



Agenda

Ordinary Council Meeting Thursday 26 March 2026

4.30 pm in Council Chambers, Nannup

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Risk Management:

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

Assessing Risk:

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

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

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

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

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A G E N D A

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

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

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

Audio Recording

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

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

2. ATTENDANCE/APOLOGIES:

2.1 ATTENDANCE

Deputy Shire President	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	Anthea Monger

2.2 APOLOGIES

Nil.

3. PUBLIC QUESTION TIME:

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

4.1 APPROVED LEAVE OF ABSENCE:

Cr Anthony Dean is on approved leave of absence.

4.2 APPLICATION FOR A LEAVE OF ABSENCE:**5. CONFIRMATION OF MINUTES:**

5.1 Ordinary Council Meeting – 26 February 2026.

EXECUTIVE RECOMMENDATION:

That the minutes from the Shire of Nannup Ordinary Council Meeting held on 26 February 2026 be confirmed as a true and correct copy (Attachment 5.1).

6. ANNOUNCEMENTS FROM PRESIDING MEMBER:

7. DISCLOSURE OF INTEREST:

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

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

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

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

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

Nil.

9. PRESENTATIONS/DEPUTATIONS/PETITIONS:

Nil.

10. REPORTS BY MEMBERS ATTENDING COMMITTEES:

11. REPORTS OF OFFICERS:

AGENDA NUMBER & SUBJECT:	11.1– Delegated Planning Decisions for February 2026
FILE REFERENCE:	TPL18
AUTHOR:	Erin Gower – Acting Development Services Coordinator
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	3 rd March 2026
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	11.1.1 – Register of Delegated Development Approvals February 2026

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 February 2026 is presented in Attachment 11.1.1.

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 February 2026, two (2) development applications were determined under delegated authority. The table below shows the number and value of development applications determined under both delegated authority and by Council for February 2026 compared to February 2025:

	February 2025	February 2026
Delegated Decisions	4 (\$626,700)	2 (\$20,000.00)
Council Decisions	0 (\$0)	0 (\$0)
Total	(\$626,700)	(\$20,000.00)

100% of all approvals issued in the month of February 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 with respect to the item before Council and advise that no risks have been identified.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENT:

Simple Majority.

OFFICER RECOMMENDATION:

That Council receives the report on Delegated Development Approvals for February 2026 as per Attachment 11.1.1

NUMBER & SUBJECT:	11.2 - Audit, Risk and Improvement Committee Terms of Reference
FILE REFERENCE:	ASSI35
AUTHOR:	Nicky Barker – Governance Officer
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	4 March 2026
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	11.2.1 - Audit, Risk and Improvement Committee Terms of Reference 11.2.2 - Delegation to Audit, Risk and Improvement Committee

BACKGROUND:

The Shire of Nannup's (the Shire) Audit and Risk Advisory Committee (the Committee) is a standing committee of the Council under the *Local Government Act 1995* (the Act). All elected members were appointed to the Committee at the 21 October 2025 Special Council Meeting, for a term ending on the 2027 Local Government election day.

Recent legislative reforms under the *Local Government Amendment Act 2024* have mandated changes to the structure and function of audit committees across Western Australia.

The transition from traditional audit committees to Audit, Risk, and Improvement Committees (ARICs) is part of the *Local Government Regulations Amendment Regulations (No. 4) 2025*, which came into effect on January 1, 2026. This reform aims to strengthen local government practices by ensuring that ARICs have an external independent presiding member and an external independent deputy to the presiding member, enhancing transparency and accountability in financial and risk management.

COMMENT:

All local governments must transition their existing committees into ARICs by June 2026.

The functions of ARIC include:

- receive and review reports related to local government compliance audits required under the *Local Government Act 1995* and regulations;
- make recommendations to the council on actions to be taken in relation to those reports;
- receive and review reports on the effectiveness of the local government's systems and procedures in relation to financial management, legislative compliance and risk management, and make recommendations to the council on improvements to those systems and procedures;
- receive and review reports on any actions the local government is required to take under the *Local Government Act 1995*, or has decided to take in relation to a compliance audit report or report into the effectiveness of the local government's systems and procedures;
- perform any function conferred on the ARIC prescribed in the regulations or another written law.

