



SHIRE OF JERRAMUNGUP

ORDINARY COUNCIL MEETING

Held at the Council Chamber,
Jerramungup, on
Wednesday, 1 October 2025

MINUTES

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Shire of Jerramungup

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Ordinary Meeting of Council

Wednesday 1 October 2025

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ORDINARY COUNCIL MEETING MINUTES

1.0 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

The meeting was opened at 1.00pm by the Shire President.

I would like to begin today by acknowledging the Goreng people who are the Traditional Custodians of the land on which we meet today, and the Shire of Jerramungup would like to pay their respect to their Elders both past and present.

2.0 RECORD OF ATTENDANCE

2.1 ATTENDANCE

ELECTED MEMBERS:

Cr Joanne Iffla	Shire President (Chair)
Cr Julie Leenhouders	Deputy Shire President
Cr Neil Foreman	Councillor
Cr Paul Barrett	Councillor
Cr Nathan Brown	Councillor

STAFF:

Martin Cuthbert	Chief Executive Officer
Charmaine Wisewould	Deputy Chief Executive Officer
Richard Hindley	Manager of Development
Gordon Capelli	Works Supervisor
Glenda Forbes	Executive Administration Officer

VISITORS:

Naomi Hall

GALLERY:

Nil

2.2 APOLOGIES

Nil

2.3 APPROVED LEAVE OF ABSENCE

Cr Gavin Mair

Cr Raegan Zacher

2.4 ABSENT

Nil

2.5 DISCLOSURE OF INTERESTS

Section 5.65 and 5.70 of the *Local Government Act 1995* requires an Elected Member or officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Elected Member or officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed.

An Elected Member who makes a disclosure under section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during, any discussion or decision making procedure relating to the matter, unless allowed by the Committee/Council. If Committee/Council allow an Elected Member to speak, the extent of the interest must also be stated.

2.5.1 DECLARATIONS OF FINANCIAL INTERESTS

Nil

2.5.2 DECLARATIONS OF PROXIMITY INTERESTS

Nil

2.5.3 DECLARATIONS OF IMPARTIALITY INTERESTS

Nil

3.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

4.0 ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS

In accordance with regulation 14A of the *Local Government (Administration) Regulations 1996* Council must approve (by Absolute Majority) the attendance of a person, not physically present at a meeting of Council, by audio contact. The person must be in a 'suitable place' as approved (by Absolute Majority) by Council. A 'suitable place' means a place that is located in a townsite or other residential area and 150km or further from the place at which the meeting is to be held.

5.0 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6.0 PUBLIC TIME

6.1 PUBLIC QUESTION TIME

Nil

6.2 PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS

Nil

7.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Items 7.1 and 7.2 – Adopted by en bloc resolution.

7.1 ORDINARY COUNCIL MEETING HELD 27 AUGUST 2025

That the Minutes of the Ordinary Council Meeting of the Shire of Jerramungup held in the Council Chamber, Jerramungup, on 27 August 2025 be **CONFIRMED**.

MOTION: OCM250901

MOVED: Cr Leenhouders

SECONDED: Cr Foreman

That the Minutes of the Ordinary Council Meeting of the Shire of Jerramungup held in the Council Chamber, Jerramungup, on 27 August 2025 be **CONFIRMED**.

CARRIED: 5/0

For: President Iffla, Cr Leenhouders, Cr Foreman, Cr Barrett, Cr Brown

Against: Nil

7.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 8 SEPTEMBER 2025

Attachment 7.2a) Minutes

That Council **RECEIVE** the Minutes of the Local Emergency Management Committee Meeting held on 8 September 2025.

MOTION: OCM250902

MOVED: Cr Leenhouders

SECONDED: Cr Foreman

That Council **RECEIVE** the Minutes of the Local Emergency Management Committee Meeting held on 8 September 2025.

CARRIED: 5/0

For: President Iffla, Cr Leenhouders, Cr Foreman, Cr Barrett, Cr Brown

Against: Nil

8.0 RECOMMENDATIONS AND REPORTS OF COMMITTEES

Nil.

9.0 REPORTS

9.1 TECHNICAL SERVICES

9.1.1 WORKS REPORT FOR AUGUST-SEPTEMBER 2025

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	N/A
Author:	Charmaine Wisewould, Deputy Chief Executive Officer/ Gordon Capelli, Works Supervisor
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	23 September 2025
Attachments:	Nil
Authority/Discretion:	Information

SUMMARY:

For Council to note the works completed for the prior month.

BACKGROUND:

Road Construction

Due to significant flood damage, the Shire's road construction has been delayed. Works will commence on the Meechi Road Construction project towards the end of September.

Road Maintenance

The Shire of Jerramungup experienced a significant rain event on Friday, 25 July 2025, which caused damage to a number of flood crossings and culvert structures on various roads. Road closures and/or warnings regarding flooding and/or damage caused to roads continued to be issued by the Shire to the public over the period 25 July 2025 – 11 August 2025.

Rainfall figures from local gauges confirm the extent of the unseasonable rainfall experienced as 101mm experienced over seven days between 24 July 2025 – 30 July 2025.

At the time of writing the event is not yet a declared event under the provisions of the Disaster Recovery Funding Arrangements for Western Australia (DRFAWA) scheme, however an assessment of the damage is required should the event be declared, under the Essential Public Assets Reinstatement (EPAR) of that scheme.

On Tuesday, 9 September 2025 a Preliminary Event Notification was submitted to the Department of Fire and Emergency Services (DFES) Recovery Funding Team. The initial assessment estimates the damage to numerous sealed and unsealed floodways, scouring, silting, undermining and damage to drainage assets to be approximately \$600,000.

In line with the Shire's procurement policy, the Shire called for quotes and awarded the contract to Greenfield Technical Services to complete the following works:

- On site damage inspection and assessment.
- Compilation of photographic evidence.
- Preparation of a program of works for each site to repair the damage to its pre-existing condition as a minimum standard. The works program shall include full costings to allow a submission to DRFAWA and/or a comparison for Tender evaluation purposes. Should improvements above the pre-existing standard be identified, these shall be listed separately to the costs to reinstate to the pre-existing standard.

- The outputs from the assessment process shall be prepared so that they can form a EPAR funding submission and damage assessment report based on the DRFAWA templates, should the event be declared.

