



Agenda

**Special Council Meeting to be held
Tuesday, 21 October 2025**

4.30 pm in Council Chambers, Adam Street Nannup

The purpose of the Special Council Meeting is to conduct the swearing-in ceremony of new Elected Members, to elect the Shire President and Deputy Shire President and to determine the membership of committees and working groups

PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING

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Risk Management:

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

Assessing Risk:

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

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

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

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

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A G E N D A

The CEO conducted the swearing in of newly elected Councillors before the meeting commenced:

Cr Lynette Curtis
 Cr Nancy Tang
 Cr Vicki Hansen
 Cr Timothy Sly

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

The Chief Executive Officer (CEO) will open the meeting and acknowledge the traditional custodians of the land, the Wardandi and Bibbulmun people, paying respects to Elders past, present and emerging.

The CEO will conduct the election of the Shire President. Ross Croft, Justice of the Peace (JP), will be in attendance to witness the declaration of office for Shire President and Deputy Shire President.

Subject to the applicable declaration of office, the Shire President will assume the Chair and undertake the election process for the Deputy Shire President position. The Deputy Shire President will then make the required declaration of office.

Audio Recording

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

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

2. ATTENDANCE/APOLOGIES:

2.1 ATTENDANCE

Councillor	Anthony (Tony) Dean
Councillor	Vicki Hansen
Councillor	Lynette Curtis
Councillor	Cheryle Brown
Councillor	Timothy Sly
Councillor	Nancy Tang

Chief Executive Officer	David Taylor
Executive Manager Corporate	Kim Dolzadelli
Executive Manager Works and Services	Damon Lukins
Governance Officer	Nicky Barker
Executive Support Officer	Lisa Atkinson

2.2 APOLOGIES

Councillor	Cr Patricia Fraser
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3. PUBLIC QUESTION TIME:

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

Nil.

5. ELECTION OF SHIRE PRESIDENT AND DEPUTY SHIRE PRESIDENT

AGENDA NUMBER & SUBJECT:	5.1 Election of Shire President
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT	N/A
FILE REFERENCE:	
AUTHOR:	Lisa Atkinson – Executive Support Officer Nicky Barker Governance Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	16 October 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	Nil

BACKGROUND:

Under the *Local Government Act 1995* (the Act), the election of a Shire President is governed by Schedule 2.3 and 4.1 of the *Local Government Act 1995*. Votes are conducted using the optional preferential voting system.

In cases where there is a single vacancy, the candidate must receive enough votes to reach an absolute majority. An absolute majority is 50% + 1 of all formal votes cast. For a single vacancy such as that of Shire President, if a candidate has an absolute majority after the distribution of preferences, that candidate will be declared as elected.

Election of Shire President

Nominations

The CEO presides over the meeting until the President is elected. Councillors nominate themselves or others. Nominations must be in writing and given to the CEO before the meeting or during the meeting before the close of nominations.

Voting

If more than one nomination is received, a secret ballot is conducted in accordance with Schedule 2.3 and 4.1 of the Act in addition to the requirements in the *Local Government (Constitution) Regulations 1998*.

Counting

If, during the election of a Mayor or President by councillors:

- There is an equality of votes between two or more candidates, and
- Those candidates are the only ones remaining in the count,

Then:

- The count is discontinued, and
- The meeting is adjourned for not more than 7 days.
- At the adjourned meeting, councillors vote again.

This clause allows for a second round of voting, giving councillors another opportunity to resolve the tie.

If, after the second vote, there is still an equality of votes, then:

- The result is to be determined by lot.
- This means a random method (e.g., drawing names from a container) is used to select the winner.

The CEO conducts this process, and it is considered a formal part of the election.

In summary –

1. Initial vote → Tie → Adjourn meeting (max 7 days).
2. Second vote → If still tied → Proceed to drawing of lots.
3. Winner by lot is declared elected.

Results

The CEO announces the result and the elected Shire President (after the requisite declaration) assumes the role immediately.

Declaration of Office

A person elected by the Council as President must make a declaration in the prescribed form [Form 7 of the *Local Government (Constitution) Regulations 1998*, Regulation 13(1)(c)] before acting in the office. A declaration required by this section is to be taken or made before a prescribed person and a person who acts in an office contrary to this section commits an offence.

In accordance with the *Local Government (Elections) Regulations 1997*, the Declaration must be made in the presence of an authorised witness. An authorised witness is a person who meets the requirements of the Oaths, Affidavits and Statutory Declarations Act 2005.

