proposed differential rating were considered at the Special Council meeting held 25 August 2025.
- Acknowledges the following variation in Budgeted Differential Rates to Local Public Notice as follows, was required to satisfy the requirements of the *Local Government Act 1995*, section 6.35(3) & (6) with reference to limitation of the number of properties on minimum Rates:

Advertised proposal:

2025/26	Rate-in-the-Dollar	Minimum Rate
Gross Rental Values (GRV)		
GRV General	0.110736	\$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

Adjusted Budget proposal:

2025/26	Rate-in-the-Dollar	Minimum Rate
Gross Rental Values (GRV)		
GRV General	0.110736	\$1,410
GRV Industrial	0.123706	\$1,510
GRV Short Term - Hosted	0.138420	\$1,761
GRV Short Term - Unhosted	0.166103	\$2,114
Unimproved Values (UV)		
UV General	0.004020	\$1,510
UV Mining	0.004020	\$1,510
UV Plantation	0.005292	\$3,013

4. Adopt the rate payment instalment options and associated annual fees in accordance with section 6.45 (3) of the *Local Government Act 1995*, as follows: a) 4 Instalments \$24.00.
5. Adopts a per annum interest rate on rates paid by instalments in accordance with section 6.45 (3) of the *Local Government Act 1995*: a) 4 Instalments 5.5%.
6. Adopts an interest rate of 11.0% per annum on all outstanding rating balances (excluding Emergency Services Levy) in accordance with section 6.51 (1) of the *Local Government Act 1995*.
7. In accordance with regulation 64 (2) of the Local Government (Financial Management) Regulations 1996, adopts the following instalment options to be available:

Instalment-options	→	→	Date-due
Option-one			
Single-full-payment	→	→	17/10/2025
Option-two			
First-instalment	→	→	17/10/2025
Second-instalment	→	→	17/12/2025
Third-instalment	→	→	17/02/2026
Fourth-instalment	→	→	20/04/2026

8. Adopts the following annual Refuse Collection and Recycling charges for the Shire of Nannup for the 2025/2026 financial year:
 - a) General Waste Collection Charge \$190.00,
 - b) Kerbside Recycling Collection Charge \$160.00.
9. In accordance with section 66 (1) and section 66 (3) of the Waste Avoidance and Resource Recovery Act 2007, applies the minimum payment provisions of section 6.35 of the *Local Government Act 1995*, and adopts a Waste Infrastructure Rate:
 - a) GRV General Properties – Rate in the dollar: 0.0195, minimum \$250.00
 - b) UV General Properties – Rate in the dollar: 0.000640, minimum \$250.00
10. Adopts the following Concessions In accordance with section 6.47 of the *Local Government Act 1995*:

Rate, fee or charge to which the concession is granted	Circumstances in which the Concession is Granted
UV Plantaion Properties - Rates	A concession off general rates levied to the Unimproved Value – Plantation property owners who complete a statutory declaration and demonstrate that a portion of their properties arable land (excludes bush and undeveloped land) is not used for plantation as per below; · 4.0% concession to owners who demonstrate 75%+ of the arable area is not used for plantation. · 2.5% concession to owners who demonstrate between 50% - 75% of the arable area is not used for plantation. · 1.0% concession to owners to demonstrate between 25% - 50% of the arable land is not used for plantation. To be eligible for concession owners of properties need to apply within 35 days of the rates being raised.
WARR ACT Rate - UV Properties	Where the Rate in the \$ multiplied by the Rateable valuation on the property is greater than \$500 a conncession equal to the calculated amount minus \$500 is automatically allowed
WARR ACT Rate - GRV Properties	Where the Rate in the \$ multiplied by the Rateable valuation on the property is greater than \$1,500 a conncession equal to the calculated amount minus \$1,500 is automatically allowed

OFFICER RECOMMENDATION 3:

That Council:

1. Adopts the Councillors fees and allowances as contained in note 11 “Elected Members Remuneration”, Attachment 11.1.8 – 2025/26 Statutory Annual Budget and as follows:
 - a) Councillor Annual Meeting Attendance Fee \$7,000,
 - b) Shire President Annual Meeting Attendance Fee \$14,000,
 - c) President’s Annual Allowance \$16,000,
 - d) Deputy President’s Annual Allowance \$4,000,
 - e) Annual Telecommunications and Information Technology Allowance \$1,500 per member, and
 - f) Travel and accommodation expenses \$1409.
2. Pursuant to section 6.11 of the Local Government Act 1995, adopts the reserves and reserve fund budget as contained at note 9 “Reserve Accounts”, 11.1.8 – 2025/26 Statutory Annual Budget.
3. Pursuant to regulation 34 (5) of the Local Government (Financial Management) Regulations, the Council adopts a material variance reporting threshold with respect to financial activity statement reporting for the 2025/2026 financial year as follows:
 - a) Variances equal to or greater than 10% of the year to date budget amount as detailed in the Income Statement by Nature and Type/ Statement of Financial Activity report, however variances due to timing differences and/or seasonal adjustments are to be reported only if not to do so would present an incomplete picture of the financial performance for a particular period; and
 - b) Reporting of variances only applies for amounts greater than \$30,000.

AGENDA NUMBER & SUBJECT:	11.9– Payment of Accounts – July 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:	21 August 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.9.1 – Payment of Accounts – July 2025

BACKGROUND:

To advise Council of payments made for the period 1 July to 31 July 2025.

COMMENT:

Payments of \$548,124.23 as detailed in the payment of accounts listing for the period 1 July to 31 July 2025 as per Attachment 11.9.1 have been approved under delegated authority.

Municipal Account

Accounts paid by EFT	18678- 18782	\$432,027.24
Accounts paid by cheque		\$0.00
Accounts paid by Direct Debit	14152.1 – 14256.17	\$116,096.99
<i>Sub Total Municipal Account</i>		<u>\$548,124.23</u>

Trust Account

Accounts paid by EFT	-	\$0.00
<i>Sub Total Trust Account</i>		<u>\$0.00</u>
Total Payments		<u>\$548,124.23</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 \$548,124.23 accounts totalling for the period 1 July to 31 July 2025 as per Attachment 11.9.1.

AGENDA NUMBER & SUBJECT:	11.10 – Financial Activity Statements – June 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:	21 August 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.10.1– Financial Activity Statement – June 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.

These figures are not finalised, and are subject to change, as the end of year processing is ongoing until the 2024-25 Annual Financial Statements are completed and audited.

COMMENT:

The Financial Statements for the period ending 30 June 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 11.10.1.

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

STATUTORY ENVIRONMENT:

Local Government Act 1995, Section 6.4.

Local Government (Financial Management) Regulations 1996, Regulation 34.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil.

RISK MANAGEMENT MATRIX:

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

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

Officers have undertaken a Risk Assessment which is shown below:

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

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

OFFICER RECOMMENDATION:

That Council, in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the Financial Activity Statements for the period ending 30 June 2025 as per Attachment 11.10.1

AGENDA NUMBER & SUBJECT:	11.11– Electric Vehicle Charging Site Lease
LOCATION/ADDRESS:	Lot 9 on Diagram 6753, Nannup, WA 6275
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	RES29142A
AUTHOR:	Damon Lukins – Executive Manager Works and Services
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	20 August 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.11.1 – Electric Vehicle Charging Site Lease Agreement

BACKGROUND:

The Electric Vehicle (EV) Charger located on Adam Street, Nannup, has been operated by Chargestar since July 2020. Following network and billing software upgrades in late 2020, compatibility issues arose with the station's control boards. As a result, Chargestar subsidised the power costs of the station until July 2024.

Due to increasing usage, the free operation model became unsustainable, rendering the station inoperable. Chargestar has recommended replacing the existing unit with a new charger compatible with current network and billing systems. Casacharge (now operating as KarChargers), a network management and billing company, has offered to supply and install the new charger at no cost to the Shire of Nannup. Casacharge will also maintain the charger at no additional cost to the Shire.

To proceed, a Charging Site Lease Contract is required to grant Casacharge the right to install, operate, and maintain the EV charging station on the Adam Street Road reserve which is under the management authority of the Shire of Nannup.

COMMENT:

The availability of an EV charging station provides a clear benefit to both the local community and visitors. The officers supports entering into a lease agreement for the site given the station's established presence and the offer of a no-cost upgrade and ongoing maintenance.

STATUTORY ENVIRONMENT:

Nil.

