



MINUTES

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Ordinary Council Meeting Thursday 27 November 2025

**4.30 pm Scott River/Jasper Bush Fire Brigade Shed,
Milyeannup Coast Road, Scott River**

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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 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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MINUTES

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

The Deputy Shire President declared the meeting open at 4.30pm. and welcomed the public gallery.

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

Audio Recording

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

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

2. ATTENDANCE/APOLOGIES:

2.1 ATTENDANCE

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

2.2 APOLOGIES

Cr Tony Dean has applied for leave of absence.

Public Gallery

Lee Prosser, Sharon Prosser, Issabelle Green, Jim Green, Brad Russell, Andrew McNab, Tim Prosser, Meryl Johnston, Alistair McIlroy, Daryl Avery, Jaydon Brunth

3. PUBLIC QUESTION TIME:

Tim Prosser, Milyeannup Road

Question 1

Our property is currently rated under plantation rates despite having less than 5% plantation coverage, with only 40 hectares of blue gums on an 840-hectare holding. While there is no objection to commercial plantations being rated differently, this property does not meet that criteria. The variables introduced for truck movements are not relevant, as movements over the 12-year contract would be minimal for this size. Similarly, concerns about losing community members and volunteers when plantations buy up properties do not apply. This issue is not unique, as other properties in the Shire are also rated under plantation rates without being full plantation properties.

Deputy Shire President responded to Tim that the Shire has made a concession available.

Tim responded to the Deputy Shire President, stating that the current concession is minimal compared to the rate increase caused by the plantation classification. He explained that having only 5% of the property as plantation adds approximately \$4,000 to their rates, while the rebate is only \$500, which he considers unfair. Tim suggested two possible approaches: rating only the actual plantation area as plantation and the remainder as farming or basing rates on the primary source of income for the property. He questioned whether plantation rates could be reviewed to make them more equitable for properties with small plantation areas, as their 40 hectares are rated the same as their entire 840 hectares, which he does not see as fair.

Tim asked if plantation rates could be reviewed to make them more equitable for properties with small plantation areas, noting that their 40 hectares are rated the same as their entire 840 hectares despite farming being the primary use.

Response 1

David Taylor, CEO responded to Tim and acknowledged his situation as unique and noted that rating categories will be reviewed as part of a new rating strategy in the new year. Options such as split or spot rating may be considered, but the current classification is triggered by having over 10 hectares of plantation and Tim's concerns will be considered during the development of the strategy.

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:

Cr Dean has applied for leave of absence for 27 November 2025.

COUNCIL RESOLUTION 271125.1**MOVED: CR BROWN****SECONDED: CR CURTIS**

That Council approves Cr Dean's request for leave of absence for 27 November 2025.

CARRIED**TOTAL VOTES FOR: 6**

Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang

TOTAL VOTES AGAINST: 0

5. CONFIRMATION OF MINUTES:

5.1 Special Council Meeting – 21 October 2025**EXECUTIVE RECOMMENDATION:**

That the minutes from the Shire of Nannup Special Council Meeting held on 21 October 2025 be confirmed as a true and correct copy (Attachment 5.1).

COUNCIL RESOLUTION 271125.2**MOVED: CR SLY****SECONDED: CR TANG**

That the minutes from the Shire of Nannup Special Council Meeting held on 21 October 2025 be confirmed as a true and correct copy (Attachment 5.1).

CARRIED**TOTAL VOTES FOR: 6**

Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang

TOTAL VOTES AGAINST: 0

5.2 Ordinary Council Meeting – 23 October 2025.

EXECUTIVE RECOMMENDATION:

That the minutes from the Shire of Nannup Ordinary Council Meeting held on 23 October 2025 be confirmed as a true and correct copy (Attachment 5.2).

COUNCIL RESOLUTION 271125.3

MOVED: CR SLY

SECONDED: CR CURTIS

That the minutes from the Shire of Nannup Ordinary Council Meeting held on 23 October 2025 be confirmed as a true and correct copy (Attachment 5.2).

CARRIED

TOTAL VOTES FOR: 6

Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang

TOTAL VOTES AGAINST: 0

6. ANNOUNCEMENTS FROM PRESIDING MEMBER:

The Deputy Shire President, Cr Hansen acknowledged the passing of Shirely Humble at 96 years age, 28 September 1929 – 19 November 2025. Cr Hansen always new and called her Mrs Humble because she initiated respect from all that knew her, she was a long serving member of the Nannup Community involved and caring. She served as the Shire of Nannup's first female Councillor from 1971-1983 and the Shirley Humble room at the Shire Office is named in her honour, she was a long serving Justice of the Peace and was a mentor to Cr Hansen in the early days as a Justice in Nannup, she always measured her words before speaking and I, like many in Nannup held her in the highest of esteem. Cr Hansen added that she was blessed to speak with Mrs Humble earlier this year in one of her many visits to Nannup, Mrs Humble told Cr Hansen she always considered Nannup her home, Cr Hansen added may we treasure her memory.

7. DISCLOSURE OF INTEREST:

David Taylor, CEO declared an Impartial Interest in agenda item 11.9 – 2025 Sponsorship of Nannup District High School Parents and Citizens Association – Carols by Torchlight.

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:

Brad Russell, Chairman of the Lower Donnelly River Conservation Association gave a presentation against agenda item 12.1 – Notice of Motion from Cr Timothy Sly – Rates Concessions on Lower Donnelly River Hut Properties.

10. REPORTS BY MEMBERS ATTENDING COMMITTEES:

Meeting	Date	Councillor
Accidental Councillor Training Course	27 October 2025	Hansen
Bush Fire Advisory Committee	3 November 2025	Brown
Nannup Chamber of Commerce and Industry Meeting	5 November 2025	Curtis
Orientation meeting with David Taylor	6 November 2025	Tang
Australia Day Working Group meeting	13 November 2025	Brown, Hansen
Strategic Forum	13 November 2025	Tang, Sly, Brown, Fraser, Hansen
OP Shop – Meet the Volunteers	14 November 2025	Sly
Digital information Library Session	18 November 2025	Hansen
On Line meeting with Hon Don Punch MLA, Minister for the South West	19 November 2025	Hansen
Blackwood Valley Wine Show Judges Dinner	20 November 2025	Brown
Presented Blackwood Valley Wine Show awards	21 November 2025	Brown
New Councillor Induction Training	21 November 2025	Tang, Brown, Fraser, Curtis, Hansen
Official opening of the Cundinup Bush Fire Brigade Shed and presentation on 65 years' service award for Mr Brian Thomas	22 November 2025	Brown, Fraser, Curtis
Nannup District High School international big picture learning information session	25 November 2025	Brown, Curtis, Hansen
Meeting with Beaven Eatts	26 November 2025	Sly
Concept Forum	27 November 2025	Sly, Brown, Curtis, Hansen
Ordinary Council Meeting	27 November 2025	Sly, Curtis

The Deputy Shire President moved agenda item 12.1 – Notice of Motion from Cr Timothy Sly – Rates Concessions on Lower Donnelly River Hut Properties to be listed prior to Reports by Offices so that Brad Russell, Chairman of the Lower Donnelly River Conservation Association could leave the meeting after Council had voted

12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

12.1 – Notice of Motion from Cr Timothy Sly – Rates Concessions on Lower Donnelly River Hut Properties

CR SLY MOVES THE FOLLOWING MOTION:

That Council;

Direct the Chief Executive Officer to:

1. Introduce a 30% concession on the minimum rate for the Lower Donnelly River Hut Properties to be included in the 2026/2027 budget.
2. Apply a 30% concession on the minimum rate for the Lower Donnelly River Hut Properties against the current 2025/2026 budget.

BACKGROUND:

The Lower Donnelly River Hut Properties, located within the D'Entrecasteaux National Park consists of 33 individual huts on the Shire of Nannup side of the river. They form part of a unique settlement with historic and cultural significance.

These huts are in an isolated location where the Shire has no capacity to deliver any direct services. There are no roads or public access to the hut area located at the mouth of the river in the Shire of Nannup, access to the settlement is restricted to a 12 km boat journey along the Donnelly River. There are huts located on the opposite bank of the Donnelly River which fall under the remit of Shire of Manjimup. Access to the Shire of Manjimup settlement is via Department of Biodiversity, Conservation and Attractions (DBCA) road, to which the Shire of Manjimup makes no contribution for maintenance.

In setting the framework for hut leases, it is acknowledged that the Lower Donnelly Huts are distinct from most other properties within the Shire due to their remoteness and the absence of Shire-provided services and infrastructure.

It is further noted that the Shire of Manjimup Council from the 30th September 2025 ordinary council meeting passed motion 29574 which introduced a 70% cap on the minimum rates from 2026/27 and agreed a rebate of 30% in the 2025/26 budget. Further, the motion noted that “consistency across remote settlements is still evolving”.