COMMENT:

The role of the Shire President

1. Leadership and Guidance:
 - Provides leadership to the council and councillors.
 - Offers guidance on the roles and responsibilities of council members.
2. Spokesperson
 - Acts as the principal spokesperson for the local government.
 - Represents the council in civic and ceremonial duties, always aligning with council decisions.
3. Presiding Officer:
 - Chairs council meetings, ensuring they are conducted in an orderly manner and in accordance with the Act.
4. Relationship Building:
 - Promotes positive and constructive relationships among council members.

5. Liaison with CEO:

- Works closely with the Chief Executive Officer on the affairs and performance of the local government.

6. Other Functions:

- Carries out any additional functions assigned under the Act or other written laws.

STATUTORY ENVIRONMENT:

Schedule 2.3 and 4.1 of the *Local Government Act 1995* and the *Local Government (Constitution) Regulations 1998*.

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

Officers have undertaken a Risk Assessment which is shown below:

Risk	Likelihood	Consequence	Risk Rating	Risk Description	Mitigation/Controls
Disputed Election Outcome	Possible (3)	Medium (2)	High	A tie or procedural error during voting may lead to disputes or legal challenges.	Ensure strict adherence to Schedule 2.3 procedures; CEO oversight; legal review of process.
Failure to Declare Office Properly	Unlikely (2)	Medium (2)	Medium	Elected members may act without completing Form 7 declaration, risking invalid decisions.	CEO to verify declarations before members act; maintain signed records.

Perceived Bias or Lack of Transparency	Likely (4)	Medium (2)	High	Councillors or public may perceive the process as unfair or politically motivated.	Adopt transparent procedures (e.g., presentations); document process; communicate outcomes clearly.
Incorrect Vote Counting (Schedule 4.1)	Unlikely (2)	Medium (2)	Medium	Misapplication of OPV rules could invalidate results or cause reputational damage.	Staff training; use of validated counting software; independent oversight.
Non-Compliance with Legislative Requirements	Rare (1)	High (3)	Medium	Breach of statutory obligations may result in legal or reputational consequences.	Regular legal compliance checks; governance training for councillors and staff.

STRATEGIC IMPLICATIONS:

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

VOTING REQUIREMENTS:

An election is to be held by secret ballot if there is more than one candidate for Shire President .

OFFICER RECOMMENDATION:

That Council notes that Councillor (Insert Name) has been elected to the position of Shire President for a period of two years.

The Elected Shire President is to read aloud the required declaration and sign in the presence of a prescribed person and is then to preside over the election of the Deputy Presiding Person.

AGENDA NUMBER & SUBJECT:	5.2 Election Deputy Shire President
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT	N/A
FILE REFERENCE:	
AUTHOR:	Lisa Atkinson – Executive Support Officer Nicky Barker Governance Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	16 October 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	Nil

BACKGROUND:

Under the *Local Government Act 1995* (the Act), the election of a Deputy Shire President is governed by Schedule 2.3 and 4.1 of the *Local Government Act 1995*. Votes are conducted using the optional preferential voting system.

In cases where there is a single vacancy, the candidate must receive enough votes to reach an absolute majority. An absolute majority is 50% + 1 of all formal votes cast. For a single vacancy such as that of Deputy Shire President, if a candidate has an absolute majority after the distribution of preferences, that candidate will be declared as elected.

Nominations

Councillors nominate themselves or others. Nominations must be in writing and given to the CEO before the meeting or during the meeting before the close of nominations.

Voting

If more than one nomination is received, a secret ballot is conducted in accordance with Schedule 2.3 and 4.1 of the Act in addition to the requirements in the *Local Government (Constitution) Regulations 1998*.

Counting

If, during the election of Deputy President by councillors:

- There is an equality of votes between two or more candidates, and
- Those candidates are the only ones remaining in the count,

Then:

- The count is discontinued, and
- The meeting is adjourned for not more than 7 days.
- At the adjourned meeting, councillors vote again.

This clause allows for a second round of voting, giving councillors another opportunity to resolve the tie.

If, after the second vote, there is still an equality of votes, then:

- The result is to be determined by lot.
- This means a random method (e.g., drawing names from a container) is used to select the winner.

The CEO conducts this process, and it is considered a formal part of the election.

In summary –

4. Initial vote → Tie → Adjourn meeting (max 7 days).
5. Second vote → If still tied → Proceed to drawing of lots.
6. Winner by lot is declared elected.