The damaged road sections are at the following locations:

- | | |
|-------------------------------|-----------|
| • Meechi Road | SLK 10.86 |
| • Doubtful Island Road | SLK 2.20 |
| • Doubtful Island Road | SLK 4.72 |
| • Boxwood Hill – Ongerup Road | SLK 6.02 |
| • Boxwood Hill – Ongerup Road | SLK 11.14 |
| • Cuiss Road | SLK 3.12 |
| • Cameron Road | SLK 3.36 |

The Shire has been very proactive in addressing the damage caused by the recent flood event with the highest priority being school bus routes. The use of both the Shire's grader and two contract grader services shows a strong commitment to maintaining and improving the road infrastructure.

Town Services

Bremer Bay

Town Services staff have completed the following:

- Filled in washed out access tracks leading to John Cove, Flat Rocks, Native Dog Beach carpark and Short Beach carpark.
- Filled in washed out steps down to Flat Rocks and to Native Dog.
- Installed additional BEN sign and defibrillator machine at Native Dog.
- Filled in potholes around the townsite.
- Removed vegetation blocking sight line issues across town.
- Started mowing Shire blocks and access tracks.
- Weed control at the Airstrip.
- Mowing of parklands.
- Rubbish collection within the townsite.
- Removal of weeds within gardens and along streets.
- Contractors assisted with the removal of the old Pelican Park playground.
- Contractors installed signage along Wellstead Estuary walk trail.
- Contractors have pruned/removed trees impeding on powerlines around the townsite.

Jerramungup

Town Services staff have completed the following:

- Weed spraying throughout the townsite.
- Mowing of parklands and cemetery.
- Weed control at the Airstrip.
- Filling in potholes around the townsite.
- Planting out some gardens around the townsite.
- Rubbish collection within townsite.
- Weed spraying in gardens.

Little Boat Harbour

The Shire has engaged the services of Sea Shore Engineering to assist with planning the temporary emergency works required at Little Boat Harbour in response to significant coastal erosion. Priority is to reinstate the eroded embankment, trim eroded gravel surface of carpark and narrow access road as far as practicable to move away from eroded embankment. Access to the beach remains closed to the public.

Fisheries Beach Boat Ramp

The Shire has been in contact with the Department of Transport and Major Infrastructure (DTMI) to discuss the sand accumulation on the boat ramp located at Fisheries Beach. Unfortunately, DTMI dredging resources are all committed elsewhere in the State, with future deployments locked in as well. The Department will commit to sending one of their senior project engineers to Bremer Bay in the coming weeks to assess the situation and offer technical advice. In the meantime the Shire is consulting with Shorewater Marine to remove the sand from the ramp, and it is anticipated this work will commence mid-October.

CONSULTATION:

Internal

COMMENT:

This report is for information only to advise Council on the previous month's works activities.

STATUTORY ENVIRONMENT:

There are no statutory implications for this report.

STRATEGIC IMPLICATIONS:

This item relates to the following component from the Shire of Jerramungup Community Plan 2021 – 2031:

Economy

Advocate for improved road and communication connectivity to support rural and agricultural businesses and environmental tourism.

Environment Built

Design, construct and maintain infrastructure in a manner that maximise its life, capacity and function.

Environment Natural

Deliver a sustainable and progressive approach to natural resource and waste management.

FINANCIAL/BUDGET IMPLICATIONS:

The works completed are included in the 2025/2026 Shire of Jerramungup budget.

WORKFORCE IMPLICATIONS:

This report provides an overview of the outside workforce operations for the previous month.

POLICY IMPLICATIONS:

Policy implications do not apply to this report and it is the opinion of the author that policy development is not required.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council RECEIVE the works report for August – September 2025.

MOTION: OCM250903

MOVED: Cr Barrett

SECONDED: Cr Foreman

That Council RECEIVE the works report for August-September 2025

CARRIED: 5/0

For: President Iffla, Cr Leenhouders, Cr Foreman, Cr Barrett, Cr Brown

Against: Nil

9.2 CORPORATE SERVICES**9.2.1 ACCOUNTS FOR PAYMENT – AUGUST 2025**

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	N/A
Author:	Sarah Van Elden, Accounts Officer
Responsible Officer:	Charmaine Wisewould, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	16 September 2025
Attachments:	<ul style="list-style-type: none"> a) List of Accounts Paid to 31 August 2025 b) Credit Card Statement 27 July 2025 – 21 August 2025 c) Fuel Card Statement – July 2025
Authority/Discretion:	Information

SUMMARY:

For Council to note the list of accounts paid under the Chief Executive Officer's delegated authority during the month of August 2025.

BACKGROUND:

Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the Shire's municipal and trust funds. In accordance with regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid by the Chief Executive Officer is to be provided to Council.

Since 1 September 2023, Local Governments have been required to report on payments by employees via purchasing cards, under new Regulation 13(A).

CONSULTATION:

Internal consultation within the Finance Department.

COMMENT:

All municipal fund expenditure included in the list of payments is incurred in accordance with the 2025/26 Annual Budget as adopted by Council at its meeting held 30 July 2025 (Minute No. OCM250708 refers) and subsequently revised or has been authorised in advance by the President or by resolution of Council as applicable.

The table below summarises the payments drawn on the funds during the month of August 2025. Lists detailing the payments made are appended as an attachment.

FUND	VOUCHERS	AMOUNTS
Municipal Account		
Last Cheque Used	28181	
EFT Payments	23697 - 23788	\$393,811.70
Direct Deposits		\$69,777.36
Municipal Account Total		\$463,589.06
Trust Account		
Trust Account Total		\$0.00
Grand Total		\$463,589.06

Included within the EFT payments from the Shire's Municipal Account are the Fuel Card Statement required to be reported under Regulation 13(A), totalling \$4,937.29.

CERTIFICATE

This schedule of accounts as presented, which was submitted to each member of the Council, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costings and the amounts shown have been paid.

It is requested that any questions on specific payments are submitted to the Deputy Chief Executive Officer by 4pm of the day prior to the scheduled meeting time. All answers to submitted questions will be provided at the meeting. This allows a detailed response to be given in a timely manner.