Given these circumstances, it is proposed that Council consider applying a **30% concession** to the minimum rate on the Lower Donnelly River Huts rates notices within the Shire of Nannup.

The Minimum Rate in 2025/26 (current) is \$1,510, a 30% concession based on this would equate to a loss of Rate Revenue of \$14,949 which is equivalent to 0.52% of total rates for the 2025/26 financial year.

The rationale for this discount includes:

- Recognition of the lack of Shire service delivery to the site.
- The Lower Donnelly properties are isolated and uniquely Department of Biodiversity, Conservation and Attraction (DBCA) leasehold, subject to onerous conditions, restrictions and requirements.
- Support for the long-term sustainability and maintenance of this unique heritage settlement
- The huts are NOT available to rent: Elevated insurance, legal compliance, isolation, difficulty of access and self-sufficiency for all utilities make it practically unworkable to secure an income stream on these properties.
- Rating consistency for this remote settlement across Shire of Nannup and Shire of Manjimup.

Council's decision on this matter will provide clarity and equity for hut owners while establishing a fair basis into the future.

COUNCIL RESOLUTION 271125.4

MOVED: CR SLY

SECONDED: CR CURTIS

That Council;

Direct the Chief Executive Officer to:

1. ***Introduce a 30% concession on the minimum rate for the Lower Donnelly River Hut Properties to be included in the 2026/2027 budget.***
2. ***Apply a 30% concession on the minimum rate for the Lower Donnelly River Hut Properties against the current 2025/2026 budget.***

LOST

TOTAL VOTES FOR: 1

Cr Sly

TOTAL VOTES AGAINST: 5

Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Tang

11. REPORTS OF OFFICERS:

AGENDA NUMBER & SUBJECT:	11.1 – Proposed Dates for the Ordinary Council and Audit and Risk Meetings for 2026
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 18
AUTHOR:	Lisa Atkinson – Executive Support Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	3 November 2025
PREVIOUS MEETING REFERENCE:	Resolution 281124.12
ATTACHMENT	Nil.

PURPOSE OF REPORT

To inform Council of statutory meeting requirements under the *Local Government Act 1995* and associated regulations, and to seek endorsement of the annual meeting schedule.

BACKGROUND:

At the Ordinary Council meeting held on 28 November 2024, with respect to meeting times, location and frequency for 2025, Council resolved as follows (Resolution No.281124.12);

"That with respect to the Ordinary Meetings of Council to be held in 2024; Council;

1. *Retain a 4.30pm commencement time for all Ordinary Council meetings in 2025; and*
2. *Endorse the proposed dates and locations as shown in the Officer Report, with the first meeting commencing on Thursday 22 January 2025; and*
3. *Advertise the dates, times and locations in recommendation part 1 and 2 in the Nannup Telegraph, on Council's website, on Council's Public Notice Boards and on the Shire's Facebook page."*

COMMENT:

Regulation 12 of the *Local Government (Administration) Regulations 1996* requires the Chief Executive Officer to publish on the local government's website the dates, times, and locations of Council meetings before the start of each calendar year.

This requirement applies to –

- Ordinary Council Meetings; and
- Committee meetings that are required under the *Local Government Act 1995* to be open to the public, or that are proposed to be open to the public.

All Ordinary and Special Council Meetings must be open to the public because they involve decision-making powers. Council may, however, resolve to close a meeting to the public in accordance with legislative provisions when discussing confidential matters.

For Council committees, whether a meeting is open to the public depends on whether the committee has been delegated decision-making authority. The Shire of Nannup Audit and Risk Committee is delegated the power to conduct the formal meeting with the Shire's Auditor as required by Section 7.12A(2) of the Act. Consequently, its meetings must be open to the public, and the dates advertised in the same manner as ordinary or special Council meetings

The Audit and Risk Committee Terms of Reference require the Committee to meet at least twice annually. Special meetings may be convened by the CEO or the Presiding Member. Administration recommends scheduling -

- The first meeting in early March to consider the outcome of the Annual Compliance Audit Return; and
- The second meeting in December to conduct the formal meeting with the external auditor.

Additional matters may be addressed through special committee meetings convened as required.

The proposed meeting schedule for 2026 is based on Council's current meeting frequency for the next 12 months and includes the two proposed dates for the Audit and Risk Committee. An additional date in December has also been included, which can be cancelled if not required.

DATE	LOCATION	MEETING	TIME
Thursday 22 January	Nannup, Council Chambers	Ordinary	4.30 pm
Thursday 26 February	Nannup, Council Chambers	Ordinary	4.30 pm
Thursday 12 March	Nannup, Council Chambers	Audit and Risk Committee	4.30 pm
Thursday 26 March	Carlotta Bush Fire Brigade Shed	Ordinary	4.30 pm
Thursday 23 April	Nannup, Council Chambers	Ordinary	4.30 pm
Thursday 28 May	Nannup, Council Chambers	Ordinary	4.30 pm
Thursday 25 June	Nannup, Council Chambers	Ordinary	4.30 pm
Thursday 23 July	Nannup, Council Chambers	Ordinary	4.30 pm
Thursday 27 August	Nannup, Council Chambers	Ordinary	4.30 pm
Thursday 24 September	Cundinup Bush Fire Brigade Shed	Ordinary	4.30 pm
Thursday 22 October	Nannup, Council Chambers	Ordinary	4.30 pm
Thursday 26 November	Nannup, Council Chambers	Ordinary	4.30 pm
Thursday 10 December	Nannup, Council Chambers	Audit and Risk Committee	4.30 pm
Thursday 17 December	Nannup Council Chambers	Ordinary	4.30pm

Cr Brown requested that the Ordinary Council Meeting at the Cundinup Bush Fire Brigade Shed be moved from November to September as the weather is cooler

STATUTORY ENVIRONMENT:

The following legislation relates to Council meeting dates:

Local Government Act 1995

Section 5.3 - Ordinary and Special Council meetings

- 1) A Council is to hold ordinary meetings and may hold special meetings.
- 2) Ordinary meetings are to be held not more than 3 months apart.
- 3) If a Council fails to meet the requirements under subsection (2) of the Act, the Chief Executive Officer is to notify the Minister of that failure.

Section 5.4 - Calling Council meeting

An ordinary or a special meeting of Council is to be held –

- a) If called for be either-
 - i) The Mayor or President; or
 - ii) At least 1/3 of the Councillors,
 In a notice to the Chief Executive Officer setting out the date and purpose of the proposed meeting.
- b) If so decided by the Council.

Local Government (Administration) Regulations 1996

Regulation 12 – Publication of meeting details

Regulation 12(1) requires that the CEO give local public notice of the meeting details for ordinary council meetings and committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Public notice advertising costs.

RISK MANAGEMENT MATRIX

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

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

Officers have undertaken a Risk Assessment which is shown below:

Risk	Likelihood	Consequence	Risk Rating	Risk Description	Mitigation/Controls
Failure to advertise meeting schedule as required by legislation	Unlikely	Medium (Short-term but significant regulatory imposts)	Medium	Non-Compliance with Regulation 12 of the Local Government (Administration) Regulations 1996, resulting in reputational damage or regulatory scrutiny.	Ensure advertising is completed in all required formats: Nannup Telegraph, website, notice boards, Facebook. Assign responsibility to Executive Support Officer with CEO oversight.
Incorrect meeting time or location published	Possible	Low (Little disruption)	Low	Confusion among community members and Councillors, potentially leading to missed attendance or complaints.	Double -check all published materials before release. Use a checklist and have a second officer verify details.
Meeting not held within 3-month statutory requirements	Rare	High (Non-compliance resulting in Minister Notification)	Medium	Breach of Section 5.3 of the Local Government Act 1995 if meetings is not held within the required timeframe	Maintain a calendar with reminders for statutory compliance. CEO to monitor and ensure scheduling aligns with legislative requirements.
Community dissatisfaction with meeting times or locations	Possible	Low (Unsubstantiated reputational impact)	Low	Some community members may feel excluded due to timing or remote locations.	Provide clear rationale in public communications. Offer opportunity for public feedback annually.
Financial cost of advertising exceeds budget	Unlikely	Low	Low	Advertising costs may exceed expectations, impacting minor budget allocations	Budget allocation in advance. Use cost-effective advertising methods where possible

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Strategic Plan 2017 – 2027 – Our Council Leadership – Strategy 6.1 Lead, Listen, Advocate, Represent and Provide.

VOTING REQUIREMENTS:

Simple majority.

OFFICER RECOMMENDATION:

That Council:-

1. In accordance with section 5.25 of the *Local Government Act 1995*, and the *Local Government (Administration) Regulations 1996* (r.12) **decides** the schedule of meeting dates for the period January 2025 to December 2025 with the first meeting commencing on Thursday 22 January 2026 as detailed in this report;
2. Retain a 4.30pm commencement time for all Ordinary Council meetings in 2026; and
3. Note that public notice of the schedule of dates, times, and venues for the 2026 Ordinary Councils and Committee meetings will be undertaken in accordance with the *Local Government (Administration) Regulations 1996* (r.12(1)).