In addition, the repealed requirement for the local government CEO to conduct a review of the local government's financial management systems and procedures every 3 years under regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* (the Financial Management Regulations) is now addressed by amended regulations 16 and 17 of the *Local Government (Audit) Regulations 1996* as part of a broader review of a local government's systems and procedures that must be reported to the ARIC.

Regulation 16 sets out the functions of the ARIC and regulation 17 requires that the CEO –

- (1) *The CEO must review the appropriateness and effectiveness of the local government's systems and procedures in relation to the following matters –*
 - (a) *financial management;*
 - (b) *legislative compliance;*
 - (c) *risk management.*
- (2) *Under sub regulation (1), the CEO may review any or all of the matters referred to in sub regulation (1)(a) to (c) at any time but must review each of those matters not less than once in every 4 financial years.*
- (3) *The CEO must report to the audit, risk and improvement committee the results of each review carried out under sub regulation (1).*

These amendments streamline internal review processes and avoid duplication. As part of the ARIC's role and function, the Committee is required to review the CEO's report of the internal review under regulation 17 and make recommendations to the council on actions that may be required to address any issues identified in the report.

There are no transitional provisions relating to the above amendments and it is therefore suggested that the next Regulation 17 review be conducted 4 years from the last review undertaken by the Council which concluded in March 2023.

ARIC's – Open to the Public

The move to ARICs becoming public meetings arises from the recent reform package that shifts the focus to stronger governance and transparency, including improved rules on closing meetings to the public. All ARIC meeting dates must be publicly advertised at the beginning of the annual year along with Ordinary Council meeting dates. Any changes to these dates will require the same advertising process. Meetings may be called as required but must comply with public notice requirements.

The *Local Government Act 1995* and the *Administration Regulations* tightly define when a meeting may be closed. These include matters such as:

- Personal information.
- Legal advice.
- Commercial confidentiality.
- Audit matters that involve sensitive vulnerabilities or fraud risk (These categories fall under s.5.23(2) of the LGA 1995).

Despite public meeting requirements, ARIC functions often involve reviewing material that is inherently sensitive, including:

- Preliminary or confidential external audit findings;
- Identified control weaknesses;
- Financial irregularities or potential fraud indicators;
- Cybersecurity and risk vulnerabilities; and
- Legal compliance risks.

These matters fall within the categories that permit a meeting to be closed where disclosure could cause harm or expose vulnerabilities. External auditors are also required to meet formally with the ARIC and therefore, ARIC can move into closed session for the portion of the meeting involving sensitive audit matters.

When confidential matters must be discussed, ARIC must pass a formal resolution to close the meeting, state the specific statutory ground under s.5.23(2), and record the reason and time of closure and reopening in the minutes.

Membership

The Committee membership must include -

- Mandatory External Independent Presiding Member (Presiding Member) and Deputy to the Presiding Member (Deputy) whose function is only to attend a meeting when the Presiding Member is unavailable.
- At least three Elected Members (number determined by Council).
- Independent external member(s) with skills in audit, finance, governance or risk (optional).
- The CEO and other local government employees cannot be members of the ARIC.

Committee Members including the Presiding Member and Deputy will serve a term of two (2) years which ends at the next ordinary election day, in accordance with the *Local Government Act 1995*.

Under Part 2, Regulation 4 of the *Local Government (Administration) Regulations 1996*, members may resign from the ARIC by giving the CEO or the ARIC's Presiding Member written notice of their intent to resign.

Independent Presiding Member and Deputy

As stated above, the Shire must appoint (mandatory) –

- An independent presiding member (s.7.1A(3) of the Act) – appointed first as a committee member under s.5.10(1) and then appointed as the Presiding Member under s.5.12(1).
- An independent deputy of the presiding member (s.7.1B of the Act) – this appointment is a deputy committee member, specific to the office of presiding member in accordance with the Act (s.5.11A). The deputy of the presiding member only attends a committee meeting if the presiding member is unable to attend (s.5.11A(3)).

The following order of precedence will apply to presiding at an ARIC meeting:

- If the presiding member cannot attend a committee meeting, the deputy presides at the meeting.
- If the presiding member and the deputy cannot attend the meeting, then the committee members present at the meeting must choose one of themselves to preside at the meeting in accordance with s5.14. of the Act.

