Shire of Nannup

Agenda

Ordinary Council Meeting to be held
25 June 2026

4.30 pm at The Council Chambers
15 Adam Street Nannup

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Risk Management:

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

Assessing Risk:

Shire Nannup Consequence Guide							
Rating Level	Health	Financial	Reputational	Compliance	Service disruption	Assets	Environment
Low (Minor)	First Aid Injury	Less than $5,000	Unsubstantiated 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 reversable impact with external agencies
High (Major – Extreme)	Lost time injury >30 days or a fatality	$100,001 To $500,000+	Substantiated prolong public embarrassment with widespread news	Non-Compliance resulting in litigation or criminal charges	Prolonged interruption greater than 1 month+	Excessive damage to complete loss of asset.	Uncontained irreversible impact

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

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

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

Contents

A G E N D A

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

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

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

Audio Recording

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

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

2. ATTENDANCE/APOLOGIES:

2.1 ATTENDANCE

Deputy Shire president	Vicki Hansen
Councillor	Lynette Curtis
Councillor	Patricia Fraser
Councillor	Cheryle Brown
Councillor	Nancy Tang
Acting Chief Executive Officer	Kim Dolzadelli
Executive Manager Works and Services	Richard Denby
Economic and Community Development Coordinator	Nicole Botica
Executive Support Officer	Anthea Monger

2.2 APOLOGIES

PUBLIC GALLERY

3.PUBLIC QUESTION TIME:

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

4.1 APPROVED LEAVE OF ABSENCE:

Councillor Timothy Sly has an approved leave of absence for June 2026
Shire President Anthony Dean has an approved leave of absence for June 2026.

4.2 APPLICATION FOR A LEAVE OF ABSENCE:

5. CONFIRMATION OF MINUTES:

5.1 Ordinary Council Meeting – 28 May 2026

EXECUTIVE RECOMMENDATION:

That the minutes from the Shire of Nannup Ordinary Council Meeting held on 28 May 2026 be confirmed as a true and correct copy (Attachment 5.1).

6. ANNOUNCEMENTS FROM PRESIDING MEMBER:

7. DISCLOSURE OF INTEREST:

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

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

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

The Shire of Nannup Disclosure of Interest Register is on our website here.

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

9. PRESENTATIONS/PETITIONS:

10. REPORTS BY MEMBERS ATTENDING COMMITTEES:

11. REPORTS OF OFFICERS:

GENDA NUMBER & SUBJECT	11.1 - Adoption of Elected member Continuing Professional Developments Policy
LOCATION/ADDRESS:	Shire of Nannup
AUTHOR:	Nicky Barker - Governance Officer
REPORTING OFFICER:	Kim Dolzadelli - Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	4 June 2026
ATTACHMENTS:	11.1.1 - Elected Member Continuing Professional Development New Version 11.1.2 - Conference Attendance and Training – Elected Members, Senior Management and Employees 11.1.3 - Councillor Training and Professional Development

PURPOSE OF REPORT:

The purpose of this report is for Council to consider the adoption of a new Elected Member Continuing Professional Development Policy and to repeal the Conference Attendance and Training – Elected Members, Senior Management; Employees (ADM 6); and the Councillor Training and Professional Development (ADM24).

BACKGROUND:

The Shire is required to maintain governance policies that align with the *Local Government Act 1995* (the Act), associated Regulations, and contemporary governance standards.

A review of relevant governance policies has identified the need to adopt a compliant Continuing Professional Development (CPD) policy for Elected Members under section 5.128 of the Act.

The Act was amended in 2019 to introduce a comprehensive training and professional development framework for Elected Members. As part of these reforms, section 5.128 of the Act requires all local governments to prepare and adopt a policy in relation to the continuing professional development of Elected Members.

This requirement operates alongside other legislative provisions relating to elected member training, including mandatory training obligations under section 5.126 and annual reporting requirements under section 5.127 of the Act. Collectively, these provisions are intended to strengthen the capacity, accountability and effectiveness of elected members by ensuring they maintain and enhance the skills and knowledge required to perform their roles.

Section 5.128 further requires that the policy be adopted by absolute majority, published on the local government's official website, and reviewed following each ordinary election.

The development and adoption of a Continuing Professional Development Policy ensures that the Shire meets its statutory obligations and provides a structured framework to support ongoing learning and development for elected members, beyond the prescribed mandatory training.

COMMENT:
Council policies are intended to provide high-level direction, governance principles and statutory compliance frameworks, rather than operational detail. Operational matters, including administrative processes and the roles and responsibilities of employees, fall under the authority of the Chief Executive Officer in accordance with the *Local Government Act 1995*, which establishes the separation of powers between Council and the administration. Including operational procedures or referencing employees who report to the CEO (and not to Council) within a Council policy can blur this distinction, create governance risk, and limit the CEO's ability to manage the organisation effectively.

Accordingly, operational detail is more appropriately addressed in internal procedures or administrative documents, ensuring that Council policies remain strategic, concise and aligned with their governance role.
The policy has been redrafted to reflect these principles. Given the extent of the amendments, a marked-up version has not been included. Both the current policy and the proposed revised version are provided in the attachments for comparison.

The proposed policy meets legislative requirements under sections 5.126–5.129 of the Act and establishes a structured framework for mandatory training and continuing professional development. It also provides for budget allocations and approvals as well as reporting and compliance obligations.

This policy must be adopted by absolute majority, in accordance with section 5.128 of the Act.

STATUTORY ENVIRONMENT:

Relevant legislation includes –

- *Local Government Act 1995*:
    - Sections 5.126–5.129 – Elected Member training and CPD
    - Section 5.90A – Attendance at Events policy
- *Local Government (Administration) Regulations 1996*.

POLICY IMPLICATIONS:

This report recommends adoption of the Elected Member Continuing Professional Development Policy (ADM24) and the repeal of the Conference Attendance and Training – Elected Members, Senior Management and Employees (ADM 6); and the Councillor Training and Professional Development (ADM24).

FINANCIAL IMPLICATIONS:

The Elected Member Continuing Professional Developments Policy includes provision for Elected Member training budgets.

RISK MANAGEMENT IMPLICATIONS

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

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

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

Risk	Likelihood	Consequence	Risk	Risk Description	Mitigation/Control
Policies include operational detail rather than strategic direction	Possible (3)	Medium (3)	Medium	Inclusion of operational procedures within Council policies creates confusion between governance and administration, reduces flexibility, and may result in inefficient or inconsistent service delivery.	Governance review of all policies prior to adoption; ensure policies remain high-level; removal of operational content into procedures; adherence to Policy vs Procedure framework; periodic review cycle.
Failure to meet legislative requirements (including absolute majority adoption)	Possible (3)	High (4)	High	Failure to adopt required policies (CPD and Attendance at Events) or failure to adopt them by absolute majority results in non-compliance with legislation, audit risks and reputational damage.	Clear identification of voting requirements in Council report; governance checklist; use of WALGA model policies; review against legislation; oversight by Governance and Audit Committee.
Existing policies are not repealed when new policies are adopted	Possible (3)	Medium (3)	Medium	Retention of outdated or conflicting policies results in ambiguity, inconsistent decision-making, and potential governance failures	Explicit repeal clauses included in recommendation; maintenance of Policy Register; version control; periodic policy audits; governance oversight.
Inadequate policy	Unlikely (2)	High (4)	Medium	Poorly structured or	Use of standard policy template;

framework leading to governance gaps				unclear policies may lead to inconsistent interpretation, reduced accountability and potential compliance or reputational issues.	alignment with governance framework; internal review by Governance Officer; regular review following elections or legislative change; continuous improvement practices.

STRATEGIC IMPLICATIONS:

The policies support –

- Good governance and accountability
- Compliance with statutory obligations
- Strengthening Council capability
- Improved transparency and public confidence

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council by Absolute Majority;

1. ADOPTS the Elected Member Continuing Professional Development Policy (Attachment 11.1.1 and

2. REPEALS the Conference Attendance and Training – Elected Members, Senior Management and Employees (ADM6) and the Councillor Training and Professional Development Policy (ADM24) (Attachment 11.1.2 and Attachment 11.1.3.

AGENDA NUMBER & SUBJECT:	11.2 - Elected Member Attendance at Events Policy
FILE REFERENCE:	TPL18
AUTHOR:	Nicky Barker - Governance Officer
REPORTING OFFICER:	Kim Dolzadelli - Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	4 June 2026
ATTACHMENT:	11.2.1 - Attendance At Events
	11.2.2 - Attendance at Events and Functions

PURPOSE OF REPORT:

The purpose of this report is for Council to consider the adoption of a new Attendance at Events (Elected Members and CEO) Policy and the repeal of the Attendance at Events and Functions Policy (ADM 23).

BACKGROUND:

The Shire is required to maintain governance policies that align with the *Local Government Act 1995* (the Act), associated Regulations, and contemporary governance standards.

The current Attendance at Events and Functions Policy (ADM 23) was adopted in 2020 and reviewed in 2023 but requires replacement to better align with section 5.90A requirements and improve governance clarity

The Act was amended in 2019 to strengthen the regulatory framework relating to gifts, benefits and conflicts of interest for council members and Chief Executive Officers. As part of these reforms, section 5.90A of the Act requires all local governments to prepare and adopt a policy dealing with the attendance of council members and the CEO at events.

Section 5.90A specifies that the policy must address matters including the provision of tickets, payments associated with attendance, and the approval process and criteria for attendance at events. The policy must also be adopted by absolute majority and published on the local government's official website.

This requirement forms part of the broader gifts and disclosure framework under the Act, which is intended to ensure transparency and accountability in decision-making and to mitigate the risk of perceived or actual conflicts of interest arising from the acceptance of event-related benefits.

The development and adoption of an Attendance at Events Policy ensures that the Shire meets its statutory obligations and provides a clear framework for the appropriate management, approval and disclosure of attendance at events by elected members and the CEO.

COMMENT:

Council policies are intended to provide high-level direction, governance principles and statutory compliance frameworks, rather than operational detail. Operational matters, including administrative processes and the roles and responsibilities of employees, fall under the authority of the Chief Executive Officer in accordance with the *Local Government Act 1995*, which establishes the separation of powers between Council and the administration. Including operational procedures or referencing employees who report to the CEO (and not to Council) within a Council policy can blur this distinction, create governance risk, and limit the CEO's ability to manage the organisation effectively.

Accordingly, operational detail is more appropriately addressed in internal procedures or administrative documents, ensuring that Council policies remain strategic, concise and aligned with their governance role.

The new Attendance at Events (Elected Members and CEO) Policy complies with section 5.90A of the Act, and provides a clear and transparent framework for -

- Approval of attendance at events.
- Assessment of benefits to the Shire.
- Management of gifts, hospitality and associated risks.
- Record keeping and reporting obligations.

It strengthens governance controls around acceptance of tickets, hospitality and benefits and replaces the existing Attendance at Events and Functions Policy (ADM 23).

Internal consultation has been undertaken with relevant officers. The policies are informed by WALGA model templates, legislative requirements and sector best practice.

STATUTORY ENVIRONMENT:

Relevant legislation includes –

- *Local Government Act 1995*:
  - Section 5.90A – Attendance at Events policy
- *Local Government (Administration) Regulations 1996*.

POLICY IMPLICATIONS:

This report recommends adoption of the Attendance at Events (Elected Members and CEO) Policy and the repeal of the Attendance at Events and Functions Policy (ADM 23).

FINANCIAL IMPLICATIONS:

Attendance at Events policy may result in controlled and transparent expenditure on representation.

RISK MANAGEMENT IMPLICATIONS

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

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

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

Risk	Likelihood	Consequence	Risk	Risk Description	Mitigation/Control
Policies include operational detail rather than strategic direction	Possible (3)	Medium (3)	Medium	Inclusion of operational procedures within Council policies creates confusion between governance and administration, reduces flexibility, and may result in inefficient or inconsistent service delivery.	Governance review of all policies prior to adoption; ensure policies remain high-level; removal of operational content into procedures; adherence to Policy vs Procedure framework; periodic review cycle.
Failure to meet legislative requirements (including absolute majority adoption)	Possible (3)	High (4)	High	Failure to adopt required policies (CPD and Attendance at Events) or failure to adopt them by absolute majority results in non-compliance with legislation, audit risks and reputational damage.	Clear identification of voting requirements in Council report; governance checklist; use of WALGA model policies; review against legislation; oversight by Governance and Audit Committee.
Existing policies are not repealed when new policies are adopted	Possible (3)	Medium (3)	Medium	Retention of outdated or conflicting policies results in ambiguity, inconsistent decision-making, and potential governance failures	Explicit repeal clauses included in recommendation; maintenance of Policy Register; version control; periodic policy audits; governance oversight.
Inadequate policy framework leading to governance gaps	Unlikely (2)	High (4)	Medium	Poorly structured or unclear policies may lead to inconsistent interpretation, reduced	Use of standard policy template; alignment with governance framework; internal review by Governance Officer;

				accountability and potential compliance or reputational issues.	regular review following elections or legislative change; continuous improvement practices.

STRATEGIC IMPLICATIONS:

The policies support –

- Good governance and accountability
- Compliance with statutory obligations
- Strengthening Council capability
- Improved transparency and public confidence

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council, by Absolute Majority:-

1. ADOPTS the Attendance at Events (Elected Members and CEO) Policy (Attachment 11.2.1); and

2. REPEAL Attendance at Events and Functions Policy (ADM 23) (Attachment 11.2.2).

AGENDA NUMBER & SUBJECT:	11.3 - Adoption of Acting CEO Appointment Policy
FILE REFERENCE:	ADM9
AUTHOR:	Nicky Barker - Governance Officer
REPORTING OFFICER:	Kim Dolzadelli - Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Kim Dolzadelli - Acting Chief Executive Officer
DATE OF REPORT:	4 June 2026
ATTACHMENT:	11.3.1 - Temporary Employment or Appointment of Chief Executive Officer 11.3.2 - Appointment of Acting Chief Executive Officer

PURPOSE OF REPORT:

The purpose of this report is to present the Temporary Employment or Appointment of Chief Executive Officer Policy (ADM9) for consideration and adoption. The report also recommends the repeal of the Appointment of Acting Chief Executive Officer Policy (ADM 9).

BACKGROUND:

The Shire is required to maintain governance policies that align with the *Local Government Act 1995* (the Act), associated Regulations, and contemporary governance standards.

A review of relevant governance policies has identified the need to update the CEO appointment arrangements to meet legislative requirements under section 5.39C of the Act.

Temporary Employment or Appointment of Chief Executive Officer Policy

The current Appointment of Acting Chief Executive Officer Policy (ADM 9) is limited in scope and does not address temporary CEO arrangements.

Section 5.39C of the *Local Government Act 1995* requires a local government to prepare and adopt a policy governing the appointment of a person to act in the position of Chief Executive Officer (CEO) where the substantive CEO is absent or the position is vacant. This legislative requirement reflects the critical importance of ensuring continuity of executive leadership and decision-making authority within a local government.

The intent of section 5.39C is to ensure that Council establishes clear, transparent and accountable parameters for acting CEO appointments, including the circumstances in which an appointment may be made, the duration of the appointment, and any limitations or conditions that apply. The policy must also reflect appropriate governance oversight, including the respective roles of Council and the Shire President.

In addition to the Act, the *Local Government (Administration) Regulations 1996* prescribe a CEO Recruitment, Performance and Termination Standard (the Standard) which includes requirements relating to the appointment of a person to act as CEO. The Standard provides detailed procedural and compliance obligations, such as record keeping, reporting, and the process to be followed in certain circumstances (particularly for longer-term or repeated acting arrangements).

While the Standard sets minimum compliance requirements, it does not replace the obligation for a local government to adopt its own policy under section 5.39C. Rather, the policy operates as the governing framework specific to the local government, setting out how the Council will exercise its discretion and meet its legislative responsibilities in a manner tailored to its operational context.

Since the Shire adopted its current policy, there have been broader sector reforms aimed at strengthening governance, transparency and consistency in CEO-related matters. The introduction of the Compliance Standard has clarified procedural expectations and highlighted the need for local government policies to clearly articulate –

- the circumstances that trigger an acting CEO appointment (planned leave, unplanned absence, or vacancy);
- the delegation of authority to make short-term appointments;
- the role of Council in longer-term or successive appointments; and
- alignment with the prescribed requirements of the Standard.

A review of the Shire's existing *Appointment of Acting CEO Policy* is therefore necessary to –

- ensure compliance with section 5.39C of the Act;
- clearly distinguish between policy direction and regulatory procedure;
- align with the current Compliance Standard;
- reinforce good governance practices, including transparency, accountability and appropriate oversight; and
- ensure the policy remains practical and fit-for-purpose for the Shire's operational needs.

COMMENT:

Council policies are intended to provide high-level direction, governance principles and statutory compliance frameworks, rather than operational detail. Operational matters, including administrative processes and the roles and responsibilities of employees, fall under the authority of the Chief Executive Officer in accordance with the *Local Government Act 1995*, which establishes the separation of powers between Council and the administration. Including operational procedures or referencing employees who report to the CEO (and not to Council) within a Council policy can blur this distinction, create governance risk, and limit the CEO's ability to manage the organisation effectively.

Accordingly, operational detail is more appropriately addressed in internal procedures or administrative documents, ensuring that Council policies remain strategic, concise and aligned with their governance role.

The Temporary Employment or Appointment of Chief Executive Officer Policy have been redrafted to reflect these principles. Given the extent of the amendments, a marked-up version has not been included. Both the current policy and the proposed revised version is provided in the attachments for comparison.

The proposed "Temporary Employment or Appointment of CEO Policy provides a comprehensive framework for both Acting and Temporary CEO appointments. The policy aligns with section 5.39C of the Act and clarifies roles of Council, CEO and Shire President. It introduces improved governance, transparency and record keeping.

This policy replaces the existing Appointment of Acting Chief Executive Officer Policy (ADM 9).

STATUTORY ENVIRONMENT:

Relevant legislation includes –

- *Local Government Act 1995*:
    - Section 5.36 – CEO employment
    - Section 5.39C – Temporary CEO policy
- *Local Government (Administration) Regulations 1996*.

POLICY IMPLICATIONS:

This report recommends adoption of the Temporary Employment or Appointment of Chief Executive Officer Policy and the repeal of Appointment of Acting Chief Executive Officer Policy (ADM 9).

FINANCIAL IMPLICATIONS:

CEO acting/temporary arrangements may have remuneration implications.

RISK MANAGEMENT IMPLICATIONS

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

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

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

Risk	**Likelihood**	**Consequence**	**Risk**	**Risk Description**	**Mitigation/Control**
Policies include operational detail rather than strategic direction	Possible (3)	Medium (3)	Medium	Inclusion of operational procedures within Council policies creates confusion between governance and administration, reduces flexibility, and may result in inefficient or inconsistent service delivery.	Governance review of all policies prior to adoption; ensure policies remain high-level; removal of operational content into procedures; adherence to Policy vs Procedure framework; periodic review cycle.
Failure to meet legislative requirements (including absolute majority adoption)	Possible (3)	High (4)	High	Failure to adopt required policies (CPD and Attendance at Events) or failure to adopt them by absolute majority results in non-	Clear identification of voting requirements in Council report; governance checklist; use of WALGA model policies; review against legislation; oversight by

				compliance with legislation, audit risks and reputational damage.	Governance and Audit Committee.
Existing policies are not repealed when new policies are adopted	Possible (3)	Medium (3)	Medium	Retention of outdated or conflicting policies results in ambiguity, inconsistent decision-making, and potential governance failures	Explicit repeal clauses included in recommendation; maintenance of Policy Register; version control; periodic policy audits; governance oversight.
Inadequate policy framework leading to governance gaps	Unlikely (2)	High (4)	Medium	Poorly structured or unclear policies may lead to inconsistent interpretation, reduced accountability and potential compliance or reputational issues.	Use of standard policy template; alignment with governance framework; internal review by Governance Officer; regular review following elections or legislative change; continuous improvement practices.

STRATEGIC IMPLICATIONS:

The policies support –

- Good governance and accountability
- Compliance with statutory obligations
- Strengthening Council capability
- Improved transparency and public confidence

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:
That Council: -

1. ADOPTS the Temporary Employment or Appointment of Chief Executive Officer Policy (Attachment 11.3.1) and

2. REPEALS the Appointment of Acting Chief Executive Officer Policy (ADM 9) (Attachment 11.3.2)

AGENDA NUMBER & SUBJECT:	11.4 - Records Management Policy
FILE REFERENCE:	ADM9
AUTHOR:	Nicky Barker - Governance Officer
REPORTING OFFICER:	Kim Dolzadelli - Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	4 June 2026
ATTACHMENT:	11.4.1 - Records Management Policy (New) 11.4.2 - Elected Member Records and Elected Member Records and Electronic Mail Policy Repeals

PURPOSE OF REPORT:

To seek Council approval for the adoption of a new contemporary, high-level Records Management Policy and the repeal of three existing operational policies that are no longer appropriate as Council-level policy instruments.

BACKGROUND:

The Shire currently maintains three separate records-related policies:

- ADM11 – Records Management.
- ADM12 – Elected Members Records.
- ADM13 – Electronic Mail.

These policies were originally adopted in 2005 and last reviewed in July 2023.

While they provide guidance on recordkeeping practices, they are largely operational in nature, duplicating legislative requirements and procedural detail better suited to internal documentation.

A new Records Management Policy has been developed to replace these documents with a concise, strategic framework aligned with modern governance expectations and digital practices.

COMMENT:

1. Role of Council Policy vs Legislation

Records management within local government is primarily governed by legislation, including:

- *State Records Act 2000*
- *Local Government Act 1995*
- State Records Commission Standards

These laws mandate how records must be created, retained, and disposed of.

Accordingly:

- Council cannot override or replace legislative requirements through policy.
- Council policy should instead articulate strategic intent, governance principles, and organisational direction.

The proposed new draft policy reflects this by establishing a high-level framework, rather than restating compliance obligations already prescribed by legislation.

2. Need for a High-Level Policy Approach

The draft Records Management Policy has been intentionally developed as a principles-based, governance-level document, focusing on:

- Accountability and compliance with legislation.
- Authenticity and integrity of records.
- Security and accessibility.
- Lifecycle management.
- Continuous improvement.
- Digital transformation.

This reflects contemporary best practice, where:

- Council sets policy direction, and
- Administration manages operational implementation through procedures, systems, and training.

The policy explicitly provides that implementation will occur through supporting documents such as executive instructions and procedures.

3. Transition to Digital Recordkeeping

A key strategic position within the new draft policy is a 'digital by design' approach, supporting the progressive digitisation of records.

This is important because:

- Digital records improve efficiency and accessibility.
- Reduce reliance on physical storage.
- Enhance security and disaster resilience.
- Support modern service delivery expectations.

Importantly, this is an area where Council can legitimately set a strategic position, as legislation permits both physical and digital records, provided compliance standards are met.

4. Removal of Electronic Mail Policy (ADM13)

The existing Electronic Mail Policy is no longer required because:

- Emails that document business activity are already defined as government records under legislation.

- Their creation, capture, retention, and disposal are governed by:
  - State Records Act requirements; and
  - General Retention and Disposal Authority.

As such:

- Managing emails is not a discretionary policy position, but a legislative obligation.
- Operational guidance is more appropriately addressed in:
    - Recordkeeping procedures.
    - System configurations.
    - Staff training.

5. Removal of Elected Members Records Policy (ADM12)

Similarly, the Elected Members Records Policy is largely:

- A restatement of legislative definitions and responsibilities.
- Operational guidance on handling records.

Elected Members are already required under the *State Records Act 2000* to create and retain records relating to their official functions.

The proposed approach is:

- Remove the policy from Council's policy framework.
- Develop practical guidelines for Elected Members.
- Publish these on the Council portal.

This ensures:

- Clear, accessible guidance.
- Flexibility to update without requiring Council resolution.
- Continued support for compliance.

6. Benefits of the Proposed Approach

The proposed policy framework will:

- Align Council policy with legislative and governance best practice.
- Ensure policy remains strategic rather than operational.
- Reduce duplication and policy clutter.
- Support digital transformation.
- Provide clarity between:
    - Council's role (setting direction); and
    - Administration's role (implementation) .

STATUTORY ENVIRONMENT:

The proposal aligns with:

- *State Records Act 2000*.
- *Local Government Act 1995.*
- State Records Commission Standards.

The new policy reinforces compliance obligations without duplicating legislative requirements.

POLICY IMPLICATIONS:

- Adoption of the new Records Management Policy will replace three existing policies.
- Supporting operational guidance will be maintained through internal procedures and guidelines.

FINANCIAL IMPLICATIONS:

No direct financial implications. Digitisation initiatives will continue to be addressed through operational budgets and future planning.

RISK MANAGEMENT IMPLICATIONS

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

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

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

Risk	Likelihood	Consequence	Risk	Risk Description	Mitigation/Control
Policies include operational detail rather than strategic direction	Possible (3)	Medium (3)	Medium	Inclusion of operational procedures within Council policies creates confusion between governance and administration, reduces flexibility, and may result in inefficient or inconsistent service delivery.	Governance review of all policies prior to adoption; ensure policies remain high-level; removal of operational content into procedures; adherence to Policy vs Procedure framework; periodic review cycle.
Existing policies are not repealed when new policies are adopted	Possible (3)	Medium (3)	Medium	Retention of outdated or conflicting policies results in ambiguity, inconsistent decision-making, and potential	Explicit repeal clauses included in recommendation; maintenance of Policy Register; version control; periodic policy audits; governance oversight.

				governance failures	
Inadequate policy framework leading to governance gaps	Unlikely (2)	High (4)	Medium	Poorly structured or unclear policies may lead to inconsistent interpretation, reduced accountability and potential compliance or reputational issues.	Use of standard policy template; alignment with governance framework; internal review by Governance Officer; regular review following elections or legislative change; continuous improvement practices.

STRATEGIC IMPLICATIONS:

The policies support –

- Good governance and accountability.
- Compliance with statutory obligations.
- Operational efficiency.
- Digital transformation.
- Legislative compliance.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. Adopt the Records Management Policy shown in Attachment 11.4.1; and
2. Repeal the following policies shown in Attachment 11.4.2:
    - **a)** ADM11 – Records Management.
    - **b)** ADM12 – Elected Members Records.
    - **c)** ADM13 – Electronic Mail; and
3. Note that operational procedures and guidelines, including those relating to email and Elected Member recordkeeping, will be developed and maintained by Administration to support compliance with legislative requirements.

AGENDA NUMBER:	11.5 - Shire of Nannup Community Grants Program 2026/2027
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 9
AUTHOR:	Nicole Botica - Economic and Community Development Coordinator
REPORTING OFFICER:	Kim Dolzadelli - Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	N/A
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.

Within the program guidelines 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 Shire of Nannup Grants and Donations Policy.

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

COMMENT:

Round 1 of the Community Grants Program attracted strong interest, with 11 applications submitted requesting a total of $16,448 against an available budget of $15,000, resulting in a modest oversubscription of $1,448.

The applications represent a broad cross-section of community priorities, including community events, accessibility improvements, arts and cultural programming, environmental initiatives, and infrastructure upgrades.

Council feedback indicates general support for the majority of applications, particularly those that:

- Deliver high community benefit and participation (e.g. Carols by Torchlight, Business Excellence Awards, Seniors Christmas Lunch, arts programming);
- Demonstrate co-contribution and leveraging of external funding; and
- Align with community wellbeing, economic development, and place activation outcomes.

Several applications require further consideration or conditional support:

- Nannup Community Resource Centre – not supported due to availability of more appropriate building funding pathways.

- Nannup Seniors Social Club – to be funded through existing Shire budget allocations rather than the grants program.
- Nannup Lions Club (solar installation) – supported in principle, with funding deferred until project completion.
- Nannup Historical Society – initially non-compliant due to lack of co-contribution; this has since been resolved through confirmed partner contributions.

Some projects may be refined or supported in-kind (e.g. provision of equipment, printing, or budget clarification) to maximise value within the limited funding pool.

Overall, the program demonstrates strong community engagement and demand, with a balanced mix of social, economic, and cultural initiatives contributing to the Shire's strategic objectives. Allocation recommendations will need to consider value for money, readiness, co-contribution, and overall community impact to remain within budget.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

FNC 3 – Community Donations and Grant Funding

FINANCIAL IMPLICATIONS:

The total funding pool available for Round 1 of the Community Grants Program is $15,000, while applications received total $16,448, resulting in an oversubscription of $1,448.

As a result, full funding of all eligible applications is not achievable within the allocated budget. Funding recommendations will therefore require prioritisation and/or adjustment of grant amounts to ensure the program remains within budget.

Several applications present opportunities to reduce direct financial impact on the program through:

- Co-contributions and external funding, which leverage Shire investment;
- In-kind support options (e.g. equipment provision, printing, venue support); and
- Alternative funding pathways or internal budget allocation for specific initiatives.

Subject to Council's final allocation decisions, the program can be delivered within the adopted budget; however, this will require a disciplined allocation approach to balance available funds with demonstrated community benefit.

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

In accordance with the Shire's adopted Risk Management Framework, officers have assessed the potential risks associated with the allocation of Community Grant Scheme funding and the approval of a waiver of fees. The key risks identified relate primarily to financial, compliance, operational and reputational considerations.

Overall, the risks associated with this agenda item are considered low and manageable through existing policies, procedures and controls.

Risk	Likelihood	Consequence	Risk Rating	Risk Description	Mitigation/Controls
Audit risks	Possible	Moderate	Medium	Potential for perceived inequity or inconsistency in funding decisions due to oversubscription and need for prioritisation.	Maintain clear documentation of assessment criteria, ensure decisions align with guidelines, and record Council rationale.
Financial and credit risks	Unlikely	Minor	Low	Risk of exceeding available budget if allocations are not carefully managed within the $15,000 funding pool and $16,448 requested.	Adhere strictly to budget limits, adjust grant allocations, and prioritise projects demonstrating co-contribution and value for money.
Operational risks	Possible	Moderate	Medium	Risk of delays, incomplete project planning, or delivery issues for funded initiatives.	Apply assessment checks on project readiness, require clear budgets, and monitor funded projects through reporting requirements
Compliance and regulatory risks	Possible	Moderate	Medium	Risk of non-compliance with grant guidelines (e.g. co-contribution requirements or eligibility criteria).	Enforce compliance checks during assessment and prior to funding approval; use funding agreements outlining obligations.
Legal risks	Unlikely	Moderate	Low–Medium	Risk associated with event delivery, use of public spaces,	Use standard grant agreements, require evidence of insurance, and ensure applicants

				and funding agreements.	assume responsibility for event management.
Strategic risks	Unlikely	Minor	Low	Risk of misalignment with Council's strategic priorities if funding is not appropriately allocated.	Assess applications against the Community Strategic Plan and prioritise high-impact projects.
Political risks	Possible	Moderate	Medium	Potential for community dissatisfaction or perceived unfairness in funding decisions.	Ensure transparent decision-making, clear communication of outcomes, and alignment with policy and criteria.

The approval of the Community Grant Program Round 1 allocations and associated fee waiver presents a low-risk profile for the Shire. All identified risks are adequately mitigated through existing governance frameworks, budget controls, and operational procedures. No additional risk treatment actions are required beyond standard grant administration and monitoring processes.

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 REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council approves the following in relation to the Community Grant Program Round 1 for the 2026 2027 financial year to be included in the Draft 2026/2027 Annual Budget:

a) The allocation of Round 1 of the Community Grant funding as follows:
   - Nannup District High School P & C – $500 (Small Grant);
   - Nannup Garden Village - $500 (Small Grant)
   - Nannup Historical Society - $810 (Medium Grant)
   - Country Women's Association - $1,000 (Medium Grant)
   - Nannup Chamber of Commerce and Industry – $1,500 (Medium Grant);
   - Southern Forest Arts - $1680 (Large Grant)
   - Scott River Charity Ball - $3000 (Large Grant)

b) A waiver of Shire Fees and Charges to support the following:
   - Nannup District High School P & C to coordinate the Carols by Torch Light valued at $335
   - Scott River Charity Ball valued at $35

c) Support the Nannup Community Garden / Botanical Circle through in-kind deliverables

d) Support the Nannup Lions Shed Solar Power Installation project in principle -$2648 (Large Grant); and recommend that funding be considered upon completion of the building works, when the project is fully progressed and ready for implementation.

e) That the approved grants and fee waivers be included in the Draft 2026/2027 Annual Budget

AGENDA NUMBER & SUBJECT:	11.6 - Delegated Planning Decisions for May 2026
LOCATION/ADDRESS:	Various
NAME OF APPLICANT:	Various
FILE REFERENCE:	TPL18
AUTHOR:	Erin Gower - Development Services Coordinator
REPORTING OFFICER:	Kim Dolzadelli - Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	11th June 2026
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	11.6.1 - Register of Delegated Development Approvals May 2026

BACKGROUND:

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

Delegated planning decisions are reported to Council monthly to ensure that Council has an appropriate level of oversight on the use of this delegation. A Register of Delegated Development Approvals, detailing those decisions made under delegated authority in May 2026 is presented in Attachment 11.6.1.

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 May 2026, four (4) development applications were determined under delegated authority and one (1) development application was determined by Council. The table below shows the number and value of development applications determined under both delegated authority and by Council for May 2026 compared to May 2025:

	May 2025	**May 2026**
Delegated Decisions	7 ($797,846)	4 ($205,400.00)
Council Decisions	1 ($100,000)	1 ($35,000,000.00)
Total	**8 ($897,846)**	**5 ($35,205,400.00)**

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

STATUTORY ENVIRONMENT:

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

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

POLICY IMPLICATIONS:

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

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

FINANCIAL IMPLICATIONS:

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

RISK MANAGEMENT MATRIX:

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

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

Officers have undertaken a Risk Assessment with respect to the item before Council and advise that no risks have been identified.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENT:

Simple majority.

OFFICER RECOMMENDATION:

That Council receives the report on Delegated Development Approvals for May 2026 as per Attachment 11.6.1

AGENDA & SUBJECT	11.7 - Financial Activity Statement - April 2026
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 15
AUTHOR:	Kim Dolzadelli - Acting Chief Executive Officer
REPORTING OFFICER:	Kim Dolzadelli - Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	16 June 2026
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.7.1 - Financial Activity Statement - April 2026

BACKGROUND:

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

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

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

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

COMMENT:

The Financial Statements for the period ending 30 April 2026 present the financial performance of the Shire for the 2025/26 financial year and compare year to date expenditure and revenue against the corresponding year to date budget.

Attached for consideration is the completed Monthly Financial Report as per Attachments 11.7.1

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 April 2026 as per Attachment 11.7.1

AGENDA & SUBJECT	11.8 - Financial Activity Statement - May 2026
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 15
AUTHOR:	Kim Dolzadelli - Acting Chief Executive Officer
REPORTING OFFICER:	Kim Dolzadelli - Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	18 June 2026
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENTS:	11.8.1. - Financial Activity Statement - May 2026

BACKGROUND:

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

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

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

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

COMMENT:

The Financial Statements for the period ending 31 May 2026 present the financial performance of the Shire for the 2025/26 financial year and compare year to date expenditure and revenue against the corresponding year to date budget.

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

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 31 May 2026 as per Attachment 11.8.1

AGENDA NUMBER:	11.9 - Payment of Accounts
SUBJECT:	Payment of Accounts - May 2026
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Christine Allam - Acting Finance Coordinator
REPORTING OFFICER:	Kim Dolzadelli – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT	16 June 2026
ATTACHMENT:	11.9.1 - Payment of Accounts - May 2026

BACKGROUND:

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

COMMENT:

Payments of $901,415.09 as detailed in the payment of accounts listing for the period 1 May 2026 to 31 May 2026 as per Attachment 11.9.1 have been approved under delegated authority.

Municipal Account		
Accounts paid by EFT	19856 - 19956	$765,151.30
Accounts paid by cheque	20652	$1,100.00
Accounts paid by Direct Debit	14771.1 - 14847.17	$135,163.79
Sub Total Municipal Account		$901,415.09
Trust Account		
Accounts paid by EFT	-	$0.00
Sub Total Trust Account		$0.00
Total Payments		**$901,415.09**

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 infrastrucutre and backup systems.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple majority.

OFFICER RECOMMENDATION:

That Council notes the payment of accounts totalling $901,415.09 for the period 1 May 2026 to 31 May 2026 as per Attachment 11.9.1.

AGENDA NUMBER & SUBJECT:	11.10 - Development Application for 3 tiny homes for use as holiday accommodation plus community event day use
LOCATION/ADDRESS:	Lot 7 (No. 60) on P18917 Blackwood River Drive, Nannup
NAME OF APPLICANT:	Susan Archdall (Dragonfly Escapes)
FILE REFERENCE:	A1098
AUTHOR:	Steve Thompson - Consultant Planner
REPORTING OFFICER:	Kim Dolzadelli - Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	17 June 2026
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	11.10.1 - Location map
	11.10.2 - Information from the applicant
	11.10.3 - Submissions
	11.10.4 - Bushfire Consultant response
	11.10.5 - Updated Bushfire Management Plan
	11.10.6 - Extract from the *Planning and Development (Local Planning Schemes) Regulations 2015*

BACKGROUND:

The Shire has received a Development Application from the owners of Lot 7 (No. 60) Blackwood River Drive for three tiny homes for use as holiday accommodation along with using a portion of their property for community day event use.

The site as shown in Attachment 11.10.1 and is located on Blackwood River Drive approximately 550 metres from the intersection with Barrabup Road. The site is 2.62 hectares in area and contains a single house, shed, and water tank. The site is a mix of cleared and parkland cleared areas.

The Proposal

Details of the proposal are outlined in Attachment 11.10.2. In summary, the applicant proposes to construct three bespoke tiny homes to be used for holiday accommodation. The development is proposed to accommodate 2 persons per tiny home, resulting in a total accommodation occupancy of 6 guests for short-term rental accommodation (STRA).

It will be hosted STRA as the manager will live in the existing house on the site.

In addition, the applicant seeks approval for occasional small community day events (up to 30 persons but usually far smaller groups) on a portion of the property.

Consultation

The Shire administration undertook consultation by inviting public comment on the Development Application for a period of 42 days by writing to Department of Fire and Emergency Services (DFES), Department of Health, the local Bushfire Chief and neighbours within 300m of the application, along with details provided on the Shire’s website. The Shire received two submissions (DFES & the North Nannup Volunteer Bushfire Brigade/Fire Control Officer) on the Development Application as outlined in Attachment 11.10.3. Both submissions raise issues. In summary, key matters raised are bushfire risks and progressing matters regarding upgrading and the tenure of Gracillis Road. DFES raise concerns and require modifications to the Bushfire Management Plan to meet the requirements of *State Planning Policy 3.7 Bushfire* and the Guidelines. The local bushfire brigade have several concerns.

In response to these submissions, the bushfire consultant has provided a response addressing DFES concerns in Attachment 11.10.4 and has provided an updated Bushfire Management Plan which is set out in Attachment 11.10.5.

Planning framework

The property is zoned 'Rural Residential' in the *Shire of Nannup Local Planning Scheme No. 4* (LPS4). The Council has the legal power under LPS4 to approve the Development Application for the holiday accommodation use in the Rural Residential Zone. Holiday accommodation is an 'A' use in the Rural Residential Zone as set out in the LPS4 Zoning Table meaning Council can approve the Development Application after first giving special notice in accordance with Clause 64 of the Deemed Provisions (seeking community and stakeholder comment).

In LPS4, holiday accommodation means '2 or more dwellings on one lot used to provide short term accommodation for persons other than the owner of the lot.'

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

a) 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
b) Encourage the establishment of businesses, which attract and promote the Nannup townsite and the Shire as a tourist destination.

Action C74 promotes a secondary road access for the established rural residential area west of the Nannup townsite to link to Mowen Road.

The Local Planning Strategy (Strategy Plan for the Nannup townsite and surrounds) includes a notification to 'Investigate, secure and construct sealed public road between Mowen Road and Barrabup Road.'

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 entire property is within the designated bushfire prone area.

Attachment 11.10.6 is an extract from the *Planning and Development (Local Planning Schemes) Regulations* which sets out matters to be considered by local government in assessing a Development Application. Some of the matters raised in the submissions are outside the scope of land use planning considerations.

Council should note that as of 19th September 2024 the *Planning and Development (Local Planning Schemes) Regulations 2015* have been amended to facilitate planning changes for short-term rental accommodation (STRA) and there is now a state-wide development approval exemption for 'hosted short-term rental accommodation' (where there is no works component). For this proposal, a Development Application is required given there is a works component.

Hosted STRA means any of the following:

a) STRA where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the dwelling, resides at the same dwelling during the short-term rental arrangement;
b) STRA that is an ancillary dwelling where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the other dwelling on the same lot, resides at that other dwelling during the short-term rental arrangement;
c) STRA that is a dwelling on the same lot as an ancillary dwelling where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the dwelling, resides at the ancillary dwelling during the short-term rental arrangement.

COMMENT:

A) <u>Overview</u>

Following an assessment of the Development Application against the planning framework, the submissions and information provided by the applicant and the bushfire consultant, it is recommended that Council conditionally approve the Development Application based on the plans in Attachment 11.9.2 given:

- It is overall consistent with the planning framework;
- Bushfire risks can be mitigated through implementation of the Bushfire Management Plan and the Bushfire Emergency Plan;
- It is hosted STRA;
- It supports diversifying and growing the local economy and supports tourism;
- Increased traffic can be accommodated on local roads;
- There are expected to be manageable environmental impacts;
- No objections were received from neighbours or the community;
- There are no objections from other Shire officers/units; and
- Development conditions can assist to control the use and management of the development.

While noting the above, it is suggested the main issues with the proposed development are bushfire risks and a related matter to upgrade and address the tenure of Gracillis Road.

B) <u>Bushfire risks</u>

The submissions from DFES and the North Nannup Volunteer Bushfire Brigade/Fire Control Officer raise a number of important matters.

As outlined earlier, implementation of the Bushfire Management Plan and Bushfire Emergency Plan will reduce bushfire risks (but not remove risks).
Given this is a hosted STRA, there are less risks because someone is living on the site compared to unhosted STRA.

C) <u>Progressing matters regarding upgrading and the tenure of Gracillis Road</u>

As Councillors are aware, the long established Rural Residential area west of the Nannup townsite (called North Nannup) is accessed by only one public road. There is considerable development in the area including permanent residents along with a number of STRA.

Gracillis Road is a forestry track, located on DBCA land, which links Barrabup Road and Mowen Road. Gracillis Road provides an opportunity to provide a secondary access to North Nannup. If appropriately constructed and with suitable tenure, it can assist to lower risks to North Nannup.

Progress has been made in addressing the lack of a second public road access in changing from a forestry track to a Shire managed road which is suitably designed and maintained for emergency purposes. The current status is that DBCA have agreed to a lease/licence to maintain a strategic fire access track 6m wide and enable new gravel to be added to the track. It is understood that addressing Aboriginal cultural heritage has now been addressed including that the creek crossing is no longer registered.

It is suggested that the Shire, in partnership with DBCA and the Department of Planning, Lands and Heritage, seek to expedite the second access to North Nannup (formalising a public road reserve and suitable construction to Mowen Road). This includes gaining relevant approvals and finalising changing the tenure (creating a public road vested with the Shire). Without making suitable progress on securing the second access, it is suggested there will be higher bushfire risks. Additionally, it will put a 'hand brake' on new investment and job creation in North Nannup.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations 2015 and LPS4.

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. A relevant policy includes *LPP9 Tourism Land Uses and Short-Term Accommodation.*

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 with respect to the item before Council and advise that the key risks are as follows:

Risk	Likelihood	Consequence	Risk Rating	Risk Description	Mitigation/Controls
Bushfire impact to life, property and visitors	Possible (3)	High (3)	High (9)	Development is located in a bushfire prone area with accommodation and event use increasing exposure to fire risk.	Implementation of Bushfire Management Plan and Bushfire Emergency Plan; BAL construction standards; asset protection zones; ongoing compliance with fire authority requirements.
Inadequate emergency access (single road access to North Nannup)	Possible (3)	High (3)	High (9)	Lack of secondary access (Gracillis Road not fully upgraded) increases evacuation risk during emergencies.	Progress upgrade and tenure of Gracillis Road; coordination with DBCA and State agencies; strategic fire access improvements.
Compliance risk with planning and bushfire regulations	Unlikely (2)	Medium (2)	Medium (4)	Failure to meet planning framework, State Planning Policy 3.7, or conditions could result in regulatory issues.	Apply development conditions; ensure adherence to LPS4, policies and guidelines; ongoing monitoring and approvals process.
Reputational risk from inadequate consultation or community concerns	Unlikely (2)	Low (1)	Low (2)	Complaints or dissatisfaction if consultation perceived as insufficient.	42-day consultation undertaken; stakeholder engagement (DFES, neighbours); transparent decision-making.
Environmental impact from	Unlikely (2)	Medium (2)	Medium (4)	Potential impacts to local environment	Controlled development footprint;

development and visitor use				from increased activity and development footprint.	environmental management via conditions; waste and water management requirements.
Financial risk to Shire (appeal or compliance costs)	Unlikely (2)	Low (1)	Low (2)	Costs may arise through SAT review or enforcement actions.	Application fees paid; robust assessment and documentation to minimise appeal risk.
Strategic risk (failure to support tourism and economic growth if refused)	Unlikely (2)	Medium (2)	Medium (4)	Not approving development may limit tourism, local business growth and employment opportunities.	Alignment with Community Strategic Plan; support tourism development with appropriate controls.
Operational risk from management of guests and events	Possible (3)	Medium (2)	Medium (6)	Guest behaviour, noise, or event management may impact amenity and compliance.	Mandatory Management Plan; limits on occupancy and event size; operational controls and monitoring.

STRATEGIC IMPLICATIONS:

2.1 The Big Picture – We will grow our economy in ways that add value to our community and create diverse opportunities for our residents.
2.2 Tourism and Attraction – We will work together to attract people, investment and innovation to our Shire.
3.3 Planning and Building – We will provide quality planning outcomes for community benefit through quality consultation

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council, pursuant to Clause 68(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* in Schedule 2 and Part 9, and the *Shire of Nannup Local Planning Scheme No. 4*, grants development approval, for 3 tiny homes for use as Holiday Accommodation as well as Community Event Day Use at Lot 7 on Plan 18917 Blackwood River Drive, Nannup in accordance with the plans and information set out in Attachment 11.9 2 subject to the following conditions and advice notes:

1. The development hereby approved is to be carried out in accordance with the plans and specifications submitted with the application, addressing all conditions, or otherwise amended by the Shire and shown on the approved plans and these shall not be altered and/or modified without the prior knowledge and written consent of the Shire.

2. Other than the owner, caretaker or manager, no person is permitted to stay on the property for a period of more than 3 months in any 12 month period.

3. No more than two (2) persons are to be accommodated in each tiny home at any one time.

4. An adequate on-site potable water supply is provided in accordance with the *Australian Drinking Water Guidelines 2004* prior to occupation.

5. The development is connected to a wastewater disposal system approved by the local government and/or the Department of Health prior to commencement of the development.

6. A smoke alarm must be installed in the holiday accommodation on or near the ceiling:
   (i) in every bedroom; and
   (ii) in every corridor or hallway associated with a bedroom or, if there is no corridor or hallway, in an area between the bedrooms and the remainder of the subject building.

7. The applicant is to submit and gain Shire approval for a Management Plan, prior to commencement of the holiday accommodation use, which addresses the responsibility for the behaviour of clients/visitors and the management measures to be implemented to minimise adverse impacts on the amenity of the locality. The approved management details shall be implemented on an ongoing basis to the satisfaction of the Shire.

8. The applicant shall not erect any advertising or signage at the site without the prior approval of the Shire.

9. Holidaymakers are not permitted to bring pets onto the property other than guide dogs.

10. All car parking spaces are designed, constructed and drained (at the applicant's cost) to the satisfaction of the Shire prior to occupation.

11. The development is constructed in accordance with the assigned BAL construction standard in accordance with *AS3959 Construction of Buildings in Bushfire Prone Areas*. The Asset Protection Zone is permanently maintained around the development in accordance with the BAL assessment.

12. The applicant suitably implements the Bushfire Management Plan (including provision of water tanks/fire water tanks) prior to occupation. Following this, measures and recommendations are to be maintained to the satisfaction of the local government.

13. The Bushfire Emergency Plan is suitably implemented to the satisfaction of the local government.

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 4, the Shire may require water samples to be taken and independently analysed. Should the Shire be required to arrange the testing, it will be at the cost of the applicant/operator.

C) In relation to Condition 7, the Management Plan is to address matters including:
- Address the responsibility for client/visitor behaviour and management measures to be implemented to minimise adverse impact on the amenity of the locality;
- Seek the operation to be a good neighbour and be considerate including noise, trespass and the approach to reducing fire risks;
- Consider and address impacts from guests/visitors including amplified music and other noise;
- Address trespass and litter;
- Preventing pets (other than guide dogs);
- Not light any outside fires during periods of restricted and prohibited burning and bushfire warnings of any level. Use of firepits in restricted periods requires a permit; and
- Adhere to all fire risk regulations.

D) In relation to Condition 7, the applicant is also to make appropriate arrangements, prior to commencement of the holiday accommodation use, outlining how they will advise patrons of the Management Plan. This should include information provided on the website, social media platforms, tourist accommodation booking platforms and at the holiday accommodation.

E) In relation to Condition 8, some signs are exempt from development approval while other signs require a Development Application to the Shire. Please contact the Shire for further details.

F) The applicant should ensure that a suitable Public Liability Insurance Policy is always maintained while the holiday accommodation use is operating.

G) The applicant is advised that the approved development must comply with all relevant provisions of the *Health (Miscellaneous Provisions) Act 1911*, *Public Health Act 2016* and the *Shire of Nannup Health Local Laws*.

H) The applicant should ensure that guests are considerate of neighbours at all times. In particular, activities should be especially low in volume between 7.00pm and 7.00am and are to comply with the *Environmental Protection (Noise) Regulations 1997*.

l) 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.

12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

Nil.

13. MEETING MAY BE CLOSED:

Nil.

14. CLOSURE OF MEETING:

Item	Attachment	Title
5	5.1	Shire of Nannup Ordinary Council Meeting – 28 May 2026
11.1	11.1.1	Elected Member Continuing Professional Development Policy New Version
11.1	11.1.2	Conference Attendance and Training- Elected Members, Senior Management and Employees
11.1	11.1.3	Councillor Training & Professional Development
11.2	11.2.1	Attendance at Events (Elected Members and CEO)
11.2	11.2.2	Attendance at Events and Functions
11.3	11.3.1	Temporary Employment or Appointment of Chief Executive Officer
11.3	11.3.2	Appointment of Acting Chief Executive Officer
11.4	11.4.1	Records Management Policy
11.4	11.4.2	Elected Members Records and Electronic Mail
11.6	11.6.1	Register of Delegated Development Approvals May 2026
11.7	11.7.1	Financial Activity Statement - April 2026
11.8	11.8.1	Financial Activity Statement - May 2026
11.9	11.9.1	Payments of Accounts
11.10	11.10.1	Location Map
11.10	11.10.2	Information from Applicant
11.10	11.10.3	Submissions
11.10	11.10.4	Bushfire Consultant Response
11.10	11.10.5	Updated Bushfire Management Plan
11.10	11.10.6	Extracted from Planning and Development Regulations 2015