



Minutes

Unconfirmed Copy

Ordinary Council Meeting Thursday 25 September 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 declared the meeting open at 4.30pm and welcomed the public gallery.

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

Audio Recording

The Presiding Member 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
Executive Support Officer	Lisa Atkinson

2.2 APOLOGIES

Councillor	Vicki Hansen (Leave of Absence Approved)
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PUBLIC GALLERY

Jim Green, Isabelle Green.

3. PUBLIC QUESTION TIME:

Nil.

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 Special Council Meeting – 25 August 2025.

EXECUTIVE RECOMMENDATION:

That the minutes from the Shire of Nannup Special Council Meeting held on 25 August 2025 be confirmed as a true and correct copy (Attachment 5.1).

COUNCIL RESOLUTION 250925.1

MOVED: CR GIBB

SECONDED: CR SLY

That the minutes from the Shire of Nannup Special Council Meeting held on 25 August 2025 be confirmed as a true and correct copy (Attachment 5.1).

CARRIED

TOTAL VOTES FOR: 6

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

TOTAL VOTES AGAINST: 0

5.2 Ordinary Council Meeting – 28 August 2025

EXECUTIVE RECOMMENDATION:

That the minutes from the Shire of Nannup Ordinary Council Meeting held on 28 August 2025 be confirmed as a true and correct copy (Attachment 5.2).

COUNCIL RESOLUTION 250925.2**MOVED: CR CURTIS****SECONDED: CR SLY**

That the minutes from the Shire of Nannup Ordinary Council Meeting held on 28 August 2025 be confirmed as a true and correct copy (Attachment 5.2).

CARRIED**TOTAL VOTES FOR: 6**

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

TOTAL VOTES AGAINST: 0**6. ANNOUNCEMENTS FROM PRESIDING MEMBER:**

Nil.

7. DISCLOSURE OF INTEREST:

Nil.

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

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

Nil.

9. PRESENTATIONS/DEPUTATIONS/PETITIONS:

Nil.

10. REPORTS BY MEMBERS ATTENDING COMMITTEES:

Meeting	Date	Councillor
Bush Fire Advisory Committee (BFAC) AGM followed by BFAC Meeting	1 September 2025	Brown, Fraser
Sandakan Memorial Service	9 September 2025	Fraser, Curtis
Department of Fire and Emergency Services 2025 Bushfire Exercise	11 September 2025	Brown
Domestic Violence Information Workshop	15 September 2025	Brown
WBAC, Climate Action Reference Group Meeting	18 September 2025	Sly
WALGA Convention	22-24 September 2025	Dean, Curtis, Brown, Sly
Nannup WA Geopark Thylacine Trail Launch	24 September 2025	Sly

11. REPORTS OF OFFICERS:

AGENDA NUMBER & SUBJECT:	11.1 – KPI 10 – Age Friendly (Seniors) Strategy 2025-2035
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	David Taylor – Chief Executive Officer
FILE REFERENCE:	KPI 10
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	16 September 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	11.1.1 – Aged Friendly (Seniors) Strategy 2025-2035

BACKGROUND:

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

KPI 10 Deliver a Senior's Strategy and implementation plan to present to Council (including but not limited to aged services, Seniors Citizens Centre, support services, hospital services).

The background to this KPI is to actively support the residents (seniors) ageing in place in Nannup.

COMMENT:

Nannup is experiencing an ageing population, with a median age of 56 which is significantly higher than state and national averages. As more people choose to age in place, it is vital that the community supports this through accessible housing, health services, transport, and social inclusion. An age-friendly community promotes active ageing by creating environments that support health, participation, and security for people of all ages and abilities. Seniors are a valued part of Nannup's social fabric, and ensuring they can continue to live well locally is essential to the Shire's future wellbeing and resilience.

The term 'seniors' refers to anyone aged 65 years and over, or any Aboriginal person aged 55 years and over, and the term seniors refers to much more than just their age as they are diverse with many aspects making up their identity and preferences.

The development of the strategy included previous consultation undertaken by the Shire including a seniors community, Disability Access and Inclusion Plan (DAIP), facilities audit, Councillor workshop, a workshop presentation with the Seniors Morning Tea group and finally a public submission period.

The strategy studies the demographic profile and includes a summary of all current services and infrastructure, identifies gaps and challenges and solutions for seniors living in Nannup. The Strategy includes 30 implementation strategies with priorities being based on a targeted short (6-12 months), medium (1-2 years) and long term (2-4 years) basis.

It is important to note that a separate draft strategy has been developed for Aged Friendly (Seniors) Housing in Nannup and this will be publicly advertised for a 30-day period commencing on 22 September 2025.

STATUTORY ENVIRONMENT:

Local Government Act 1995

POLICY IMPLICATIONS:

ADM 19 – Community Consultation

FINANCIAL IMPLICATIONS:

Section 5.0 of the Strategy details the strategic targets the Shire aims to achieve, this will include a number of elements including staff resources, budget inclusions, external funding and external lobbying.

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 service provision for ageing population	Likely (4)	Major (High)	High	Failure to meet the needs of a growing senior population may lead to health, safety, and social isolation issues.	Strategy includes 30 implementation actions; prioritised short, medium, and long-term goals; ongoing community engagement.
Community resistance to strategy implementation	Possible (3)	Moderate (Medium)	Medium	Some community members may disagree with priorities or resource allocation.	Extensive consultation including DAIP, workshops, and public submissions; transparent communication.