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

Officers have undertaken a Risk Assessment which is shown below:

Risk	Likelihood	Consequence	Risk Rating	Risk Description	Mitigation/Controls
Technical failure of charging unit	2 – Unlikely	Medium (Moderate)	Medium	Hardware or software malfunction affecting usability	Regular maintenance by provider, monitoring system alerts, and service agreements
Liability issues on leased land	3 – Possible	High (Major–Extreme)	High	Unclear responsibilities for incidents or damage on site	Detailed lease agreement, legal review, and insurance coverage
Public misuse or vandalism	2 – Unlikely	Medium (Moderate)	Medium	Damage or tampering with EV charger by users or vandals	Surveillance, signage, and community awareness
Environmental impact from installation	1 – Rare	Low (Minor)	Low	Minor disruption to road reserve or surrounding area	Minimal excavation, restoration plan, and environmental compliance
Contractual disputes with provider	2 – Unlikely	Medium (Moderate)	Medium	Disagreements over terms or service delivery	Clear contract terms, regular communication, and dispute resolution clause

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council authorises the Chief Executive Officer to sign the Electric Vehicle Charging Site Lease Agreement at Attachment 11.11.1 with Casacharge (KarChargers) for the installation, operation, and maintenance of the EV charging station on Adam Street, Nannup.

AGENDA NUMBER & SUBJECT:	11.12– Commencement of Tender Process for Southern Bridges Shared Path Project
LOCATION/ADDRESS:	Vasse Highway/Brockman Highway Intersection
NAME OF APPLICANT:	N/A
FILE REFERENCE:	REC1A
AUTHOR:	Damon Lukins – Executive Manager Works and Services
REPORTING OFFICER:	Damon Lukins– Executive Manager Works and Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	20 August 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	Nil

BACKGROUND

The Southern Bridges Shared Path Project requires the initiation of a formal tender process for the construction of drainage and civil works within the required timeframes. However, this process must be carefully managed in accordance with the Local Government Act 1995 (WA), particularly the provisions introduced under Section 3.73 – Restrictions on Significant Acts During a Caretaker Period.

Legislative Context

Under Division 5 – Caretaker Period, Section 3.73(2) of the Act stipulates that:

“During a caretaker period, a local government must not do a significant act unless the requirements of subsections (4) to (6) are met.”

Definition of Significant Acts

According to Section 3.73(1), the following are considered significant acts:

- 3.73(f): Entering into a contract, agreement, or arrangement in prescribed circumstances.
- 3.73(g): Inviting tenders in prescribed circumstances.

The prescribed circumstances are further defined in the Local Government (Functions and General) Regulations 1996, where a tender is considered significant if:

- It is required to be publicly invited under Regulation 11(1) or 12(2); or
- It would be required to be publicly invited under those regulations but for Regulation 11(2).

This includes any procurement activity with an expected value exceeding \$250,000, including contracts for goods, services, or works.

Permitted Exceptions During the Caretaker Period

A local government may proceed with a significant act during the caretaker period under the following conditions:

- Section 3.73(4) – If the decision to undertake the significant act was made prior to the caretaker period, and

- The local government gives local public notice of:
 - The details and intended date of the significant act
 - The decision to undertake the act and the date it was made
 - A copy of this notice is provided to the Departmental Chief Executive Officer.
- Section 3.73(5) – If the act is necessary to comply with:
 - A written law;
 - An order of a court or tribunal; or
 - A contractual obligation entered into before the caretaker period.
- Section 3.73(6) – If the Departmental Chief Executive Officer authorises the act on the grounds that it is necessary:
 - Due to an emergency; or
 - To ensure the proper *operation* of the local government.

Implications for the Tender Process

Given the anticipated value and scope of the Southern Bridges Shared Path Project, the act of inviting tenders constitutes a significant act under the legislation. Therefore, if the tender process is to be initiated or progressed during the caretaker period, the Shire must ensure that the decision to proceed is made before the caretaker period commences.

COMMENT:

Due to funding and construction timeframes, it is imperative that the project continues to move forward, officers support the commencement of the tender process for the Southern Bridges Shared Path Project.

The decision by Council to endorse the tender process will ensure that the process does not constitute a prohibited significant act during the caretaker period and will enable officers to invite a public tender process for the Southern Bridges Shared Path Project and once Council resumes post the caretaker period, the results of the public tender process will be brought to Council for a decision.

The Shire will proceed with issuing local public notice of its intention to undertake this significant act and will provide a copy of the notice to the Departmental Chief Executive Officer, in compliance with the prescribed requirements under the Act and associated regulations.

This action reflects Council's commitment to progressing critical infrastructure, while maintaining full legislative compliance.