COUNCIL RESOLUTION 271125.5

MOVED: CR BROWN

SECONDED: CR FRASER

Procedural Motion: Standing Orders be suspended to allow for discussion on the item.

CARRIED

TOTAL VOTES FOR: 6

Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang

TOTAL VOTES AGAINST: 0

COUNCIL RESOLUTION 271125.6

MOVED: CR BROWN

SECONDED: CR SLY

Procedural Motion: Standing Orders be resumed to allow for voting.

CARRIED

TOTAL VOTES FOR: 6

Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang

TOTAL VOTES AGAINST: 0

COUNCIL RESOLUTION 271125.7**MOVED: CR CURTIS****SECONDED: CR BROWN*****That Council:-***

- 1. In accordance with section 5.25 of the Local Government Act 1995, and the Local Government (Administration) Regulations 1996 (r.12) decides the schedule of meeting dates for the period January 2025 to December 2025 with the first meeting commencing on Thursday 22 January 2026 as detailed in this report;***
- 2. Retain a 4.30pm commencement time for all Ordinary Council meetings in 2026; and***
- 3. Note that public notice of the schedule of dates, times, and venues for the 2026 Ordinary Councils and Committee meetings will be undertaken in accordance with the Local Government (Administration) Regulations 1996 (r.12(1)).***

CARRIED**TOTAL VOTES FOR: 5*****Cr Hansen, Cr Curtis, Cr Brown, Cr Sly, Cr Tang*****TOTAL VOTES AGAINST: 1*****Cr Fraser***

AGENDA NUMBER & SUBJECT:	11.2 – Funding Request – Nannup District High School
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 9
AUTHOR:	Nicky Barker, Governance Officer
REPORTING OFFICER:	David Taylor, Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	12 November 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS	11.2.1 – Grants and Donations Policy

PURPOSE OF REPORT:

To consider a funding request from the Nannup District High School for their annual ‘Further Studies Award’ presented to a graduating student who demonstrates academic achievement, community involvement and aspirations for further education.

BACKGROUND:

The Shire of Nannup has historically supported local youth through the Further Studies Award, presented annually at the Nannup District High School graduation ceremony. The award recognises a student who has shown commitment to their studies and community, and who intends to pursue further education or training.

In previous years, the Shire has provided funding amounts ranging between \$1,100 and \$1,200 for this initiative.

COMMENT:

An amount of \$1,000 is currently allocated in the Shire of Nannup’s annual budget under account (J1174 – Nannup District High School Scholarship).

Should Council resolve to support the Nannup District High School’s request for an increased contribution of \$1,200, a budget variation would be required to adjust the existing allocation to ensure sufficient funds are available to meet the proposed commitment.

Given the recurring nature of the ‘Further Studies Award’, it is recommended that the Shire’s current Grants and Donations Policy be amended to formally recognise and expand the scope of the policy to include provision for education and youth development. This amendment would ensure alignment between operational practice and policy intent and provide a clear framework for future funding decisions.

Council is also asked to consider an additional amendment to the policy to ensure efficient decision-making in situations where the CEO, as the designated decision-maker, has a conflict of interest. To address this, the Executive Manager Corporate Services has been included under Authorities and Accountabilities to make decisions in such instances.

STATUTORY ENVIRONMENT:

There are no specific statutory requirements governing the provision of community awards; however, the Local Government Act 1995 provides the general authority for local governments to allocate funds for community benefit under:

- **Local Government Act 1995 – Section 6.7(2):** Money held in the municipal fund may be applied towards the performance of the functions of the local government.
- **Section 3.1:** General function of local government to provide for the good government of persons in the district.

POLICY IMPLICATIONS:

Amendments to the Shire existing Grants and Donations Policy.

FINANCIAL IMPLICATIONS:

A budget variation would be required to adjust the existing budget allocation to ensure sufficient funds are available to meet the proposed commitment, it is proposed that this amendment be included in the statutory Mid-Year Budget Review which will come to Council in February 2026.

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
Misallocation of funds or budget overrun	Unlikely	Minor	Low	Risk of exceeding budget or misdirecting funds due to oversight.	Ensure award amount is pre-approved and allocated from existing budget. Finance team to verify availability.
Perception of bias in award selection	Possible	Moderate	Medium	Risk of community or school perceiving unfairness in recipient selection.	Collaborate with school to ensure transparent and fair selection criteria. Document process and decision-making.
Lack of eligible candidates	Rare	Minor	Low	Risk that no student meets the award criteria in a given year.	Maintain flexible criteria to allow for recognition of diverse achievements. Engage with school early to identify candidates.

Community dissatisfaction or criticism	Unlikely	Moderate	Medium	Risk that community disagrees with the award or its recipient.	Communicate clearly the purpose and criteria of the award. Promote community value through Shire channels.
Non-attendance of Shire representative at ceremony	Possible	Minor	Low	Risk that the award is not presented due to scheduling conflicts.	Frame award as recognition of intent and potential, not guaranteed enrolment. Consider follow-up engagement.

STRATEGIC IMPLICATIONS:

The award aligns with the Shire's Strategic Community Plan objectives to support youth development, education, and lifelong learning.

Strategic Community Plan 2021–2031

- Objective 1.2: Support our youth to grow, learn and be active contributors to our community.
- Objective 2.3: Provide opportunities for education and lifelong learning.

VOTING REQUIREMENT:

Simple Majority.

OFFICER RECOMMENDATION:

That Council:

1. Approves an amount of \$1200 to support the Nannup District High School 'Further Studies Award' for 2025;
2. Notes that that a budget variation will be included in the statutory Mid-Year Budget Review to be presented to Council in February 2026; and
3. Authorise the Shire President to present the award at the Nannup District High School graduation ceremony; and
4. Adopts the amended Shire's Community Donations and Grant Funding Policy shown at Attachment 11.2.1 to make provision for future funding to the Nannup District High School Further Studies Annual Award; and to add the Executive Manager Corporate Services as a decision maker where the Chief Executive Officer has a conflict of interest.

COUNCIL RESOLUTION 271125.8**MOVED: CR SLY****SECONDED: CR BROWN***Procedural Motion: Standing Orders be suspended to allow for discussion on the item.***CARRIED****TOTAL VOTES FOR: 6***Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang***TOTAL VOTES AGAINST: 0****COUNCIL RESOLUTION 271125.9****MOVED: CR SLY****SECONDED: CR BROWN***Procedural Motion: Standing Orders be resumed to allow for voting.***CARRIED****TOTAL VOTES FOR: 6***Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang***TOTAL VOTES AGAINST: 0****COUNCIL RESOLUTION 271125.10****MOVED: CR CURTIS****SECONDED: CR TANG***That Council:*

1. *Approves an amount of \$1200 to support the Nannup District High School 'Further Studies Award' for 2025;*
2. *Notes that that a budget variation will be included in the statutory Mid-Year Budget Review to be presented to Council in February 2026; and*
3. *Authorise the Shire President to present the award at the Nannup District High School graduation ceremony; and*
4. *Adopts the amended Shire's Community Donations and Grant Funding Policy shown at Attachment 11.2.1 to make provision for future funding to the Nannup District High School Further Studies Annual Award; and to add the Executive Manager Corporate Services as a decision maker where the Chief Executive Officer has a conflict of interest.*

CARRIED**TOTAL VOTES FOR: 6***Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang***TOTAL VOTES AGAINST:0**

AGENDA NUMBER & SUBJECT:	11.3 – Shire of Nannup Bush Fire Brigade Local Law 2025
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 5
AUTHOR:	Nicky Barker – Governance Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	19 November 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	11.3.1 - Shire of Nannup Bush Fire Brigade Local Law 2025

PURPOSE OF REPORT:

To consider adopting the Shire of Nannup Bush Fire Brigades Local Law 2025.

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

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

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

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

BACKGROUND:

Following consideration of the complexities involved in developing a local law from the ground up, the Shire elected to adopt the WALGA Model Local Law as the basis for its own. At the time, WALGA advised that the model should be used in its entirety without modification. The WALGA Model Local Law has previously undergone scrutiny by the WA Parliament’s Joint Standing Committee on Delegated Legislation (JSDL), and as such, is considered unlikely to be subject to disallowance, either in whole or in part.

The local law was presented to Council on 28 August 2025 for consideration and the following resolution (280825.5) was adopted.

“COUNCIL RESOLUTION 280825.5

MOVED: CR BROWN SECONDED: CR CURTIS

That Council:

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

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

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

2. *NOTES that:*

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

3. *NOTES that all submissions received will be presented to Council for consideration.*

CARRIED

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

COMMENT:

Purpose and Legislative Context

The Shire is required to adopt a Bushfire Brigade Local Law to formally establish its Volunteer Bush Fire Brigades and ensure that brigade officers are appropriately appointed and empowered to carry out their roles.