Insufficient funding or resources to implement strategy	Likely (4)	Moderate (Medium)	High	Budget constraints or lack of external funding may delay or prevent implementation.	Strategy includes funding targets, lobbying plans, and staged implementation to align with available resources.
Misalignment with other strategic plans or services	Unlikely (2)	Major (High)	Medium	Strategy may not align with other local or state initiatives, reducing effectiveness.	Strategy aligns with Strategic Community Plan 2021–2035 and Local Government Act 1995; cross-referenced with other planning documents.
Reputational risk if strategy fails to deliver outcomes	Possible (3)	Moderate (Medium)	Medium	Failure to deliver on commitments may reduce community trust in Council.	Clear KPIs, staged implementation, regular reporting, and community updates.

STRATEGIC IMPLICATIONS:

Extracts from the Strategic Community Plan 2021-2035

Our Community

1.2 Our Aged – Provide an aged friendly environment that is accessible, supportive and inclusive. Advocate for continued improvements in services from other levels of government and the private sector that facilitate living and aging well in our community.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council endorse the Aged Friendly (Seniors) Strategy 2025-2035 as included in Attachment 11.1.1

COUNCIL RESOLUTION 250925.3**MOVED: CR BROWN****SECONDED: CR CURTIS*****That Council endorse the Aged Friendly (Seniors) Strategy 2025-2035 as included in Attachment 11.1.1.*****CARRIED****TOTAL VOTES FOR: 4*****Cr Dean, Cr Curtis, Cr Brown, Cr Fraser*****TOTAL VOTES AGAINST: 2*****Cr Sly, Cr Gibb***

AGENDA NUMBER & SUBJECT:	11.2 – KPI 11 – Aged Friendly (Seniors) Housing Strategy and KPI 13 – Economic Development and Implementation Plan
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	David Taylor – Chief Executive Officer
FILE REFERENCE:	KPI 11, KPI 13
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	17 September 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	Nil

BACKGROUND:

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

KPI 11 – Aged Friendly (Seniors) Housing Strategy.

The background to this strategy is to develop an actionable strategy with a pathway forward to addressing housing in Nannup for our ageing population.

KPI 13 – Economic Development and Implementation Plan.

The background to this strategy is to support the economic direction of Nannup over the next 10 years.

COMMENT:

This item is to formally inform Council that the Aged Friendly (Seniors) Housing Strategy and the Economic Development and Implementation Plan have been prepared and are being released for community feedback.

Both draft strategies were circulated with Councillors during workshops held on 7 August 2025 and 28 August 2025 and have since been updated to incorporate feedback received during those sessions.

The Aged Friendly (Seniors) Housing Strategy is currently advertised for public comment, and the Economic Development and Implementation Plan will be advertised for public comment on 30 September 2025.

Community consultation is now underway, beginning with the Aged Friendly (Seniors) Housing Strategy as part of the next step in the development of these two strategies.

STATUTORY ENVIRONMENT:

Local Government Act 1995.

POLICY IMPLICATIONS:

ADM 19 – Community Consultation.

FINANCIAL IMPLICATIONS:

Nil.

RISK MANAGEMENT MATRIX

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

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

Officers have undertaken a Risk Assessment which is shown below:

Risk	Likelihood	Consequence	Risk Rating	Risk Description	Mitigation/Controls
Community opposition to draft strategies	Possible (3)	Moderate (Medium)	Medium	Community feedback may be negative or critical, potentially delaying adoption or requiring significant revisions.	Early engagement through workshops, transparent consultation process, and incorporation of feedback into drafts.
Misalignment with community expectations	Unlikely (2)	Major (High)	Medium	Strategies may not fully reflect community needs, leading to reputational damage or lack of support.	Councillor workshops held; community consultation scheduled; alignment with Strategic Community Plan.
Delay in implementation due to feedback or resourcing	Possible (3)	Moderate (Medium)	Medium	Community consultation may result in changes that delay finalisation or require additional resources.	Clear timeline for consultation and review; internal project management and oversight by CEO.

Reputational risk if strategies are perceived as ineffective	Unlikely (2)	Major (High)	Medium	If the strategies are not well received or fail to deliver outcomes, the Shire may face reputational harm.	Strong alignment with Strategic Community Plan; transparent reporting to Council; ongoing monitoring.
Legal or compliance issues in strategy development	Rare (1)	Moderate (Medium)	Low	Potential oversight in legislative or policy alignment.	CEO oversight; adherence to Local Government Act 1995 and ADM 19 – Community Consultation policy.

STRATEGIC IMPLICATIONS:

Extracts from the Strategic Community Plan 2021-2035

Our Community

1.2 Our Aged – Provide an aged friendly environment that is accessible, supportive and inclusive. Advocate for continued improvements in services from other levels of government and the private sector that facilitate living and aging well in our community.

Our Economy

2.1 The Big Picture – We will grow our economy in ways that add value to our community and create diverse opportunities for our residents.

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

2.3 Agriculture – Our Shire will be recognised as an important source of food production for Western Australia, and we will support the agriculture sector to grow and diversify.

VOTING REQUIREMENTS:

Simple majority.

OFFICER RECOMMENDATION:

That Council receive this report on Key Performance Indicator 11 – Aged Friendly (Seniors) Housing Strategy and Key Performance Indicator 13 – Economic Development and Implementation Plan and note that the Aged Friendly (Seniors) Housing Strategy is currently advertised for public consultation, and the Economic Development and Implementation Plan will be advertised on 30 September 2025.