Expressions of Interest (EOI) Process and Criteria

The role description for a Presiding Member and Deputy is to support the ARIC to fulfil its statutory functions, including –

- Reviewing compliance audits, financial reports, and risk management systems.
- Assessing the effectiveness of internal controls and continuous improvement processes.
- Providing objective advice to Council.
- Preparing for and attending a minimum of four ARIC meetings per year.
- The Deputy acts in the Presiding Member's role when the Presiding Member is unavailable.

Council is therefore requested to authorise the CEO to undertake an EOI process to recruit an independent presiding member and deputy based on the following criteria which would support the required role description:

Mandatory

- Australian Citizen or Permanent Resident.
- Not be a current elected member or employee of any WA Local Government.
- Qualifications and/or senior experience in financial management, audit, governance, risk, fraud, cyber security or internal controls.
- Not subject to bankruptcy or serious offences as defined by the *Local Government Act 1995*.

Desirable

- Experience presiding over or contributing to formal committee meetings.
- Knowledge of the *Local Government Act 1995* and associated regulations.
- Experience within or working alongside government institutions.
- Strong communication, facilitation, and leadership capability.
- Demonstrated commitment to integrity, accountability, and continuous improvement.

Meeting Fees

The Salaries and Allowances Tribunal has issued a [determination variation](#) to reflect the recent proclamation of sections of the *Local Government Amendment Act 2024* and the issuing of Local Government Audit Regulations with respect to ARICs.

“Part 6.4 of the Determination states –

6.4 A Meeting attendance fees for Independent Audit, Risk and Improvement Committee members – per meeting.

(1) In accordance with section 5.100(2)(b) of the LG Act, the fee payable by a local government or regional local government council to an Independent Audit, Risk and Improvement Committee (ARIC) Member (whether Presiding Member, Deputy Presiding Member, Deputy Member or Member) for attendance at an ARIC meeting must be set within the range provided in table 8A.

(2) The fees provided in table 8A are exclusive of superannuation. Local government bodies should seek their own professional advice in regard to whether or not independent committee members are to be paid superannuation. The range in table 8A is provided to enable local governments to appropriately compensate independent ARIC members depending on the skills and expertise required to undertake the roles.

(3) The local government must resolve that the fee represents value for money. The State Government's Audit and Financial Advisory Services Common Use Agreement (CUAFA2024) may be used as guide.

Fees – Bands 1 – 4 - Min \$105 and max \$1,215

(4) In accordance with sections 5.100(4), (5) and (6) of the LG Act, an independent ARIC member can be reimbursed for attending ARIC meetings. The extent to which an independent committee member can be reimbursed for expenses attending ARIC meetings is the actual travel and associated costs incurred by the independent member demonstrated to the satisfaction of the local government.”

It is recommended that Council resolve to remunerate the Presiding Member and Deputy at \$200 each and acknowledge that a reimbursement of travel and other expenses may be required in accordance with the Tribunal’s determination.

STATUTORY ENVIRONMENT:

*Local Government Act 1995 (WA) – Part 7, Division 1A;
Local Government Amendment Act 2024;
Local Government (Audit) Regulations 1996.*

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Provision will need to be made in the Budget to accommodate the Independent Members sitting fees and reimbursement of 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 comply with regulations exposes an Organisation to long term governance risks and consequences if not mitigated.	Possible (3)	Moderate (3)	Medium	Compliance and regulatory risks	Manage by adopting the recommendations to reduce organisational risk and improve oversight.

STRATEGIC IMPLICATIONS:*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.

VOTING REQUIREMENTS:

Absolute Majority.

OFFICER RECOMMENDATION:

That Council: -

1. ESTABLISH BY ABSOLUTE MAJORITY an Audit, Risk and Improvement Committee in accordance with section 7.1A of the *Local Government Act 1995*, effective from 1 July 2026;
2. APPOINT BY ABSOLUTE MAJORITY all elected members to the Audit, Risk and Improvement Committee effective from 1 July 2026;
3. ADOPTS the Terms of Reference for the Audit, Risk and Improvement Committee as attached which will be effective from 1 July 2026;
4. APPROVES the Expression of Interest process and criteria to recruit an External Independent Presiding Member and External Independent Deputy to the Presiding Member as detailed in the body of this report;
5. AUTHORISES the Chief Executive Officer to proceed with an EOI process and engagement of suitable candidates and NOTES that a separate report will be provided to Council to formally appoint the successful individuals as a committee member under s.5.10(1) and then appoint them as Presiding Member and Deputy to the Presiding Member under s.5.12(1).
6. DETERMINE that the Independent Presiding Member and the Deputy to the Independent Presiding Member will each be paid a sitting fee of \$200.00 per meeting and acknowledge that reimbursement of travel and other expenses may be required.
7. DELEGATES BY ABSOLUTE MAJORITY to the Audit, Risk and Improvement Committee the authority to meet with the Shire's Auditor as detailed in the Instrument of Delegation shown in the attachment.

AGENDA NUMBER & SUBJECT:	11.3 - Privacy and Responsible Information Sharing Policy
FILE REFERENCE:	ASSI35
AUTHOR:	Nicky Barker – Governance Officer
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	18 March 2026
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	11.3.1- Privacy and Responsible Information Sharing Policy

PURPOSE OF THE REPORT:

To present the Privacy and Responsible Information Sharing Policy to Council for adoption and to provide background on the Privacy and Responsible Information Sharing Act 2024 (WA), including the need for supporting policies, procedures and internal frameworks to ensure the Shire of Nannup meets its new legislative obligations.

BACKGROUND:

The *Privacy and Responsible Information Sharing Act 2024* (PRIS Act) was enacted by the Western Australian Parliament in 2024 to modernise privacy protections and enable responsible information sharing across the WA public sector.

Key features relevant to local governments include:

- Establishment of Information Privacy Principles (IPPs) governing the collection, use, disclosure, storage and destruction of personal information;
- Appointment of the Information Commissioner (WA) as regulator with oversight and enforcement powers;
- Introduction of a notifiable information breach scheme, requiring public entities to notify affected individuals and the Information Commissioner where an eligible information breach is likely to result in serious harm;
- Extension of privacy obligations to contracted service providers, where personal information is handled on behalf of a public authority.

Local governments are classified as “IPP entities” under the Act and will be directly accountable for compliance across their operations, systems and contracted services.

COMMENT:

The Privacy and Responsible Information Sharing Act 2024 (PRIS Act) introduces, for the first time in Western Australia, a comprehensive privacy and information-sharing framework for State and local government entities.

From 1 July 2026, local governments will be required to comply with enforceable Information Privacy Principles, and from 1 January 2027, mandatory notification of eligible information breaches that are likely to result in serious harm will commence.

To support compliance with the PRIS Act, the Shire has developed a Privacy and Responsible Information Sharing Policy for Council consideration, together with draft supporting documents including a Data Breach Policy and Data Breach Procedure.

The adoption of this policy represents a foundational step in establishing a broader privacy governance framework that will require further policies, procedures, training and system controls to be progressively implemented prior to the commencement dates. Without a formal policy framework, the Shire would be exposed to increased compliance risk once the legislation commences.

Proposed Policy Framework

The attached policy –

- Sets out the Shire’s commitment to responsible handling of personal information;
- Aligns with the Information Privacy Principles under the PRIS Act;
- Applies to Councillors, employees and contracted service providers;
- Provides high-level principles covering collection, storage, disclosure, quality, security and complaints handling;
- Appoints the Privacy and Responsible Information Sharing Officer as the key compliance role.

This policy is intended to operate as the umbrella governance document for privacy and information handling within the Shire.

Supporting Policies and Procedures

To operationalise the PRIS Policy, additional documents are required. These documents are in their draft stages.

Data Breach Policy

The Data Breach Policy establishes the Shire’s framework for identifying, assessing and responding to data breaches involving personal information. It prepares the organisation for the mandatory notifiable breach scheme commencing on 1 January 2027.

Data Breach Procedure

The Data Breach Procedure provides detailed, step-by-step guidance for staff, including –

- immediate containment and escalation requirements;
- assessment of whether a breach meets the “serious harm” threshold;
- notification pathways and approval processes;
- record-keeping, reporting and post-incident review.

These documents ensure that privacy obligations move beyond policy intent and are embedded in day-to-day practice.

Additional Processes Required

In addition to the adoption of these policies, further work will be required prior to full commencement of the PRIS Act, including –

- Awareness training on privacy obligations;
- Updates to contracts and procurement templates to include PRIS-compliant clauses;

- Establishment of a data breach register and reporting mechanisms.
- Review of records management, ICT security and access controls.
- Integration with complaints handling and audit and risk frameworks.

This work will be staged over the next 12–18 months in line with available resources and legislative timeframes.

STATUTORY ENVIRONMENT:

The following legislation relate to this item:

- *Local Government Act 1995 (WA) – Part 7, Division 1A.*
- *Local Government Amendment Act 2024.*
- *Local Government (Audit) Regulations 1996.*

POLICY IMPLICATIONS:

As detailed in the body of this report.

FINANCIAL IMPLICATIONS:

There are no immediate budget implications associated with the adoption of the policy. Any future costs related to training, system enhancements or specialist advice will be considered through normal budget processes.

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 establish an appropriate privacy governance framework may result in: <ul style="list-style-type: none"> • Regulatory action by the Information Commissioner; • Mandatory breach notifications impacting public trust; 	Possible (3)	Moderate (3)	Medium	Compliance and regulatory risks	The adoption of the proposed policy reduces these risks by establishing clear governance and accountability.

<ul style="list-style-type: none"> • Legal liability and reputational damage; • Findings by the Audit and Risk Committee or external auditors. 					
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STRATEGIC IMPLICATIONS:

The policy supports the Shire's commitment to good governance, transparency and ethical management of information, and aligns with best-practice public sector standards.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council REPEALS the Privacy and Confidentiality Policy (ADM20) and ADOPTS the Privacy and Responsible Information Sharing Policy as attached and notes the development of supporting policies and procedures, including the Data Breach Policy and Data Breach Procedure, to ensure compliance with the Privacy and Responsible Information Sharing Act 2024.

AGENDA NUMBER & SUBJECT	11.4 – Tank 7 MTB Park - Exclusive-use rider fee during approved events.
FILE REFERENCE:	ADM 38, REC 1 A
AUTHOR:	Nicole Botica - Economic and Community Development Coordinator
REPORTING OFFICER:	David Taylor –Chief Executive Officer
DISCLOSURE OF INTEREST:	Impartial
DATE OF REPORT:	5 March 2026
ATTACHMENTS:	Nil

BACKGROUND:

The Shire of Nannup introduced commercial shuttle licensing at the Nannup Tank 7 Mountain Bike Park in November 2022, via a temporary licence issued to approved operators. This arrangement established the core fee structure.

The formal Shuttle Access Licence commenced on 1 January 2023 until 30 December 2025. As part of the 2024–2025 annual budget process, the Shire endorsed an additional rider fee to support long-term trail maintenance. This fee supports a sustainable maintenance program.

For the next three-year licence term beginning 1 January 2026, the updated agreement expands revenue mechanisms further by introducing an Exclusive-use rider fee during approved events of \$10 per rider. This fee offers a sustainable financial model to support the maintenance program for the Tank 7 Mountain Bike Park.

COMMENT:

The introduction of rider-based fees supports the long-term sustainability of the Nannup Tank 7 MTB Park trail network. The proposed new per-rider fee, Exclusive-use during approved events, provides a direct, transparent link between commercial use and the cost of upkeep, ensuring that the trail network is maintained to a safe and high-quality standard. This approach aligns with the Shire’s strategic objective to support sustainable recreation while protecting community assets and ensuring ongoing financial responsibility.

If Council approves the proposed rider fee, the Shire is in a position to implement it immediately for upcoming events, including the WA Gravity Enduro practice day on Saturday, 25 April. Applying the fee during this high-use practice session would provide early revenue to support maintenance needs and ensure the network remains in optimal condition for both event participants and general users.

STATUTORY ENVIRONMENT:

The Shire has clear authority under the Local Government Act 1995 (WA) to introduce and amend shuttle-related fees, including rider charges for the Tank 7 Mountain Bike Park.

- Section 6.16 allows Council to set and recover fees for services or facilities it owns or manages. Any new or amended fee must be approved by an absolute majority of Council.
- Section 6.17 requires Council to consider the cost of providing the service, its importance to the community, and market benchmarks when determining fee levels.
- Section 6.19 requires local public notice when fees are introduced or changed after the annual budget has been adopted, including the intended start date.