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulations 1996

12. Payments from municipal fund or trust fund, restrictions on making

12(1) A payment may only be made from the municipal fund or a trust fund—

- (a) if the local government has delegated to the Chief Executive Officer the exercise of its power to make payments from those funds—by the CEO: or*
- (b) otherwise, if the payment is authorised in advance by a resolution of the council.*

The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared—

- (a) the payee's name; and*
- (b) the amount of the payment; and*
- (c) the date of the payment; and*
- (d) sufficient information to identify the transaction.*

(2) A list of accounts for approval to be paid is to be prepared each month showing—

- (a) for each account which requires council authorisation in that month—*
 - (i) the payee's name; and*
 - (ii) the amount of the payment; and*
 - (iii) sufficient information to identify the transaction; and*
- (b) the date of the meeting of the council to which the list is to be presented.*

(3) A list prepared under subregulation (1) or (2) is to be—

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and*
- (b) recorded in the minutes of that meeting.*

As part of the *Local Government Regulations Amendment Regulations 2023*, additional reporting is now required by Local Governments. Regulation 13(A), a new regulation, is required, as follows:

Local Government (Financial Management) Regulations 1996 – Reg 13A

13A. Payments by employees via purchasing cards

(1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —

- (a) the payee's name;*
- (b) the amount of the payment;*

- (c) *the date of the payment;*
- (d) *sufficient information to identify the payment.*
- (2) *A list prepared under subregulation (1) must be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

Regulation 13(A) came into operation from 1 September 2023.

STRATEGIC IMPLICATIONS:

This item relates to the following component from the Shire of Jerramungup Community Plan 2021 – 2031:

Governance and Leadership

Implement systems and processes that meet our legal and audit obligations.

FINANCIAL IMPLICATIONS:

All expenditure from the municipal fund was included in the annual budget as adopted or revised by Council.

WORKFORCE IMPLICATIONS:

There are no workforce implications for Council.

POLICY IMPLICATIONS:

Finance Policy FP5 – Transaction Cards

Finance Policy FP6 – Procurement of Goods and Services

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council, pursuant to regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, NOTES the Chief Executive Officer's list of accounts paid under delegated authority being:

- a) The List of Accounts Paid to 31 August 2025 totalling \$463,589.06.**
- b) The Credit Card Statement 27 July 2025 – 21 August 2025 as detailed in attachment 9.2.1 (b).**
- c) The Fuel Card Statement July 2025 as detailed in Attachment 9.2.1 (c).**

MOTION: OCM250904

MOVED: Cr Leenhouders

SECONDED: Cr Brown

That Council, pursuant to regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, NOTES the Chief Executive Officer's list of accounts paid under delegated authority being:

- a) The List of Accounts Paid to 31 August 2025 totalling \$463,589.06.**
- b) The Credit Card Statement 27 July 2025 – 21 August 2025 as detailed in attachment 9.2.1 (b).**
- c) The Fuel Card Statement July 2025 as detailed in Attachment 9.2.1 (c).**

CARRIED: 5/0

For: President Iffla, Cr Leenhouders, Cr Foreman, Cr Barrett, Cr Brown

Against: Nil

9.2.2 MONTHLY FINANCIAL REPORT – AUGUST 2025

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	N/A
Author:	Tamara Pike, Finance Manager
Responsible Officer:	Charmaine Wisewould, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	23 September 2025
Attachments:	a) Monthly Financial Report for the Period Ending 31 August 2025
Authority/Discretion:	Information

SUMMARY:

For Council to note the statement of financial activity for the period ended 31 August 2025 as required by the *Local Government Act 1995* ('the Act').

Pursuant to section 6.4 of the *Local Government Act 1995* and regulation 34(4) of the *Local Government (Financial Management) Regulations 1996* ('the Regulations'), a local government is to prepare, on a monthly basis, a statement of financial activity that reports on the Shire's financial performance in relation to its adopted/amended budget.

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the Shire's financial performance on a year to date basis for the period ending 31 August 2025.

BACKGROUND:

At its meeting held 30 July 2025 (Minute No. OCM250708 refers), Council adopted the annual budget for the 2025/26 financial year. The figures in this report are compared to the adopted budget.

It should be noted that these reports do not represent a projection to the end of year position or that there are funds surplus to requirements. It represents the year-to-date position to 31 August 2025 and results from a number of factors identified in the report. There are a number of factors that influence any variances, but it is predominately due to the timing of revenue and expenditure compared to the budget estimates. The notes to the statement of financial activity identify and provide commentary on the individual key material revenue and expenditure variances to date.

The following detail is included in the financial report:

- The annual budget estimates.
- The operating revenue, operating income, and all other income and expenses.
- Any significant variations between year-to-date income and expenditure and the relevant budget provisions to the end of the relevant reporting period.
- Identify any significant areas where activities are not in accordance with budget estimates for the relevant reporting period.
- Provide likely financial projections to 30 June for those highlighted significant variations and their effect on the end of year result.
- Include an operating statement.
- Any other required supporting notes.

Additionally, and pursuant to regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year. At its meeting on 30 July 2025, Council adopted (Minute No. OCM250711 Officer Recommendation 4 refers) the following material variance reporting threshold for the 2025/26 financial year:

Officer Recommendation 4: That Council ADOPT a material variance level of 10% with a minimum \$10,000.00 variance for the 2025/2026 financial year for monthly reporting purposes.

CONSULTATION:

Internal consultation within the Finance Department and Council's financial records.

In accordance with section 6.2 of the *Local Government Act 1995*, the annual budget was prepared having regard to the Strategic Community Plan, prepared under section 5.56 of the *Local Government Act 1995*.

COMMENT:

The financial report contains annual budget estimates, actual amounts of expenditure, revenue and income to the end of the month. It shows the material differences between the budget and actual amounts where they are not associated to timing differences for the purpose of keeping Council abreast of the current financial position.

All expenditure included in the financial statements is incurred in accordance with Council's adopted budget or subsequent approval in advance.

STATUTORY ENVIRONMENT:

Section 34 of the *Local Government (Financial Management) Regulations 1996* provides:

34. Financial activity statement required each month (Act s. 6.4)

- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail—*
 - (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
 - (b) *budget estimates to the end of the month to which the statement relates;*

and

 - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
 - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) *the net current assets at the end of the month to which the statement relates.*
- (2) *Each statement of financial activity is to be accompanied by documents containing—*
 - (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
 - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown—*
 - (a) *according to nature and type classification; or*
 - (b) *by program; or*
 - (c) *by business unit.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be—*
 - (a) *presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*

(b) *recorded in the minutes of the meeting at which it is presented.*

(5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

STRATEGIC IMPLICATIONS:

This item relates to the following component from the Shire of Jerramungup Community Plan 2021 – 2031:

Governance and Leadership

Implement systems and processes that meet our legal and audit obligations.