STATUTORY ENVIRONMENT:

Local Government Act 1996 – Division 5 Caretaker Period

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

Officers have undertaken a Risk Assessment which is shown below:

Risk	Likelihood	Consequence	Risk Rating	Risk Description	Mitigation/Controls
Non-compliance with caretaker period legislation	3 – Possible	High (Major–Extreme)	High	Initiating a tender during caretaker period without proper authorisation	Council endorsement prior to caretaker period, public notice, and notification to Departmental CEO
Delay in tender process due to legal ambiguity	2 – Unlikely	Medium (Moderate)	Medium	Uncertainty around legislative interpretation may delay project timeline	Legal review, early planning, and stakeholder consultation
Funding risk due to missed construction window	3 – Possible	High (Major–Extreme)	High	Delays may jeopardize funding tied to project milestones	Strict timeline adherence, proactive contractor engagement, and contingency planning
Reputational risk from perceived non-compliance	2 – Unlikely	Medium (Moderate)	Medium	Community or stakeholder concern over legislative compliance	Transparent communication, documentation of compliance steps, and public engagement
Operational disruption due to tender delays	2 – Unlikely	Medium (Moderate)	Medium	Project dependencies may be affected by tender delays	Integrated scheduling, cross-department coordination, and escalation protocols

STRATEGIC IMPLICATIONS:

The Southern Bridges Shared Path Project aligns with the Shire of Nannup's strategic objectives and has been a major project in progress since 2021.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION

That Council authorise the Chief Executive Officer to commence the tender process for the Southern Bridges Shared Path Project.

AGENDA NUMBER & SUBJECT:	11.13 – Greater Dalgarp Forest Mining Exploration – Consideration of Council Advocacy
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Blackwood Environment Society
FILE REFERENCE:	ADM 40
AUTHOR:	Clint Conner – Sustainability and Environmental Officer
REPORTING OFFICER:	Damon Lukins– Executive Manager Works and Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	20 August 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.13.1 – Letter from Blackwood Environment Society (BES) 11.13.2 – Flinders Prospecting Exploration Tenements 11.13.3 – Shire of Bridgetown Minutes of the Ordinary Council Meeting 28 May 2025

BACKGROUND:

The Shire of Nannup recently received correspondence from the Blackwood Environment Society (BES) and Bridgetown Greenbushes Friends of the Forest (BGFF) regarding two mining exploration licence applications (E70/6654 and E70/6655) lodged by Flinders Prospecting Pty Ltd. The applications cover approximately 32,000 hectares of State Forest, National Parks, conservation reserves, proposed nature reserves, and forest conservation areas. A significant portion of the proposed exploration area straddles the boundary of the Shires of Bridgetown-Greenbushes and Nannup.

The letter and supporting documentation highlight concerns about potential impacts on high conservation value forests, including areas within and adjacent to Dalgarp National Park, Karri Gully (a proposed nature reserve), and forests earmarked for inclusion into the Conservation Estate in the current Forest Management Plan 2024–2033. Within the tenement area, 1,589 hectares of mapped old-growth forest have been identified, along with populations of rare and threatened flora and fauna. Species of significance include the critically endangered Baudin’s Black Cockatoo, Chuditch, Western Ringtail Possum, Quokka, and several other priority species.

The exploration tenements also overlap with important tourism, recreation, and cultural assets, including the Bibbulmun Track, Munda Biddi Trail, Warren Blackwood Stock Route, and popular visitor destinations such as Bridgetown Jarrah Park, Karri Gully Picnic Area, and the heritage-listed Donnelly River Village.

The Bridgetown-Greenbushes Shire Council considered these issues at its 28 May 2025 Ordinary Council Meeting and resolved to advocate strongly for the protection of the Greater Dalgarp Forest from mining exploration and associated activities. Their resolution includes advocating for:

- The State Government to progress the inclusion of the Nunn Block and other high-value areas into the conservation estate.
- The State Government to ensure any exploration activities comply with strict environmental protections.
- The proponent of the mining tenement E70/6554 to withdraw their application.

This matter was discussed at the recent Sustainability Advisory Working Group meeting for the Shire of Nannup. The group resolved to present this issue to Council for consideration, given the cross-boundary nature of the proposed tenements, their potential impacts on the Shire's environmental assets, and the possible incompatibility of mining activities with Nannup's aspirations, including its ongoing efforts to achieve UNESCO Global Geopark status.