While most substantive matters relating to bushfires, brigades, and firefighting operations are governed by the *Bush Fires Act 1954* and associated Regulations, Section 43 of the Act prescribes the specific matters that must be addressed through a local law.

Content of the Proposed Local Law

The proposed local law includes a set of 'Rules' designed to support the effective management of the Shire's Volunteer Bush Fire Brigades. These Rules address operational and administrative matters such as –

- Functions and responsibilities of brigade members;
- Processes for membership applications and terminations;
- Training requirements;
- Procedures for objections and grievances; and
- Conduct of brigade and committee meetings.

Local Law-Making Process

The process for making a local law involves two key stages –

1. **Initiation and Public Notice:** Council must first resolve to give public notice of the proposed local law and invite submissions from the community and relevant stakeholders.
2. **Consideration and Adoption:** Following the close of the submission period, Council must consider all feedback received. It may then adopt the local law as advertised or, if amendments are not considered significantly different, adopt the modified version. If changes are deemed significant, the process must recommence, including a new consultation period.

Referral to Parliamentary Committee

Following gazettal, the Shire is required to submit copies of the adopted local law, an Explanatory Memorandum, and other supporting documentation to the Joint Standing Committee on Delegated Legislation (JSCDL) within 10 working days, in accordance with Ministerial Directions.

The JSCDL is a committee of the Western Australian Parliament comprising eight members, with equal representation from the Legislative Council and the Legislative Assembly. Once referred, the Committee reviews the local law against its terms of reference. If the Committee identifies any concerns, it may request a written undertaking from the local government to amend or repeal the relevant provisions.

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

Bush Fire Brigades Local Law 2025

Purpose

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

Effect

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

Consultation

The process for making a local law provides an opportunity for the public and government departments to have their input.

In accordance with legislative requirements, the proposed local law was publicly advertised for the duration of the statutory consultation period, with submissions closing on 7 November 2025.

As part of the consultation process, the Shire forwarded the draft local law to the Department of Local Government and the Department of Fire and Emergency Services (DFES). Additionally, the Shire's Community Emergency Services Manager (CESM) engaged with local Bush Fire Brigades to seek their feedback.

Following the close of the submission period, the Shire is required to consider all submissions received. It may then proceed to make the local law as proposed, or with modifications that are not significantly different. If any changes are deemed significant, the law-making process must recommence, including a new round of public consultation.

DFES provided a formal submission outlining several recommended amendments to the draft local law. These are summarised below:

- **Definition of “normal brigade activities”:** DFES recommends including a clear definition within the local law.
- **Removal of duplicated terms:** Suggestions were made to streamline language and avoid redundancy.
- **Eligibility criteria for members aged 16:** DFES proposes that the law specify requirements such as parental/guardian consent. An amendment has been made to clause 4.2 and the application forms shown in the appendixes of the local law has been amended to include this requirement.
- **Consistency in terminology:** DFES highlighted inconsistencies in the use of titles, particularly between “Chief Bush Fire Control Officer” and “Chief Fire Control Officer” and recommends standardisation.
- **Clarification of duties:** DFES suggests including more detail on the roles and responsibilities of brigade captains and members. These are included in the Bushfire Brigades Operating Procedures.
- **Procedural fairness in disciplinary matters:** While the draft law provides for procedural fairness in cases of dismissal, DFES recommends extending similar provisions to cases of suspension to ensure consistency. This change has been made.

The final Bush fire Brigade Local Law is provided for adoption at Attachment 11.3.1.

The amendments are not material and do not alter the intent of the local law. The Shire therefore recommends that the local law, inclusive of the minor amendments shown in mark-up be adopted for gazettal and advertising.

STATUTORY ENVIRONMENT:

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

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

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

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

RISK MANAGEMENT MATRIX

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

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

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

Risk	Likelihood	Consequence	Risk Rating	Risk Description	Mitigation/Controls
Legal Risk -WHS Compliance	Possible	High (Major)	High	Failure to implement governance for volunteer brigades may lead to breaches under WHS Act., exposing the Shire to liability for injuries.	Adopt local law to formalise brigade structure, roles, and safety obligations; ensure compliance with WHS Act; provide training and PPE
Legal Risk - Civil	Unlikely	High (Major)	Medium	Brigade acting outside authority or without procedures could result in litigation for damages.	Implement clear operating procedures; adopt local law defining scope of authority; maintain insurance coverage.
Legal Risk – Lack of Legal Protection	Possible	Medium (Moderate)	Medium	Without a local law, actions may fall outside statutory protections under Fire and Emergency Service Act	Adopt local law; ensure actions are documented and within legal authority; provide legal training for officers
Operational Risk – Unclear Roles	Likely	Medium (Moderate)	High	Ambiguity in brigade roles and responsibilities may cause confusion during emergencies	Local law to define roles' update Bushfire Brigades Operating Procedures; regular training and communication

Operational Risk – Inconsistent Procedures	Possible	Medium (Moderate)	Medium	Lack of standard procedures may lead to ineffective or unsafe operations	Adopt local law; standardise SOPs conduct audits and compliance checks
Compliance Risk Governance and Oversight	Possible	Medium (Moderate)	Medium	Absence of formal oversight mechanisms reduces accountability and reporting	Establish Bush Fire Advisory Committee; enforce reporting requirements; adopt local law.
Compliance Risk – Enforcement Difficulty	Unlikely	Medium (Moderate)	Medium	Without local law, enforcing fire mitigation measures and cost recovery is challenging.	Adopt local law implement enforcement protocols; educate landowners on compliance.

STRATEGIC IMPLICATIONS:

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

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council:

1. NOTES the submission received on the proposed Shire of Nannup Bushfire Brigades Local Law 2025, as detailed in this Report;
2. BY ABSOLUTE MAJORITY, and in accordance with Section 3.12(4) of the Local Government Act 1995, MAKES the Shire of Nannup Bushfire Brigades Local Law 2025 as set out in Attachment 11.3.1;
3. NOTES Administration, in accordance with Section 3.12(5) of the Local Government Act 1995 will:
 - a) Publish the Shire of Nannup Bushfire Brigades Local Law 2025 in the Government Gazette; and
 - b) Give a copy of the Shire of Nannup Bushfire Brigades Local Law 2025 to the Minister for Fire and Emergency Services and the Minister for Local Government;
4. NOTES Administration will give local public notice of the gazettal of the Shire of Nannup Bushfire Brigades Local Law 2025, pursuant to Section 3.12(6) of the Local Government Act 1995; and
5. NOTES that following gazettal of the Shire of Nannup Bushfire Brigades Local Law 2025, and in accordance with the Local Laws Explanatory Memoranda Directions 2010, a copy of the Local Law and a duly completed Explanatory Memorandum signed by the Mayor and Chief Executive Officer will be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

Cr Brown notes that item 5 in the officer recommendation should be amended to read that the copy of the Local Law and duly completed Explanatory Memorandum will be signed by the Shire President not the Mayor.

COUNCIL RESOLUTION 271125.11

MOVED: CR BROWN

SECONDED: CR CURTIS

That Council:

1. **NOTES the submission received on the proposed Shire of Nannup Bushfire Brigades Local Law 2025, as detailed in this Report;**
2. **BY ABSOLUTE MAJORITY, and in accordance with Section 3.12(4) of the Local Government Act 1995, MAKES the Shire of Nannup Bushfire Brigades Local Law 2025 as set out in Attachment 11.3.1;**
3. **NOTES Administration, in accordance with Section 3.12(5) of the Local Government Act 1995 will:**
 - a) **Publish the Shire of Nannup Bushfire Brigades Local Law 2025 in the Government Gazette; and**
 - b) **Give a copy of the Shire of Nannup Bushfire Brigades Local Law 2025 to the Minister for Fire and Emergency Services and the Minister for Local Government;**
4. **NOTES Administration will give local public notice of the gazettal of the Shire of Nannup Bushfire Brigades Local Law 2025, pursuant to Section 3.12(6) of the Local Government Act 1995; and**
5. **NOTES that following gazettal of the Shire of Nannup Bushfire Brigades Local Law 2025, and in accordance with the Local Laws Explanatory Memoranda Directions 2010, a copy of the Local Law and a duly completed Explanatory Memorandum signed by the Shire President and Chief Executive Officer will be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.**

CARRIED BY ABSOLUTE MAJORITY

TOTAL VOTES FOR: 6

Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang

TOTAL VOTES AGAINST:0

AGENDA NUMBER & SUBJECT:	11.4 – Community Grant Request – Lower Donnelly River Conservation Association Feral Pig Baiting System
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 9
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	18 November 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	11.4.1 - Email request from Lower Donnelly River Conservation Association

BACKGROUND:

The Lower Donnelly River Conservation Association (LDRCA), also known as the Lower Donnelly River Hut Owners has requested Shire support for the acquisition of equipment to allow them to control feral pig populations in the area surrounding the huts.