FINANCIAL IMPLICATIONS:

Expenditure for the period ending 31 August 2025 has been incurred in accordance with the 2025/26 budget parameters, which have been structured on financial viability and sustainability principles.

Details of any budget variation in excess of \$10,000 (year to date) follow. There are no other known events which may result in a material non recoverable financial loss or financial loss arising from an uninsured event.

WORKFORCE IMPLICATIONS:

There are no workforce implications for Council.

POLICY IMPLICATIONS:

AP3 – Regional Price Preference

FP1 – Accounting for Non-Current Assets

FP2 – Debt Recovery

FP3 – Investments

FP6 – Procurement of Goods and Services Policy

Significant Accounting Policies as detailed within the Monthly Financial Report

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council RECEIVE the Monthly Financial Report incorporating the Statement of Financial Activity for the period ending 31 August 2025 in accordance with section 6.4 of the *Local Government Act 1995*.

MOTION: OCM250905

MOVED: Cr Foreman

SECONDED: Cr Brown

That Council RECEIVE the Monthly Financial Report incorporating the Statement of Financial Activity for the period ending 31 August 2025 in accordance with section 6.4 of the *Local Government Act 1995*.

CARRIED: 5/0

For: President Iffla, Cr Leenhouders, Cr Foreman, Cr Barrett, Cr Brown

Against: Nil

9.3 DEVELOPMENT SERVICES

9.3.1 PROPOSED MODIFICATION TO RESERVE MANAGEMENT ORDERS – RESERVE 51949

Location/Address:	Reserve 51949, Bremer Bay
Name of Applicant:	Shire of Jerramungup
File Reference:	
Author:	Richard Hindley, Manager of Development
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	4 September 2025
Attachments:	a) Site Plan – Reserve 51949, Bremer Bay
Authority/Discretion:	Legislative

SUMMARY:

This report proposes a modification to the Management Orders for Reserve 51949. Reserve 51949 has a purpose of Use and Benefit of the Shire of Jerramungup however there is currently no power to lease and as such this item has been prepared.

If the request is supported by Council an application needs to be submitted to the Department of Planning, Lands and Heritage – Land Services.

BACKGROUND:

- Reserve 51949, Bremer Bay has an area of 1.1512ha in area and is zoned Special Use 8 under the Shire of Jerramungup Local Planning Scheme No.2 (the Scheme).
- The property has frontage to Garnett Road, and its eastern boundary abuts the Skate Park and the Proposed Cultural Precinct Building.
- The property is currently undeveloped.
- The Reserve forms part of the Bremer Bay Town Centre.

CONSULTATION:

Advice has been sought from the Department of Planning, Lands and Heritage – Land Services to determine what approach will deliver the outcome required.

COMMENT:

Bremer Bay Town Centre Structure Plan

The Bremer Bay Town Centre Structure Plan provides guidance on the subdivision and development of the Structure Plan Area. Reserve 51949 has been identified for medium density housing.

The Structure Plan makes provision for 'Grouped Dwellings' to be developed on the site to a density of R30 which has an average lot size of 300m².

Proposal

In order to facilitate the development of the Reserve it is proposed to add a power to lease. This will also make it possible to lease to Government Regional Officer Housing (GROH) which is not possible under the current Reserve 51949 Management Orders.

The normal maximum term that the Department of Planning, Lands and Heritage – Land Services consents to is 21 years when assigning the power to lease to a reserve.

STATUTORY ENVIRONMENT:

Land Administration Act 1997

46. Care, control and management of reserves

(2) *The Minister may, with the consent of the management body of a reserve and of the holders of any interests within the reserve to which this subsection applies, by order vary any condition to which the care, control and management of the reserve is subject.*

(2A) *Subsection (2) applies to an interest within a reserve if the interest—*

(a) *was granted by the management body of the reserve; or*

(b) *resulted from a transaction to which the management body of the reserve was a party.*

STRATEGIC IMPLICATIONS:

This item relates to the following component from the Shire of Jerramungup Strategic Community Plan 2021 – 2031:

Environment Built

Deliver sustainable long-term planning for the built environment that meets the needs of the community

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial implications for Council.

WORKFORCE IMPLICATIONS:

There are no workforce implications for Council.

POLICY IMPLICATIONS:

Policy implications do not apply to this report and it is the opinion of the author that policy development is not required.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council request the Minister under Section 46(2) of the *Land Administration Act 1997* to add a power to lease for 21 years to Reserve 51949.

MOTION: OCM250906

MOVED: Cr Barrett

SECONDED: Cr Leenhouders

That Council request the Minister under Section 46(2) of the *Land Administration Act 1997* to add a power to lease for 21 years to Reserve 51949.

CARRIED: 5/0

For: President Iffla, Cr Leenhouders, Cr Foreman, Cr Barrett, Cr Brown

Against: Nil

9.4 EXECUTIVE SERVICES

9.4.1 INFORMATION BULLETIN AUGUST-SEPTEMBER 2025

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	N/A
Author:	Glenda Forbes, Executive Administration Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	22 September 2025
Attachments:	a) August-September 2025 Information Bulletin
Authority/Discretion:	Information

SUMMARY:

To advise Council on the information items for August-September 2025 including actions that have been undertaken in relation to decisions of Council and actions performed under delegated authority.

BACKGROUND:

There is no specific requirement to report on actions performed under delegated authority to Council. However, to increase transparency this report has been prepared for Council and includes actions performed under delegated authority for the month of August 2025.

CONSULTATION:

Internal, all officers that have been deemed responsible for enacting each Council decision has provided an update on its status.

COMMENT:

The Council Resolution Register is an important administrative tool used by the Shire to monitor the implementation of Council decisions. Any Council resolution that has not yet been fully implemented will remain on the list until it has been completed.

Once the minutes of each Council meeting have been completed, the Executive Administration Officer uploads each decision of Council into the spreadsheet and allocates it to the relevant Shire officer for actioning and comment. The spreadsheet is accessible by all relevant Shire officers.