COUNCIL RESOLUTION 250925.4**MOVED: CR BROWN****SECONDED: CR DEAN**

That Council receive this report on Key Performance Indicator 11 – Aged Friendly (Seniors) Housing Strategy and Key Performance Indicator 13 – Economic Development and Implementation Plan and note that the Aged Friendly (Seniors) Housing Strategy is currently advertised for public consultation, and the Economic Development and Implementation Plan will be advertised on 30 September 2025.

CARRIED**TOTAL VOTES FOR: 6**

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

TOTAL VOTES AGAINST: 0

AGENDA NUMBER & SUBJECT:	11.3 – Review and Repeal of Council Policies
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM9
AUTHOR:	Nicky Barker – Governance Officer
REPORTING OFFICER:	Kim Dolzadelli – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	17 September 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS	11.3.1 – Policy Repeals 11.3.2 – New Policies

PURPOSE OF REPORT

To consider the adoption and repeal of several Council policies following an in-depth review.

BACKGROUND:

Council Policies are a statement of the principles or positions that are intended to guide or direct decision-making and operations within the Shire of Nannup (the Shire). The Shire's Strategic Community Plan (SCP) sets a clear direction from Council for Administration to make consistent and aligned decisions at an operational level which is effectively managed through policies.

All Council Policies and supporting documents should be reviewed regularly to ensure compliance with legislation; continued alignment with the adopted SCP; and the Shire's requirements to provide sound and effective internal controls to minimise risk and deliver desired outcomes.

The following reviewed policies shown in the attachments have been reviewed and are proposed for adoption. A recommendation is also included for the repeal of several policies also shown in the attachments.

COMMENT:

Community Donations and Grant Funding

The proposed new amalgamated policy objective is to provide guidelines for the equitable assessment of donation requests to ensure accountability for the funds expended, whilst meeting Council's strategic objective of providing healthy and sustainable community.

Donations have previously been managed by the CEO through a delegation from Council however as there is no statutory head of power to delegate, it is recommended that a policy position be adopted. Additionally, the Council adopted a Grants Policy on 24 February 2022 which is due for review. It is recommended, given that these functions all relate to community funding, that the two policies be amalgamated. A new draft policy is therefore proposed (Grants and Donations Policy) and is provided in the attachments and the current "Community Group Grants and Donations" policy be repealed.

Defer, Grant Discounts, Waive or Write Off Debts

The Council, at its meeting of 24 April 2025, adopted the annual review of the Delegated Authority Register. As part of this review, delegation 1.2.22 – Defer, Grant Discounts, Waive or Write Off Debts was amended to remove references to "donations" as there is no statutory head of power to delegate.

A separate policy is therefore proposed to manage donation requests which is shown in the attachments.

It is also recommended that a policy position be adopted to facilitate compliant and consistent decision making when exercising a delegated authority to waive or grant a concession of money or write off an unrecoverable debt. A draft policy is proposed and is provided in the attachments for consideration. This policy does not apply to statutory fees and charges, penalties and rates and service charges levied by the Shire.

As part of the development of the policy position, it is proposed that Council also consider amending the existing delegation to the Chief Executive Officer. The amendments relate specifically to the reduction of the threshold for the write-off of small balances relating to a rates or service charge debt from \$500 to \$50 per individual value. A second amendment is proposed to insert a condition that decisions are subject to the confines of the annual approved budget.

Elected Member Allowances and Reimbursements

The Salaries and Allowances Tribunal conducts regular reviews and issues determinations regarding the range of fees, allowances, and reimbursements payable to elected members of local governments in Western Australia. These determinations set the minimum and maximum amounts that councils may adopt.

The Shire of Nannup's current policy outlines, in some cases the specific amounts, payable to Council members within the ranges set by the Tribunal and in accordance with the amounts adopted through the annual budget process.

To maintain compliance and ensure transparency and fairness, it is necessary to review the policy following each SAT determination and the adoption of the current budget.

The reviewed policy does not refer to specific amounts and refers instead to the Tribunal determination and the amounts set through the budget process to remove ambiguity.

Repeal of Policies

Council has previously adopted the following policies:

- Rates Exemption Policy– adopted 25 November 2021.
- Rates Rebates for Pensioners Policy– adopted 20 December 2011 and periodically reviewed.
- Hardship Policy– adopted 23 July 2020 in response to the COVID-19 pandemic.

It is proposed that these policies be repealed. The legislative framework governing rates, rebates, and exemptions, primarily under the *Local Government Act 1995* and the *Rates and Charges (Rebates and Deferments) Act 1992*, is prescriptive and does not allow for discretionary decision-making by local governments in these areas.

Furthermore, the Hardship Policy was introduced as a temporary measure during the COVID-19 emergency period. Given the current operating environment and the absence of ongoing pandemic-related impacts, the policy is no longer considered necessary.

STATUTORY ENVIRONMENT:

Section 5.50 of the *Local Government Act 1995* requires that a local government adopt a policy in relation to employees whose employment with the local government is finishing.

POLICY IMPLICATIONS:

Having effective policies in place is essential for sound governance, operational consistency, and legal compliance.

FINANCIAL IMPLICATIONS:

Costs associated with paying employees that are finishing their employment with the Shire; waiving fees, providing concessions, or writing off debts and providing Grants and Donations.