The request is made under the community grant program and LDRCA seek \$3,000 to purchase 3 x Hog Gone Feeding Troughs, Feral Pig Attractant, food for pre-feeding and incidentals.

COMMENT:

The LDRCA contacted the Shire of Nannup to seek funding support to help control feral pig populations in the hut area.

The community grants Round 1 Program had a total budget allocation of \$15,000 and was undersubscribed with \$9,280 being granted by Council. Round 2 of the program closed on 31 October 2025 and had a budget allocation of \$10,000 which is also undersubscribed with \$6,529 being requested under the program.

The group is facing a feral pig problem currently and seeks the urgent consideration of their request rather than wait for the next Community Grant Round in mid-2026.

A link to the product proposed to be used is below -

[HOGGONE® meSN Feral Pig Bait — animal control technologies](#)

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

FNC 3 – Community Donation and Grant Funding

Requests beyond \$600 are a decision of the Council.

FINANCIAL IMPLICATIONS:

2025/56 Annual Budget Allocation for Community Grants Program is \$25,000.

Round 1 Program

Budget \$15,000

Granted \$9,280

Leftover \$5,720

Round 2 Program

Budget \$10,000

Applied \$6,529 (not yet granted)

Leftover \$3,471

Total Leftover after both applications rounds is \$9,191.

This item should be read in conjunction with Item 11.9 which includes a request for funding support from the School P&C to run the Christmas Carols.

RISK MANAGEMENT MATRIX

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

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

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

Risk	Likelihood	Consequence	Risk Rating	Risk Description	Mitigation/Controls
Environmental Impact from bait use	Possible	Medium (Moderate)	Medium	Use of feral pig bait could harm non-target species or contaminate environment if mismanaged	Ensure compliance with product guidelines; training for volunteers; monitoring bait stations; use approved products.

Reputational Risk to Shire	Possible	Medium (Moderate)	Medium	Public criticism if baiting perceived is inhumane or unsafe.	Public Communication plan; confirm product is humane and approved; transparency in decision-making
Compliance Risk	Unlikely	Medium (Moderate)	Medium	Breach of regulations regarding baiting or animal welfare	Verify compliances with state pest control regulations; require LDRCA to follow legal standards
Operational Risk – ineffective Control	Likely	Likely	High	Feral pig population may not reduce despite investment, leading to ongoing damage.	Monitor effectiveness; consider integrated pest management; review after 6 months.
Health and Safety Risk	Unlikely	Unlikely	Medium	Volunteers may be injured during baiting or pig encounters	Safety training; PPE; clear protocols for bait handling and site visits.

STRATEGIC IMPLICATIONS:

Extract from the 2021-2036 Nannup Community Strategic Plan

Our Natural Environment

4.1 Our Sanctuary

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

Strategy – Support the management of hazards to our natural assets and community, including pests and fire risk.

VOTING REQUIREMENTS:

Simple Majority

RECOMMENDATION:

That Council approve the request from the Lower Donnelly River Conservation Association of \$3,000 for the purchase of a feral pig baiting system and the funds to be allocated from the 2025/26 Community Grant Program.

Cr Brown put forward amended motion

COUNCIL RECOMMENDATION:

That Council

1. Approve the request from the Lower Donnelly River Conservation Association of \$3,000 for the purchase of a feral pig baiting system and the funds to be allocated from the 2025/26 Community Grant Program.
2. Requests a brief report on the effectiveness of the feral pig baiting system be provided by the Donnelly River Conservation Association in addition to their Community Grant Program.

COUNCIL RESOLUTION 271125.12

MOVED: CR BROWN

SECONDED: CR SLY

That Council,

- 1. Approve the request from the Lower Donnelly River Conservation Association of \$3,000 for the purchase of a feral pig baiting system and the funds to be allocated from the 2025/26 Community Grant Program.**
- 2. Requests a brief report on the effectiveness of the feral pig baiting system be provided by the Donnelly River Conservation Association in addition to their Community Grant Program**

CARRIED

TOTAL VOTES FOR: 6

Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang

TOTAL VOTES AGAINST:0

AGENDA NUMBER & SUBJECT:	11.5 – Revitalising Nannup's Early Years Precinct: A Community - Driven Approach
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Nicole Botica
FILE REFERENCE:	FNC 6
AUTHOR:	Nicole Botica, Economic & Community Development Coordinator
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	13 November 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	11.5.1 – Nannup Family Collective Inc – Grant letter to the Shire of Nannup 11.5.2 – Nannup Play Group – Play Equipment 11.5.3 – Nannup Play Group – Sensory Equipment

BACKGROUND:

The Nannup Early Years Precinct is centred at the historic "Old Kindy Building" (or Nannup Pre-Primary Centre) in Nannup. The project is a visionary initiative aimed at creating an Early Years precinct for the community. This site, adjacent to the Shire Offices at 15 Adam St, has a rich history of serving the educational needs of Nannup's youngest residents.

Funding was secured in September 2024 through the Timber Transition Community Small Grant. A contribution of \$70,000 was allocated towards the playground upgrade. The preferred supplier to install a nature-based playground was Nature Based Play using natural materials, locally sourced.

Additional elements were requested by the Nannup Family Collective, which exceeded the allocated budget. The group took on the initiative to apply for more funding and approached Lotterywest for \$8,000 (ex GST) to contribute towards additional sensory play equipment and Talison Lithium, to fund additional nature play equipment valued at \$50,000 (ex GST), securing a total of an additional \$58,000 (ex GST) for the project.

COMMENT:

The Nannup Family Collective have secured an additional \$58,000 in funding through grant programs to support the Nannup Early Years Precinct. This investment will enable us to realise the vision for the Nannup Family Collective's outdoor area, creating a space that reflects the shared commitment to early childhood development and community well-being.

The collaboration between the Shire of Nannup, the Nannup Family Collective Inc., and our supporting partners exemplifies a united approach to building a vibrant, inclusive, and enriching environment for families. The Early Years Precinct is not just an infrastructure project, it is a transformative initiative that strengthens social connections, nurtures skills, and celebrates the natural beauty of Nannup.

By integrating nature play, at the family hub, the project will expand social capital and foster a sense of belonging for residents of all ages. This additional funding brings us closer to delivering a precinct that prioritises sustainability, inclusivity, and collective welfare, setting a benchmark for rural community development.

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulations 1996.

POLICY IMPLICATIONS:

Policy FNC 6 - Acceptance of Grant Funding.

FINANCIAL IMPLICATIONS:

- 2023–2024: Seed funding of \$30,000 from Shire funds was allocated for building upgrades.
- 2024–2025: A total of \$73,842 was allocated under the Pre-School Centre Nannup – Building (Capital) budget, including \$3,842 rolled over from the previous year. Of this, \$70,000 was sourced from the Local Roads and Community Infrastructure Fund Phase 4 for external repairs including the fence installation.
- Additional grant funding of \$99,733 was secured through the Timber Transition Community Small Grant, with \$70,000 directed to the playground upgrade.
- New Allocation: An extra \$58,000 has been sourced through grant programs to deliver additional outdoor elements as per variation quotes. The Shire will invoice the Nannup Family Collective directly for these costs.

RISK MANAGEMENT MATRIX:

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

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

Officers have undertaken a Risk Assessment which is shown below:

Risk	Likelihood	Consequence	Risk Rating	Risk Description	Mitigation/Controls
Financial & Credit Risk	Possible	Moderate	Medium	Potential cost overruns or insufficient grant funding for variations.	Regular financial monitoring; invoice Nannup Family Collective for variations; maintain contingency funds.

Compliance & Regulatory	Unlikely	Major	Medium	Risk of non-compliance with grant conditions or reporting requirements.	Adhere to grant agreements; maintain documentation; conduct periodic compliance checks.
Operational Risk	Possible	Moderate	Medium	Delays in construction or delivery of outdoor elements due to contractor issues.	Engage reputable contractors; monitor timelines; implement variation management processes.
Strategic Risk	Unlikely	Major	Medium	Project may not meet community expectations or strategic objectives.	Ongoing stakeholder engagement; align with Community Strategic Plan 2021–2036.
Environmental Risk	Possible	Minor	Low	Weather-related delays or damage during works.	Schedule works during favourable conditions; include weather contingencies in contracts.
Legal Risk	Rare	Moderate	Low	Disputes over variation costs or scope changes.	Clear contracts; documented approvals; legal review of agreements.
Audit Risk	Unlikely	Moderate	Medium	Inadequate financial tracking leading to audit findings.	Maintain transparent financial records; regular internal audits.
Technological Risk	Rare	Minor	Low	Limited risk as project is primarily physical infrastructure.	N/A

STRATEGIC IMPLICATIONS:

The Shire of Nannup Corporate Business Plan 2022 -2028

Strategic Theme 1: Our Community

Focus point 1.3; Our Youth - youth and young families are important and we will focus on making Nannup a great place to grow up where families can thrive.