The Shire enters into various agreements by affixing its Common Seal. The *Local Government Act 1995* states that the Shire is a body corporate with perpetual succession and a Common Seal. Those documents that are to be executed by affixing the Common Seal or signed by the Shire President and the Chief Executive Officer are reported to Council for information on a regular basis.

STATUTORY ENVIRONMENT:

Local Government (Administration) Regulations 1996

19. Delegates to keep certain records (Act s. 5.46(3))

Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of —

- a) *how the person exercised the power or discharged the duty; and*
- b) *when the person exercised the power or discharged the duty; and*
- c) *the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.*

STRATEGIC IMPLICATIONS:

This item relates to the following component from the Shire of Jerramungup Community Plan 2021 – 2031;

Provide informed and transparent decision making that meets our legal obligations and the needs of our diverse community.

Implement systems and processes that meet our legal and audit obligations.

FINANCIAL IMPLICATIONS:

There are no financial implications for this report.

WORKFORCE IMPLICATIONS:

There are no workforce implications for this report.

POLICY IMPLICATIONS:

Policy implications do not apply to this report and it is the opinion of the author that policy development is not required.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council RECEIVE the Information Bulletin including the actions performed under delegated authority for the month of August 2025.

MOTION: OCM250907**MOVED: Cr Leenhouders****SECONDED: Cr Brown**

That Council RECEIVE the Information Bulletin including the actions performed under delegated authority for the month of August 2025.

CARRIED: 5/0

For: President Iffla, Cr Leenhouders, Cr Foreman, Cr Barrett, Cr Brown

Against: Nil

9.4.2 DISPOSITION OF PROPERTY – 3 SPITFIRE AVENUE, JERRAMUNGUP

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	
Author:	Charmaine Wisewould, Deputy Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	23 September 2025
Attachments:	a) CONFIDENTIAL – Property Valuation
Authority/Discretion:	Executive

SUMMARY:

The purpose of this agenda report is to seek Council consideration regarding the proposed disposition of property located at 3 Spitfire Avenue, Jerramungup. The intended disposition is by way of lease to Skylar Early Learning, with the proposed use of the premises being a childcare centre.

BACKGROUND:

The property at 3 Spitfire Avenue, Jerramungup, is currently owned by the Shire of Jerramungup and leased to Jerramungup Occasional Childcare.

The Jerramungup Occasional Childcare Centre is currently facing significant financial challenges that have rendered it unviable to continue providing services to the community. The centre has been struggling with a lack of volunteers to manage the administration and day-to-day operations, including finances and staff management. This shortage of volunteers has placed an additional burden on the existing staff and has led to difficulties in maintaining the financial stability of the centre.

Moreover, the centre has been unable to generate sufficient revenue to cover its operational costs. This financial strain has been exacerbated by the increasing costs associated with running a childcare facility, such as staff salaries, utilities, and maintenance expenses. As a result, the centre has been operating at a loss, making it unsustainable in the long term. Due to financial constraints, the Jerramungup Occasional Childcare Centre is expected to close in the immediate future.

The decision to support the move for Skylar Early Learning to take over the lease is seen as a necessary step to ensure the continued provision of childcare services to the community. Skylar Early Learning has the financial resources and expertise to manage the centre effectively, thereby alleviating the financial pressures currently faced by the Jerramungup Occasional Childcare Centre.

The site is suitable for community-focused uses, and Skylar Early Learning has approached the Shire with a proposal to operate a childcare service from this location. This aligns with the Shire's objectives to support local families and enhance community infrastructure.

CONSULTATION:

Opteon Valuers

COMMENT:

The decision to support the move for Skylar Early Learning to take over the lease of 3 Spitfire Avenue, Jerramungup is seen as a necessary step to ensure the continued provision of childcare services to the community. Skylar Early Learning has the financial resources and expertise to manage the centre effectively, thereby alleviating the financial pressures currently faced by the Jerramungup Occasional Childcare Centre.

An independent valuation report has determined the net market rent for the premises at \$14,250 per annum. However, Skylar Early Learning has requested a reduced lease amount of \$5,200 per annum, citing the community benefit and the financial constraints associated with establishing a new childcare service in a regional area.

The proposed lease term to be considered is five (5) years, with an option for a further term at Council's discretion. The reduced rental amount is intended to support the viability of the childcare service, which is expected to deliver significant social and economic benefits to the Jerramungup community. A draft lease will be presented to Council for consideration next month.

STATUTORY ENVIRONMENT:

The disposition of local government property is governed by Section 3.58 of the *Local Government Act 1995*. The Act requires local governments to advertise the proposed disposition, including the details of the lessee, the consideration to be received, and an invitation for submissions from the public.

3.58. Disposing of property

(1) *In this section —*

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) *Except as stated in this section, a local government can only dispose of property to —*

(a) *the highest bidder at public auction; or*

(b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

(a) *it gives local public notice of the proposed disposition —*

(i) *describing the property concerned; and*

(ii) *giving details of the proposed disposition; and*

(iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

and

(b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

(4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*

(a) *the names of all other parties concerned; and*

(b) *the consideration to be received by the local government for the disposition; and*

(c) *the market value of the disposition —*

(i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*

- (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

(5) *This section does not apply to —*

- (a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
- (b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
- (c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
- (d) *any other disposition that is excluded by regulations from the application of this section.*

STRATEGIC IMPLICATIONS:

Provision of affordable, accessible childcare is vital for supporting working families and attracting new residents to the area. The presence of a childcare facility will contribute to the Shire's strategic objectives by enhancing liveability and supporting economic development.

This item relates to the following components from the Shire of Jerramungup Community Plan 2021 – 2031:

Deliver programs and services that bring people together and support community health and wellbeing.

Work with business community to attract investment, create jobs and support small business growth.

FINANCIAL IMPLICATIONS:

The financial implications for the Shire as identified in the 2025/2026 annual budget are significant. When the building was leased to a not-for-profit organisation, the Shire contributed \$3,500 annually towards its operation. However, with Skylar Early Learning being a private organisation, this annual contribution will no longer be payable. This change will result in a direct saving of \$3,500 for the Shire.

Additionally, the 2025/2026 annual budget did not recognise the proposed income of \$5,200 for the lease to Skylar Early Learning. This proposed lease will have an unanticipated revenue stream, which will positively impact the budget. The combined effect of these changes will improve the Shire's financial position by \$8,700 for the 2025/2026 financial year.