Results

The elected Deputy Shire President (after the requisite declaration) assumes the role immediately.

Declaration of Office

A person elected by the Council as Deputy President must make a declaration in the prescribed form [Form 7 of the *Local Government (Constitution) Regulations 1998*, Regulation 13(1)(c)] before acting in the office. A declaration required by this section is to be taken or made before a prescribed person and a person who acts in an office contrary to this section commits an offence.

In accordance with the *Local Government (Elections) Regulations 1997*, the Declaration must be made in the presence of an authorised witness. An authorised witness is a person who meets the requirements of the Oaths, Affidavits and Statutory Declarations Act 2005.

COMMENT:

Role of the Deputy Shire President

Performs the functions of the Shire President when authorised under Section 5.34 of the Act. This occurs when the Shire President is absent, incapacitated, or otherwise unable to perform their duties.

STATUTORY ENVIRONMENT:

Schedule 2.3 and 4.1 of the *Local Government Act 1995* and the *Local Government (Constitution) Regulations 1998*.

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

Officers have undertaken a Risk Assessment which is shown below:

Risk	Likelihood	Consequence	Risk Rating	Risk Description	Mitigation/Controls
Disputed Election Outcome	Possible (3)	Medium (2)	High	A tie or procedural error during voting may lead to disputes or legal challenges.	Ensure strict adherence to Schedule 2.3 procedures; CEO oversight; legal review of process.
Failure to Declare Office Properly	Unlikely (2)	Medium (2)	Medium	Elected members may act without completing Form 7 declaration, risking invalid decisions.	CEO to verify declarations before members act; maintain signed records.
Perceived Bias or Lack of Transparency	Likely (4)	Medium (2)	High	Councillors or public may perceive the process as unfair or politically motivated.	Adopt transparent procedures (e.g., presentations); document process; communicate outcomes clearly.
Incorrect Vote Counting (Schedule 4.1)	Unlikely (2)	Medium (2)	Medium	Misapplication of OPV rules could invalidate results or cause reputational damage.	Staff training; use of validated counting software; independent oversight.
Non-Compliance with Legislative Requirements	Rare (1)	High (3)	Medium	Breach of statutory obligations may result in legal or reputational consequences.	Regular legal compliance checks; governance training for councillors and staff.

STRATEGIC IMPLICATIONS:

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

VOTING REQUIREMENTS:

An election is to be held by secret ballot if there is more than one candidate for Deputy Shire President.

OFFICER RECOMMENDATION:

That Council notes that Councillor (Insert Name) has been elected to the position of Deputy Shire President.

The Elected Deputy Shire President is to read aloud the required declaration and sign in the presence of a prescribed person.

6. ELECTED MEMBER SEATING ARRANGEMENTS:

The Shire of Nannup's Local Laws relating to Standing Orders 2010, clause 7.2 states, the following in respect to Elected Member Seating Arrangements: -

"At the first meeting held after each ordinary elections day, the CEO is to allot by random draw, a position at the Council table to each Councillor and the Councillor is to occupy that position when present at meetings of the Council until such time as there is a call by a majority of Councillors for a re-allotment of positions"

Council needs to determine whether it wishes to impose clause 7.2 or alternatively, retain the status quo in respect to seating arrangements.

7. ELECTION OF COUNCILLORS TO VARIOUS COMMITTEES AND ADVISORY WORKING GROUPS

AGENDA NUMBER & SUBJECT:	7.1 – Election of Councillors to Various Committees and Working Groups
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT	N/A
FILE REFERENCE:	ASS1
AUTHOR:	Lisa Atkinson – Executive Support Officer Nicky Barker, Governance Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	9 October 2025
PREVIOUS MEETING REFERENCE:	Special Council Meeting 24 October 2023 and Ordinary Council Meeting held 22 August 2025
ATTACHMENT	Nil

BACKGROUND:

Under Section 5.8 of the *Local Government Act 1995*, a local government may establish committees by absolute majority decision of Council. These committees may comprise elected members, employees, and members of the public, and may operate either with delegated authority or in an advisory capacity.

The Shire of Nannup has established several Committees and Advisory Working Groups to support the performance of its functions and to enhance community engagement and informed decision-making.

The appointment of members to Committees is governed by Section 5.10 of the Act, which requires that Council appoint members by absolute majority. In contrast, the appointment of members to Advisory Working Groups, which are not established under Section 5.8, is not subject to statutory requirements. Instead, these appointments are made in accordance with Council resolutions, as the groups are formed at Council's discretion.

