



Agenda

Ordinary Council Meeting Thursday 23 April 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

Contents

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS/ACKNOWLEDGMENT OF COUNTRY:	2
.....	2
2. ATTENDANCE/APOLOGIES:	2
2.1 ATTENDANCE	2
2.2 APOLOGIES	2
3. PUBLIC QUESTION TIME:	2
4. MEMBERS ON LEAVE OF ABSENCE AND APPLICATIONS FOR LEAVE OF ABSENCE:	2
4.1 APPROVED LEAVE OF ABSENCE:	2
4.2 APPLICATION FOR A LEAVE OF ABSENCE:	2
5. CONFIRMATION OF MINUTES:	3
6. ANNOUNCEMENTS FROM PRESIDING MEMBER:	3
7. DISCLOSURE OF INTEREST:	3
8. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN:	3
9. PRESENTATIONS/DEPUTATIONS/PETITIONS:	3
10. REPORTS BY MEMBERS ATTENDING COMMITTEES:	3
11. REPORTS OF OFFICERS:	4
11.1 Annual Delegated Authority Review	4
11.2 DELEGATED PLANNING DECISIONS	9
11.2 Delegated Planning Decisions March 2026	9
11.3 PAYMENT OF ACCOUNTS	11
12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:	14
13. MEETING MAY BE CLOSED:	14
14. CLOSURE	14

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	Richard Denby
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 April, May and June 2026.

4.2 APPLICATION FOR A LEAVE OF ABSENCE:

Cr Timothy Sly has applied for Leave of Absence from the June 2026 Ordinary Council Meeting.

5. CONFIRMATION OF MINUTES:

5.1 Ordinary Council Meeting – 26 March 2026.

EXECUTIVE RECOMMENDATION:

That the minutes from the Shire of Nannup Ordinary Council Meeting held on 26 March 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 Annual Delegated Authority Review
FILE REFERENCE:	ADM 22
AUTHOR:	Nicky Barker – Governance Officer
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	26 March 2026
ATTACHMENT:	Attachment - 11.1.1 Delegation Register Review Markup Attachment - 11.1.2 Delegation Register Review Final

PURPOSE OF REPORT:

To consider proposed amendments to the Shire’s Delegated Authority Register (the Register) resulting from the annual review required under section 5.18 and 5.46 (2) of the *Local Government Act 1995* (the Act).

BACKGROUND:

Sections 5.42 and 5.44 of the Act allows a local government or the CEO respectively to delegate the exercise of any of their powers or the discharge of any of their duties under the Act. The aim of delegations is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation.

Sections 5.18 and 5.46(2) of the Act require that delegated authorities are reviewed at least once each financial year by the delegator (Council and the CEO).

The Shire undertook an in-depth review of the Delegated Authority Register in 2025 and Council adopted the revised Register at its meeting of 24 April 2026, Resolution No: 240425.8.

COMMENT:***Delegated Authority Review***

The annual review aims to assess the effectiveness, efficiency, and relevance of existing delegations, considering any legislative amendments, operational requirements, or emerging best practices.

This review process involved -

1. Legislative Compliance Check: Ensuring all delegated authorities align with the current provisions of legislation.
2. Operational Assessment: Evaluated the practicality and efficiency of existing delegations in supporting the Shire’s functions.
3. Consultation with Key Officers: Engaging relevant staff members to identify any gaps, issues, or areas for improvement.
4. Benchmarking: Comparing delegation practices with other similar local governments where applicable, and the WALGA Delegated Authority Register Template.

Many of the proposed amendments are not material to the context or intent of the delegations and relate to:-

- Improving terminology for consistency; and
- Legislative updates where required.

Key Findings were –

- Retained Delegations: Most existing delegations remain relevant and effective in streamlining administrative processes.
- Updated Delegations: Some delegations require minor amendments to reflect legislative changes, position updates and operational improvements.

Amendments to the Shire’s Delegated Authority Register are shown in mark-up in **Attachment 11.1.1** and summarised in this report. The Delegated Authority Register shown at **Attachment 11.1.2** is a clean version with all mark-up accepted.