Furthermore, the cost of the market valuation was \$2,750, and the Jerramungup Occasional Childcare Centre is responsible for this cost. The Shire has invoiced the Jerramungup Occasional Childcare Centre to recoup these costs.

WORKFORCE IMPLICATIONS:

There are no workforce implications applicable.

POLICY IMPLICATIONS:

Policy implications do not apply to this report and it is the opinion of the author that policy development is not required.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:**That COUNCIL:**

1. Approves the disposition of 3 Spitfire Avenue, Jerramungup, by way of lease to Skylar Early Learning for the purpose of operating a childcare centre;
2. Authorises the Chief Executive Officer to advertise the proposed disposition in accordance with Section 3.58 of the *Local Government Act 1995* and, subject to no significant objections being received, draft a lease agreement with Skylar Early Learning;
3. Endorses a proposed lease term of five (5) years, with a further term at Council's discretion;
4. Agrees to a reduced annual lease amount of \$5,200 per annum, recognising the community benefit of the proposed use.

MOTION: OCM250908**MOVED: Cr Foreman****SECONDED: Cr Brown****That COUNCIL:**

1. Approves the disposition of 3 Spitfire Avenue, Jerramungup, by way of lease to Skylar Early Learning for the purpose of operating a childcare centre;
2. Authorises the Chief Executive Officer to advertise the proposed disposition in accordance with Section 3.58 of the *Local Government Act 1995* and, subject to no significant objections being received, draft a lease agreement with Skylar Early Learning;
3. Endorses a proposed lease term of five (5) years, with a further term at Council's discretion;
4. Agrees to a reduced annual lease amount of \$5,200 per annum, recognising the community benefit of the proposed use.

CARRIED: 5/0

For: President Iffla, Cr Leenhouders, Cr Foreman, Cr Barrett, Cr Brown

Against: Nil

9.4.3 CHRISTMAS/NEW YEAR OPENING HOURS 2025/26

Location/Address:	Shire of Jerramungup
Name of Applicant:	Shire of Jerramungup
File Reference:	N/A
Author:	Martin Cuthbert, Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	24 September 2025
Attachments:	Nil
Authority/Discretion:	Administrative

SUMMARY:

The purpose of this report is for Council to consider the closure of Council facilities over the Christmas/New Year period.

BACKGROUND:

In previous years there has been a variation of the Shire's normal operating hours during the Christmas/New Year period to close between Christmas and New Year's Day. The following public holidays fall during this period:

Christmas Day	Thursday	25 December 2025
Boxing Day	Friday	26 December 2025
New Year's Day	Thursday	1 January 2026

The Christmas and New Year closure allows staff to book holidays, travel and spend time with family and friends. Traditionally this time of year sees most staff wanting to take leave and staff numbers are at a very low level.

CONSULTATION:

All Shire of Jerramungup Staff.

COMMENT:

It is proposed that the Jerramungup and Bremer Bay Administration offices will close as follows:

DAY	DATE	OPENING HOURS	STATUS
Monday	22 December 2025	8.30am – 4.00pm	Open
Tuesday	23 December 2025	8.30am – 4.00pm	Open
Wednesday	24 December 2025	8.30am – 12.00pm CHRISTMAS EVE	Open with skeleton staff – morning only
Thursday – Friday	25 December 2025 – 2 January 2026	Nil	Closed
Monday	5 January 2026	8.30am – 4.00pm	Return to usual hours

At most, this will be a total of seven (7) days, made up of three (3) public holidays (Christmas Day, Boxing Day and New Year's Day) and four (4) annual leave or RDO days.

It is proposed that the Works Crew will operate as follows:

DAY	DATE	STATUS
Thursday	18 December 2025	Usual Hours
Friday	19 December 2025	RDO
Monday – Friday	22 December 2025 – 2 January 2026	Closed
Monday	5 January 2026	Return to usual hours

The closures will be advertised on the Shire website, Facebook, Council Buzz, Administration Notice Boards, local newspapers and a sign will be placed on the front door of the Administration Centres.

The Chief Executive Officer will compile a register of Works Crew and other staff who will be available for on-call duties throughout the closure. This information will be provided to Elected Members in case of emergency or if urgent works are required.

STATUTORY ENVIRONMENT:

There are no statutory implications for this report.

STRATEGIC IMPLICATIONS:

This item relates to the following component from the Shire of Jerramungup Community Plan 2021 – 2031:

Governance and Leadership

Provide informed and transparent decision making that meets our legal obligations, and the needs of our diverse community.

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial implications for this report.

WORKFORCE IMPLICATIONS:

The Chief Executive Officer is the position tasked with the responsibility of overall workforce management and leadership for the Shire of Jerramungup.

POLICY IMPLICATIONS:

Policy implications do not apply to this report and it is the opinion of the author that policy development is not required.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council **NOTES** the closure of Council facilities as follows:

1. Shire Administration Centres at Jerramungup and Bremer Bay from 12.00pm on Wednesday, 24 December 2025 to Friday, 2 January 2026 inclusive; and
2. Shire Depot from Friday, 19 December 2025, to Friday, 2 January 2026 inclusive.

MOTION: OCM250909**MOVED: Cr Barrett****SECONDED: Cr Leenhouwers****That Council NOTES the closure of Council facilities as follows:**

- 1. Shire Administration Centres at Jerramungup and Bremer Bay from 12.00pm on Wednesday, 24 December 2025 to Friday, 2 January 2026 inclusive; and**
- 2. Shire Depot from Friday, 19 December 2025, to Friday, 2 January 2026 inclusive.**

CARRIED: 5/0**For:** President Iffla, Cr Leenhouwers, Cr Foreman, Cr Barrett, Cr Brown**Against:** Nil

9.4.4 LOCAL GOVERNMENT RURAL HEALTH FUNDING ALLIANCE

Location/Address:	Shire of Jerramungup
Name of Applicant:	Shire of Jerramungup
File Reference:	N/A
Author:	Martin Cuthbert, Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	24 September 2025
Attachments:	Nil
Authority/Discretion:	Advocacy

SUMMARY:

The purpose of this report is for Council to confirm its support of the policy positions of the Local Government Rural Health Funding Alliance.

BACKGROUND:

At the Australian Local Government Association (ALGA) national meeting in September 2024, the Shire of Dundas put forward the following motion (113), which was carried:

This National General Assembly calls upon the Australian Government and the Federal Minister for Health and Aged Care, Hon Mark Butler MP, to plan and fund the provision of medical services (in consultation with relevant local governments) to regional, rural and remote communities.

In addition, on Friday, 11 November 2024, Western Australian Local Government Association (WALGA) convened a meeting of band 4 local governments. The purpose of the meeting was to identify the strategic priorities of the members, to help inform WALGA advocacy and support on a variety of issues. It was agreed at the meeting that “Local Governments allocating ratepayer funds towards delivering medical services or contracting medical service providers to have a presence in their community” was the second highest priority to all band 4 local governments.

In response to both the ALGA and WALGA meetings, the Shire of Lake Grace called a meeting of local governments (band 3 and band 4) and key stakeholders to meet at the Lake Grace Sports Club on Friday, 29 November 2024. The purpose of the meeting was to discuss the financial and in-kind contributions made by local governments to secure medical service providers in their communities.

From that meeting the Local Government Rural Health Funding Alliance was formed, a collaboration of six local governments in rural WA—Lake Grace, Kojonup, Gnowangerup, Jerramungup, Narembreen, and Ravensthorpe—working together to address the challenge of attracting and retaining general practitioners in remote and very remote communities.

CONSULTATION:

Local Government Rural Health Funding Alliance consisting of the Shires of Lake Grace, Kojonup, Gnowangerup, Jerramungup, Narembreen and Ravensthorpe.

COMMENT:

Local governments in remote and very remote areas (traditionally classified as Monash Model 5, 6 and 7) are increasingly stepping in to fund and manage primary healthcare services—an area under the purview of State and Commonwealth governments. Collectively, the six Shires contribute over \$1.475 million annually in cash. These cash contributions are directly from rates – for some in the Alliance it accounts for 16% of their rate income. Housing, vehicles, fuel cards, facilities, and telecommunications are also provided to attract and retain GPs.

The National Rural Health Alliance recently released a report detailing the comparative government health spend between major city residents and rural and remote Australia. It showed a gap of \$6.55 billion, which is a health spend shortfall of \$848 per person in rural and remote Australia. Given the challenges, those that

live in rural and remote Australia should be seeing a greater investment in health service expenditure by the State and Commonwealth governments, instead the third tier of government is paying the gap.

The Alliance was formed because the provision of a GP is not their legislated responsibility, yet without their intervention, communities face poorer health outcomes, reduced life expectancy by seven year, and economic vulnerability.

Alliance Highlights

- WALGA has provided their support to the Alliance. The Alliance formed after Rural Health West partnered with WALGA to survey the extent of the problem across all of WA. It was found that 69 local governments were contributing \$6.8 million (net) annually through financial and in-kind assistance to sustain local primary healthcare services in their communities. More than three-quarters of the funding supported general practice of which 92% came from communities with fewer than 5,000 residents. All of the Alliance local governments have populations less than 5,000 but cover an area of 42,328 square kilometres.
- Motion passed at the ALGA National General Assembly (June 2025): The Alliance successfully called on the Australian Government to increase Financial Assistance Grants and recalibrate their distribution to better support rural councils funding GP services. The motion was carried unanimously.
- Meetings: Alliance representatives met with the National Rural Health Commissioner, Department of Health and Aged Care, National Rural Health Alliance, WA Primary Health Network, members of State and Federal parliament and the Australian Medical Association, among others. These discussions focused on:
 - The need for specific and tailored funding solutions, such as block funding for remote and very remote local governments (MM 5,6,7).
 - Recognition of the economic impact of local government involvement in healthcare.
 - Support for a rural generalist service model and hub-and-spoke delivery.
- Media and Outreach: The Alliance has launched a website (ruralhealthfundingalliance.au) and distributed key messages through media outlets including ABC News and featured on GWN7; Western Australian Federal members of Parliament have written opinion pieces in newspapers as well as writing to the Federal Health Minister; all highlighting the health inequities and financial burdens faced by rural councils and their rate payers.

Policy Positions

This issue is not related to the supply of GPs in rural communities. This issue is not related to workforce training or Medicare bulk billing.

Currently, to visit the doctor, residents in the Alliance local governments pay their Medicare levy, a GP consultation fee and their rates. They pay three times to access a doctor.

The Alliance policy positions have been formulated because our communities:

- Have small populations;
- Are geographically dispersed;
- Can only tackle the issue through economies of scale (uniting as multiple local governments under one practice); and
- Are competing for GPs who have the same incentives in front of them whether they are urban or very remote.

The Alliance is advocating on two positions:

1. Increase Financial Assistance Grants or provide block funding specifically tailored to reflect actual costs incurred by remote and very remote local governments (thin markets).

2. Support the Rural Generalist Service Model, enabling multi-site practices (for economies of scale) with local government participation.

STATUTORY ENVIRONMENT:

There are no statutory implications for this report.

STRATEGIC IMPLICATIONS:

This item relates to the following component from the Shire of Jerramungup Community Plan 2021 – 2031:

Community

Deliver programs and services that bring people together and support community health and wellbeing.

Governance and Leadership

Provide informed and transparent decision making that meets our legal obligations, and the needs of our diverse community.

FINANCIAL/BUDGET IMPLICATIONS:

Utilise \$5,000 from the Administration Consultant 2025/26 budget provision to continue to engage a Consultant to assist the Alliance and provide advocacy positions.

(Note that each local government in the Group will contribute \$5,000 for this purpose.)

WORKFORCE IMPLICATIONS:

Executive Staff will need to allocate time to advocate for an improved outcome in providing medical services in rural and regional WA.

POLICY IMPLICATIONS:

Policy implications do not apply to this report and it is the opinion of the author that policy development is not required.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That the Shire of Jerramungup:

1. Supports the policy positions of the Local Government Rural Health Funding Alliance; and
2. Calls on ALGA to commit to an impact assessment of local governments providing GP services in remote and very remote areas.

MOTION: OCM250910

MOVED: Cr Barrett

SECONDED: Cr Foreman

That the Shire of Jerramungup:

1. Supports the policy positions of the Local Government Rural Health Funding Alliance; and
2. Calls on ALGA to commit to an impact assessment of local governments providing GP services in remote and very remote areas.