Revitalising Nannup's early years through a community driven approach, upgrading the facilities at the Old Kindy Building will enable vibrancy through services that support young families.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council approve a budget amendment of \$58,000 for additional sensory play equipment (funded by Lotterywest) and extra play equipment (funded by Talison Lithium), with costs to be recouped from the Nannup Family Collective.

COUNCIL RESOLUTION 271125.13

MOVED: CR CURTIS

SECONDED: CR BROWN

That Council approve a budget amendment of \$58,000 for additional sensory play equipment (funded by Lotterywest) and extra play equipment (funded by Talison Lithium), with costs to be recouped from the Nannup Family Collective.

CARRIED BY ABOSOLUTE MAJORITY

TOTAL VOTES FOR: 6

Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang

TOTAL VOTES AGAINST:0

AGENDA NUMBER & SUBJECT:	11.6 – Budget Amendment Request – Grange Road Carpark LRCI Phase 3 Funding
LOCATION/ADDRESS:	Grange Road, Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM 2
AUTHOR:	Kim Dolzadelli – Executive Manager Corporate Services
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	20 November 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	11.6.1 – Local Roads and Community Infrastructure Program Phase 3 Approved Work Schedule (Variation) – September 2025 11.6.2 – Grange Road Car Park Proposal

BACKGROUND:

The Department of Infrastructure, Transport, Regional Development and Communications ('Department') previously advised that all funding through the Local Roads and Community Infrastructure Program Phase 3 (LRCI Phase 3) was required to be fully expended by 30 June 2024.

Due to complications gaining approvals from the Water Corporation and Department of Planning Lands and Heritage the Grange Road Carpark project was unable to be commenced nor completed within the required time frame and the Department of Infrastructure, Transport, Regional Development and Communications advised that no extension would be granted at that time.

Fortunately, after considerable effort from the Shire, the Department of Infrastructure, Transport, Regional Development and Communications has reviewed their position and have granted approval for the Grange Road Carpark project as per attachment 11.6.1 Local Roads and Community Infrastructure Program Phase 3 Approved Work Schedule (Variation) – September 2025.

The variation approves \$445,644 in LRCI Phase 3 Funding for the project and approvals from the Water Corporation and Department of Planning Lands and Heritage for the Grange Road Carpark project have now been granted.

COMMENT

The Grange Road Carpark project design accommodates a total of 64 parking bays, inclusive of 62 standard bays and 2 ACROD-compliant accessible bays, in accordance with relevant Australian Standards and accessibility guidelines.

Vehicular access to the carpark will be provided via a dedicated entry and exit point off Grange Road, designed to ensure safe ingress and egress with appropriate sightlines and turning radius. Internal circulation has been planned to facilitate efficient traffic flow and minimize congestion, with clear delineation of bays and directional guidance through line marking.

STATUTORY ENVIRONMENT:

Part 6 – Financial Management of the Local Government Act 1995

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Proposed budget amendments will have no impact on the 2025/2026 Budget surplus position.

RISK MANAGEMENT MATRIX:

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

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

Officers have undertaken a Risk Assessment with respect to the item before Council and that the only foreseen risks are as follows:

Risk Description	Likelihood	Consequence	Risk Rating	Controls/Treatments
Failure to meet LRCI Phase 3 funding compliance and expenditure deadlines	Unlikely	Major	High	Monitor compliance dates; regular reporting to Council; liaison with Department
Project delays due to contractor availability or unforeseen site issues	Possible	Moderate	Medium	Detailed project schedule; contingency planning; contractor engagement early
Budget overrun impacting financial position	Unlikely	Moderate	Medium	Strict budget monitoring; Council approval for variations; financial reporting
Community dissatisfaction or reputational risk if project not delivered	Possible	Major	High	Transparent communication; community updates; ensure timely delivery

STRATEGIC IMPLICATIONS:

Our Shire:

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

6.4 We are One

We will strive to make decisions and deliver outcomes that are in the best interest of the majority of the community.

Provide a stable. Consistent and honest government.

VOTING REQUIREMENT:

Absolute Majority

OFFICER RECOMMENDATION:

That Council approve the following amendments to the Shire of Nannup adopted 2025/2026 Annual Budget to recognise LRCI Phase 3 Funding and the Grange Road Carpark project:

COA/JOB	Description	Current Budget	Change in Budget	Proposed Budget
PI001	Grange Road Carpark	\$0	\$445,644	\$445,644
3120410	PARKING - Grants	\$0	-\$445,644	-\$445,644
Net Total Impact		-	-	-

COUNCIL RESOLUTION 271125.14

MOVED: CR BROWN

SECONDED: CR SLY

That Council approve the following amendments to the Shire of Nannup adopted 2025/2026 Annual Budget to recognise LRCI Phase 3 Funding and the Grange Road Carpark project:

COA/JOB	Description	Current Budget	Change in Budget	Proposed Budget
PI001	Grange Road Carpark	\$0	\$445,644	\$445,644
3120410	PARKING - Grants	\$0	-\$445,644	-\$445,644
Net Total Impact		-	-	-

CARRIED BY ABSOLUTE MAJORITY

TOTAL VOTES FOR: 6

Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang

TOTAL VOTES AGAINST:0

AGENDA NUMBER & SUBJECT:	11.7 – Delegated Planning Decisions for October 2025
LOCATION/ADDRESS:	Various
NAME OF APPLICANT:	Various
FILE REFERENCE:	TPL18
AUTHOR:	Erin Gower – Acting Development Services Coordinator
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	12 November 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.7.1 – Register of Delegated Development Approvals

BACKGROUND:

To ensure the efficient and timely processing of planning related applications, Council delegates authority to the Chief Executive Officer to conditionally approve Applications for Development Approval that meet the requirements of both Local Planning Scheme No.4 (LPS4) and adopted Council policy.

Delegated planning decisions are reported to Council monthly to ensure that Council has an appropriate level of oversight on the use of this delegation. A Register of Delegated Development Approvals, detailing those decisions made under delegated authority in October 2025 is presented in Attachment 11.7.1.

COMMENT:

As shown in the attachment, each application has been advertised in accordance with LPS4 and Council's adopted Local Planning Policy *LPP5 Consultation* as detailed in the Policy Implications section of this report.

During October 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 October 2024 compared to October 2025:

	October 2024	October 2025
Delegated Decisions	5 (\$221,050.00)	2 (\$105,000.00)
Council Decisions	1 (\$1,500,000.00)	0 (\$0)
Total	(\$1,721,050.00)	2 (\$105,000.00)

100% of all approvals issued in the month of October were completed within the statutory timeframes of either 60 or 90 days.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005, Local Government Act 1995 and LPS4.

Regulation 19 of the *Local Government (Administration) Regulations 1996* requires that a written record of each delegated decision is kept.

POLICY IMPLICATIONS:

Applications for Development Approval must be assessed against the requirements of LPS4 and Local Planning Policies adopted by Council. These Policies include Local Planning Policy *LPP5 Consultation* which details the level and scope of advertising required for Applications for Development Approval.

Each application processed under delegated authority has been processed and advertised and has been determined to be consistent with the requirements of all adopted Local Planning Policies.

FINANCIAL IMPLICATIONS:

The required planning fees have been paid for all applications for Development Approval processed under delegated authority.

RISK MANAGEMENT MATRIX:

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

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

Officers have undertaken a Risk Assessment which is shown below.

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

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

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENT:

Simple majority.

OFFICER RECOMMENDATION:

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

COUNCIL RESOLUTION 271125.15

MOVED: CR SLY

SECONDED: CR CURTIS

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

CARRIED

TOTAL VOTES FOR: 6

Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang

TOTAL VOTES AGAINST:0

AGENDA NUMBER & SUBJECT:	11.8 – Amendment of Schedule of Fees and Charges 2025/2026
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 10
AUTHOR:	Lorraine Leramond, Library/Records Management/ Customer Service Officer
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	20 November 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	11.8.1 – ATO Goods and Services Tax Determination GSTD 2024/2

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.

Since adoption, staff have received further clarity on ATO Determination GST 2024/2 sections 58 – 61, Permissions required to exercise burial rights – fee or charge excluded from GST.

COMMENT:

In accordance with the below ATO Determination effective since 4 December 2024, the Shire of Nannup is required to amend its Schedule of Fees & Charges to reflect the correct treatment of GST. This change ensures compliance with the latest tax rulings and reflects our commitment to providing transparent and accurate fee structures.

Excerpt from ATO Determination GSTD 2024/2:

Permissions required to exercise burial rights – fee or charge excluded from GST

58. A condition that applies to exercising a burial right in a public cemetery can include complying with a requirement under the state or territory legislation, to obtain a permission from an Australian government agency to conduct a burial or create a memorial at the location covered by the burial right (for example, an order for interment, interment authorisation, or other similar permission required by legislation, however described).

59. The legislatively imposed fee or charge payable to an Australian government agency for obtaining the permission to exercise a burial right in a public cemetery, by performing the physical act of burying or interring human remains or creating a memorial at the site covered by the burial right, is not subject to GST.[32]

60. This is because, under subsections 81-10(1) and 81-10(4) of the GST Act, the payment of this fee or charge to an Australian government agency relates to the provision under state or territory legislation, of a permission, authority or licence (however described), and is therefore not consideration for GST purposes.[33]

61. The supply of a permission from an Australian government agency to exercise a burial right in a public cemetery, is a supply of a regulatory nature because it is integral to furthering the legislative control over the conduct of human burials and interments (as explained in paragraph 52 of this Determination).

It is proposed the following Fees be updated in the GST Column from Y to N:

Fee Name	Unit	GST	Year 25/26 Fee
CEMETERY			
RIGHT OF BURIAL			
MEMORIALS			
Permission to Erect Headstone, Kerbing or Monument	Each	N	\$55.00
LICENSE FEES			
Undertakers Annual License Fee	Each	N	\$160.00
Undertakers Single License Fee (for one interment)	Each	N	\$110.00

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:

Fees and charges amendment being sought for Permission to Erect Headstone, Kerbing or Monument and Undertakers Annual and Single Licence fees will result in additional revenue to the Shire, this is not expected to be of any significant impact.

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
Incorrect GST application on burial-related fees	4 – Likely	2 – Medium (Financial/Reputational)	High	Misapplication of GST may result in financial discrepancies, compliance breaches, and potential audit issues.	Amend the Schedule of Fees and Charges to reflect ATO Determination GST 2024/2. Provide Local Public Notice and staff training.
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

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Absolute Majority.

OFFICER RECOMMENDATION:

That council, by Absolute Majority, amend the 2025/26 Schedule of Fees and Charges as follows with immediate effect and required Local Public Notice:

1. Under the heading Cemetery, Right of Burial:
 - a. Memorials; change GST Indicator from Y to N
 - b. License Fees; change GST Indicator from Y to N

Fee Name	Unit	GST	Year 25/26 Fee
CEMETERY			
RIGHT OF BURIAL			
MEMORIALS			
Permission to Erect Headstone, Kerbing or Monument	Each	N	\$55.00
LICENSE FEES			
Undertakers Annual License Fee	Each	N	\$160.00
Undertakers Single License Fee (for one interment)	Each	N	\$110.00

COUNCIL RESOLUTION 271125.16**Moved: CR SLY****Seconded: CR CURTIS**

That council, by Absolute Majority, amend the 2025/26 Schedule of Fees and Charges as follows with immediate effect and required Local Public Notice:

- 1. Under the heading Cemetery, Right of Burial:**
 - a. Memorials; change GST Indicator from Y to N**
 - b. License Fees; change GST Indicator from Y to N**

Fee Name	Unit	GST	Year 25/26 Fee
CEMETERY			
RIGHT OF BURIAL			
MEMORIALS			
Permission to Erect Headstone, Kerbing or Monument	Each	N	\$55.00
LICENSE FEES			
Undertakers Annual License Fee	Each	N	\$160.00
Undertakers Single License Fee (for one interment)	Each	N	\$110.00

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

AGENDA NUMBER & SUBJECT:	11.9 – 2025 Sponsorship of Nannup District High School Parents and Citizens Association - Carols by Torchlight
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 3 & FNC 5
AUTHOR:	Nicole Botica – Economic & Community Development Coordinator
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager of Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	20 November 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	11.9.1 – Letter to the CEO

David Taylor, CEO declared an Impartiality Interest and remained in the room

BACKGROUND

The Nannup District High School Parents and Citizens Association (NDHS P&C) has assumed responsibility for delivering the annual Carols by Torchlight event. This event was previously coordinated by the Nannup Chamber of Commerce and Industry (NCCI) with support from the Shire's Community Grant Program.

Carols by Torchlight is a well-loved tradition that brings families together and enhances community vibrancy. Due to the timing of the transition from NCCI to NDHS P&C, the group was unable to apply for funding through Round 2 of the Shire's Community Grant Program. The NDHS P & C has secured additional sponsorship of \$500 from Harcourts to go towards the costs.

For 2025, the NDHS P&C has requested:

- Sponsorship of \$600
- Waiver of Amphitheatre hire fees at \$200 per day (Local Not-For-Profit Local Community Groups)
- Event Application Fee of \$35 (Local Not-For-Profit Local Community Groups)
- Event cleaning fee for 50-199 people is \$100 (Local Not-For-Profit Local Community Groups)

COMMENT:

The annual Carols by Torchlight is a popular community event that celebrates the festive season and attracts broad local participation. The proposed sponsorship will assist with covering essential costs, including face painting, santa lollies, ice creams for families, and the electrical compliance sign-off (Form 5) required for the event setup.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

FNC 3 – Community Donations and Grant Funding

FNC 5 - Defer, Grant Discounts, Waive or Write Off Debts

FINANCIAL IMPLICATIONS:

The total financial contribution requested by the NDHS P&C exceeds \$600. Under Council Policy FNC 3, any amount approved by the Chief Executive Officer must be \$600 or less; requests above this threshold require Council approval.

The current request includes:

- \$600 cash sponsorship
- \$335 in Shire fee waiver

This equates to a total sponsorship value of \$935.

RISK MANAGEMENT MATRIX:

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

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

Officers have undertaken a Risk Assessment which is shown below.

Risk	Likelihood	Consequence	Risk Rating	Risk Description	Mitigation/Controls
Financial Risk	Possible	Minor	Low	Sponsorship request exceeds CEO delegation limit; requires Council approval.	Ensure compliance with Council Policy FNC 3; present request to Council for decision.
Compliance / Regulatory	Unlikely	Moderate	Low	Failure to meet electrical compliance (Form 5) could delay event or cause liability.	Include Form 5 sign-off in sponsorship allocation; confirm compliance before event.
Operational Risk	Possible	Minor	Low	Event delivery impacted by insufficient funding or late approvals.	Early Council consideration; clear communication with NDHS P&C on timelines.

Strategic Risk	Unlikely	Moderate	Low	Community expectation not met if event is cancelled or scaled back.	Support event through sponsorship and fee waiver; align with Community Strategic Plan.
Reputational Risk	Unlikely	Moderate	Low	Negative perception if Shire does not support a valued community event.	Transparent decision-making; highlight community benefit and policy compliance.

STRATEGIC IMPLICATIONS:

Extract from the 2021-2036 Nannup Community Strategic Plan

Our Community

1.1 Who we are

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council support the request to sponsor the event to the total value of \$935 (Ex GST).

COUNCIL RESOLUTION 271125.17

MOVED: CR CURTIS

SECONDED: CR SLY

That Council support the request to sponsor the event to the total value of \$935 (Ex GST).

CARRIED

TOTAL VOTES FOR: 5

Cr Hansen, Cr Curtis, Cr Fraser, Cr Sly, Cr Tang

TOTAL VOTES AGAINST: 1

Cr Brown

AGENDA NUMBER & SUBJECT:	11.10 – Payment of Accounts – October 2025
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Christine Allam – Finance Officer
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	13 November 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.10.1 – Payment of Accounts – October 2025

BACKGROUND:

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

COMMENT:

Payments of \$671,716.91 as detailed in the payment of accounts listing for the period 1 October to 31 October 2025 as per Attachment 11.10.1 have been approved under delegated authority.

Municipal Account

Accounts paid by EFT	19013 - 19155	\$559,573.87
Accounts paid by cheque	NIL	\$0.00
Accounts paid by Direct Debit	14346.1 – 14426.16	\$112,143.04
<i>Sub Total Municipal Account</i>		<u>\$671,716.91</u>

Trust Account

Accounts paid by EFT	-	\$0.00
<i>Sub Total Trust Account</i>		<u>\$0.00</u>
Total Payments		<u>\$671,716.91</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 REQUIREMENTS:

Simple majority.

OFFICER RECOMMENDATION:

That Council notes the payment of accounts totalling \$671,716.91 for the period 1 October to 31 October 2025 as per Attachment 11.10.1.

COUNCIL RESOLUTION 271125.18

MOVED: CR SLY

SECONDED: CR FRASER

That Council notes the payment of accounts totalling \$671,716.91 for the period 1 October to 31 October 2025 as per Attachment 11.10.1.

CARRIED

TOTAL VOTES FOR: 6

Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang

TOTAL VOTES AGAINST:0

AGENDA NUMBER & SUBJECT:	11.11– Financial Activity Statements - October 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:	19 November 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.11.1 – Financial Activity Statement – October 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 October 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 11.11.1.

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 31 October 2025 as per Attachment 11.11.1.

COUNCIL RESOLUTION 271125.19

MOVED: CR SLY

SECONDED: CR FRASER

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 October 2025 as per Attachment 11.11.1.

CARRIED

TOTAL VOTES FOR: 6

Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang

TOTAL VOTES AGAINST: 0

AGENDA NUMBER & SUBJECT:	11.12 – Southern Bridges Shared Path Project
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	REC1A
AUTHOR:	Damon Lukins – Executive Manager of Works and Services
REPORTING OFFICER:	Damon Lukins – Executive Manager of Works and Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	11 November 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.12.1 – 11.12.12 – Confidential Attachments

BACKGROUND:

Pedestrians, cyclists, and horse riders have faced ongoing challenges in safely accessing the Town of Nannup from the southern end of town. The primary access routes require crossing both the Carlotta and Nannup Creek crossings, which are currently serviced by two narrow vehicular bridges. Since the development of the Cockatoo Valley subdivision, these issues have been exacerbated. The existing structures were not designed to accommodate non-vehicular traffic, presenting a significant safety risk for pedestrians, cyclists, and horse riders.

Adding to these concerns, the renowned Munda Biddi Trail, a world-class off-road cycling route, also traverses these same bridges. This increases the volume of non-vehicular traffic and further highlights the inadequacy of the current infrastructure to safely support all users.

The absence of dedicated pedestrian and cyclist infrastructure has become a growing concern within the community. The narrow design of the existing bridges, which prioritises vehicular movement, leaves little to no room for safe passage by foot, bicycle, or horseback. As a result, numerous Cockatoo Valley and East Nannup residents have expressed fears and frustrations regarding the dangers of navigating these crossings.

Community safety has become a central issue in discussions with local authorities, prompting the Shire of Nannup to take action. In response, the Shire engaged with Main Roads Western Australia to explore viable solutions. Following detailed consultation and assessment, the construction of a low-level bridge was identified as the most practical and cost-effective option.

The proposed low-level bridge would provide a dedicated, safe crossing for pedestrians, cyclists, and horse riders during periods of low creek flow. The design allows the bridge to submerge during high-flow or storm events, ensuring it does not interfere with natural water movement or require extensive structural modifications to the surrounding environment.

The proposal includes a shared-use path and two culverts spanning each of the Carlotta and Nannup Creeks. These culverts will facilitate water flow while maintaining a safe and accessible route for non-vehicular users. This approach delivers a balanced solution—enhancing community connectivity and safety while addressing both environmental and financial considerations.

The Shire of Nannup remains committed to improving infrastructure that supports active transport and enhances the liveability of its communities. The proposed low-level bridge represents a critical step toward ensuring safer, more inclusive access between Cockatoo Valley and the Nannup town centre.

COMMENT:

To facilitate the construction of the proposed bridge, the Shire of Nannup invited tenders for a suitably qualified contractor to deliver the shared-use path and install the two culverts required for the project.

The culvert works involved the careful placement and construction of reinforced concrete headwalls at each creek crossing. Due to the site-specific conditions and the need to ensure long-term structural stability, each toe of the headwalls was required to be buried into the existing riverbed.

As a result of this design requirement, the headwalls could not be pre-cast and transported to site. Instead, they were constructed in situ (on site), allowing the contractor to accurately form and pour the concrete to match the natural creek profile and achieve the necessary alignment.

The low-level culverts are designed to overtop during heavy rain events, and as such, grouted rock pitching will be installed to protect the structure and surrounding embankments from scour and erosion.

This construction method ensured a high-quality outcome, and full compliance with the engineering specifications developed in consultation with Main Roads Western Australia.

Tenders were assessed in accordance with the Shire's Procurement Policy and evaluated using the following weighted criteria:

Relevant Experience – 20%

Key Personnel Skills and Experience – 20%

Tenderer's Resources – 15%

Demonstrated Understanding – 10%

Sustainability – 5%

Price – 30%

The Tenders were opened at the Shire office by the Executive Manager of Corporate Services and the Executive Manager of Works and Services (EMWS) on the 25th of November 2025. The tender was evaluated by the EMWS, the Works Administration Officer (WAO) and the Building Maintenance and Asset Coordinator (BMAC).

The evaluation panel independently reviewed and scored each submission against the assessment criteria. The final recommendation was determined based on the combined weighted scores, ensuring a fair, transparent, and value-for-money outcome in line with the Shire's procurement procedures.

The Shire of Nannup received seven (7) tender submissions for the project, with one tenderer subsequently withdrawing their offer. The other six (6) contractors that tendered were as follows;

Busselton Civil and Plant

Carbone Bros Pty Ltd

DCL Group

Earth and Stone

Sully Civil

Fulton Hogan

All six tenders were compliant.

Following independent reviews of each tender by the assessors, a meeting was convened to determine the preferred contractor. After a thorough evaluation, Carbone Bros was selected as the preferred contractor.

Although the EMWS has previously engaged Carbone Bros Pty Ltd on other projects, with outcomes that were somewhat mixed, the competitiveness of their price ultimately secured their selection for this contract. The EMWS will ensure that the contract documents are thoroughly prepared and clearly defined, providing robust guidance and safeguards to support successful project delivery.

STATUTORY ENVIRONMENT:

Section 3.57(1) of the Local Government Act 1995 requires a local government to invite tenders before entering a contract of a prescribed kind under which another person is to supply the goods or services.

POLICY IMPLICATIONS:

Council Policy – ADM 4 Purchasing Policy.

FINANCIAL IMPLICATIONS:

The funding allocation for this tender is included in the 2025/26 Annual Budget.

RISK MANAGEMENT MATRIX:

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

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

Officers have undertaken a Risk Assessment which is shown below:

Risk	Likelihood	Consequence	Risk Rating	Description	Mitigation Strategies
Safety risk to pedestrians, cyclists, and horse riders crossing narrow vehicular bridges	Likely	High (Major)	High	Existing bridges were not designed for non-vehicular traffic, creating significant safety hazards, especially with increased use from Cockatoo Valley residents and Munda Biddi Trail users.	Construct a dedicated low-level shared-use bridge with culverts; engage qualified contractor; implement robust design standards; ongoing monitoring during and after construction
Increased risk of accidents during construction phase	Possible	Medium (Moderate)	Medium	Construction activities near creek crossings and public areas may pose hazards to workers and community members	Enforce strict site safety protocols; signage and barriers; contractor compliance with OH&S standards; regular inspections
Environmental impact from culvert installation and concrete works	Unlikely	Medium (Moderate)	Medium	Potential disturbance to creek ecosystems during in-situ construction and rock pitching.	Design culverts to allow natural flow; install grouted rock pitching to prevent erosion; comply with environmental regulations; monitor during high-flow events.
Financial risk from cost overruns or contractor performance issues	Possible	Medium (Moderate)	Medium	Mixed past performance of selected contractor (Carbon Bros) and potential unforeseen site conditions	Detailed contract documentation; clear performance KPIs; contingency budget; close supervision by EMWS and project team.

Reputational risk if project delays or safety incidents occur	Possible	High (Major)	High	Community expectations for improved safety and connectivity are high; delays or incidents could lead to public criticism	Transparent communication with stakeholders; proactive issue resolution; regular progress updates; ensure compliance with procurement and safety standards.
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STRATEGIC IMPLICATIONS:

The purchase is in-line with the Shires 10-year Plant Replacement Plan.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council Award tender RFT2025-01 to deliver the Southern Bridges Shared Path Project to Carbone Brothers to the value of \$810,707.22.

COUNCIL RESOLUTION 271125.20

MOVED: CR BROWN

SECONDED: CR CURTIS

That Council Award tender RFT2025-01 to deliver the Southern Bridges Shared Path Project to Carbone Brothers to the value of \$810,707.22.

CARRIED

TOTAL VOTES FOR: 6

Cr Hansen, Cr Curtis, Cr Fraser, Cr Brown, Cr Sly, Cr Tang

TOTAL VOTES AGAINST: 0

13. MEETING MAY BE CLOSED:

Nil.

14. CLOSURE OF MEETING:

Deputy Shire President declared the meeting closed at 5.51pm.

Attachments

Item	Attachment	Title
5.1	1	Special Council Meeting – 21 October 2025.
5.2	1	Ordinary Council Meeting – 23 October 2025.
11.2.1	1	Updated Grants and Donations Policy
11.3.1	1	Final Bush Fire Brigades Local Law
11.4.1	1	Email request from Lower Donnelly River Conservation Association
11.5.1	1	Nannup Family Collective Grant Letter to Shire of Nannup
11.5.2	1	Nannup Playgroup Play Equipment
11.5.3	1	Nannup Playgroup Sensory Equipment
11.6.1	1	Local Roads and Community Infrastructure Program Phase 3 Approved Work Schedule (Variation) – September 2025
11.6.2	1	Grange Road Car Park Proposal
11.7.1	1	Planning Approval Register
11.8.1	1	ATO Goods and Services Determination GSTD 2024/2
11.9.1	1	Letter to the CEO
11.10.1	1	Payment of Accounts October 2025
11.11.1	1	Monthly Financial Report October 2025
11.12.1-11.12.12	1	Confidential Attachments