COMMENT:

While the BES correspondence and supporting documents focus on the specific conservation and tourism values of the proposed tenement areas, there are broader considerations for Council.

Community sentiment and precedent

Community opposition to mining exploration within the Shire has been consistently strong, particularly when proposed tenements encroach upon private properties or occur close to the Nannup townsite. This has been demonstrated through widespread negative responses on social media when such applications are announced. Supporting or not opposing these current tenements could set a precedent for future applications across the Shire.

Lessons from Greenbushes

Nearby mining activities in Greenbushes provide an example of the potential social and environmental challenges associated with resource extraction. While mining delivers significant economic benefits to the region, community sentiment remains strongly negative due to impacts on environmental values, amenity, and quality of life. These issues highlight the importance of balancing short-term economic gains against long-term environmental and social costs.

Cumulative environmental impacts

The potential impacts of these tenements need to be considered within the broader context of ecosystem health across the region. Extensive clearing in the northern Jarrah Forest is already placing considerable pressure on native flora, fauna, and ecological processes. Any further disturbance within high-value conservation areas could compound these impacts and reduce habitat availability for threatened species.

Baudin's Black Cockatoo population decline

Baudin's Black Cockatoo, which inhabits these forests, is experiencing an estimated annual population decline of around seven percent. If current trends continue, the species faces possible extinction within the next decade. Protecting key ecological values in these forests is therefore critical to maintaining biodiversity and supporting broader conservation outcomes.

Strategic considerations

The exploration areas also overlap with significant tourism and recreation assets and form part of the natural landscape underpinning Nannup's identity and future aspirations. Mining exploration and potential subsequent activities may conflict with the Shire's economic and strategic objectives, including its bid for UNESCO Global Geopark status, which promotes protection, education, and sustainable development.

Council may wish to consider whether to:

- Advocate against the granting of these exploration licences, supporting protection of the Greater Dalgarp Forest and associated conservation areas.
- Request further information and consultation from the Department of Biodiversity, Conservation and Attractions (DBCA) and the Department of Mines, Industry Regulation and Safety (DMIRS) before forming a final position.
- Take a neutral position but seek assurances that any exploration or mining activities are subject to strict environmental safeguards and compliance measures.

In forming its position, Council may wish to consider alignment with the Bridgetown-Greenbushes Shire resolution of 28 May 2025, the expressed values of the Nannup community, and the Shire's broader environmental, tourism, and strategic objectives.

STATUTORY ENVIRONMENT:

Mining exploration and associated activities are primarily regulated under the Mining Act 1978, administered by the Department of Mines, Industry Regulation and Safety (DMIRS). This legislation governs the granting of exploration licences, mining leases, and related approvals on Crown land and other tenements.

Areas proposed for conservation reserves, national parks, and nature reserves are managed under the Conservation and Land Management Act 1984 (CALM Act), administered by the Department of Biodiversity, Conservation and Attractions (DBCA).

Local Government has no jurisdiction under these acts.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

If Council supports the recommendation, costs will be limited to officer time required to prepare correspondence and coordinate advocacy. These costs are expected to be minor and will be absorbed within existing operational budgets. No travel, meetings, or external consultancy are proposed at this stage, keeping overall financial impacts well below \$1,000.

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
Environmental degradation from exploration activities	3 – Possible	High (Major–Extreme)	High	Potential damage to old-growth forests and habitats of endangered species	Advocacy for exclusion zones, correspondence with Ministers, and support for conservation estate expansion
Conflict with community values and sentiment	3 – Possible	Medium (Moderate)	High	Community opposition to mining exploration near town and conservation areas	Transparent communication, community engagement, and alignment with strategic plans
Reputational risk from perceived inaction	2 – Unlikely	Medium (Moderate)	Medium	Failure to advocate may be viewed negatively by stakeholders and residents	Proactive correspondence, public statements, and collaboration with neighbouring Shires
Strategic misalignment with Geopark aspirations	2 – Unlikely	High (Major–Extreme)	High	Mining activities may undermine UNESCO Global Geopark bid	Formal advocacy, strategic alignment review, and consultation with DBCA and DMIRS
Cumulative ecological impact	3 – Possible	High (Major–Extreme)	High	Further disturbance may compound existing environmental pressures	Support for Forest Management Plan, biodiversity advocacy, and regional conservation coordination

STRATEGIC IMPLICATIONS:

Nannup Strategic Community Plan 2021-2036

4.1 Our Sanctuary – Protect, manage and enhance natural assets (forests, bushland, rivers, agriculture, coastline); work with Government agencies for protection and sustainable management; support management of hazards; improve awareness and community responsibility for protecting the environment.

4.2 Our Location – Ensure built environments exist in harmony with natural landscapes; balance community, environment and economic development through planning frameworks; increase community awareness and preparedness for changing environments.

4.3 Our Sustainable Future – Transition to cleaner energy; incorporate and support environmental sustainability across the built environment and economy; support energy-saving initiatives for Shire assets; explore regional waste solutions; promote initiatives to reduce environmental impact.

6.1 Listen – Engage the community on significant projects and activities; enable open communications with staff and Councillors.

6.3 Lead, Listen, Advocate, Represent and Provide – Provide listening leadership that represents the community; be a role model for a cohesive and connected community.

6.4 We Are One – Deliver balanced outcomes (social, environmental, financial) through triple-bottom-line decision-making; maintain good working relationships with neighbouring Shires.

Nannup Draft Sustainability Action Plan

Advocate for the biodiversity that makes Nannup unique.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. Note the correspondence received from the Blackwood Environment Society and Bridgetown Greenbushes Friends of the Forest regarding mining exploration licence applications E70/6654 and E70/6655.
2. Write to the Hon David Michael MLA, Minister for Mines and Petroleum, expressing Council's concerns about the potential environmental, tourism, and community impacts of the proposed exploration tenements and requesting that areas of high conservation value be excluded from any exploration activities.
3. Write to the Hon Matthew Swinbourn MLC, Minister for Environment, expressing similar concerns and specifically requesting that areas earmarked for inclusion into the conservation estate under the Forest Management Plan 2024–2033 be progressed as a priority.
4. Write to the Hon Roger Cook MLA, Premier of Western Australia, and Mr Bevan Eatts MLA, Member for Warren-Blackwood, seeking their support in protecting areas of high conservation value within the Shire.
5. Write to the Shire of Bridgetown-Greenbushes expressing Council's support for their advocacy efforts in relation to the Greater Dalgarp Forest and surrounding conservation areas.

12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

Nil.

13. MEETING MAY BE CLOSED:

AGENDA NUMBER & SUBJECT:	13.1 – Confidential Item – Application for Annual Leave and Acting Chief Executive Officer
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	David Taylor – Chief Executive Officer
FILE REFERENCE:	Employee File
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	19 August 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	Nil

This report is to be dealt with in confidential session, under the terms of the Local Government Act 1995 Section 5.23(2), as follows:

- (a) *a matter affecting an employee or employees; and*
- (b) *the personal affairs of any person;*

14. CLOSURE OF MEETING:

Attachments

Item	Attachment	Title
5.1	1	Shire of Nannup Ordinary Council Meeting – 24 July 2025
11.1.1	1	Local Development Plan Report
11.1.2	1	Applicant Correspondence
11.1.3	1	Level 5 Design Response
11.1.4	1	Local Waste Water Management
11.1.5	1	Extract from the Regulations
11.2.1	1	Local Law Shire of Nannup Bush Fire Brigades
11.3.1	1	NARTL Master Plan
11.4.1	1	Sponsor Letter 2025 Shire of Nannup
11.4.2	1	2025 NP Shire Wine Show Costs
11.5.1	1	2025 Cape to Cape MTB – Funding Request Letter
11.5.2	1	2025 Cape to Cape – Rider T shirt Design
11.6.1	1	Nannup WA Geopark Association Inc Memorandum of Understanding
11.7.1	1	Planning Approval Register
11.8.1	1	Budget Adoption
11.8.1	1	2025/26 Statutory Annual Budget
11.8.2	1	Appendix 1 Detailed Statement of Comprehensive Income 2025/26
11.8.3	1	Appendix 2 Detailed Capital Works 2025/26
11.8.4	1	Appendix 3 Detailed Plant Replacement 2025/26
11.8.5	1	2025/26 Schedule of Fees and Charges
11.9.1	1	Payment of Accounts – July 2025
11.10.1		Financial Activity Statements – June 2025
11.11.1	1	Electric Vehicle Charging Site Lease
11.13.1	1	Letter from Blackwood Environment Society (BES)
11.13.2	1	Flinders Prospecting Exploration Tenements 3
11.13.3	1	Shire of Bridgetown Minutes of Ordinary Council Meeting 28 May 2025 – Item 17