Additionally, Council may appoint representatives to external Groups, Committees and Boards when formal requests for representation are received.

The current memberships were appointed following the 2023 election and the 2024 extraordinary Election with all tenures expiring on 18 October 2025 being the next ordinary Local Government Election Day. Council traditionally applies the same duration for membership appointments to advisory working groups for consistency and to reduce unnecessary complications arising from differing appointment terms.

The purpose of this item is for Council to consider the appointment of Delegates and Deputy Delegates to various Committees and Advisory Working Groups; as well as external Groups, Committees and Boards.

COMMENT:

The establishment of committees and advisory working groups assists the Council to perform its legislative responsibilities and to seek valuable engagement with the community. Representation on external committees and boards allows the Council to have input into various issues that face the local government industry.

Following the appointment of representatives, it is necessary to appoint Presiding and Deputy Presiding Members, by absolute majority, for Council's Committees. The election of Presiding Persons and Deputy Presiding Persons for Council's Advisory Working Groups is conducted at the first meeting of the Advisory Working Group following the Ordinary Council Meeting to appoint membership.

The appointment of Presiding Members and Deputy Presiding Members provides leadership and ensures meetings are conducted in accordance with their Terms of Reference and statutory requirements.

Councillors are invited to nominate themselves or others for the positions listed below. Where multiple nominations are received, Council may determine appointments through a vote. The proposed appointments will take effect immediately and remain in place until the next ordinary Local Government Election, unless otherwise resolved by Council.

COMMITTEES**Audit And Risk Advisory Committee (A&RC)**

Section 7.1A of the Act requires that the Shire establish an Audit Committee. This committee plays a vital role in supporting the council's governance and oversight responsibilities. With recent reforms, the Shire transitioned to an Audit and Risk Committee reflecting a broader scope of responsibilities.

The Committee's primary purpose is to –

- Support Council's oversight of financial reporting, risk management, internal controls, and compliance.
- Provide independent assurance that the local government is operating effectively, ethically, and in accordance with legislation.
- Review and monitor audit processes, including internal and external audits.
- Evaluate risk management frameworks and recommend improvements.
- Ensure transparency and accountability in governance and financial practices.

The committee plays a key role in strengthening the integrity and performance of the local government. Membership must include elected members, and the CEO or staff cannot be committee members. The committee plays a key role in strengthening the integrity and performance of the local government.

Council previously appointed all councillors as members of the Audit Advisory Committee.

It is a requirement of the Act that once the new membership has been resolved, Council is to elect, by absolute majority, a presiding and deputy presiding member to this committee.

Bush Fire Advisory Committee (BFAC)

The Bushfire Advisory Committee (BFAC) is typically established under Section 67 of the *Bush Fires Act 1954*, and optionally under Section 5.8 of the *Local Government Act 1995*. Its purpose is to provide strategic and operational advice to Council on bushfire-related matters.

Membership includes Elected Council representatives, Chief and Deputy Chief Bush Fire Control Officers, Captains or delegates from local Bush Fire Brigades, representatives from Department of Fire and Emergency Services (DFES) and Department of Biodiversity, Conservation and Attractions (DBCA), Shire officers (non-voting) and any other stakeholders as determined by Council through the adopted Terms of Reference.

Councillors Brown and Fraser were previously appointed to this Committee.

It is a requirement of the Act that once the new membership has been resolved, Council is to elect, by absolute majority, a presiding and deputy presiding member to this committee.

Local Emergency Management Committee (LEMC)

The Local Emergency Management Committee (LEMC) is a statutory body established under Section 38 of the *Emergency Management Act 2005*. It plays a central role in coordinating emergency management at the local level.

The LEMC is responsible for developing and maintaining Local Emergency Management Arrangements; coordinating preparedness, response, and recovery efforts for emergencies; facilitates collaboration between local government, emergency services, and community stakeholders; identifies and assesses local risks and plans mitigation strategies.

Membership includes Elected Council representatives, Shire Executive Officers and representatives from WA Police, DFES, and other relevant agencies.

Councillors Dean Gibb were previously appointed to this Committee.

It is a requirement of the Act that once the new membership has been resolved, Council is to elect, by absolute majority, a presiding and deputy presiding member to this committee.

ADVISORY WORKING GROUPS

Council at its meeting of 22 May 2025, resolution number 220525.7, resolved to disband various Committees of Council and reform them as Advisory Working Groups. The groups are not established under the Act and therefore operate under a more flexible and informal structure. A specific change is that the Advisory Working Groups appoint their own Presiding and Deputy Presiding person at the first meeting held after Council has resolved membership.