A summary of the marked up changes are –

- Page 1 and Page 2 Introduction – a reference to the Department of Local Government has been updated as has the naming criteria for recording the use of delegated authority in the Shire’s electronic document management system.
- Delegation 1.1.1: Audit and Risk Advisory Committee. WALGA has recently advised that Local governments do not need to delegate the power or duty under section 7.12A(2) of the *Local Government Act 1995*. The Office of the Auditor General, in consultation with the Department of Local Government, Industry Regulation and Safety has advised that the requirement to meet with the Auditor can be facilitated via the Audit, Risk and Improvement Committee, as an ‘Acting Through’, in accordance with s.5.45(2)(a) of the *Local Government Act 1995*.

The *Local Government (Audit) Regulations 1996* also changed from 1 January 2026. These amendments mean that the duties and powers in sections 7.12A(3) and (4) are now official functions of the Audit, Risk and Improvement Committee [r.16].

7.12A. Duties of local government with respect to audits

(3) A local government is to do everything in its power to — (a) assist the auditor of the local government to conduct an audit and carry out the auditor’s other duties under this Act in respect of the local government; and (b) ensure that audits are conducted successfully and expeditiously. Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year. A local government must — (aa) examine an audit report received by the local government; and (a) (b) determine if any matters raised by the audit report, require action to be taken by the local government; and ensure that appropriate action is taken in respect of those matters.

(4) A local government must — (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.

This delegation has therefore been marked up for repeal under this review.

The recent report presented to Council at its meeting of 26 March 2026, Item 11.2 included an amended delegation to a newly established Audit, Risk and Improvement Committee to

commence from 1 July 2026. As this delegation is no longer a requirement, a recommendation will be included in this report to also repeal that delegation.

- Delegation 1.2.1; Authorise a Person to Perform Specified Function under the Local Government Act 1995. The ‘Function’ Section, Point 2 has been amended to reference the text in the *Local Government Act 1995* Act for consistency. It relates to entry onto private property with consent.
- Delegation 1.2.6: Confiscated or Uncollected Goods. ‘Conditions’ section updated to include clarification on disposal of confiscated or uncollected goods.
- Delegation 1.2.18: Tenders for Goods and Services, Exempt Procurement. Supply of petrol, oil or any other liquid or gas used for internal combustion engines – value increased from \$200,000 to \$300,000.
- Delegation 1.2.19: Disposing of Property. Amendments identified through the WALGA Model. Streamlines terminology.
- Delegation 1.2.23: Power to Invest and Manage Investments. Update to the reference relating to the requirement to review procedures for continuing compliance from 3 years to 4 years. This is a legislative change.
- Delegation 1.2.29: Recovery of Rates Debts – Actions to take Possession of the Land. A reference to a policy that has not progressed has been deleted.
- Delegation 1.3.9: Financial Management Systems and Procedures. Amended ‘Conditions’ relating to the requirement to review systems and procedures for financial management every 4 years instead of every 3 years. This is a legislative change.
- Delegation 1.3.10: Audit – CEO Review of Systems and Procedures. Amended function due to legislative change. The Shire is now required to review Financial Management, Legislative Compliance and the Risk Management framework every 4 years instead of every 3 years.
- Delegation 1.4.1: Health Local Law. Insertion of the Principal Environmental Health Officer as a sub-delegate.

STATUTORY ENVIRONMENT:

Local Government Act 1995

Section 5.42 – Delegation of some powers or duties to the CEO

Section 5.44 – CEO may delegate some powers and duties to other employees

All delegations made by Council must be by absolute majority as prescribed by Section 5.42 of the Act. In accordance with Section 59 of the *Interpretation Act 1984* and the requirements of Sections 5.16 and 5.42 of the Act, the Shire is required to record statutory delegated authorities in written instruments of delegation and include in the Shire’s Register.

POLICY IMPLICATIONS:

Policies and Procedures will be developed or reviewed to support consistent and compliant decision making.

FINANCIAL IMPLICATIONS:

Nil

RISK MANAGEMENT MATRIX

The Shire, through its adopted Risk Management Framework, has identified several 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
Governance and decision-making risk arising from delegations not being reviewed or updated in accordance with legislative requirements	Unlikely (2)	Medium (2)	Medium (4)	Failure to review and update the Delegated Authority Register annually could result in outdated, invalid or non-compliant delegations, leading to inappropriate decision-making and governance weakness.	Annual review undertaken in accordance with sections 5.18 and 5.46(2) of the Local Government Act 1995; review conducted by Governance Officer with oversight by Executive Manager Corporate Services; Council adoption by absolute majority.
Compliance risk due to misalignment between delegations and current legislation	Unlikely (2)	Medium (2)	Medium (4)	Legislative changes not reflected in delegated authorities may result in statutory non-compliance or invalid exercise of powers or duties.	Legislative compliance check completed as part of the review; benchmarking against WALGA Delegated Authority Register Template; removal or amendment of delegations where legislative change has occurred.
Operational inefficiency if delegations are unclear, inconsistent, or outdated	Possible (3)	Low (1)	Low (3)	Poorly worded or inconsistent delegations may delay decision-making or create uncertainty for staff exercising	Review focused on improving clarity, terminology consistency and operational relevance; consultation with key officers; updated Register

				delegated authority.	issued as a clean version following Council adoption.
Reputational risk associated with improper or unauthorised use of delegated authority	Rare (1)	Medium (2)	Low (2)	Incorrect use of delegations may attract adverse attention or reduce public confidence in governance processes.	Clear documentation of delegations; recording requirements within the Shire's electronic document management system; ongoing officer training and internal governance controls.

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2021 – 2036

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.

Incorporate and deliver balanced outcomes including social, environmental, and financial, through triple bottom line decision making.

Provide a stable, consistent and honest government.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council:

1. **ACCEPTS** the review of the Shire of Nannup Delegated Authority Register as required by sections 5.18 and 5.46(2) of the *Local Government Act 1995* as shown in mark-up at Attachment 11.1.1 and
2. **ADOPTS BY ABSOLUTE MAJORITY** the Shire's Delegated Authority Register shown in Attachment 11.1.2. and
3. **REPEALS BY ABSOLUTE MAJORITY** the delegation adopted by Council at its meeting of 26 March 2026, Resolution Number 260326.4 as shown below:

"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."

11.2 DELEGATED PLANNING DECISIONS

AGENDA NUMBER & SUBJECT:	11.2 Delegated Planning Decisions March 2026
LOCATION/ADDRESS:	Various
NAME OF APPLICANT:	Various
FILE REFERENCE:	TPL18
AUTHOR:	Erin Gower – Development Services Coordinator
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	14 th April 2026
ATTACHMENT:	11.2.1 – Register of Delegated Development Approvals March 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 March 2026 is presented in Attachment 11.2.1.

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 March 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 March 2026 compared to March 2025:

	March 2025	March 2026
Delegated Decisions	3 (\$67,734.50)	2 (\$35,000.00)
Council Decisions	0 (\$0)	0 (\$0)
Total	3 (\$67,734.50)	(\$35,000.00)

100% of all approvals issued in the month of March 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 March 2026 as per Attachment 11.2. 1.

11.3 PAYMENT OF ACCOUNTS

AGENDA NUMBER & SUBJECT:	11.3 - Payment of Accounts – March 2026
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:	None
DATE OF REPORT	15 April 2026
ATTACHMENT:	11.3.1 – Payment of Accounts – March 2026

BACKGROUND:

To advise Council of payments made for the period 1 March 2026 to 31 March 2026.

COMMENT:

Payments of \$1,215,733.21 as detailed in the payment of accounts listing for the period 1 March 2026 to 31 March 2026 as per Attachment 11.3.1 have been approved under delegated authority.

Municipal Account

Accounts paid by EFT	19649 - 19755	\$1,062,173.64
Accounts paid by cheque	NIL	\$0.00
Accounts paid by Direct Debit	14646.1 – 14722.18	\$153,559.57
<i>Sub Total Municipal Account</i>		<u>\$1,215,733.21</u>

Trust Account

Accounts paid by EFT	-	\$0.00
<i>Sub Total Trust Account</i>		<u>\$0.00</u>
Total Payments		<u><u>\$1,215,733.21</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 \$1,215,733.21 for the period 1 March 2026 to 31 March 2026 as per Attachment 11.3.1

12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

Nil.

13. MEETING MAY BE CLOSED:

Nil.

14. CLOSURE

Attachments

Item	Attachment	Title
5.1	1	Shire of Nannup Ordinary Council Meeting Minutes – 26 March 2026
11.1		Delegated Authority Review
11.1	1	Delegated Authority Register Review – Mark up
11.1	2	Delegated Authority Register Review Final
11.2		Delegated Planning Decisions for March 2026
11.2	1	Register of Delegated Development Approvals March 2026
11.3		Payment of Accounts
11.4	1	Payment of Accounts – March 2026