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
Non-compliance with legislation	3 – Possible	3 – High	High	Failure to comply with the Local Government Act 1995 and associated regulations may result in legal penalties, reputational damage, and operational disruption.	Regular policy reviews, legal compliance audits, staff training, and consultation with legal advisors.
Lack of accountability and transparency	4 – Likely	3 – High	High	Poor decision-making and diminished public trust due to lack of transparency in operations and governance.	Implementation of clear reporting structures, public disclosure of decisions, and adherence to governance frameworks.
Inconsistent practices	3 – Possible	2 – Medium	Medium	Absence of procedural guidance leads to inconsistent service delivery and decision-making.	Development and enforcement of standard operating procedures and regular staff training.

Exposure to litigation	2 – Unlikely	3 – High	Medium	Legal action resulting from undocumented policies or failure to follow due process.	Policy documentation, legal review of procedures, and staff compliance training.
Inefficient service delivery	3 – Possible	2 – Medium	Medium	Unclear roles and responsibilities lead to delays and inefficiencies in service delivery.	Role clarity through organizational charts, training, and performance monitoring.
Inconsistent handling of community requests	3 – Possible	2 – Medium	Medium	Community dissatisfaction due to inconsistent responses to requests, concessions, or complaints.	Customer service protocols, complaint handling procedures, and staff training.

STRATEGIC IMPLICATIONS:

Compliant and consistent decisions under legislation and policy.

VOTING REQUIREMENT:

Simple and Absolute Majority.

OFFICER RECOMMENDATION:

That Council:

1. REPEAL the following policies shown in attachment 11.3.1:
 - a) Community Group Grants and Donations Policy adopted on 24 February 2022;
 - b) Rates Exemption Policy adopted 25 November 2021.
 - c) Rates Rebates for Pensioners Policy adopted 20 December 2011;
 - d) Hardship Policy – adopted 23 July 2020;
 - e) Councillor Fees and Reimbursement; and
2. ADOPT the following policies shown at Attachments 11.3.2:
 - a) Donations and Grant Funding Policy; and
 - b) Defer, Grant Discounts, Waive or Write Off Debts Policy;
 - c) Elected Member Allowances and Reimbursements; and

3. AMEND BY ABSOLUTE MAJORITY delegation 1.2.22 - Defer, Grant Discounts, Waive or Write Off Debts –
 - a) by reducing the threshold for the write-off of small balances relating to a rates or service charge debt from \$500 to \$50.00 per individual value; and
 - b) Insert a Condition (d) to state that decisions are subject to the confines of the annual approved budget.

Shire President put forward an amended motion

COUNCIL RECOMMENDATION:

MOVED: CR DEAN

SECONDED: CR GIBB

That Council:

1. REPEAL the following policies shown in attachment 11.3.1:
 - a) Community Group Grants and Donations Policy adopted on 24 February 2022;
 - b) Rates Exemption Policy adopted 25 November 2021.
 - c) Rates Rebates for Pensioners Policy adopted 20 December 2011;
 - d) Hardship Policy – adopted 23 July 2020;
 - e) Councillor Fees and Reimbursement; and
2. ADOPT the following policies shown at Attachments 11.3.2:
 - a) Donations and Grant Funding Policy; and
 - b) Defer, Grant Discounts, Waive or Write Off Debts Policy;
 - c) Elected Member Allowances and Reimbursements; and
3. AMEND BY ABSOLUTE MAJORITY delegation 1.2.22 - Defer, Grant Discounts, Waive or Write Off Debts –
 - a) by reducing the threshold for the write-off of small balances relating to a rates or service charge debt from \$500 to \$50.00 per individual value; and
 - b) Insert a Condition (d) to state that decisions are subject to the confines of the annual approved budget.
4. Community Grants Policy updated to reflect that Community Grants annual amount is set at 1% of annual rates.

COUNCIL RESOLUTION 250925.5**MOVED: CR CURTIS****SECONDED: CR BROWN****That Council:**

1. **REPEAL the following policies shown in attachment 11.3.1:**
 - a) **Community Group Grants and Donations Policy adopted on 24 February 2022;**
 - b) **Rates Exemption Policy adopted 25 November 2021.**
 - c) **Rates Rebates for Pensioners Policy adopted 20 December 2011;**
 - d) **Hardship Policy – adopted 23 July 2020;**
 - e) **Councillor Fees and Reimbursement; and**
2. **ADOPT the following policies shown at Attachments 11.3.2:**
 - a) **Donations and Grant Funding Policy; and**
 - b) **Defer, Grant Discounts, Waive or Write Off Debts Policy;**
 - c) **Elected Member Allowances and Reimbursements; and**
3. **AMEND BY ABSOLUTE MAJORITY delegation 1.2.22 - Defer, Grant Discounts, Waive or Write Off Debts –**
 - a) **by reducing the threshold for the write-off of small balances relating to a rates or service charge debt from \$500 to \$50.00 per individual value; and**
 - b) **Insert a Condition (d) to state that decisions are subject to the confines of the annual approved budget.**
4. **Community Grants Policy updated to reflect that Community Grants annual amount set at 1% of annual rates.**

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

AGENDA NUMBER & SUBJECT:	11.4 – Council Committees and Working Groups
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ASSI
AUTHOR:	Nicky Barker – Governance Officer
REPORTING OFFICER:	Kim Dolzadelli – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	17 September 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	11.4.1 – New Terms of Reference 11.4.2 – Repealed Terms of Reference

PURPOSE OF REPORT:

To consider the review and adoption of Committee and Working Group Terms of Reference (ToR).

BACKGROUND:

At the Council meeting of 22 May 2025, resolution # 220525.7, Council resolved –

“MOVED: CR HANSEN, SECONDED: CR CURTIS

That Council:

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

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

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

"CARRIED BY ABSOLUTE MAJORITY"

Following the above resolution, Administration has now developed standard templates for the Terms of Reference (ToR) for Committees and Advisory Working Groups.

COMMENT:

In line with the above resolution, the new Terms of Reference (ToR) for both the Advisory Working Groups and Committees, as provided in the attachments, are proposed for adoption. Upon their adoption, all previous ToR will be effectively repealed.

The key distinction between the two templates is in their governance frameworks:

- **Advisory Working Groups** are not established under the *Local Government Act 1995* or the *Local Government (Administration) Regulations 1996*, and therefore may operate under a more flexible and informal structure.
- **Committees**, on the other hand, are formally constituted under the *Local Government Act* and must comply with all relevant legislative requirements.

A specific change reflected in the revised ToR is that Advisory Working Groups will now appoint their own Chair and Deputy Chair from within the group, whereas Committees require Council to appoint these positions, in accordance with legislative provisions.

The following specific comments are highlighted -

Australia Day Advisory Working Group

As this Group—like all Council Committees and Working Groups except the Audit and Risk Committee—does not hold delegated authority (defined in the ToR), a confidential special meeting will need to be scheduled after 30 November each year for Council to formally ratify the Group's recommendation regarding award recipients.

Tourism Advisory Working Group

At the Ordinary Council Meeting held on 22 May 2025, the Tourism Committee was disbanded and re-established as an Advisory Working Group. Administration has since become aware that the original Committee was informally disbanded in 2021, and its reformation as an Advisory Working Group was inadvertently included in the May 2025 report to Council.

Administration now recommends that the Advisory Working Group be formally disbanded. However, should Council wish to retain the Group, a proposed Terms of Reference has been provided in the attachments for consideration. If Council prefers to maintain the Group, an amendment to the recommended motion will be required.

Local Emergency Management Committee

Section 38(1) of the *Emergency Management Act 2005* requires local governments to establish a Local Emergency Management Committee (LEMC) for their district. These committees are not classified as committees of Council under the *Local Government Act 1995*.

Although LEMCs are not formed under Section 5.8 of the *Local Government Act*, their constitution and operation are guided by the State Emergency Management Committee (SEMC) in accordance with Section 38(4) of the *Emergency Management Act 2005*.

As such, while a local government is still required to adopt Terms of Reference for its LEMC, these should align with the *Emergency Management Act* and SEMC procedures—not with the provisions of the *Local Government Act 1995*.

It is therefore recommended that the Terms of Reference provided in the Attachments be repealed, and that the revised Terms of Reference—based on SEMC guidelines and shown in the Attachments be adopted.

Audit and Risk Committee

As outlined in the report to Council in May 2025, the amendments introduced by Section 87 of the *Local Government Amendment Act 2024*—once enacted—will require audit committees to transition into Audit, Risk and Improvement Committees (ARICs). These committees are intended to support the Shire's governance and oversight responsibilities, particularly in relation to financial reporting, risk management, legislative compliance, and both internal and external audit functions.

Since Section 87 has not yet been enacted, no changes are currently proposed to the existing Terms of Reference for the Audit and Risk Committee. These will be reviewed and updated once the new legislation comes into effect.

STATUTORY ENVIRONMENT:

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

Section 38(1) of the *Emergency Management Act 2005*.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil.

RISK MANAGEMENT MATRIX:

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

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

Officers have undertaken a Risk Assessment which is shown below:

Risk	Likelihood	Consequence	Risk Rating	Risk Description	Mitigation/Controls
Non-compliance with legislative requirements for Committees	2 – Unlikely	Medium (2)	Medium	Risk of procedural error or breach due to outdated or misaligned ToR	Review and align ToR with Local Government Act and Emergency Management Act
Lack of clarity in governance roles between Committees and Working Groups	3 – Possible	Medium (2)	Medium	Confusion or inefficiency due to unclear governance structures	Clear distinction in ToR templates; Council adoption of revised documents
Failure to appoint presiding members correctly	2 – Unlikely	Low (1)	Low	Risk of procedural delay or misrepresentation in leadership appointments	Include appointment procedures in ToR; Council oversight

STRATEGIC IMPLICATIONS:

“Our Shire:

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

VOTING REQUIREMENTS:

Simple and Absolute Majority

OFFICER RECOMMENDATION 1:

That Council by Simple Majority adopt the Terms of Reference for the following Committees and Working Groups as shown in Attachment 11.4.1 and note that all previous Terms of Reference as shown in Attachment 11.4.2 are repealed -

- a) Australia Day Advisory Working Group
- b) Sustainability Advisory Working Group
- c) Local Drug Action Group
- d) Bushfire Advisory Committee (BFAC)
- e) Local Emergency management Committee (LEMC);

OFFICER RECOMMENDATION 2:

That Council by Absolute Majority DISBAND the Tourism Advisory Working Group.

COUNCIL RESOLUTION 250925.6**MOVED: CR BROWN****SECONDED: CR FRASER**

That Council by Simple Majority adopt the Terms of Reference for the following Committees and Working Groups as shown in Attachment 11.4.1 and note that all previous Terms of Reference as shown in Attachment 11.4.2 are repealed -

- a) Australia Day Advisory Working Group*
- b) Sustainability Advisory Working Group*
- c) Local Drug Action Group*
- d) Bushfire Advisory Committee (BFAC)*
- e) Local Emergency management Committee (LEMC);*

CARRIED**TOTAL VOTES FOR: 6***Cr Dean, Cr Curtis, Cr Brown, Cr Fraser, Cr Gibb, Cr Sly***TOTAL VOTES AGAINST: 0****COUNCIL RESOLUTION 250925.7****MOVED: CR FRASER****SECONDED: CR BROWN**

That Council by Absolute Majority DISBAND the Tourism Advisory Working Group.

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

AGENDA NUMBER & SUBJECT:	11. 5 – Excluded Areas: Existing Swimming Pools – Safety Barriers and Inspections
LOCATION/ADDRESS:	Various
NAME OF APPLICANT:	Various
FILE REFERENCE:	BLD23
AUTHOR:	Jane Buckland – Development Services Coordinator
REPORTING OFFICER:	Kim Dolzadelli – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	15 September 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	11.5.1 – Email and follow-up letter from the Department of Local Government, Industry Regulation and Safety – Building and Energy Division 11.5.2 – Extending pool safety barrier requirements 11.5.3 -Extending pool safety barrier requirements Information for residents 11.5.4 – Safety barriers for private swimming and spa pools in excluded areas

BACKGROUND:

In August 2024 the Department of Local Government, Industry Regulation and Safety wrote to all local governments that have areas within their district that are excluded from the swimming pool safety barrier requirements of Part 8 Division 2 of the *Building Regulations 2012* (the Building Regulations). A further letter was received on 11th September 2025 advising that the first round of amendments to the Building Regulations to extend swimming pool safety barrier requirements will commence later this year (Attachment 11.5.1).

In response to a report released by the Ombudsman Western Australia, *Investigation into ways to prevent or reduce deaths of children by drowning* (November 2017), Building and Energy conducted a review of the swimming pool and safety barrier requirements in Western Australia. This review culminated in the publication of the Government's *Decision Paper – Swimming Pool and Safety Barrier Control* (April 2021)(Decision Paper).

The Decision Paper included both regulatory and non-regulatory measures in response to the Ombudsman report. Building and Energy continues to progress the non-regulatory responses including guidance, education and working with local governments.

The Building Regulations contain safety barrier requirements for existing private swimming and spa pools in WA and require local governments to conduct inspections of those safety barriers. However, Schedule 5 of the Building Regulations sets out areas of the State where these requirements apply, with areas not listed in the Schedule being excluded from these requirements.

In its report, the Ombudsman highlighted the increased risk of child drownings in those areas of the State that currently have exclusions from certain safety barrier and inspection requirements.

The Ombudsman recommended consideration be given to amending the Building Regulations to remove excluded areas so that safety barrier and inspection requirements apply to all existing private swimming and spa pools throughout Western Australia (Recommendation 25).

During Building and Energy's review, consultation on this matter revealed varying levels of support from affected local governments.

Building and Energy supports the removal of excluded areas but recognises that it is more appropriate for local governments to make this decision for their residents. Decision 9 of Building and Energy's Decision Paper was to:

- Amend the Building Regulations on formal request by affected local governments to require safety barriers for all private swimming pools in all areas of their geographic district.
- Actively engage with affected local governments to remove excluded areas from their district.
- Provide guidance to affected local governments on:
 - the processes required to remove the regulatory exclusion and satisfy the Government's commitment to best practice regulation; and
 - the existing requirement for all new swimming pools in all areas of the State, regardless of excluded areas, to have compliant safety barriers at the time of completion of building work.
- Provide guidance to owners on the merit of voluntarily choosing to install swimming pool barriers for those pools located in excluded areas of WA.

Building and Energy requests that affected local governments consider removing or reducing current exclusions from safety barrier requirements. Local governments with excluded areas in their district have two options:

Option 1: Remove excluded areas

Extend the safety barrier and inspection requirements to currently excluded areas, including:

- Provision of compliant safety barriers to all existing swimming pools containing a depth of water of more than 30cm (Regulation 50 (2));
- Local government initial inspection of safety barriers to all new and previously uninspected swimming pools within 30 days (Regulation 53 (2)(a));
- Local government periodic inspections of safety barriers to existing swimming pools at intervals not exceeding four years (Regulation 53 (2)(b)(ii)); and
- Associated fees for service (Regulation 53A).

Option 2: No regulatory change – encourage voluntary installation of barriers

Retain currently excluded areas and instead actively encourage those residents to voluntarily install and/or maintain safety barriers to existing swimming pools.

Consideration of the options should include any specific local challenges such as geographical size, extended travel times, budget and resources. Some local governments with remote areas may find it difficult to undertake safety barrier inspections due to travel distances. However, those local governments in a position to share resources with other local governments, and those with only very few swimming pools in excluded areas, may find inspections feasible.

Building and Energy supports the extension of safety barrier requirements across the State and encourages local governments to consider Option 1 and seek removal or reduction of excluded areas.

Building and Energy has produced guidance to assist local governments and their affected residents, as shown in Attachments 11.5.2 to 11.5.4.

The initial correspondence from Building and Energy did not place any timeframe on when the proposed amendment to the Regulations was anticipated to take place. The most recent correspondence from Building and Energy advises that formal requests to remove excluded areas need to be submitted no later than 31 October 2025.

COMMENT:

In the Shire of Nannup, a building permit is required for all new private swimming pools and spa pools however only those located within a townsite are subject to the safety barrier and inspection requirements.

The Shire currently has 9 private swimming pools and spas located within the Nannup townsite that are required to comply with safety barrier requirements of the building Regulations. These safety barriers have all been inspected within the last 4 years and are considered compliant. There are a further 30 pools known to be located elsewhere in the Shire which are currently excluded from the safety barrier requirements however it is expected there are more pools and spas that the Shire is not aware of. It is unknown how many pools and spas outside of the Nannup townsite may have compliant safety barriers.

In Western Australia, inspections of safety barriers are generally undertaken by either Building Surveyors or pool inspectors engaged specifically for that purpose by local governments. The Shire does not currently have a dedicated Building Surveyor however the Development Services Coordinator is a registered Building Surveyor Practitioner Technician and is authorised to undertake safety barrier inspections for the Shire.

In late 2024, the Shire engaged Royal Life Saving WA (RLSWA) to undertake the inspection of safety barriers for the 9 pools located in the townsite to ensure that the Shire was compliant with its statutory inspection requirements. While RLSWA undertook the initial inspections, follow-up inspections were conducted by the Development Services Coordinator where requirements for remedial work had been identified.

Due to the geographical size of the Shire and the current arrangements that are in place for the provision of building surveying services, the Shire does not currently have the resources to undertake initial and subsequent inspections of private pools and spas outside of the Nannup townsite. It is expected that many of the pools and spas located outside of the townsite will not have compliant safety barriers installed which would result in repeat inspections to these properties to ensure compliance.

It is therefore recommended that Council advise the Department that it does not wish to be included in this round of amendments to the Building Regulations and that it intends to retain excluded areas at this time.

The Shire recognises that there is an increased risk of drowning in young children in swimming pools that are not required to comply with the safety barrier requirements of Part 8 Division 2 of the Regulations due to those pools being located in an excluded area. It is suggested that if the provision of building surveying services within the Shire is increased in future, Council should re-consider removing excluded areas to help reduce this risk.

It is also therefore recommended that the Shire distributes the information shown in Attachment 11.5.4 to residents in excluded areas to encourage the voluntary adoption of safety barriers for private swimming pools and spas.

STATUTORY ENVIRONMENT:

Building Act 2011 and Building Regulations 2012.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil.

RISK MANAGEMENT MATRIX:

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

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

Officers have undertaken a Risk Assessment which is shown below:

Risk	Likelihood	Consequence	Risk Rating	Risk Description	Mitigation/Controls
Child drowning in pools located in excluded areas without compliant safety barriers	3 – Possible	3 – High (Major–Extreme)	High	Increased risk of fatal incidents due to lack of mandatory safety barriers in excluded areas	Encourage voluntary adoption of safety barriers; distribute educational material (Attachment 11.5.4); reconsider inclusion if resources improve
Legal liability for the Shire in the event of a drowning incident	3 – Possible	2 – Medium (Moderate)	Medium	Potential legal action or reputational damage if a fatality occurs in an excluded area	Maintain clear documentation of current exclusion policy; communicate voluntary safety measures; monitor legislative changes
Inability to inspect pools due to resource constraints	4 – Likely	3 – High (Major–Extreme)	High	Lack of staff and budget to conduct inspections outside townsites may result in non-compliance or missed risks	Retain exclusion status; consider resource sharing or future budget allocation for inspections

Reputational damage if the Shire is perceived as not prioritising child safety	3 – Possible	2 – Medium (Moderate)	Medium	Public criticism or media scrutiny if incidents occur or position is seen as inadequate	Transparent communication of rationale; proactive distribution of safety information; future review of resources & excluded areas
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STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

OFFICER RECOMMENDATION:

That Council,

1. Instructs the Chief Executive Officer to write to Building and Energy advising that Council does not wish to be included in this round of amendments to the *Building Regulations 2012*; and
2. Distributes the information shown in Attachment 11.5.4 to residents in excluded areas to encourage the voluntary adoption of safety barriers for private swimming pools and spas.

Cr Curtis put forward an amended motion**COUNCIL RECOMMENDATION:**

MOVED: CR CURTIS

SECONDER: CR SLY

That Council,

1. Instructs the Chief Executive Officer to write to Building and Energy advising that Council does not wish to be included in this round of amendments to the *Building Regulations 2012*; and
2. Distributes the information shown in Attachment 11.5.4 to residents in excluded areas to encourage the voluntary adoption of safety barriers for private swimming pools and spas.
3. That Shire officers conduct research and prepare a report to present to Council for the February 2026 Council Meeting that shows how resources can be obtained and expected associated costs involved that would allow the Shire of Nannup to remove the current excluded areas to comply with the new amendments for swimming pool safety barriers.

COUNCIL RESOLUTION 250925.8**MOVED: CR CURTIS****SECONDED: CR SLY*****That Council,***

- 1. Instructs the Chief Executive Officer to write to Building and Energy advising that Council does not wish to be included in this round of amendments to the Building Regulations 2012; and***
- 2. Distributes the information shown in Attachment 11.5.4 to residents in excluded areas to encourage the voluntary adoption of safety barriers for private swimming pools and spas.***
- 3. That Shire officers conduct research and prepare a report to present to Council for the February 2026 Council Meeting that shows how resources can be obtained and expected associated costs involved that would allow the Shire of Nannup to remove the current excluded areas to comply with the new amendments for swimming pool safety barriers.***

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

AGENDA NUMBER & SUBJECT:	11.6 – Delegated Planning Decisions for August 2025
LOCATION/ADDRESS:	Various
NAME OF APPLICANT:	Various
FILE REFERENCE:	TPL18
AUTHOR:	Erin Gower – Development Services Officer
REPORTING OFFICER:	Kim Dolzaldelli – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	2 September 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	11.6.1 – 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 August 2025 is presented in Attachment 11.6.1.

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 August 2025, six (6) 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 August 2024 compared to August 2025:

	August 2024	August 2025
Delegated Decisions	2 (\$165,000.00)	6 (\$1,082,000)
Council Decisions	0 (\$0)	0 (\$0)
Total	2 (\$165,000.00)	6 (\$1,082,000)

100% of all approvals issued in the month of August 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

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 REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council receives the report on Delegated Development Approvals for August 2025 as per Attachment 11.6.1.

COUNCIL RESOLUTION 250925.9

MOVED: CR GIBB

SECONDED: CR CURTIS

That Council receives the report on Delegated Development Approvals for August 2025 as per Attachment 11.6.1.

CARRIED

TOTAL VOTES FOR: 6

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

TOTAL VOTES AGAINST: 0

AGENDA NUMBER & SUBJECT:	11.7– Payment of Accounts – August 2025
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Robin Lorkiewicz – Finance Coordinator
REPORTING OFFICER:	Kim Dolzadelli – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	17 September 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.7.1 – Payment of Accounts – August 2025

BACKGROUND:

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

COMMENT:

Payments of \$592,700.17 as detailed in the payment of accounts listing for the period 1 August to 31 August 2025 as per Attachment 11.7.1 have been approved under delegated authority.

Municipal Account

Accounts paid by EFT	18783- 18899	\$475,608.41
Accounts paid by cheque		\$0.00
Accounts paid by Direct Debit	14213.1 – 14293.1	\$117,091.76
<i>Sub Total Municipal Account</i>		<u>\$592,700.17</u>

Trust Account

Accounts paid by EFT	-	\$0.00
<i>Sub Total Trust Account</i>		<u>\$0.00</u>
Total Payments		<u>\$592,700.17</u>

STATUTORY ENVIRONMENT:

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

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

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

As indicated in Payment of Accounts.

RISK MANAGEMENT MATRIX:

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

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

Officers have undertaken a Risk Assessment which is shown below:

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

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENT:

Simple Majority.

OFFICER RECOMMENDATION:

That Council notes the payment of accounts totalling \$592,700.17 for the period 1 August to 31 August 2025 as per Attachment 11.7.1.

COUNCIL RESOLUTION 250925.10***MOVED: CR SLY******SECONDED: CR BROWN***

That Council notes the payment of accounts totalling \$592,700.17 for the period 1 August to 31 August 2025 as per Attachment 11.7.1.

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

AGENDA NUMBER & SUBJECT:	11.8– Financial Activity Statements – July & August 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 – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	17 September 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.8.1– Financial Activity Statement – July 2025 11.8.2 – Financial Activity Statement – August 2025

BACKGROUND:

The financial statements are presented to Council in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, stipulate that a Local Government is to prepare each month a statement of financial activity reporting on the sources and applications of funds.

Section 6.4 of the *Local Government Act 1995* requires that financial reports be prepared and presented in the manner and form prescribed in the *Local Government (Financial Management) Regulations*.

The requirement is for a Statement of Financial Activity with a report detailing material variances. The Financial Report presented includes this as well as other statements and supplementary information.

COMMENT:

The Financial Statements for the period ending 31 July 2025 and 31 August 2025 present the financial performance of the Shire for the 2025/26 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 11.8.1 and 11.8.2.

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.

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 31 July 2025 as per Attachment 11.8.1 and that Council, in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the Financial Activity Statements for the period ending 31 August 2025 as per Attachment 11.8.2.

COUNCIL RESOLUTION 250925.11

MOVED: CR SLY

SECONDED: CR CURTIS

That Council, in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, receives the Financial Activity Statements for the period ending 31 July 2025 as per Attachment 11.8.1 and that Council, in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, receives the Financial Activity Statements for the period ending 31 August 2025 as per Attachment 11.8.2.

CARRIED

TOTAL VOTES FOR: 6

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

TOTAL VOTES AGAINST: 0

12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

Nil.

13. MEETING MAY BE CLOSED:

Nil.

14. CLOSURE OF MEETING:

Shire President declared the meeting closed at 5.12 pm.

Attachments

Item	Attachment	Title
5.1	1	Shire of Nannup Special Council Meeting – 25 August 2025
5.2	1	Shire of Nannup Ordinary Council Meeting – 28 August 2025
11.1.1	1	Aged Friendly (Seniors) Strategy 2025-2035
11.3.1	1	Policy Repeals
11.3.2	1	New Policies
11.4.1	1	New Terms of Reference Repealed Terms of Reference
11.4.2	1	Repealed Terms of Reference
11.5.1	1	Email and follow-up letter from the Department of Local Government, Industry Regulation and Safety – Building and Energy Division
11.5.2	1	Extending pool safety barrier requirements
11.5.3	1	Extending pool safety barrier requirements Information for residents
11.5.4	1	Safety barriers for private swimming and spa pools in excluded areas
11.6.1	1	Register of Delegated Development Approvals
11.7.1	1	Payment of Accounts – August 2025
11.8.1	1	Financial Activity Statement – July 2025
11.8.2	1	Financial Activity Statement – August 2025