Local Drug Action Group (LDAG)

LDAG's purpose and role is to improve the health and wellbeing of individuals, families and communities by preventing or delaying the onset of Alcohol and other drug use (AOD) and to reduce the harm associated with AOD supply and use in the community of Nannup.

This group is attended by various State and Local Agencies and groups to provide a coordinated approach addressing local social issues within the Shire of Nannup.

Councillors Hansen and Brown were previously appointed to this Advisory Working Group.

Australia Day Advisory Working Group

The purpose of this Advisory Group is to recommend recipients for the Australia Day Citizen of the Year Awards and the title of Honorary Freeman.

For Councillors information, Policy No ADM 14 and 16 applies to the process for selection of the Awards. Elected Members should note that both these policies require a review to align with the newly reviewed Terms of Reference.

Councillors Brown, Fraser, Hansen and Curtis were previously appointed to this Advisory Working Group.

Sustainability Advisory Working Group

The Group aims to promote sustainability outcomes that are environmentally responsible, socially and culturally sound, and economically viable. It plays a leadership role in identifying local priorities, fostering community engagement, and supporting Council's planning and policy development across key sustainability themes.

The committee membership consists of Elected Members, Shire staff and a maximum of 6 community representatives with relevant expertise or interest in sustainability, environment, climate action, or land stewardship and up to 2 representatives from key stakeholder organisations.

Councillors Dean and Hansen were previously appointed to this Advisory Working Group.

EXTERNAL GROUPS

Warren Blackwood Alliance of Councils (WBAC)

This group is a voluntary regional organisation of Councils, comprising of the Shires of Boyup Brook, Bridgetown-Greenbushes, Donnybrook Balingup, Manjimup, and Nannup. The WBAC was formed in 2001 following the restructure of the timber industry to work as a collective body on issues affecting those areas in the Warren and Blackwood catchments.

The Board of the Warren Blackwood Alliance of Councils has two council representatives from each of the five member Shires.

11.2 Composition of Board

- (a) *The management and control of the Alliance and its affairs and property shall be vested in the Board of persons comprised of:*
 - (i) *Two nominated delegates from each of the participating Warren Blackwood Municipalities,*
- (b) *Each Municipal Member may nominate a permanent deputy to their Board delegate. In addition, the Chief Executive Officer shall act as deputy if the permanent deputy is not in attendance at a Board meeting.*

Shire President is automatically nominated by Council as one of its representatives on the Warren Blackwood Alliance of Councils with an additional Councillor to be appointed. Clause 11.2 of the Alliance Constitution indicates that Council may nominate a Deputy to attend meetings in the absence of the appointed representatives. The CEO can also act in the deputy capacity.

Councillors Dean and Hansen were previously appointed to this group. The meetings are attended by the CEO who often acts as a proxy.

Warren Blackwood Alliance of Councils (WBAC) Climate Alliance Reference Group (CARG)

The CARG was formed under the WBAC with its purpose to share and collaborate on climate change and biodiversity knowledge and initiatives across the Warren Blackwood membership region.

Councillors Hansen and Sly were previously appointed to this group.

Regional Road Group (RRG)

Regional Road Groups (RRGs) are collaborative bodies made up of elected representatives from local governments within a region. They recommend funding allocations and priorities for the *Annual Local Government Roads Program* to the State Advisory Committee (SAC). The South West RRG specifically covers the South West region of WA and includes the Shire of Nannup.

Councillors Gibb and Sly were previously appointed to this group.

Lower Blackwood Land Conservation District Committee (LCDC)

This Committee operates under the *Soils Conservation Act 1945* and plays a vital role in promoting sustainable land management and environmental stewardship. This group covers the Scott River Coastal Plain region of the Shire of Nannup.

Councillor Fraser was previously appointed to this group.

Western Australian Local Government (WALGA) South West Zone (SWWALGA)

This South West Zone is formed under the Western Australian Local Government Association (WALGA), the peak local government representative body in Western Australia. SWWALGA is an opportunity to discuss things of regional significance and vote as a collaborative on issues, lobby requests and initiatives of the Zone.

Councillor Dean was previously appointed to this group and Councillor Hansen as Deputy. The Chief Executive Officer is the proxy on the group.

Nannup Chamber of Commerce and Industry (NCCI)

The NCCI is the representative business community body in Nannup and works on a number of initiatives that support the local business network

Councillor Brown was previously appointed to this Group.