CARRIED: 5/0

For: President Iffla, Cr Leenhouders, Cr Foreman, Cr Barrett, Cr Brown

Against: Nil

9.4.5 POLICY MANUAL REVIEW – WORK HEALTH AND SAFETY POLICIES

Location/Address:	Shire of Jerramungup
Name of Applicant:	Shire of Jerramungup
File Reference:	N/A
Author:	Martin Cuthbert, Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	22 September 2025
Attachments:	a) WHS01 – Work Health and Safety Policy b) WHS02 – Fitness for Work Policy (amended) c) WHS04 – Workplace Bullying and Harassment Policy d) WHS05 – Sexual Harassment Policy e) WHS06 – Injury Management and Rehabilitation Policy f) WHS07 – Contractor Work Health and Safety Policy
Authority/Discretion:	Legislative

SUMMARY:

The purpose of this report is to adopt the reviewed Council Policies of the Shire of Jerramungup as detailed in this report.

BACKGROUND:

Although not a requirement of the *Local Government Act 1995*, it is considered good practice for Council to review its Policy Manual on a regular basis. It is intended to review the Policy Manual on an annual basis.

In addition to any annual review, any changes to existing policies or the need for new policies identified during the course of the year will be presented through the appropriate meetings for Council consideration.

Policies are determined by Council and may be amended or waived according to circumstances. This power is conveyed to Council in section 2.7(2)(b) of the *Local Government Act 1995*. Policies cannot be made in relation to those powers and duties given directly to the CEO by the Act.

The objectives of the Council's Policy Manual are:

- to provide Council with a formal written record of all policy decisions;
- to provide the staff with clear direction to enable them to respond to issues and act in accordance with Council's general direction;
- to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Shire;
- to enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances;
- to enable electors to obtain immediate advice on matters of Council Policy.
- Policies are to relate to issues of an on-going nature; policy decisions on single issues are not to be recorded in the manual.

Policies should not be confused with management practices or operational procedures, which are determined by the CEO, as a mechanism for good management, and implementation of Council policies.

Changes to Council Policy shall be made only on:

- a) the outcome of the Annual Review or
- b) an agenda item clearly setting out details of the proposed amendment

Users should be mindful of the fact that, in simple terms:

- Policy provides what can be done;
- Procedures provide for how to do it;
- Delegation provides for who can do it.

It is important to note that the Shire's adopted policies have been made to facilitate:

- Consistency and equity in decision making;
- Promptness in responding to customer needs; and
- Operational efficiency.

CONSULTATION:

Internal – Relevant Shire staff have been consulted.

COMMENT:

A review has been conducted of the Shire of Jerramungup's existing Council Policies and are now presented for Council consideration. Council Policies are developed to assist Council in achieving its strategic goals and contribute to meeting mandatory obligations with the 'Objective' providing the reason why the Policy has been developed.

Policies guide the discretionary powers of Council's decision making and are defined as "A course of principle of action", while Management Practices explain the steps and the considerations to be followed by management when applying Policy to a matter and are defined as "A series of actions conducted in a certain order or manner to give effect to Policy".

Detail is provided below outlining content, intent and/or proposed changes to the policies included in the review.

Amended Policies:

WHS01 – Work Health and Safety Policy

No changes proposed, policy comprehensively reviewed in 2023.

WHS02 – Fitness for Work Policy

This policy has been reviewed and amended to reflect current industry standard and compliance with legislation.

WHS04 – Workplace Bullying and Harassment Policy

No changes proposed, policy comprehensively reviewed in 2023.

WHS05 – Sexual Harassment Policy

No changes proposed, policy comprehensively reviewed in 2023.

WHS06 – Injury Management and Rehabilitation Policy

No changes proposed, policy comprehensively reviewed in 2023.

WHS07 – Contractor Work Health and Safety Policy

No changes proposed, policy comprehensively reviewed in 2023.

STATUTORY ENVIRONMENT:

Local Government Act 1995 s.2.7(2)(b)

2.7. Role of council

1. *The council —*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
2. *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

STRATEGIC IMPLICATIONS:

This item relates to the following components from the Shire of Jerramungup Community Plan 2021 – 2031;

Provide informed and transparent decision making that meets our legal obligations, and the needs of our diverse community.

Implement systems and processes that meet our legal and audit obligations.

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial implications for this report.

WORKFORCE IMPLICATIONS:

Policies provide direction for all Shire of Jerramungup employees.

POLICY IMPLICATIONS:

As detailed in each policy.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council, pursuant to section 2.7(2)(b) of the *Local Government Act 1995*, reaffirm the continued application and operation of each of the following current Council Policies as amended in the report and attached to this report for a further year or such earlier date as Council may determine from time to time:

WHS01 – Work Health and Safety Policy

WHS02 – Fitness for Work Policy

WHS04 – Workplace Bullying and Harassment Policy

WHS05 – Sexual Harassment Policy

WHS06 – Injury Management and Rehabilitation Policy

WHS07 – Contractor Work Health and Safety Policy

MOTION: OCM250911

MOVED: Cr Leenhouders

SECONDED: Cr Brown

That Council, pursuant to section 2.7(2)(b) of the *Local Government Act 1995*, reaffirm the continued application and operation of each of the following current Council Policies as amended in the report and attached to this report for a further year or such earlier date as Council may determine from time to time:

WHS01 – Work Health and Safety Policy

WHS02 – Fitness for Work Policy

WHS04 – Workplace Bullying and Harassment Policy

WHS05 – Sexual Harassment Policy

WHS06 – Injury Management and Rehabilitation Policy

WHS07 – Contractor Work Health and Safety Policy

CARRIED: 5/0

For: President Iffla, Cr Leenhouders, Cr Foreman, Cr Barrett, Cr Brown

Against: Nil

10.0 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12.0 URGENT BUSINESS INTRODUCED BY DECISION OF THE COUNCIL

Nil

13.0 CLOSURE

13.1 DATE OF NEXT MEETING

The next ordinary meeting of Council will be held Wednesday, 29 October 2025, commencing at 1.00pm, in Jerramungup.

13.2 CLOSURE OF MEETING

The Presiding Member closed the meeting at 1.10pm.

These minutes were confirmed at a meeting held

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Signed:

Presiding Person at the meeting at which these minutes were confirmed

Date: