



Agenda

Ordinary Council Meeting Thursday 23 October 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

Councillor	Anthony (Tony) Dean
Councillor	Vicki Hansen
Councillor	Lynette Curtis
Councillor	Patricia Fraser
Councillor	Cheryle Brown
Councillor	Timothy Sly
Councillor	Nancy Tang
Chief Executive Officer	David Taylor
Executive Manager Corporate Services	Kim Dolzadelli
Executive Manager Works and Services	Damon Lukins
Executive Support Officer	Lisa Atkinson

Pending the outcome of election of Shire President at the Special Council Meeting being held on 21 October 2025

2.2 APOLOGIES

3. PUBLIC QUESTION TIME:

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

4.1 APPROVED LEAVE OF ABSENCE:

Nil.

4.2 APPLICATION FOR A LEAVE OF ABSENCE:

Nil.

5. CONFIRMATION OF MINUTES:

5.1 Ordinary Council Meeting – 25 September 2025.

EXECUTIVE RECOMMENDATION:

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

6. ANNOUNCEMENTS FROM PRESIDING MEMBER:

Nil.

7. DISCLOSURE OF INTEREST:

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

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

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

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

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

Nil.

9. PRESENTATIONS/DEPUTATIONS/PETITIONS:

Nil.

10. REPORTS BY MEMBERS ATTENDING COMMITTEES:

11. REPORTS OF OFFICERS:

AGENDA NUMBER & SUBJECT:	11.1 – Endorse the Concept Plan for Nannup Native Forest MTB Park and approve the Tender process.
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	REC 1, REC 1 A
AUTHOR:	Nicole Botica – Economic & Community Development Coordinator
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	8 October 2025
PREVIOUS MEETING REFERENCE:	Council Resolution 21120
ATTACHMENT	11.1.1– 2025 Nannup Native Forest MTB Park Concept Plan

BACKGROUND:

The Trail Town Project is a strategic initiative aimed at positioning Nannup as a premier trail-based tourism destination, aligned with the Shire of Nannup Community Strategic Plan 2021–2036. The project has progressed through multiple stages since its inception, supported by significant federal and state funding.

In June 2020, the Shire of Nannup received funding from the South West Development Commission (SWDC) to develop a Business Case for the Trail Town Project. In February 2021, the project was nominated for the Australian Government’s Regional Recovery Partnership program, which allocated \$10 million across three South West projects. Nannup was awarded \$2.86 million to deliver Stages 1, 2, and 3 of the Trail Town Project.

Stage 1 – Completed

- Bituminisation of the Town to Tank Link – completed.
- Tank 7 Mountain Bike (MTB) Park - completed.

Stage 2 – Completed / In Progress

- Freestyle Jump Park - completed.
- Signposting of gravel and road cycling routes - completed.
- Southern Entrance to Town Traffic Bridges – in progress for completion March 2026.

Stage 3 – Underway

- Native Forest MTB Park.
- Concept planning is complete. Environmental and cultural heritage surveys, including flora, dieback, and Aboriginal cultural heritage assessments, are currently underway.

The Native Forest MTB Park Project Framework includes:

- Utilisation of the old golf course site and historic logging roads.
- Integration with the Munda Biddi Trail, providing direct connectivity to the Nannup Town Centre.

In May 2025, World Trail conducted a site visit for ground-truthing and trail concept testing. The final 2025 Concept Plan was supported by the Department of Biodiversity, Conservation and Attractions (DBCA) in August 2025.

The proposed trail network includes:

- 16 independent trails totalling approximately 15.5 km, subject to survey outcomes.
- Two access trails (North & South) connecting to the Munda Biddi Trail.
- Two shared-use adventure loops around the lake.
- Six gravity trails descending from the golf course high point.
- Two climbing trails linking the trailhead to gravity trail starts.
- A skills loop for rider progression and coaching.

The Trail Town Project continues to progress steadily, with Stage 1 completed, Stage 2 partially delivered, and Stage 3 advancing through planning and environmental approvals. The Nannup Native Forest MTB Park is a flagship development within Stage 3, with strong inter-agency collaboration and community support.

COMMENT:

At the September Concept Forum, council reviewed the 2025 Native Forest Mountain Bike Park Concept Plan design at, location and trail descriptions found at *Attachment 11.1.1*. Due to funding and construction timeframes, it is imperative that the project continues to move forward, officers support the commencement of a tender process for the Detailed Design and Construction of the Nannup Native Forest MTB Park, a key component of Stage 3.

The decision by Council to endorse the Concept Plan will support officers to invite a public tender process for the Detailed Design and Construction of 16 independent trails, totalling 15.5km of mountain bike trails. The results of the public tender process will be brought to Council for a decision.

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

STATUTORY ENVIRONMENT:

Local Government Act 1995

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
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 Trail Town Project is a strategic initiative aimed at positioning Nannup as a premier trail-based tourism destination, aligned with the Shire of Nannup Community Strategic Plan 2021–2036.

VOTING REQUIREMENTS:

Simple majority.

OFFICER RECOMMENDATION:

That Council endorse the Native Forest Mountain Bike Park Concept Plan and authorise the Chief Executive Officer to commence the tender process for the Detailed Design and Construction.

AGENDA NUMBER & SUBJECT:	11.2 – Amendment No.4 to the Shire of Nannup Local Planning Scheme No 4: Submitted for Adoption
LOCATION/ADDRESS:	Lot 37 Warren Road & Lot 38 Grange Road, Nannup
NAME OF APPLICANT:	Lateral Planning and Uniting Church in Australia Property Trust (WA)
FILE REFERENCE:	TPL2-04
AUTHOR:	Erin Gower – Development Services Officer
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	14 October 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS	11.2.1 – Location Map 11.2.2 – Documentation from Applicant

BACKGROUND:

The applicant seeks Council's adoption of a scheme amendment to rezone Lot 37 Warren Road, Nannup from the 'Civic and Community' Local Reserve to the 'Commercial' zone with a density code of R40 and to rezone Lot 38 Grange Road, Nannup from the 'Civic and Community' Local Reserve to the 'Residential' zone with a density code of R30. The Amendment, if approved by the Minister for Planning, would enable the owners of the land to develop the sites to enhance the economic activity within the Shire town centre.

The site location is shown in Attachment 11.2.1. The total area of the two lots is 4,489m². Lot 37 Warren Road has two structures on site, these being a former church and an outbuilding. Lot 38 Grange Road does not have any structures on site but is currently being used as a community garden. Lot 37 is generally flat while Lot 38 slopes down towards the eastern boundary

The applicant's documentation is set out in Attachment 11.2.2. The documentation provides the necessary information and justification required by the Shire of Nannup Local Planning Scheme No. 4 (LPS4) including details of the current and surrounding land uses, physical characteristics, infrastructure and access, and supporting rationale. The documentation provides background information which is generally not repeated in this report.

COMMENT:

The scheme amendment request is supported and adoption (initiation) by Council is recommended. The church building is now not required by the Uniting Church and the community garden (located on freehold land) is suitable for housing.

This Report seeks Council resolution to proceed to request approval to advertise the proposed amendment, without modification, under section 83A of the Act from the Western Australian Planning Commission (WAPC).

Should approval to advertise be granted by WAPC advertising of the proposal would occur calling for submissions. At the close of the submission period any submissions must be considered by Council, and the local government must pass a resolution —

- (a) to support the proposed amendment without modification; or
- (b) to support the proposed amendment with proposed modifications to address issues raised in the submissions; or
- (c) not to support the proposed amendment.

On balance, the requested Amendment has merit for various reasons including those set out in Attachment 11.2.2. The site's physical features (slight slope, utility availability) and location are suitable for the proposed zones.

The amendment is a standard amendment under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- The amendment relates to a zone that is consistent with the objectives identified in the scheme for that zone;
- The amendment is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
- The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment.
- The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and
- The amendment is not a complex or basic amendment.

Subject to the Council's decision, the documentation will be forwarded to the Environmental Protection Authority (EPA) seeking environmental clearance. Following this, the amendment will be submitted to the Western Australian Planning Commission (WAPC) to assess its suitability for advertising and approval to advertise. Should approval to advertise be granted then the Shire will publicly advertise the amendment for 6 weeks by writing to stakeholders, placing notices in local papers, placing details on the Shire's website and having information available at the Shire office.

Following the close of the consultation period, the matter will again be considered by the Council to determine whether or not to support final adoption of the scheme amendment. After this, the WAPC will assess the scheme amendment request with the final decision made by the Minister for Planning.

Officers also note that the land subject to the proposal is currently utilised by Local Community groups, advice has been received that the Uniting Church no longer has an active congregation within the Nannup community and for this reason the Property Trust has resolved to dispose of the land.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005, Planning and Development (Local Planning Scheme) Regulations 2015 and LPS4.

The Council has a number of options available to it as summarised below:

- Adopt (initiate) the scheme amendment without modification - to facilitate advertising of the amendment
- Adopt the scheme amendment with modification(s) - to facilitate advertising of the amendment
- Not adopt the scheme amendment - this would mean the scheme amendment could not proceed; or
- Defer the scheme amendment - request and seek additional information from the applicant.

There is no right of appeal for the applicant if Council resolves to not adopt the amendment request. If this amendment request is not adopted by Council, it is open to the applicant to request that the Minister for Planning order the Shire to initiate a scheme amendment. Clause 77A(1) of the *Planning and Development Act 2005* sets out that the Minister may, on the recommendation of the WAPC, order a local government to prepare and submit for the approval of the Minister, an amendment to

a local planning scheme for the purpose of rendering the local planning scheme consistent with a State planning policy.

POLICY IMPLICATIONS:

Nil at this stage.

FINANCIAL IMPLICATIONS:

The applicant has paid the required scheme amendment fee in accordance with adopted 2025/26 Schedule of Fees and Charges.

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
Environmental impact due to rezoning and future development	2 – Unlikely	Medium – Contained reversible impact with external agencies involved	Medium	Rezoning may lead to increased development pressure, potentially affecting local biodiversity and landform, especially on Lot 38 which slopes toward the eastern boundary.	Referral to EPA for environmental clearance; adherence to Planning and Development Act 2005; public consultation and environmental review.
Non-compliance with planning regulations	1 – Rare	High – Non-compliance resulting in litigation or criminal charges	Medium	Risk of procedural error or oversight in scheme amendment process.	Compliance with Planning and Development Act 2005 and Local Planning Scheme Regulations 2015; review by WAPC and Minister for Planning.

Displacement of community groups due to sale and redevelopment of land	4 – Likely	Medium – Loss of access to informal community space and disruption to existing activities	High	The Uniting Church has indicated its intention to sell the land, which is currently used by community groups (e.g, op shop and community garden). Sale and redevelopment may result in displacement without guaranteed alternative provisions.	Proactive engagement with affected groups; explore relocation options or alternative community land; ensure public consultation includes community use considerations; encourage developer-community dialogue.
Loss of heritage or cultural asset (former church)	2 – Unlikely	Medium – Localised damage requiring external sources to rectify	Medium	Potential loss of heritage value if former church is demolished or altered.	Heritage assessment; planning controls; potential adaptive reuse encouraged.

STRATEGIC IMPLICATIONS:

2.1 The Big Picture

- 2.1.1 Encourage economic growth by supporting and advocating research, innovation and development initiatives, in collaboration with local industry.

4.2 Our Location

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

VOTING REQUIREMENT:

Simple Majority.

OFFICER RECOMMENDATION:

That Council,

1. In accordance with Section 75 of the Planning and Development Act 2005 and Regulation 46A of the Planning and Development (Local Planning Schemes) Regulations 2015 resolve to proceed to seek approval to advertise the proposed amendment, without modification, under section 83A of the Act Amendment 4 to the Shire of Nannup Local Planning Scheme No.4, as follows:
 - a) Rezone Lot 37 Warren Road, Nannup from the 'Civic and Community' Local Reserve to the 'Commercial' zone with a density code of R40.
 - b) Rezone Lot 38 Grange Road, Nannup from the 'Civic and Community' Local Reserve to the 'Residential' zone with a density code of R30.
2. In accordance with Regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015, determines that Amendment No. 4 of the Shire of Nannup Local Planning Scheme No. 4 is a standard amendment for the following reasons:
 - a) The amendment relates to a zone that is consistent with the objectives identified in the scheme for that zone.
 - b) The amendment is consistent with a local planning strategy for the scheme that has been endorsed by the Commission.
 - c) The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment.
 - d) The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and
 - e) The amendment is not a complex or basic amendment.
3. Refer Scheme Amendment 4 to the Environmental Protection Authority in accordance with Section 81 of the Planning and Development Act 2005.
4. Submit Scheme Amendment 4 to the Western Australian Planning Commission for approval to advertise in accordance with Section 83A of the Planning and Development Act 2005.
5. Once the Minister approves the proposed Amendment for advertising, advertise the proposed Scheme Amendment 4 in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, Section 47(2) for a period of 42 days.
6. Notes that after the advertising of the proposed Amendment any submissions must be considered by Council and the local government must pass a resolution —
 - a) to support the proposed amendment without modification; or
 - (b) to support the proposed amendment with proposed modifications to address issues raised in the submissions; or
 - (c) not to support the proposed amendment.

AGENDA NUMBER & SUBJECT:	11.3 – Delegated Planning Decisions for September 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:	2 October 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	11.3.1 – 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 September 2025 is presented in Attachment 11.3.1.

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 September 2025, two (2) 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 September 2024 compared to September 2025:

	September 2024	September 2025
Delegated Decisions	8 (\$593,500.00)	2 (\$109,663.00)
Council Decisions	0 (\$0)	0 (\$0)
Total	(\$593,500.00)	2 (\$109,663.00)

100% of all approvals issued in the month of September 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 REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council receives the report on Delegated Development Approvals for September 2025 as per Attachment 11.3.1.

AGENDA NUMBER & SUBJECT:	11.4 – Amendment to Schedule of Fees and Charges 2025/2026
LOCATION/ADDRESS:	Various
NAME OF APPLICANT:	Various
FILE REFERENCE:	FNC 10
AUTHOR:	Kim Dolzadelli – Executive Manager Corporate Services
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	15 October 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	Nil

BACKGROUND:

Council, at its Ordinary Council meeting held 28 August 2025 adopted its Annual Budget and Schedule of Fees and Charges for the 2025/2026 Financial year.

It has become clear that there is some confusion surrounding Waste Site Fees when it comes to residents/ratepayers that are the holders of the 2025/2026 Tip Pass which was sent with Rate Notices and the application of Fees and Charges contained within the Schedule of Fees and Charges 2025/26.

Furthermore, under the heading of Event Camping the “Approval (licence) fee applicable per event. Refer to Caravan Parks and Camping Grounds Regulations 1997 Schedule 3 - Temporary Licence Facility minimum fee.” Section appears to have been inadvertently hidden in the Schedule of Fees and Charges adopted by Council on 28 August 2025.

COMMENT:

With the introduction of amended Waste Avoidance and Resource Recovery Act 2007 charges the intent was that all residents/ratepayers paying the charges levied would be entitled to an Annual Tip Pass.

This Tip Pass was to entitle the holder to free disposal of waste generated from their property with the exclusion of the following items:

- Mattress
- Fridges and air conditioners
- Domestic and farm animals
- Tyres
- Asbestos
- Waste oil
- Caravan or Boat
- Building and Demolition Waste

Furthermore, under the heading of Event Camping the “Approval (licence) fee applicable per event. Refer to Caravan Parks and Camping Grounds Regulations 1997 Schedule 3 - Temporary Licence Facility minimum fee.” Section appears to have been inadvertently hidden in the Schedule of Fees and Charges adopted by Council on 28 August 2025.

It is proposed that the Fee be reinstated as follows noting that the fee level is the same as set for the prior year Budget:

Fee Name	Unit	Statutory	GST	Year 25/26 Fee
EVENT CAMPING				
* Approval (licence) fee applicable per event. Refer to Caravan Parks and Camping Grounds Regulations 1997 Schedule 3 - Temporary Licence Facility minimum fee.				
Camping Fee less than 1,000 people	Per Person	N	Y	\$5
Camping Fee 1,000 people or more, No Facilities	Per Person	N	Y	\$10
Camping Fee 1,000 people or more, including Facilities	Per Person	N	Y	\$20

STATUTORY ENVIRONMENT:

Local Government Act 1995, Section 6.16 Imposition of Fees and Charges, Section 6.19 Local Government to give notice of fees and charges and Section 1.7 Local Public Notice.

6.16. *Imposition of fees and charges*

- (1) *A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

**Absolute majority required*.*

- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*
- (a) *imposed* during a financial year; and*
 - (b) *amended* from time to time during a financial year.*

** Absolute majority required*.*

6.19. *Local government to give notice of fees and charges*

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) *its intention to do so; and*
- (b) *the date from which it is proposed the fees or charges will be imposed.*

1.7. *Local public notice*

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

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

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

The Budget 2025/2026 Annual Budget was premised on the basis that the requested amendments were in place at the time of adoption.

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
Misinterpretation of Tip Pass entitlements	4 – Likely	2 – Medium (Financial/Reputational)	High	Confusion may lead to disputes, reputational damage, and potential financial implications due to incorrect fee application.	Amend the Schedule of Fees and Charges to bring clarity. Provide Local Public Notice.
Omission of Event Camping Licence Fee from adopted Schedule	3 – Possible	2 – Medium (Compliance/Reputational)	Medium	Non-compliance with statutory requirements and reputational risk due to perceived lack of transparency.	Reinstate the fee with public notice, ensure future schedules undergo thorough review before adoption.
Non-compliance with Local Government Act Sections 6.16 & 6.19	2 – Unlikely	3 – High (Compliance/Legal)	Medium	Failure to give proper public notice may result in legal challenge or audit findings.	Ensure compliance with statutory notice requirements and maintain audit trail of communications.

Community dissatisfaction due to perceived unfairness in fee structure	3 – Possible	2 – Medium (Reputational)	Medium	May result in complaints or reduced trust in Council decisions.	Amend the Schedule of Fees and Charges to bring clarity. Provide Local Public Notice.
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STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Absolute Majority.

OFFICER RECOMMENDATION:

That Council, by Absolute Majority, amend the 2025/2026 Schedule of Fees and Charges as follows with immediate effect and required Local Public Notice:

- Under the heading Waste Management, Waste Management Facility add the following:

“Tip Pass holders are entitled to free disposal of waste generated from their property with the exclusion of the following items:

- Mattress
- Fridges and air conditioners
- Domestic and farm animals
- Tyres
- Asbestos
- Waste oil
- Caravan or Boat
- Building and Demolition Waste

Under the heading “Events” add the following:

Fee Name	Unit	Statutory	GST	Year 25/26 Fee
EVENT CAMPING				
* Approval (licence) fee applicable per event. Refer to Caravan Parks and Camping Grounds Regulations 1997 Schedule 3 - Temporary Licence Facility minimum fee.				
Camping Fee less than 1,000 people	Per Person	N	Y	\$5
Camping Fee 1,000 people or more, No Facilities	Per Person	N	Y	\$10
Camping Fee 1,000 people or more, including Facilities	Per Person	N	Y	\$20

AGENDA NUMBER & SUBJECT:	11.5– Payment of Accounts – September 2025
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Robin Lorkiewicz – Finance Coordinator
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	14 October 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.5.1 – Payment of Accounts – September 2025

BACKGROUND:

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

COMMENT:

Payments of \$491,660.51 as detailed in the payment of accounts listing for the period 1 September to 30 September 2025 as per Attachment 11.5.1 have been approved under delegated authority.

Municipal Account

Accounts paid by EFT	18900- 19012	\$349,273.57
Accounts paid by cheque	20649 - 20650	\$620.57
Accounts paid by Direct Debit	14278.1 – 14365.16	<u>\$141,766.37</u>
<i>Sub Total Municipal Account</i>		<u>\$491,660.51</u>

Trust Account

Accounts paid by EFT	-	\$0.00
<i>Sub Total Trust Account</i>		<u>\$0.00</u>
Total Payments		<u>\$491,660.51</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 \$491,660.51 for the period 1 September to 30 September 2025 as per Attachment 11.5.1.

AGENDA NUMBER & SUBJECT:	11.6– Financial Activity Statements - September 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:	15 October 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.6.1 – Financial Activity Statement – September 2025

BACKGROUND:

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

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

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

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

COMMENT:

The Financial Statements for the period ending 30 September 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 11.6.1.

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 September 2025 as per Attachment 11.6.1.

12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

Nil.

13. MEETING MAY BE CLOSED:

Nil.

14. CLOSURE OF MEETING:

Attachments

Item	Attachment	Title
5.1	1	Ordinary Council Meeting – 25 September 2025.
11.1.2	1	2025 Nannup Native Forest MTB Park Concept
11.2.1	1	Location Map
11.2.2	1	Documentation from Applicant
11.3.1	1	Register of Delegated Development Approvals
11.5.1	1	Payment of Accounts – September 2025
11.6.1	1	Payment of Accounts – September 2025