Development Assessment Panels (DAPS)

Under the *Planning and Development (Development Assessment Panels) Regulations 2011*, Development Assessment Panels (DAPs) are established to provide an independent decision-making body for certain development applications in Western Australia.

DAPs assess applications that are either mandatory DAP applications: where the estimated cost of development exceeds a prescribed threshold or optional DAP applications: where applicants may choose to have their proposal assessed by a DAP even if below the mandatory threshold. Mandatory DAP applications apply to developments valued over \$10 million and optional DAP applications are applied to developments valued between \$2 million and \$10 million.

DAPs do not replace local planning schemes but operate within their framework to assess applications more efficiently and objectively.

In accordance with Regulation 26 of the *Planning and Development (Development Assessment Panel) Regulations 2011* (DAP Regs), Council is requested to nominate four Council Members. The nominations must include two members who will be the primary DAP Members and two alternative members whom the DAP Executive Director can invite if either of the primary members are not available.

Final appointment is determined by the Minister for Planning and Lands; Housing and Works; Health and Infrastructure, Hon Jon Carey MLA (Minister).

Members to JDAP must undertake mandatory training prior to attending a formal meeting.

Councillors Dean, Hansen and Brown were previously appointed to DAP. Representation on this group requires Development Assessment Panel Training to be undertaken before fulfilling the role.

STATUTORY ENVIRONMENT:

Sections 5.8 - Establishment of Committees, Section 5.9 Committees, types of, Section 5.10 Committee members, appointment of, and Section 5.11 Committee membership, tenure of.

POLICY IMPLICATIONS:

Council reviewed and adopted Terms of Reference for all committees and advisory working groups at its meeting of 25 September 2025, Resolution Numbers – 250925.6 and 250925.7.

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

Officers have undertaken a Risk Assessment which is shown below:

Risk	Likelihood	Consequence	Risk Rating	Risk Description	Mitigation/Controls
Non-compliance with statutory requirements for committee composition	3-Possible	High-non-compliance resulting in litigation or regulatory action	High	Failure to review and align committee composition with Section 7.1A may result in breaches of statutory obligations, reputational damage, and potential legal consequences.	Review committee composition to ensure compliance with Section 7.1A of the Local Government Act. Engage legal or governance advisors for periodic compliance audits.

STRATEGIC IMPLICATIONS:

Our Shire:

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

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council, by absolute majority, appoints all Councillors as members of the Audit and Risk Advisory Committee.

OFFICER RECOMMENDATION:

That Council, by absolute majority, appoints Councillor _____ as Presiding Person and Councillor _____ as Deputy Presiding Person of the Audit and Risk Committee.

OFFICER RECOMMENDATION:

That Council, by absolute majority, appoints Councillors _____ and _____ to the Bushfire Advisory Committee.

OFFICER RECOMMENDATION:

That Council, by absolute majority, appoints Councillor _____ as Presiding Person and Councillor _____ as Deputy Presiding Person to the Bushfire Advisory Committee.

OFFICER RECOMMENDATION:

That Council, by absolute majority, appoints Councillors _____ and _____ to the Local Emergency Management Committee.

OFFICER RECOMMENDATION:

That Council, by absolute majority, appoints Councillor _____ as Presiding Person and Councillor _____ as Deputy Presiding Person to the Local Emergency Management Committee.

OFFICER RECOMMENDATION:

That Council appoints Elected Members to the Shire of Nannup Advisory Working Groups as follows -

Local Drug Action Group – 2 Members:-

Councillor _____ and Councillor _____

Australia Day Advisory Working Group – 4 members

Councillors _____, _____, _____ and _____

Sustainability Advisory Working Group – 2 Members

Councillor _____, and Councillor _____

OFFICER RECOMMENDATION:

That Council appoints Elected Members to the following External Groups –

Warren Blackwood Alliance of Councils – 2 Councillors

Shire President and Councillor _____

Climate Alliance Reference Group – 2 Councillors

Councillor _____, and Councillor _____

Regional Road Group – 2 Councillors

Councillor _____, and Councillor _____

Lower Blackwood Land Conservation District Committee – 1 Councillor

Councillor _____

Western Australian Local Government (WALGA) South West – 2 Councillors

Councillor _____, and Councillor _____

Nannup Chamber of Commerce and Industry – 1 Councillor

Councillor _____

Development Assessment Panels – 4 Councillors

Councillors _____, _____, _____, _____

8. CLOSURE OF MEETING:
