



Shire of Nannup

Agenda

Ordinary Council Meeting Thursday 22 January 2026

4.30 pm in Council Chambers, Nannup

PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING

Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyrighted material.

Any statement, comment or decision made at a Council meeting regarding any application for approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity who has an application before the Shire of Nannup must obtain, and should only rely on, written notice of the Shire of Nannup's decision and any conditions attaching to the decision and cannot treat as an approval of anything said or done at a Council meeting.

Any advice provided by an employee of the Shire of Nannup on the operation of a written law, or the performance of a function by the Shire of Nannup, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as legal advice or representation by the Shire of Nannup. Any advice on a matter of law or anything sought to be relied upon as a representation by the Shire of Nannup should be sought in writing and should make clear the purpose of the request. Any plans or documents in Agendas and Minutes may be subject to copyright.

Risk Management:

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

Assessing Risk:

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

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

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

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

Contents

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS/ACKNOWLEDGMENT OF COUNTRY:	2
2. ATTENDANCE/APOLOGIES:	2
2.1 ATTENDANCE	2
2.2 APOLOGIES	2
3. PUBLIC QUESTION TIME:	3
4. MEMBERS ON LEAVE OF ABSENCE AND APPLICATIONS FOR LEAVE OF ABSENCE:	3
4.1 APPROVED LEAVE OF ABSENCE:	3
4.2 APPLICATION FOR A LEAVE OF ABSENCE:	3
5. CONFIRMATION OF MINUTES:	3
6. ANNOUNCEMENTS FROM PRESIDING MEMBER:	3
7. DISCLOSURE OF INTEREST:	4
8. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN:	4
9. PRESENTATIONS/DEPUTATIONS/PETITIONS:	4
10. REPORTS BY MEMBERS ATTENDING COMMITTEES:	4
11. REPORTS OF OFFICERS:	5
11.1 – Development Application for a nature based park (10 serviced sites with ablution block and 20 self-contained sites)	5
11.2 – Shire of Nannup Community Grants Program 2025 2026 - Round 2	18
11.3 – Delegated Planning Decisions for November and December 2025	23
11.4 – Removal of Temporary Food Stallholder Permit Fees / Amendment to Schedule of Fees & Charges: Removal of Food Stallholder Permit Fees	26
11.5 – Budget Amendment Request – Grange Road Carpark and Financial Assistance Grants	30
11.6 – Payment of Accounts – November 2025	33
11.7 – Payment of Accounts – December 2025	36
11.8 – Financial Activity Statements – November 2025	39
11.9 – State NRM Community Stewardship Grants – Catio Care Initiative and Invasive Species Management Plan	42
12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:	47
13. MEETING MAY BE CLOSED:	47
14. CLOSURE OF MEETING:	47

A G E N D A

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

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

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

Audio Recording

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

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

2. ATTENDANCE/APOLOGIES:

2.1 ATTENDANCE

Shire President	Anthony (Tony) Dean
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	Lisa Atkinson

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:

Nil.

4.2 APPLICATION FOR A LEAVE OF ABSENCE:

Nil.

5. CONFIRMATION OF MINUTES:

5.1 Ordinary Council Meeting – 27 November 2025

EXECUTIVE RECOMMENDATION:

That the minutes from the Shire of Nannup Ordinary Council Meeting held on 27 November 2025 be confirmed as a true and correct copy (Attachment 5.1).

5.2 Special Council Meeting – 18 December 2025.

EXECUTIVE RECOMMENDATION:

That the minutes from the Shire of Nannup Special Council Meeting held on 18 December 2025 be confirmed as a true and correct copy (Attachment 5.2).

6. ANNOUNCEMENTS FROM PRESIDING MEMBER:

Nil.

7. DISCLOSURE OF INTEREST:

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

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

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

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

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

Nil.

9. PRESENTATIONS/DEPUTATIONS/PETITIONS:

Deputation by Dr Josh Acacia, Greg Crothers, Suzanne DeBeer, Jacob Betts and Dr Graham McMahon to agenda item 11.1 – Development Application for Nature based Park (10 serviced sites with ablution block and 20 self-contained sites).

Deputation by Emmi Taylor to agenda item 11.1 – Development Application for Nature based Park (10 serviced sites with ablution block and 20 self-contained sites).

10. REPORTS BY MEMBERS ATTENDING COMMITTEES:

11. REPORTS OF OFFICERS:

AGENDA NUMBER & SUBJECT:	11.1 – Development Application for a nature based park (10 serviced sites with ablution block and 20 self-contained sites)
LOCATION/ADDRESS:	Lot 43 on DP 55008 East Nannup Road, East Nannup
NAME OF APPLICANT:	Emmi Taylor
FILE REFERENCE:	A1872
AUTHOR:	Steve Thompson – Consultant Planner
REPORTING OFFICER:	Kim Dolzaldelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Edge Planning & Property receive a payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the <i>Local Government Act 1995</i>)
DATE OF REPORT:	16 January 2026
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	11.1.1 – Location Map 11.1.2 – Original Plans and Information from applicant 11.1.3 – Submissions (first round of advertising) 11.1.4 – Submissions (second round of advertising) 11.1.5 – Applicants Response to Submissions 11.1.6 – Latest Plans and Information from applicant 11.1.7 – Local Planning framework extract of key documents 11.1.8 – Extract from <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>

BACKGROUND:

A Development Application has been lodged for a nature based park at Lot 43 on DP 55008 East Nannup Road, East Nannup.

The original plan proposed 40 fully self-contained sites with a total capacity of 240 people.

In recognition of submissions received the applicant has submitted updated plans which now proposes 10 serviced sites with a maximum of 30 people with a shared ablution block plus 20 self-contained camping sites with a maximum of 120 people making total capacity of 150 people at any one time.

This represents a decrease of 38% in capacity compared to the original proposal.

The application site, Lot 43 East Nannup Road, is located approximately 5 kilometres (via road) or approximately 3km (directly) south-east of the Nannup townsite (Attachment 11.1.1). The site is surrounded by Rural zoned land which has a range of lot sizes including various lots below 10 hectares in area. Tank 7 Mountain Bike Park and the waste water treatment plant are located to the north of the site.

The site:

- Is 56.0936 hectares in area;
- Is largely cleared, used for grazing and contains a shed;
- Is partially within a designated bushfire prone area however the proposed development footprint is not located within the designated bushfire prone area;

- Contains a range of slopes with the proposed development located on a flatter section;
- Contains Nannup Brook (seasonal watercourse) in the southern section; and
- There is an existing water course crossing. The landowner has obtained written approval from the traditional owners noting Nannup Brook is a Registered Aboriginal heritage place.

Attachment 11.1.2 outlines the original details provided by the applicant, which were subject to the first round of public consultation.

Following two rounds of consultation, the applicant's latest plans and information are provided in Attachment 11.1.6.

Consultation

The Shire administration undertook two rounds of consultation. Initially, the Shire invited public comment on the Development Application for a period of 42 days through providing details on the website, Facebook and writing to neighbours within 500m of the application site, bushfire chief/local brigade, school bus operator, Department of Health, Department of Primary Industry and Regional Development (DPIRD), Department of Water and Environmental Regulation (DWER), and seeking advice from relevant Shire officers.

The Shire received 12 submissions on the Development Application in the first round of consultation as set out in Attachment 11.1.3. DPIRD and DWER did not object to the application but raised items to review and address, the other submitters raised concerns/objections.

The submissions which raised concerns and/or opposed the application included the following matters:

- Inconsistent with the planning framework;
- Amenity impacts including noise and loss of tranquillity;
- Incompatibility with locality;
- Visual/landscape impacts;
- Inadequate setbacks and conflict with neighbouring farming operations;
- Loss of privacy;
- Capacity concerns;
- Lack of on-site management;
- Increased fire risks and evacuation concerns;
- Traffic and safety impacts on East Nannup Road;
- Inadequate servicing including water supply, on-site sewage disposal and waste management;
- Impacts on telecommunications;
- Impacts on other accommodation providers (oversupply) in Nannup;
- Conflict of interest; and
- Possible contamination of Nannup Brook.

The applicant reviewed the first round of submissions and amended the proposal and a targeted second round of consultation was undertaken for 14 days to locals who made a submission in the first round of consultation. In the second round of consultation, 9 submissions were received (see Attachment 11.1.4). While some submitters noted that the applicant had sought to mitigate some concerns since the initial proposal, the submitters were still overall concerned and/or objected to the proposal.

Shire officers have assessed the Development Application and provided advice in both the first and second round of consultation and more recently with revised plans and information from the applicant. In summary, Shire officers raise no objection to the Development Application but recommend conditions and advice.

Revised plans and updated information

In accordance with established practice, the Shire administration has liaised with the applicant since the receipt of submissions (both first and second rounds). The applicant has provided their response to the concerns and objections raised as set out in Attachment 11.1.5. Additionally, the applicant has provided updated plans and information (Attachment 11.1.6).

The revised site plan in Attachment 11.1.6 replaces the original site plan in Attachment 11.1.2. The revised site plan and information, set out in Attachment 11.1.6, is the plan being assessed in this report by the Shire administration and the Council.

Planning framework

Attachment 11.1.7 sets out an extract of key local planning documents relevant to this Development Application. Local planning documents relevant to the proposal include the *Shire of Nannup Local Planning Scheme No. 4 (LPS4)*, *Shire of Nannup Local Planning Strategy*, *Local Planning Policy 2 Stormwater Management and Connection*, *Local Planning Policy 9 Tourism Land Uses and Short-Term Accommodation*, *Local Planning Policy 10 Car Parking and Vehicular Access* and *Local Planning Policy 14 Developer and Subdivider Contributions*.

The site is zoned 'Rural' in LPS4. 'Camping ground' and 'caravan park' are an 'A' use in the Rural Zone as set out in the LPS4 Zoning Table. This means the Council has the legal power under LPS4 to approve the Development Application after first giving special notice in accordance with Clause 64 of the Deemed Provisions (seeking community and stakeholder comment). A 'nature based park' is a 'D' (discretionary) use in the Rural zone. Accordingly, the Council is legally able to consider the proposed development.

Schedule 1 of LPS4 requires a minimum setback of 20 metres from property boundaries for development in the Rural zone. This requirement is met in the Development Application under consideration.

The *Shire of Nannup Local Planning Strategy* states in Section 5.4 Tourism that its aims are to:

- A45) encourage the development of a wide range of tourist and recreation facilities, tourist accommodation and activities for visitors in appropriate locations within and near the Nannup townsite and in the rural areas of the Shire that appropriately address bushfire planning, environmental assets, landscape qualities and compatibility with adjoining land uses; and
- A46) encourage the establishment of businesses, which attract and promote the Nannup townsite and the Shire as a tourist destination.

The *Shire of Nannup Community Strategic Plan 2021-2036* identifies tourism as one of the strategic drivers, it seeks to attract more people to the district and it supports a diversified economic base.

The application and the site are subject to a range of State planning, environmental, servicing policies and documents. This includes *State Planning Policy 2.9 Water*. In summary, the documents require effective natural resource management, addressing risk/safety and seeking to diversify the local economy including through supporting tourism.

The majority of the site (including the development footprint) are not located within a bush fire prone area as designated by the Fire and Emergency Services Commissioner.

Attachment 11.1.8 is an extract from the *Planning and Development (Local Planning Schemes) Regulations 2015* which sets out matters to be considered by local government in assessing a Development Application. Some matters raised in the submissions are not planning considerations e.g. impacts on property prices or business competition impacts.

COMMENT:

Overview

As previously outlined, the current proposal has been modified from the versions that were subject to consultation. Importantly, the current proposal has had design changes, the applicant has provided additional supporting information and has included additional commitments to mitigate impacts which assist to address issues. This includes:

- Number of sites – reduced from the original proposal. Originally, the applicant proposed 40 fully self-contained sites – capacity 240 people plus overflow sites for events. The applicant now proposes 10 serviced sites, 20 unserviced sites – capacity 150 people;
- Setback from western boundary – increased from 6m to 20m;
- Serviced sites – 10 sites, 8m x 12m, 3m gap between sites;
- Self-contained sites – explicitly includes one vehicle per site;
- Environmental measures – composting, minimal lighting, sensor lighting;
- Waste management – campers encouraged to take waste, bins serviced regularly by management;
- Evening noise curfew – modified from 10.00pm to 7.00pm;
- Bushfire plan – applicant supports preparing a detailed Bushfire Evacuation Plan to be approved before opening; and
- Management procedures – the applicant has added a commitment to prepare Management Plan, provide Starlink for guests, adopt a check-in process and make regular site visits.

Major compliance and design differences from the original proposal to the current proposal include:

- Setback increased to 20m from the western property boundary for improved fire;
- Detailed site dimensions and layout provided, including spacing and vehicle limits;
- Management Plan introduced covering remote monitoring, Starlink connectivity, check-in procedures, and regular inspections;
- Bushfire Evacuation Plan to be submitted for approval prior to opening;
- Traffic impact rationale;
- Development site images provided from East Nannup Road;
- Environmental upgrades: sensor lighting, filtered water systems; and
- Additional attachments and details including providing visual evidence of compliance with setback and distance requirements.

Following an assessment of the Development Application against the planning framework, the submissions (first and second round of advertising) and updated information provided by the applicant (see Attachments 11.1.5 and 11.1.6), the Development Application is considered to be generally consistent with LPS4, strategies and policies.

It is recommended that Council conditionally approve the Development Application generally based on the updated plans and information in Attachment 11.1.6 but limiting total persons staying at any time to 100 persons where there is no onsite management and to 150 where onsite management is undertaken given:

- It is overall consistent with the planning framework;
- The proposed scale of development and servicing are appropriate for the site which is 56.0936 hectares in area;
- It supports diversifying and growing the local economy, supporting job creation and supports tourism;
- It provides a link between short-term accommodation and rural pursuits;
- The site adjoins Tank 7 Mountain Bike Park;
- The development does not adjoin intensive agricultural operations but adjoins Rural zoned properties, many of which are below 10 hectares in area;
- No clearing of native vegetation is proposed;
- There are expected to be manageable environmental impacts given the development footprint is cleared and wastewater disposal systems are required to comply with Shire and Department of Health requirements;
- The site is not located within a Landscape Values Area;
- It is a moderate sized camping park;
- Increased traffic can be accommodated on East Nannup Road;
- There are no objections from other Shire officers/units;
- Development conditions can assist to control the use and management of the development; and
- There is a need for the landowner/applicant to obtain various other approvals including a licence under the *Caravan Park and Camping Grounds Act 1995*.

Key Issues

While noting the above, there are various issues associated with the proposed development, which should be considered by the Council in determining the Development Application. Some of these issues are outlined below including:

- Bushfire risks and emergency management;
- Environmental impact;
- Amenity and noise impacts;
- Traffic impacts, vehicle access and safety;
- Servicing;
- Visual impact;
- On-going management; and
- Licensing.

A) Bushfire risks and emergency management

Tourist development is a vulnerable land use. There are considerable risks to visitors and guests staying at the property who may be unfamiliar with the area and unaware that bushfire can pose a significant risk to people and property.

While noting this, the proposed development footprint is located outside of the designated bushfire prone area. Accordingly, *State Planning Policy 3.7 Bushfire* does not apply although the applicant should seek to mitigate risks to visitors/guests and to surrounding areas. The applicant has set out ways to lower risks (Attachment 11.1.6) and supports preparation of an Emergency Evacuation Management Plan.

In a practical sense the development may be required to temporarily close in severe bushfire risk conditions or in the event of a bushfire emergency in the area.

B) Environmental impact

These are expected to be manageable environmental impacts given the development footprint is cleared, no objections were raised by DWER, the wastewater system(s) will be well setback from Nannup Brook and wastewater disposal systems are required to comply with Shire and Department of Health requirements. A Site and Soil Evaluation is required to be prepared by a suitably qualified practitioner to demonstrate site and system suitability.

C) Amenity and noise impacts

During the consultation process, various issues and concerns were raised in relation to the compatibility of the proposed development in relation to the area's amenity. Concerns included noise and separation distances. The development is now proposed to be setback at least 20m from property boundaries including the western boundary. There are generous separation distances to offsite dwellings. The closest offsite dwelling is approximately 300 metres from the proposed development, with most submitters located over 1 kilometre from the proposed development. There is short stay rental accommodation located approximately 220 metres from the development footprint. Accordingly, sensitive land uses (residences and short-stay rental accommodation) are well separated from the proposed development.

The applicant's revised proposal seeks a maximum capacity of 150 persons. It is recommended the maximum capacity, at any time, is limited to 100 persons when no onsite management is present and 150 persons when onsite management is present. It is expected that occupancy rates will be lower than this maximum limit for considerable portions of the year.

Subject to the proposed development being setback at least 20 metres from any property boundary, to comply with LPS4 setbacks for the Rural zone, it is suggested that impacts of proposed development can be effectively managed. Various development conditions and advice are recommended relating to amenity and noise.

The Shire acknowledges the concerns from various submitters with regards to noise. Some of the concerns are addressed through statutory requirements such as the *Environmental Protection (Noise) Regulations 1997* and through licencing association with the *Caravan Parks and Camping Grounds Act 1995*.

The proposed development is required to address the *Environmental Protection (Noise) Regulations 1997*. The *Environmental Protection (Noise) Regulations 1997* apply to the site (and throughout Western Australia). Should written complaints on noise be received in the future, the Shire will separately investigate.

D) Traffic impacts, vehicle access and safety

East Nannup Road is a sealed local road, adjoining the site, under the control of the Shire.

Various submissions raised issues relating to increased traffic from the proposed development and East Nannup Road not being able to accommodate additional traffic along with traffic safety concerns.

The proposed development will increase traffic volumes. The applicant sets out in Attachment 11.1.6 that 60 vehicle movements could be generated per day in peak periods (one vehicle movement in per site per day and one vehicle movement out per site per day). The Shire suggests the development could result in an increase of approximately 80 vehicle movements per day. This is based on an assumption of an occupancy of 66% for the 30 sites and an average of 4 trips per vehicle per day (2 in and 2 out). This equates, on average, to approximately 6.7 vehicles per hour between 7.00am – 7.00pm. Based on *Western Australian Planning Commission Transport Impact Assessment Guidelines*, the development is classified as '**low impact**' and no transport information assessment is required to support the Development Application.

Given traffic from the proposed development can be accommodated on East Nannup Road, the Shire administration suggests that no developer contribution is required for this Development Application. Should the applicant propose additional development, this may trigger the need for upgrading East Nannup Road by the applicant. Council's *Local Planning Policy 14 Developer and Subdivider Contributions* sets out local planning guidance.

E) Servicing

The site is distant from the reticulated sewerage system and therefore on-site wastewater disposal systems need to be located and designed to address human health and environmental considerations. There is sufficient space and overall suitable site conditions to address *State Planning Policy 2.9 Water*.

As there is also no reticulated water supply, the applicant will need to ensure there is both suitable potable and non-potable water supply available at all times. In relation to potable water, it is required to be in accordance with Australian drinking water standards.

F) Visual impact

Portions of the proposed development will be partly visible when viewed from East Nannup Road.

It is suggested there will be manageable visual impacts given the proposed development is setback generally between 415 – 700 metres from East Nannup Road, there is mature vegetation in the East Nannup Road reserve and the proposed structures are low rise. There are opportunities for the applicant to undertake appropriate replanting to reduce visual impacts. It is suggested the applicant investigate appropriate planting, that will not add to any Fire risk, on the western boundary along with planting to the south of the self-contained sites (in the two locations) and to the south-west of the serviced sites.

G) On-going management

A number of submissions raised concerns due to the lack of an on-site manager.

The development is consistent with Council's *Local Planning Policy 9 Tourism Land Uses and Short-Term Accommodation* relating to the location of the owner/manager being well within a 45 minute drive from the site. The applicant has set out some proposed management measures and commitments. The required Management Plan will set out details on a range of matters.

Notwithstanding the above the applicant agrees to limiting total persons staying at any time to 100 persons when there is no onsite management and to 150 when onsite management is undertaken.

It is suggested the planning consideration relates to effective management including being a 'good neighbour'. The responsibility for appropriate on-going management rests with the land owner/operator to ensure that the development does not create inappropriate impacts.

Various development conditions are recommended to minimise land use impacts and encourage appropriate neighbourly relations. This includes the requirement to prepare and gain approval for an appropriate Management Plan. There is a separate requirement to gain a licence associated with the *Caravan Parks and Camping Grounds Act 1995*.

It is suggested that the Management Plan, amongst other matters, should:

- Address the responsibility of guest/visitor behaviour and management measures to be implemented to minimise adverse impact on the amenity of the locality;
- Outline the approach to camera recording and informing guests at booking of how information will be used and stored;
- Consider and address impacts from guests/visitors including amplified music and other noise;
- Outline the approach to maximise the safety and security of guests and visitors;
- Seek the operation to be a good neighbour and be considerate including noise, litter, trespass and the approach to reducing fire risks;
- Advise guests to drive responsibly on East Nannup Road and on the site;
- Highlight the requirement to not enter adjoining or nearby freehold land;
- Restrict and/or manage pets and address biosecurity;
- Ensure that no outside fires are lit during periods of restricted and prohibited burning and bushfire warnings of any level;
- Adhere to all fire risk regulations with terms and conditions stipulating that no candles, sparklers, fireworks, flame-based décor or open fires are to be used during the restricted fire season;
- Outline fire equipment which will be provided on site;
- Acknowledge that the property is situated in a rural area where agricultural land uses and land management should be expected and tolerated;
- Recognise existing farming operations have a 'right to farm' without interruption or undue impact from the development; and
- Establish emergency evacuation procedures.

H) Licencing and other approvals

Subject to the Council's decision, there is a separate requirement for the applicant to address a number of matters in greater detail and to obtain relevant approvals. This includes a licence under the *Caravan Parks and Camping Grounds Act 1995*, septic approval and building permit.

There is a requirement to ensure compliance with health requirements, which include potable water supply, effluent disposal approval, and ablution ratios.

The water supply for ablutions used for personal hygiene (handwashing, showers) must meet potable standards or be treated to Australian Drinking Water Guidelines (filtration and disinfection). Untreated dam water cannot be used for these purposes. Flushable toilets may use non-potable water, provided there is no cross-connection and plumbing complies with AS/NZS 3500.

Under *Caravan Parks and Camping Grounds Regulations 1997, Schedule 7, Clause 23*:

- A nature-based park must have at least 2 toilets for every 20 sites; and
- Showers and hand basins must be provided in numbers as approved by the local government.

These requirements are based on site numbers. Facility requirements and conditions are calculated using site numbers, regardless of any occupancy cap imposed by the Council's development application decision.

Part 18 "Wastewater management and waste disposal" of the Nature Based Parks – Licensing guidelines for developers and Local Governments published by the Department of Local Government, Sport and Cultural Industries states the following:

"Communal chemical soil waste dump point

Schedule 7, Clause 47: If a nature based park has less than 2 toilets for every 20 sites there is to be a communal chemical soil waste dump point available.

A communal chemical soil waste dump point should be available in logical proximity, including an off-site location that can be readily accessed by users of the nature based park. The chemical waste point may be provided in conjunction with a local government or owner/operator of another facility. In these circumstances, the applicant must provide evidence and details of the agreement with the owner of the chemical waste point for use by users of the nature based park.

The above does not apply to a nature based park licenced prior to 1 January 2015, until the licence is transferred or a new licence granted."

As has been the case with similar developments within the Shire it is proposed that as part of the Development approval, approval to utilise the Shire's existing dump point is granted. This is based on both:

- proximity to the dump point located on the corner of Warren Road and Brockman Hwy to the development site on East Nannup Road, and
- previously approved arrangements for other like developments.

Conclusion

Based on the above, it is recommended that Council approve the Development Application subject to conditions. The Council could alternatively choose to defer making a decision on the matter and seek additional information or it may determine to refuse the Development Application or approve it with alternate conditions.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations 2015, LPS4, Caravan Parks and Camping Grounds Act 1995, Caravan Parks and Camping Grounds Regulations 1997, Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974, NCC Volume Three (Plumbing Code of Australia), AS/NZS 3500 Plumbing Standards and Nature-Based Parks Licensing Guidelines.

Subject to the Council's decision, the applicant separately needs to obtain a Building Permit, On-site Wastewater Approval, gain a licence under the *Caravan Parks and Camping Grounds Act 1995* and meet additional requirements.

POLICY IMPLICATIONS:

Local Planning Policies are relevant in assessing the Development Application. Local Planning Policies are non-statutory documents which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policies but is required to have regard to the policies in determining the Development Application. Relevant policies *LPP9 Tourism Land Uses and Short-Term Accommodation*, and *LPP10 Car Parking and Vehicular Access*.

Additionally, there are various State Planning Policies which are relevant in assessing the Development Application including *State Planning Policy 2.9 Water*.

FINANCIAL IMPLICATIONS:

The applicant has paid the Development Application fee. The applicant has a right of review to the State Administrative Tribunal to review the Council's decision. If this occurred, the Shire would have associated 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
Bushfire risk to guests and property.	Possible (3)	High (3) – Safety and Compliance impact	High	Guests may be unfamiliar with bushfire risks, increasing vulnerability during emergencies.	The development footprint is located outside of the designated bushfire prone area. Preparation and implementation of a Bushfire Evacuation Emergency Plan.
Environmental impact from development (e.g., vegetation clearing, fauna disruption).	Unlikely (2)	Medium (2) – Environmental impact	Medium	Potential for habitat disruption and dieback if not managed.	No clearing of remnant vegetation; compliance with environmental regulations;

Inadequate servicing (water, wastewater, waste) may affect health and environment.	Possible (3)	Medium (2) – Health and Operational impact	Medium	Poor servicing could lead to contamination or service failure.	Conditions requiring potable water, wastewater systems, and a Waste Management Plan.
Amenity and noise impacts on nearby residents.	Possible (3)	Low (1) – Reputational and Community impact	Low	Noise or guest behaviour may disturb neighbours.	Management Plan required; noise restrictions; guest behaviour protocols.

STRATEGIC IMPLICATIONS:

The proposed development is considered consistent with the planning framework and is important to the development of tourism in the Shire of Nannup. The development has the potential to draw additional visitors to the Shire which supports local businesses and employment which is consistent with the Shire of Nannup Community Strategic Plan 2021-2036.

VOTING REQUIREMENTS:

Simple majority.

RECOMMENDATION:

That Council approve the Development Application for a nature based park (10 serviced sites with an ablution block and 20 self-contained sites) at Lot 43 on Deposited Plan 55008 East Nannup Road, East Nannup subject to the following conditions:

1. This approval shall expire if the development hereby approved has not been substantially commenced within a period of two (2) years from the date hereof, or within any extension of that time (requested in writing prior to the approval expiring) that may be granted by the local government. Where the Development Approval has lapsed, no further development is to be carried out.
2. The development hereby approved is to be carried out in accordance with the plans and documentation set out in Attachment 11.1.6, addressing all conditions, or otherwise amended by the local government and shown on the approved plans and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
3. The development is limited to a maximum of 150 persons staying overnight at any time based upon limiting total persons staying at any time to 100 persons when there is no onsite management and to 150 when onsite management is undertaken.
4. All development is setback at a minimum of 20 metres from property boundaries.
5. The applicant is to submit and gain local government approval for a Management Plan, prior to commencement of the development, which addresses the responsibility for the behaviour of guests/visitors and the management measures to be implemented to minimise adverse impacts on the amenity of the locality.
6. No person is permitted to stay on the property for:
 - i) More than 3 months in any 12-month period; and
 - ii) More than 28 days in total in a 3 month period.

In this regard, the owner/operator is to maintain a register of guests and the duration of their occupation to the satisfaction of the local government. The register shall be made available for perusal by Shire officers on demand.

7. An adequate on-site potable water supply is provided in accordance with the Australian Drinking Water Guidelines 2004 and an adequate non-potable water supply is to be provided prior to commencement of the development to the satisfaction of the local government.
8. A waste water disposal system(s) approved by the local government and/or the Department of Health is installed prior to commencement of the operation of the site. The application to install an on-site waste water disposal system(s) is to be accompanied by a Site and Soil Evaluation to the satisfaction of the local government and/or the Department of Health.
9. A Waste Management Plan is prepared to the satisfaction of the local government to ensure that recycling and rubbish are effectively removed from the site to the satisfaction of the local government. The owner/operator to then appropriately implement the approved Waste Management Plan on an on-going basis to the satisfaction of the local government.
10. The access ways and carparking areas are to be suitably designed and constructed including to minimise dust and suitably drained prior to occupation.
11. The applicant is required to make a \$5,000 cash contribution to the Shire which is to be utilised in any future works required to the access point servicing the 3 properties to the constructed section of East Nannup Road.
12. Any lighting device shall be positioned and shielded so as not to cause any direct, reflected or incidental light beyond the property boundaries. In particular, lighting should be designed in accordance with AS 4282-1997 Control of the Obtrusive Effects of Outdoor Lighting.
13. The development or use of the land shall not cause or permit to cause the escape of dust, smoke, fumes or odours in such quantity or of such nature as to unreasonably impact on the amenity of the locality.
14. The owner/operator is to ensure that noise levels from the development (including visitors and their pets) are considerate of adjoining properties and are to be especially low in volume between 7.00pm and 7.00am.
15. The owner/operator is granted permission by the Shire of Nannup to utilise its existing dump point located on the corner of Warren Road and Brockman Hwy in accordance with Part 18 "Wastewater management and waste disposal" of the Nature Based Parks – Licensing guidelines for developers and Local Governments published by the Department of Local Government, Sport and Cultural Industries.

Advice

- A) The applicant is advised that this Development Approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.
- B) In relation to Condition 5, the Management Plan is to:
 - i) Address the responsibility for clients/visitor behaviour and management measures to be implemented to minimise adverse impact on the amenity of the locality;
 - ii) Outline the approach to camera recording and informing guests at book of how information will be used and stored;
 - iii) Consider and address impacts from guests/visitors including amplified music and other noise;
 - iv) Outline the approach to maximise the safety and security of guest and visitors;
 - v) Seek the operation to be a good neighbour and be considerate including noise, litter, trespass and the approach to reducing fire risks;
 - vi) Advise guests to drive responsibly on East Nannup Road and on the site;
 - vii) Highlight the requirement not to enter adjoining or nearby freehold land;

- viii) Restrict and/or manage pets and address biosecurity;
- ix) Ensure that no outside fires are lit during periods of restricted and prohibited burning and bushfire warnings of any level;
- x) Adhere to all fire risk regulations with terms and conditions stipulating that no candles, sparklers, fireworks, flame-based décor or open fires are to be used during the restricted fire season;
- xi) Outline fire equipment which will be provided on-site;
- xii) Acknowledge that the property is situated in a rural area where agricultural land uses and land management should be expected and tolerated;
- xiii) Recognise existing farming operations have a 'right to farm' without interruption or undue impact from the development; and
- xiv) Establish emergency evacuation procedures.

C) In relation to Condition 8, the local government may require water samples to be taken and independently analysed. Should the local government be required to arrange the testing, it will be at the cost of the landowner/operator.

D) In relation to Condition 12, the landowner/operator is encouraged to adopt dark stay principles as part of the design and management.

E) In relation to Condition 14:

- i) Noise emissions resulting from the development or use of the land shall not exceed the assigned levels in the Environmental Protection (Noise) Regulations 1997, and shall not unreasonably interfere with the health, welfare and amenity of an occupier of off-site premises;
- ii) Noise from the construction site before 7.00am hours or after 7.00pm on any day, or at any time on Sundays and public holidays, should not exceed the assigned levels prescribed in the Environmental Protection (Noise) Regulations 1997.

F) The applicant is advised that the approved development must comply with:

- i) The Caravan Parks and Camping Grounds Act 1995 and the Caravan Park and Camping Ground Regulations 1997, including the requirement to obtain an annual licence for the camping ground;
- ii) The Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974; and
- iii) Other statutory requirements including the Public Health Act 2016, Health (Miscellaneous Provisions) Act 1911 and the Shire of Nannup Health Local Laws.

G) An application for the grant or renewal of Licence for a Caravan Park and Camping Ground is required with a plan of the proposed facility showing:

- i) The sites, and where applicable, denoting the types of sites;
- ii) The buildings;
- iii) The roads and paths;
- iv) The drainage and wastewater disposal systems; and
- v) The location of fire hoses, fire hydrants and extinguishers.

H) The applicant is encouraged to retain appropriate Public Liability Insurance to cover the entire area the subject of this approval.

I) Further development and/or intensification of development on the property, which creates increased traffic, may result in a need for a proportional developer contribution for road upgrading as part of a future Development Application.

J) If the applicant is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

AGENDA NUMBER & SUBJECT:	11.2 – Shire of Nannup Community Grants Program 2025 2026 - Round 2
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ASS 5
AUTHOR:	Nicole Botica – Economic and Community Development Coordinator
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	12 January 2026
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS	Nil

BACKGROUND:

The Shire of Nannup advertises the Community Grants Program twice a year, aiming to provide financial support for community projects that align with the Shire's vision.

Round 1 of the program opens in March each year and closes on the last day of April, with successful projects announced following the approval of the annual budget. Round 2 opens in September and closes on the last day of October for projects commencing between January and June.

The total budget for the Community Grants Program is \$25,000, with \$15,000 allocated to Round 1 and \$10,000 allocated to Round 2. The allocation of funds is guided by the Community Grant Guidelines.

Eligible projects must be submitted by not-for-profit community organisations, preferably incorporated.

COMMENT:

The second round of applications for the 2025–2026 Community Grant Scheme has closed, with a total of four applications received. This includes one request for a waiver of Shire fees. Of the four applications, two seek small grants of \$500 or less, and two seek larger grants ranging from \$2,000 to \$3,000.

Details of the applications received in Round 2 are outlined below.

1. Nannup Community Cinema Inc – Waiver of Fees

The applicant is seeking a waiver of Shire facility fees to support the delivery of affordable indoor film screenings and free outdoor cinema events throughout 2026.

While ticket sales and fundraising activities meet the majority of operational costs, access to Shire facilities such as the Town Hall and Foreshore Amphitheatre is considered essential to maintaining community access and affordability.

The estimated value of the requested waiver is as follows:

- \$375 – representing a 50% waiver of Town Hall hire fees, based on monthly use over a ten-month period.

- \$400 – representing the estimated value of Foreshore Park hire for the summer outdoor cinema series in December and February (with January separately supported through Australia Day funding).

2. Community Shed Committee – Small Grant (\$429)

Funding is sought to purchase six 120-litre Containers for Change bins for use at the Community Shed. The bins will provide a visible and volunteer-friendly waste management solution during community events and will be branded with the Experience Nannup logo.

This initiative will provide a community-wide benefit by enabling event organisers to raise funds through the Containers for Change scheme, while also supporting the objectives of the Shire's Sustainable Waste Management Plan and promoting environmentally responsible event management.

3. Blackwood River Arts Trail Inc – Large Grant (\$2,000)

The applicant is seeking funding assistance for the design and printing of 6,000 copies of the Blackwood River Arts Trail Guide, which is distributed across the South West and Perth metropolitan regions.

The total cost of the project is \$30,000.

- The organisation has committed \$17,500 of its own funds.
- A further \$12,500 is proposed to be sourced from funding partners within the Blackwood River region, including the Shires of Bridgetown-Greenbushes, Donnybrook-Balingup and Boyup Brook, as well as Talison Lithium.

Additional funding applications have been submitted to Regional Arts WA and the Department of Creative Industries, Tourism and Sport.

4. RSL Nannup Sub-Branch – Large Grant (\$3,000)

The RSL Nannup Sub-Branch is seeking funding to refurbish the ageing toilet facilities at the Nannup RSL Hall. The works include electrical upgrades, new fixtures, tiling and repainting to bring the facilities up to contemporary standards.

The project is expected to enhance community amenities and support an increasing number of major events hosted in Nannup, including the UCI Gravel World Championship trials and main event.

The total project cost is \$29,333, with funding contributions as follows:

- \$3,000 from the RSL Nannup Sub-Branch
- \$23,333 secured from Synergy Iluka
- \$3,000 sought through the Community Grant Scheme

The 2025–2026 Community Grant Scheme remains heavily undersubscribed. In Round 1, a total of \$9,280 was awarded from the \$15,000 budget allocation. Round 2 applications represent a total funding request of approximately \$8,850 against the allocated \$10,000.

Should Council resolve to support all applications outlined above, a surplus of \$6,870 will remain within the 2025–2026 Community Grant Scheme annual budget.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

FNC 3 – Community Donations and Grant Funding.

FINANCIAL IMPLICATIONS:

The Community Grant Scheme is funded through the adopted 2025–2026 Annual Budget, with a total allocation of \$25,000.

Of this amount, \$15,000 was allocated to Round 1, with \$9,280 awarded, leaving an unexpended balance of \$5,720. Round 2 has an allocation of \$10,000 and has attracted grant funding and fee-waiver requests with a combined estimated value of approximately \$8,850.

If Council approves all applications recommended in this report, total expenditure for the 2025–2026 Community Grant Scheme will be \$18,130. This will result in an uncommitted balance of \$6,870 remaining within the approved annual budget.

The requested grants and fee waivers can be accommodated within existing budget allocations. No additional funding is required, and there are no ongoing or recurrent financial impacts beyond the 2025–2026 financial year.

RISK MANAGEMENT MATRIX:

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

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

Officers have undertaken a Risk Assessment which is shown below:

Risk	Likelihood	Consequence	Risk Rating	Risk Description	Mitigation/Controls
Financial risk	Unlikely	Minor	Low	Risk of budget overspend or misallocation of grant funding.	Funding allocations are within the approved 2025–2026 Community Grant Scheme budget. Officer assessment ensures funding limits are not exceeded and surplus funds remain.

Compliance and regulatory risk	Unlikely	Minor	Low	Risk of non-compliance with Shire grant policies, financial regulations or audit requirements.	Applications assessed against the Community Grant Scheme guidelines. Council approval provides governance oversight and financial accountability.
Operational risk	Possible	Minor	Low	Risk of funded projects not being delivered as proposed or within the approved timeframe.	Grant conditions and acquittal requirements apply. Officer monitoring and follow-up will be undertaken as required.
Legal risk	Rare	Minor	Low	Risk of liability arising from use of Shire facilities or funded activities.	Facility hire and event approvals require appropriate public liability insurance, licences and risk management documentation.
Reputational risk	Possible	Minor	Low	Risk of perceived inequity or lack of transparency in grant and fee-waiver decisions.	Transparent assessment process, alignment with adopted guidelines and formal Council resolution mitigate reputational impacts.
Strategic risk	Rare	Minor	Low	Risk that projects do not align with Shire strategic objectives.	Funded initiatives demonstrate alignment with community development, cultural participation and sustainability objectives under the Community Strategic Plan 2021–2036.
Sustainability risk	Rare	Minor	Low	Risk that projects do not deliver lasting community benefit.	Projects support community infrastructure, environmental responsibility and ongoing community participation.

STRATEGIC IMPLICATIONS:

Extract from the 2021-2036 Nannup Community Strategic Plan

Our Community**1.1 Who we are**

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

Our Economy**2.2 Tourism and attraction**

We will work together to attract people, investment and innovation to our Shire

VOTING REQUIREMENT:

Absolute Majority

OFFICER RECOMMENDATION:

That Council approves the following in relation to the Community Grant Scheme Round 2 for the 2025–2026 financial year:

- a) The allocation of Community Grant funding as follows:
 - Community Shed Committee – \$429 (Small Grant);
 - Blackwood River Arts Trail Inc – \$2,000 (Large Grant); and
 - RSL Nannup Sub Branch – \$3,000 (Large Grant).
- b) A waiver of Shire facility hire fees for Nannup Community Cinema Inc for the 2026 calendar year, to an estimated value of \$775, comprising:
 - A 50 % waiver of Town Hall hire fees for up to ten indoor screenings; and
 - A full waiver of Foreshore Park hire fees for two outdoor cinema events, subject to all bookings and events complying with Shire booking procedures, approval processes, and insurance and risk management requirements.
- c) That the approved grants and fee waivers be funded within the existing 2025–2026 Community Grant Scheme budget, with no requirement for additional funding or budget variation.

AGENDA NUMBER & SUBJECT:	11.3 – Delegated Planning Decisions for November and December 2025
LOCATION/ADDRESS:	Various
NAME OF APPLICANT:	Various
FILE REFERENCE:	TPL18
AUTHOR:	Erin Gower – Development Services Coordinator
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	12 January 2026
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT	11.3.1 – Register of Delegated Development Approvals November and December 2025

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 November and December 2025 is presented in Attachment 11.3.1.

COMMENT:

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

During November 2025, 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 November 2025 compared to November 2024:

	November 2024	November 2025
Delegated Decisions	8 (\$593,500.00)	2 (\$125,000.00)
Council Decisions	0 (\$0)	0 (\$0)
Total	(\$593,500.00)	(\$125,000.00)

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

During December 2025, seven (7) 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 December 2024 compared to December 2025:

	December 2024	December 2025
Delegated Decisions	4 (\$1,245,000.00)	7 (\$168,383.00)
Council Decisions	0 (\$0)	0 (\$0)
Total	(\$1,245,000.00)	(\$168,383.00)

100% of all approvals issued in the month of December 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

Officers have undertaken a Risk Assessment which is shown below:

Risk	Likelihood	Consequence	Risk Rating	Risk Description	Mitigation/Controls
Inadequate oversight of delegated planning decisions may lead to non-compliant approvals.	Unlikely (2)	Medium (2) – Compliance and Reputational impact	Medium	If decisions are not properly monitored, there is a risk of inconsistency with planning policies or legal challenges.	Monthly reporting to Council; adherence to LPS4 and Local Planning Policies; internal review processes.
Failure to advertise applications in accordance with policy may result in community dissatisfaction or legal challenge.	Rare (1)	Medium (2) – Legal and Reputational impact	Low	Lack of proper consultation could undermine public trust or lead to appeals.	Compliance with LPP5 Consultation policy; documentation of advertising procedures.
Delays in processing applications could affect development timelines and stakeholder confidence.	Possible (3)	Low (1) – Operational impact	Low	Delays may discourage investment or frustrate applicants.	Monitoring of statutory timeframes; efficient internal workflows.
Misinterpretation of planning policies by delegated officers.	Unlikely (2)	Medium (2) – Compliance impact	Medium	Incorrect application of policy could result in inappropriate approvals.	Staff training; peer review of decisions; clear policy guidance.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

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

AGENDA NUMBER & SUBJECT:	11.4– Removal of Temporary Food Stallholder Permit Fees / Amendment to Schedule of Fees & Charges: Removal of Food Stallholder Permit Fees
LOCATION/ADDRESS:	Various
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 10
AUTHOR:	Kim Dolazadelli – Executive Manager Corporate Services
REPORTING OFFICER:	Kim Dolazadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	16 January 2026
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	Nil

BACKGROUND:

Council currently requires food vendors trading at Shire of Nannup approved events to apply for a Temporary Food Stallholder Permit.

Associated fees adopted in recent Schedules of Fees and Charges include:

- Nannup Music Festival/Nannup Flower & Garden Festival Food Stallholder Event Permit (\$150.00), and
- Other Event Food Stallholder Permit (\$55.00).

A review has identified that this permit requirement does not materially contribute to food safety outcomes beyond existing legislative controls, and that the fees may act as a barrier to stallholder participation and event competitiveness.

Ensuring that regulatory settings, including fees and charges, are transparent, contemporary and market-appropriate is critical to sustaining an events-based economic strategy.

COMMENT:

Food safety risk is already adequately controlled

Food businesses operating at events are already regulated under the Food Act 2008 and the Australia New Zealand Food Standards Code. All food businesses must be registered with a local government authority, undergo an approval process prior to registration, and are subject to routine and complaint-based inspections by Environmental Health Officers. Enforcement action can be taken at any time where non-compliance or public health risk is identified. The separate Temporary Food Stallholder Permit does not introduce additional food safety controls and therefore operates primarily as an administrative step.

No reduction in oversight or enforcement

Removing the permit requirement does not diminish the Shire's regulatory oversight. The Shire will continue to conduct inspections at events, respond to complaints or incidents, take enforcement action where required, and exclude non-compliant or unregistered food businesses from operating.

Streamlined alternative process:

It is proposed that event organisers provide the Shire with:

- (i) a consolidated list of food businesses operating at the event;
- (ii) a copy of each business's food business registration certificate; and
- (iii) evidence of public liability insurance where trading on Shire-owned land. This maintains transparency and accountability while avoiding duplication of approvals.

Strategic and economic benefits:

Removing the permit and associated fees reduces administrative burden on small and mobile food businesses, enhances Nannup's attractiveness as an event location, supports local economic activity and tourism by enabling organisers to attract a broader range of vendors, and allows regulatory resources to be focused on inspection and compliance rather than low-value administrative processes.

Alignment with best practice regulation

The change is consistent with risk-based regulatory principles by targeting effort where risk is highest, avoiding duplication, and minimising unnecessary burden while maintaining public health protections. It supports the intent of the Event Ready initiative to align fees and charges with strategic investment in wastewater, power, telecommunications, parking and event precinct infrastructure.

STATUTORY ENVIRONMENT:

Local Government Act 1995 – Section 6.16 (Imposition of Fees and Charges), Section 6.19 (Local government to give notice of fees and charges) and Section 1.7 (Local public notice). Fees and charges are generally imposed at budget adoption but may be amended during a financial year by Absolute Majority, with local public notice required prior to introduction of amended fees and charges.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

The 2025/2026 Annual Budget includes provision of approximately \$4,500 revenue from Temporary Food Stallholder Permit fees.

Removing these fees will reduce this revenue line. This is offset by a reduction in administrative processing and is expected to support greater stallholder participation and event attractiveness, with positive indirect economic impacts for local businesses and the community.

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
Perceived reduction in food safety oversight	Unlikely	Medium	Medium	Stakeholders may perceive risk due to removal of a permit step.	Communicate clearly that inspections and enforcement continue under the Food Act 2008; provide public information to organisers and vendors.
Reduced revenue from permit fees	Almost Certain	Low	Medium	Loss of ~\$4,500 budgeted revenue.	Adjust budget forecasts; recognise administrative savings and anticipated indirect economic benefits.
Confusion during transition period	Possible	Medium	Medium	Vendors or organisers unsure about new process.	Issue guidance to organisers; publish FAQs and templates for consolidated vendor lists and documentation.

STRATEGIC IMPLICATIONS:

The proposal aligns with the Shire's strategic objective to become a functional, attractive and sustainable major events town by reducing unnecessary regulatory burden, supporting vendor participation and improving competitiveness within the South West regional events market.

VOTING REQUIREMENT:

Absolute majority

OFFICER RECOMMENDATION:

That Council, by Absolute Majority, amend the 2025/2026 Schedule of Fees and Charges with immediate effect and give Local Public Notice as required by Sections 6.19 and 1.7 of the Local Government Act 1995, as follows:

1. Remove the following fees from the Schedule of Fees and Charges:
 - (a) Nannup Music Festival/Nannup Flower & Garden Festival Food Stallholder Event Permit \$150.00; and
 - (b) Other Event Food Stallholder Permit \$55.00.
2. List the above items as exempt for the 2025/2026 financial year.
3. Note that should the recommendation be accepted a Budget Amendment will come to Council as part of the Statutory Budget Review
4. Endorse staff Implementing the streamlined event organiser process requiring:
 - (a) a consolidated list of participating food businesses;
 - (b) a copy of each food business's registration certificate; and
 - (c) evidence of public liability insurance where trading on Shire-owned land.
5. Note that Environmental Health Officers will continue to undertake inspections and compliance actions at events and that unregistered or non-compliant food businesses may be excluded from operating.

AGENDA NUMBER & SUBJECT:	11.5 – Budget Amendment Request – Grange Road Carpark and Financial Assistance Grants
LOCATION/ADDRESS:	Grange Road, Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM 2
AUTHOR:	Kim Dolazadelli – Executive Manager Corporate Services
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	16 January 2026
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	Nil

BACKGROUND:

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

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

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

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

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

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

At its Ordinary Council Meeting held 27 November 2025 Council made the following resolution:

"COUNCIL RESOLUTION 271125.14**MOVED: CR BROWN****SECONDED: CR SLY**

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

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

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

The Grange Road Carpark project is now significantly progressed, in order to build the eastern wall, install a disabled ramp and repair damaged footpath and kerbing Council is being requested to approve an increase to the Grange Road Carpark Budget of \$42,000 making a total Budget of \$487,644 noting that \$445,644 is funded via Federal Grant funding.

It is proposed that additional \$42,000 be funded by a known increase to projected Financial Assistance Grants.

Financial Assistance Grants

From initial estimates provide by the WA Local Government Grants commission the Shire has since been advised of final known allocations of Financial Assistance Grants for the 2025/26 financial year. Overall, there is an overall increase of \$104,867 in final allocation to the Shire of Nannup for the Year.

STATUTORY ENVIRONMENT:

Part 6 – Financial Management of the Local Government Act 1995

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Proposed budget amendments will an overall positive impact on the 2025/2026 Budget surplus position of \$62,867.

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 Description	Likelihood	Consequence	Risk Rating	Controls/Treatments
Budget overrun impacting financial position	Unlikely	Moderate	Medium	Strict budget monitoring; Council approval for variations; financial reporting
Community dissatisfaction or reputational risk if project not delivered	Possible	Major	High	Transparent communication; community updates; ensure timely delivery

STRATEGIC IMPLICATIONS:

Our Shire:

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

6.4 We are One

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

Provide a stable. Consistent and honest government.

VOTING REQUIREMENT:

Absolute Majority

OFFICER RECOMMENDATION:

That Council approve the following amendments to the Shire of Nannup adopted 2025/2026 Annual Budget:

COA/JOB	Description	Current Budget	Change in Budget	Proposed Budget
3120410	Parking Grants	-\$445,644	\$0	-\$445,644
PI001	Grange Road Carpark	\$445,644	\$42,000	\$487,644
3030209	GEN PUR - Financial Assistance Grant - General	-\$468,923	-\$60,960	-\$529,883
3030210	GEN PUR - Financial Assistance Grant - Roads	-\$269,639	-\$43,907	-\$313,546
	Total	-\$738,562	-\$62,867	-\$801,429

AGENDA NUMBER & SUBJECT:	11.6 – Payment of Accounts – November 2025
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Christine Allam – Finance Officer
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	16 January 2026
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.6.1 – Payment of Accounts – November 2025

BACKGROUND:

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

COMMENT:

Payments of \$629,959.69 as detailed in the payment of accounts listing for the period 1 November to 30 November 2025 as per Attachment 11.6.1 have been approved under delegated authority.

Municipal Account

Accounts paid by EFT	19156 - 19292	\$495,622.09
Accounts paid by cheque	NIL	\$0.00
Accounts paid by Direct Debit	14411.1 – 14480.17	\$134,337.60
<i>Sub Total Municipal Account</i>		<u>\$629,959.69</u>

Trust Account

Accounts paid by EFT	-	\$0.00
<i>Sub Total Trust Account</i>		<u>\$0.00</u>
Total Payments		<u>\$629,959.69</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 \$629,959.69 for the period 1 November to 30 November 2025 as per Attachment 11.6.1.

AGENDA NUMBER & SUBJECT:	11.7 – Payment of Accounts – December 2025
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Christine Allam – Finance Officer
REPORTING OFFICER:	Kim Dolzadelli – Executive Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	16 January 2025
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.7.1 – Payment of Accounts – December 2025

BACKGROUND:

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

COMMENT:

Payments of \$582,410.09 as detailed in the payment of accounts listing for the period 1 December to 31 December 2025 as per Attachment 11.7.1 have been approved under delegated authority.

Municipal Account

Accounts paid by EFT	19293 - 19399	\$518,640.063
Accounts paid by cheque	NIL	\$0.00
Accounts paid by Direct Debit	14475.1 – 14535.15	\$63,769.46
<i>Sub Total Municipal Account</i>		<u>\$582,410.09</u>

Trust Account

Accounts paid by EFT	-	\$0.00
<i>Sub Total Trust Account</i>		<u>\$0.00</u>
Total Payments		<u>\$582,410.09</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 \$582,410.09 for the period 1 December to 31 December 2025 as per Attachment 11.7.1.

AGENDA NUMBER & SUBJECT:	11.8 – Financial Activity Statements – November 2025
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
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:	16 January 2026
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.8.1 – Financial Activity Statement – November 2025

BACKGROUND:

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

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

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

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

COMMENT:

The Financial Statements for the period ending 31 October 2025 present the financial performance of the Shire for the 2025/26 financial year and compare year to date expenditure and revenue against the corresponding year to date budget.

Attached for consideration is the completed Monthly Financial Report as per Attachments 11.8.1.

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

COMMENT:

The Financial Statements for the period ending 31 October 2025 present the financial performance of the Shire for the 2025/26 financial year and compare year to date expenditure and revenue against the corresponding year to date budget.

Attached for consideration is the completed Monthly Financial Report as per Attachments 11.8.1.

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

STATUTORY ENVIRONMENT:

Local Government Act 1995, Section 6.4.

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

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil.

RISK MANAGEMENT MATRIX:

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

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

Officers have undertaken a Risk Assessment which is shown below:

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

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

OFFICER RECOMMENDATION:

That Council, in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, receives the Financial Activity Statements for the period ending 30 November 2025 as per Attachment 11.8.1.

AGENDA NUMBER & SUBJECT:	11.9– State NRM Community Stewardship Grants – Catio Care Initiative and Invasive Species Management Plan
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Clint Conner
FILE REFERENCE:	FNC 6
AUTHOR:	Clint Conner – Sustainability and Environment Officer
REPORTING OFFICER:	Damon Lukins – Executive Manager Works and Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	15 January 2026
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.9.1 – Nannup Catio Care Project Summary 11.9.2 – Nannup Invasive Species Management Plan Project Summary 11.9.3 – Draft Shire of Nannup Sustainability Action Plan

BACKGROUND:

The Shire of Nannup has applied for two grants under the Western Australian Government's State Natural Resource Management (NRM) Program, administered by the Department of Primary Industries and Regional Development (DPIRD), through the Community Stewardship Grants – Small program. These grants support projects that conserve and sustainably manage Western Australia's natural resources through locally led, community-based action.

The two applications submitted by the Shire are:

- Nannup Catio Care – Cats and Conservation Initiative, which seeks to promote responsible cat ownership through incentivising the construction of catios, offering community education, and building strategic partnerships to reduce impacts on native wildlife.
- Nannup Invasive Species Management Plan, which will fund the development of a Shire-wide strategic plan to guide long-term, coordinated management of invasive species, including environmental weeds, feral animals, and introduced pests, across the diverse landscapes of the Shire.

The Invasive Species Management Plan project will run from January 2026 to June 2027 and will involve extensive community and stakeholder engagement, including landholders, environmental groups, Indigenous organisations, DBCA, Southwest NRM and Blackwood Biosecurity. The plan will integrate ecological data, GIS mapping, Indigenous knowledge and local expertise to identify priority areas and management actions, and will provide a long-term framework to protect biodiversity, agricultural productivity, and key environmental assets such as the Blackwood River and surrounding forests.

The Catio Care project will also run from January 2026 to June 2027 and supports the Shire's biodiversity and wildlife protection objectives by addressing the impacts of domestic cats on native fauna through practical containment solutions, education, and behaviour change. The project aligns with community expectations and the Shire's sustainability and biodiversity priorities.

Both projects align strongly with the Shire of Nannup's Draft Sustainability Action Plan 2024–2030 and Strategic Community Plan, which identify biodiversity protection and invasive species management as key priorities for the community.

The Chief Executive Officer has accepted the \$16,938 Catio Care grant under delegated authority in accordance with the Shire's Grant Acceptance Policy. The \$47,553 Invasive Species Management Plan grant exceeds the delegated threshold and therefore requires Council approval to commit the Shire to the funding agreement and expenditure

COMMENT:

The two State NRM Community Stewardship Grants provide a coordinated opportunity for the Shire of Nannup to strengthen its approach to biodiversity protection, invasive species management, and responsible pet ownership through evidence-based planning and community-led action.

The Nannup Invasive Species Management Plan will deliver the first Shire-wide strategic framework for the prioritisation, mapping and coordinated management of invasive species across the Shire. Invasive species, including environmental weeds, feral animals and introduced pests, represent one of the most significant and growing threats to local biodiversity, agricultural productivity and ecosystem health. The project will bring together scientific data, local landholder knowledge, Indigenous knowledge, and agency expertise to produce a practical, spatially-informed management plan that can guide on-ground investment, grant applications and collaborative action for many years beyond the life of the grant.

The grant includes funding for additional hours for the Shire's existing Sustainability and Environmental Officer to project manage and coordinate the development of the Invasive Species Management Plan. This funding supports an increase of 0.2 FTE for the first 12 months of the project, reducing to 0.1 FTE for the final six months as workloads decrease during the implementation and reporting phase. This structure allows the project to be delivered without displacing core duties, while also reducing the financial burden on the Shire associated with developing a comprehensive, Shire-wide invasive species management framework.

The Nannup Catio Care – Cats and Conservation Initiative complements this work by addressing a key driver of wildlife decline at the community level: unmanaged domestic cats. The project will support cat owners to transition to responsible containment through catios, education and partnerships, reducing impacts on native fauna while improving cat welfare. The project also supports the Shire's broader biodiversity and sustainability objectives and aligns with growing community expectations around responsible pet ownership.

The \$16,938 Catio Care grant has been accepted by the Chief Executive Officer under delegated authority and is presented to Council for information. The \$47,553 Invasive Species Management Plan grant exceeds the delegated threshold and therefore requires Council approval to commit the Shire to the funding agreement and associated expenditure.

Together, these projects will provide both immediate on-ground conservation benefits and long-term strategic capacity for the Shire, strengthening its ability to protect natural assets, support community stewardship and leverage future external funding.

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS:

Policy FNC 6 - Acceptance of Grant Funding

FINANCIAL IMPLICATIONS:

The two State NRM Community Stewardship Grants provide a total of \$64,491 (ex GST) in external funding to support biodiversity protection, invasive species management and responsible pet ownership initiatives within the Shire of Nannup.

This comprises:

- \$16,938 (ex GST) for the *Nannup Catio Care – Cats and Conservation Initiative*, which has been accepted under the Chief Executive Officer's delegated authority in accordance with Policy FNC 6 – Acceptance of Grant Funding; and
- \$47,553 (ex GST) for the *Nannup Invasive Species Management Plan*, which is subject to Council approval.

The Invasive Species Management Plan has a total project value of \$120,028 (ex GST), leveraging \$72,475 (ex GST) in co-contributions. These co-contributions are made up of in-kind staff time, administration, technical input, and stakeholder participation, rather than cash contributions from the Shire. The grant includes funding for additional project coordination hours for the Shire's Sustainability and Environmental Officer, structured as 0.2 FTE for the first 12 months of the project and 0.1 FTE for the final six months, which enables the work to be delivered while maintaining capacity to undertake core duties and reduces the financial burden on the Shire in developing a comprehensive Invasive Species Management Plan.

The Catio Care project is similarly supported by in-kind staff time and administration, together with significant community participation through workshops, events and rebate uptake, which forms a substantial component of the project's co-contribution value. No cash contribution from the Shire is required for this project.

Both projects directly support actions identified as sustainability priorities in the Shire's Draft Sustainability Action Plan 2024–2030, which was developed through extensive community consultation. The in-kind contributions reflect this shared community and organisational commitment to delivering those priorities.

There is no requirement for additional unbudgeted cash expenditure, borrowing or use of reserves to deliver either project.

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
Low community uptake of catio rebates/education	3 – Possible	Low	Low	Uptake shortfall reduces benefits to native wildlife and program KPIs but has limited financial impact.	Incentive design (simple rebate), "how-to" guides, local supplier partnerships, visible case studies, neighbourhood champions; adjust messaging mid-project.
Community pushback on cat containment	3 – Possible	Medium	Medium	Negative sentiment could reduce participation and create reputational noise.	Positive, welfare-first framing; FAQs addressing myths; partner with vets/rescues; emphasise benefits to pets and wildlife; feedback channels; media plan.
Supply chain/cost variability for catio materials	3 – Possible	Low	Low	Materials cost or availability may limit builds.	Pre-engage local suppliers; offer design options at different price points; encourage DIY workshops; maintain a list of vetted designs.
Safety incident at workshops/events	1 – Rare	High	Medium	Public safety incidents could have significant consequence despite low likelihood.	Event risk assessments; supervision ratios; contractor insurances; incident response plan; first aid kit and trained staff.

Data privacy issues in rebate processing	2 – Unlikely	Medium	Medium	Mishandling personal info may cause complaints or compliance issues.	Use secure forms; minimum data principle; access controls; retention and disposal schedule; staff training.
Misalignment of messaging with broader Shire policies	2 – Unlikely	Medium	Medium	Confusion or mixed signals could reduce program credibility.	Comms plan aligned with Strategic Community Plan and Sustainability Action Plan; CEO/Manager Corporate Services review; consistent branding and FAQs.

STRATEGIC IMPLICATIONS:

The Shire of Nannup Corporate Business Plan 2022 -2028

- Strategic Theme 4: Our Natural Environment
- Focus point 4.1; Our sanctuary – We will protect, manage and enhance our natural assets, including our forests, managed bushland, rivers, agriculture and our pristine coast.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

- 1 Notes that the Chief Executive Officer has accepted the \$16,938 (ex GST) State NRM Community Stewardship grant for the *Nannup Catio Care – Cats and Conservation Initiative* under delegated authority in accordance with Policy FNC 6 – Acceptance of Grant Funding.
- 2 Approves the receipt and expenditure of \$47,553 (ex GST) in State NRM Community Stewardship Grant funding for the Nannup Invasive Species Management Plan.
- 3 Authorises the Chief Executive Officer to execute and administer the funding agreement for the Nannup Invasive Species Management Plan on behalf of the Shire.

12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

Nil.

13. MEETING MAY BE CLOSED:

Nil.

14. CLOSURE OF MEETING:

Attachments

Item	Attachment	Title
5.1	1	Shire of Nannup Ordinary Council Meeting Minutes – 27 November 2025
5.2	1	Shire of Nannup Special Council Meeting Minutes – 18 December 2025
11.1.1	1	Location Map
11.1.2	1	Original Plans and Information from Applicant
11.1.3	1	Submissions (First round of advertising)
11.1.4	1	Submissions (Second round of advertising)
11.1.5	1	Applicants Response to Submissions
11.1.6	1	Latest Plans and Information from Applicant
11.1.7	1	Local Planning Framework Extract of key Documents
11.1.8	1	Extract from Planning and Development Local Planning Schemes Regulations 2015
11.3.1	1	Planning Approvals Register November and December 2025
11.6.1	1	Payment of Accounts November 2025
11.7.1	1	Payment of Accounts December 2025
11.8.1	1	Monthly Financial Activity Statement – November 2025
11.9.1	1	Nannup Catio Care Project Summary
11.9.2	1	Nannup Invasive Species Management Plan Project Summary
11.9.3	1	Draft Shire of Nannup Sustainability Action Plan