Together, these provisions form the statutory framework enabling the introduction of rider-based fees for shuttle services at the Tank 7 Mountain Bike Park.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

The new fee is estimated to raise additional revenue for track maintenance of approximately \$5,000 (GST inclusive), for an approved event.

The fee offers the approved shuttle operators to conduct commercial activity and exclusive use of Tank 7 MTB Park for a one-day event, based on 500 participants.

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

Risk	Likelihood	Consequence	Risk Rating	Risk Description	Mitigation / Controls
Financial & Audit Risk	Possible	Moderate	Moderate	Inaccurate rider numbers or operator reporting affecting revenue.	Digital manifests; audit rights; post-event reconciliation; clear licence obligations.
Operational Safety & Capacity Risk	Possible	Major	High	Exclusive-use events may exceed safe rider capacity.	Pre-event safety audit; rider caps; marshal ratios; TMP; emergency access maintained.
Trail Condition &	Likely	Moderate	High	High-use events may accelerate	Rider fee for maintenance;

Environmental Risk				trail wear or environmental impact.	72-hour post-event repairs; erosion controls; inspections.
Compliance & Regulatory Risk	Unlikely	Major	Moderate	Incorrect fee adoption or notice period under LGA 1995.	Absolute majority; s6.19 public notice; Governance checklist.
Stakeholder & Political Risk	Possible	Moderate	Moderate	Fee perceived as unfair or poorly communicated.	Clear rationale; benchmarking; stakeholder briefings; communications plan.
Legal & Liability Risk	Unlikely	Major	Moderate	Injury or incident during events may lead to claims.	Insurances; risk plans; signage; incident protocol; permit compliance.

STRATEGIC IMPLICATIONS:

The proposed rider fee supports Council in delivering on its long-term community, economic, environmental, and governance objectives as identified in the Community Strategic Plan 2021–2036, by ensuring the Tank 7 Mountain Bike Park remains a safe, sustainable, and high-quality asset for residents, visitors, and event operators.

VOTING REQUIREMENTS:

Absolute Majority.

OFFICER RECOMMENDATION:

That Council:

1. Endorse the introduction of the *Exclusive-use Rider Fee* of \$10 per rider for approved events at the Nannup Tank 7 Mountain Bike Park, as part of the 2026–2028 Shuttle Access Licence Framework.
2. Adopt the fee in accordance with Section 6.16 of the Local Government Act 1995 (WA), noting that an absolute majority decision is required.
3. Give local public notice, where required, under Section 6.19 of the Local Government Act 1995 (WA), advising of the new fee and its commencement date.
4. Allocate revenue generated from the Exclusive-use Rider Fee directly to the maintenance and renewal of the Tank 7 Mountain Bike Park trail network.
5. Note that the fee directly supports the Shire of Nannup Community Strategic Plan 2021–2036 by:

-
- a. Maintaining safe, high-quality recreation facilities (Our Community)
 - b. Supporting tourism growth and economic development (Our Economy)
 - c. Protecting natural and built assets through responsible maintenance (Our Natural Environment and Our Built Environment)
 - d. Ensuring transparent, financially responsible decision-making (Our Shire)

AGENDA NUMBER & SUBJECT:	11.5 - Shire of Nannup Budget Review 2025/2026 (incorporating the Financial Activity Statement for the period ended – 28 February 2026)
FILE REFERENCE:	FNC 15
AUTHOR:	Kim Dolzadelli – Executive Manager Corporate Services
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCE	17 March 2026
DATE OF REPORT	Nil
ATTACHMENTS:	11.5.1 - Shire of Nannup Budget Review 2025/26 (incorporating the Financial Activity Statement for the period ended – 28 February 2026)

BACKGROUND

Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.

The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.

A council is to consider a review submitted to it and is to determine by Absolute Majority whether or not to adopt the review, any parts of the review or any recommendations made in the review.

Furthermore, 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.

COMMENT:

The attached document incorporates both the Statutory Annual Budget Review as required by Local Government (Financial Management) Regulations 1996, regulation 33A and incorporates the requirement of 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.

The budget review considers the impact of estimated projections as of 30 June 2026.

Should Council Adopt the Budget Review as presented it will have a forecast Amended Budget position of a \$16,673 surplus.

Attachment 11.5.1 “Shire of Nannup Budget Review 2025/2026 (incorporating Financial Activity Statement for the period ended – 28 February 2026)” contains the following information, that details all changes:

- Statement of Financial Activity
- Net Current Assets
- Statement of Comprehensive Income by Nature and Type and Program
- Detailed Statement of Comprehensive Income
- Capital Expenditure
- Statement of Reserves

STATUTORY ENVIRONMENT:

Local Government Act 1995, Section 6.4.

Local Government (Financial Management) Regulations 1996, Regulation 33A.

33A. Review of budget

- (1) Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must—
 - (a) consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government’s financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget; and
 - (d) include the following—
 - (i) the annual budget adopted by the local government;
 - (ii) an update of each of the estimates included in the annual budget;
 - (iii) the actual amounts of expenditure, revenue and income as at the date of the review;
 - (iv) adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end-of-year amount for the item.
- (2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.
- (4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Should Council Adopt the Budget Review as presented it will have a forecast Amended Budget position of a \$16,673 surplus.

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
Statutory non-compliance with budget review legislative timelines	Rare (1)	Medium / Moderate (2)	Low – 2	Failure to complete the budget review and meet statutory dates under Reg. 33A and Reg. 34.	Compliance calendar; CEO/Manager oversight; inclusion on Council agenda; timely lodgement to Department.
Forecast variance causing deterioration of the \$16,673 surplus projection	Possible (3)	Medium / Moderate (2)	Medium – 6	Revenue/expenditure changes alter projected end-of-year result.	Monthly financial monitoring; variance analysis; adjustments via budget amendment; reserve governance.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council, by Absolute Majority, adopt the Shire of Nannup Budget Review 2025/2026 incorporating Financial Activity Statement for the period ended – 28 February 2026 as per attachment 11.5.1 noting the forecast Amended Budget surplus of \$16,673.

AGENDA NUMBER & SUBJECT:	11.6 - Financial Activity Statement – January 2026
FILE REFERENCE:	FNC 15
AUTHOR:	Kim Dolzadelli – Executive Manager Corporate Services
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	17 March 2026
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.6.1 - Financial Activity Statement – January 2026

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 January 2026 present the financial performance of the Shire for the 2025/26 financial year and compare year to date expenditure and revenue against the corresponding year to date budget.

Attached for consideration is the completed Monthly Financial Report as per Attachments 11.6.1

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

STATUTORY ENVIRONMENT:

Local Government Act 1995, Section 6.4.

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

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil.

RISK MANAGEMENT MATRIX:

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

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

Officers have undertaken a Risk Assessment which is shown below:

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

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

OFFICER RECOMMENDATION:

That Council, in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the Financial Activity Statements for the period ending 31 January 2026 as per Attachment 11.6.1

AGENDA NUMBER & SUBJECT	11.7 - Payment of Accounts – February 2026
FILE REFERENCE:	FNC 8
AUTHOR:	Christine Allam – Finance Officer
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT	16 March 2026
ATTACHMENT:	11.7.1 - Payment of Accounts – February 2026

BACKGROUND:

To advise Council of payments made for the period 1 February 2026 to 28 February 2026.

COMMENT:

Payments of \$1,119,592.70 as detailed in the payment of accounts listing for the period 1 February 2026 to 28 February 2026 as per Attachment 11.7.1 have been approved under delegated authority.

Municipal Account

Accounts paid by EFT	19505 - 19648	\$1,010,269.63
Accounts paid by cheque	NIL	\$0.00
Accounts paid by Direct Debit	14586.1 – 14654.16	<u>\$109,323.07</u>
<i>Sub Total Municipal Account</i>		<u>\$1,119,592.70</u>

Trust Account

Accounts paid by EFT	-	\$0.00
<i>Sub Total Trust Account</i>		<u>\$0.00</u>
Total Payments		<u><u>\$1,119,592.70</u></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 \$1,119,592.70 for the period 1 February 2026 to 28 February 2026 as per Attachment 11.7.1.

12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

Nil.

13. MEETING MAY BE CLOSED:

Nil.

14. CLOSURE OF MEETING:
