

ACENDA

ORDINARY MEETING OF COUNCIL

To be held at
Council Chamber, JERRAMUNGUP
Thursday, 24 September 2026
Commencing at 1:00pm

Shire of Jerramungup

NOTICE OF COUNCIL MEETING

To the President and Councillors

Please be advised that an Ordinary Meeting of the Council of the Shire of Jerramungup is to be held on:

Thursday, 24 September 2026

At the Council Chamber,

Jerramungup,

Commencing at 1:00pm

Council Meeting Procedures

1. All Council meetings are open to the public, except for matters raised by Council under “confidential items”.
2. Members of the public may ask a question at an ordinary Council meeting under “public question time”.
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceeding, just raise your hand when the presiding member announces public question time.
4. All other arrangements are in accordance with the Council’s Code of Conduct, policies and decisions of the Shire.



Martin Cuthbert

CHIEF EXECUTIVE OFFICER

18 September 2026

VISION	VALUES	KEY PRINCIPLES
Progressive, Prosperous and a Premium Place to Live and Visit	ASPIRE We aspire to continuously improve our skills and the services we deliver for our community UNITY We are a united team RESPECT We treat each other, all members of our community and visitors with respect QUALITY We ensure quality in everything we do TRUST We are trustworthy and act with honesty and integrity at all times	ADVOCATE We lead and represent the community on key issues PARTNER We collaborate with other organisations to deliver services and projects DELIVER We provide services and infrastructure FACILITATE We coordinate and enable other organisations REGULATE We enforce statutory requirements

OUR PLAN ON A PAGE

	Community	- Support the health, wellbeing and safety of the Shire's communities through advocacy, programs and services that meet the needs of all residents - Provide and maintain facilities and services that connect people, promote an active and healthy lifestyle - Encourage and support volunteers and community groups to grow an active volunteer base
	Economy	- Strengthen the Shire's economic base through strategic planning, investment attraction, business support and townscape improvement - Use the natural beauty and the heritage of the region to promote the Shire as a great place to visit - Advocate for improved road and telecommunications connectivity to support agriculture, freight and tourism across the Shire
	Environment (Built)	- Deliver sustainable long-term planning for the built environment that meets the current and future needs of the Shire's communities - Plan, deliver and maintain infrastructure and community facilities across the Shire in a sustainable and cost-effective manner - Pursue and secure funding opportunities that support the delivery of strategic projects and community priorities across the Shire
	Environment (Natural)	- Protect and enhance the Shire's natural environment while promoting and managing sustainable tourism growth - Plan and deliver sustainable water, stormwater and sewerage infrastructure across the Shire - Deliver a sustainable and progressive approach to waste management
	Governance & Leadership	- Work cohesively with the community to improve engagement and communication across the Shire - Deliver transparent, accountable and effective governance across the Shire - Build a capable, responsive and efficient organisation that delivers quality services

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OUR GUIDING VALUES

Progressive, Prosperous and a Premium place to Live and Visit

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Jerramungup (Shire) for any act, omission or statement or intimation occurring during Council or Committee meetings.

The Shire disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular, and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any Elected Member or officer of the Shire during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire.

The Shire warns that anyone who has any application lodged with the Shire must obtain and should only rely on written confirmation of the outcome of the application and any conditions attaching to the decision made by the Shire in respect of the application.

NOTES FOR MEMBERS OF THE PUBLIC

PUBLIC QUESTION TIME

The Shire of Jerramungup extends a warm welcome to you in attending any Shire meeting. The Shire is committed to involving the public in its decision making processes whenever possible. The ability to ask questions during 'Public Question Time' is of critical importance in pursuing this public participation objective. The Shire sets aside a period of 'Public Question Time' to enable a member of the public to put questions. Questions should only relate to the business of the Shire and should not be a statement or personal opinion. Upon receipt of a question from a member of the public, the Presiding Member may either answer the question or direct it to an officer to answer, or it will be taken on notice.

Any comments made by a member of the public become a matter of public record as they are minuted by Council. Members of the public are advised that they are deemed to be held personally responsible and legally liable for any comments made by them that might be construed as defamatory or otherwise considered offensive by any other party.

MEETING FORMALITIES

Local Government Council meetings are governed by legislation and regulations. During the meeting, no member of the public may interrupt the meeting proceedings or enter into conversation. Members of the public shall ensure that their mobile telephone or audible pager is not switched on or used during any Shire meeting. Members of the public are hereby advised that the use of any electronic, visual or audio recording device or instrument to record proceedings of the meeting is not permitted without the permission of the Presiding Member.

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RECORDINGS

The Meeting will be recorded. The recording will be made publicly available as soon as is practical following the meeting.

NOTES FOR ELECTED MEMBERS

NATURE OF COUNCIL'S ROLE IN DECISION MAKING

Advocacy:	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
Executive/Strategic:	The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations, grants, and setting and amending budgets.
Legislative:	Includes adopting local laws, town planning schemes and policies.
Administrative:	When Council administers legislation and applies the legislative regime to factual situations and circumstances that affect the rights of people. Examples include town planning applications, building licences and other decisions that may be appealable to the State Administrative Tribunal.
Review:	When Council reviews a decision made by Officers.
Information:	Includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

ALTERNATIVE MOTIONS

Councillors wishing to make alternative motions to officer recommendations are requested to provide notice of such motions in written form to the Executive Assistant prior to the Council meeting.

DECLARATIONS OF INTEREST

Elected Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences. Section 5.60A of the *Local Government Act 1995* states:

"a person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person."

Section 5.60B states:

"a person has a proximity interest in a matter if the matter concerns –

- (a) a proposed change to a planning scheme affecting land that adjoins the person's land; or*
- (b) a proposed change to the zoning or use of land that adjoins the person's land; or*
- (c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land."*

Regulation 34C (Impartiality) states:

"interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association."

2026 MEETING DATES

At its Ordinary Meeting of Council on 26 November 2025, Council adopted the following meeting dates for 2026.

	January 2026	-	Council in Recess
Wednesday	25 February 2026	1.00pm	Council Chamber, Jerramungup
Wednesday	25 March 2026	1.00pm	Council Chamber, Jerramungup
Wednesday	22 April 2026	1.00pm	Council Chamber, Jerramungup
Wednesday	27 May 2026	1.00pm	Council Chamber, Jerramungup
Wednesday	24 June 2026	1.00pm	Bremer Bay Hall, Bremer Bay (Changed to Bremer Bay Sports Club)
Wednesday	29 July 2026	1.00pm	Council Chamber, Jerramungup
Wednesday	26 August 2026 (Changed to 1 September 2026)	1.00pm	Bremer Bay Hall, Bremer Bay (Changed to Bremer Bay Sports Club)
Wednesday	23 September 2026 (Changed to 24 September 2026)	1.00pm	Council Chamber, Jerramungup
Wednesday	28 October 2026	1.00pm	Council Chamber, Jerramungup
Wednesday	25 November 2026	1.00pm	Council Chamber, Jerramungup
Wednesday	16 December 2026	1.00pm	Bremer Bay Hall, Bremer Bay (Changed to Bremer Bay Sports Club)

Council's Audit, Risk & Improvement Committee meet when required. Details of these meetings are advised as appropriate.

APPLICATION FOR LEAVE OF ABSENCE

In accordance with section 2.25 of the *Local Government Act 1995* (the Act), an application for leave requires a Council resolution granting leave requested. Council may grant approval for Leave of Absence for an Elected Member for ordinary Council meetings for up to but not more than six consecutive meetings. The approval of the Minister is required for Leave of Absence greater than six ordinary Council meetings. This approval must be by Council resolution and differs from the situation where an Elected Member records their apologies for the meeting. A failure to observe the requirements of the Act that relates to absence from meetings can lead to an Elected Member being disqualified should they be absent without leave for three consecutive meetings.

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ORDINARY COUNCIL MEETING

AGENDA

1.0 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

The meeting was opened atpm 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 respects to their Elders both past and present.

2.0 RECORD OF ATTENDANCE

2.1 ATTENDANCE

ELECTED MEMBERS:

STAFF:

VISITORS:

GALLERY:

2.2 APOLOGIES

2.3 APPROVED LEAVE OF ABSENCE

Cr Paul Hislop

2.4 ABSENT

3.0 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 allows an Elected Member to speak, the extent of the interest must also be stated.

3.1 DECLARATIONS OF FINANCIAL INTERESTS

3.2 DECLARATIONS OF PROXIMITY INTERESTS

3.3 DECLARATIONS OF IMPARTIALITY INTERESTS

4.0 PUBLIC QUESTION TIME

5.0 PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS

6.0 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

7.0 ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS

In accordance with regulation 14C(5) of the *Local Government (Administration) Regulations 1996* Council must approve the attendance of a person, not physically present at a meeting of Council, by electronic means.

In deciding whether to authorise a member to attend a meeting by electronic means under subregulation (2), the Mayor, President or Council must have regard to whether the location from which the member intends to attend the meeting, and the equipment that the member intends to use to attend the meeting, are suitable for the member to be able to effectively engage in deliberations and communications during the meeting.

RECOMMENDATION

That Cr Raegan Zacher be granted permission to be present at the Ordinary Council Meeting to be held on 24 September 2026 by electronic means.

8.0 APPLICATIONS FOR LEAVE OF ABSENCE

RECOMMENDATION

That _____ be granted Leave of Absence from the Ordinary Council Meeting to be held on _____ 2026.

9.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

10.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

10.1 ORDINARY COUNCIL MEETING HELD 26 JULY 2026

That the Minutes of the Ordinary Council Meeting of the Shire of Jerramungup held at the Sports Club, Bremer Bay, on 1 September 2026 be CONFIRMED.

10.2 LOCAL HISTORY ADVISORY GROUP MEETINGS HELD JUNE - SEPTEMBER 2026

Attachment 10.2 a) Minutes – 12 June 2026

Attachment 10.2 b) Minutes – 25 June 2026

Attachment 10.2 c) Minutes – 28 July 2026

Attachment 10.2 d) Minutes – 10 September 2026

That Council RECEIVE the Minutes of the Jerramungup Local History Advisory Group meetings held on 12 June 2026, 25 June 2026, 28 July 2026 and 10 September 2026.

10.3 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD 1 SEPTEMBER 2026

Attachment 10.3 a)

That the Minutes of the Audit, Risk and Improvement Committee Meeting of the Shire of Jerramungup held at the Sports Club, Bremer Bay, on 1 September 2026 be CONFIRMED.

11.0 RECOMMENDATIONS AND REPORTS OF COMMITTEES

11.1 COMPLIANCE AUDIT RETURN 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:	11 September 2026
Attachments:	a) Compliance Audit Return 2025
Authority/Discretion:	Legislative

SUMMARY:

For Council to adopt and authorise the signing of the Compliance Audit Return (CAR) for 2025 prior to it being submitted to the Local Government Inspectorate.

BACKGROUND:

The 2025 CAR was made available to local government authorities by the Local Government Inspectorate website. The structure of the CAR is similar to previous years, with a focus on areas of compliance considered high risk.

In accordance with the *Local Government Act 1995* and *Local Government (Audit) Regulations 1996*, a local government is required to complete an annual Compliance Audit Return for the period 1 January to 31 December each year. The CAR is usually required to be submitted by 31 March each year, after being presented to the Audit, Risk & Improvement Committee and adopted by Council. Due to the commencement of the Local Government Inspector and amendments to legislation, this year the deadline for the CAR was extended and must be submitted by 30 September 2026.

The CAR ensures local governments review their compliance with key legislative requirements under the *Local Government Act 1995* and associated regulations. This process promotes accountability, transparency, and good governance across the sector.

The CAR contains the following compliance categories:

- Commercial Enterprises by Local Governments (5)
- Delegation of Power/Duty (9)
- Disclosure of Interest (7)
- Disposal of Property (2)
- Elections (3)
- Finance (13)

- Integrated Planning and Reporting (2)
- Local Government Employees (8)
- Procurement (16)
- Governance (17)

The CAR must be completed by the local government administration, reviewed by the Audit, Risk & Improvement Committee, and then adopted by Council before submission to the Local Government Inspector.

The Inspector's role is to:

- Prepare and issue the required CAR form
- Ensure integrity and accuracy of compliance reporting
- Intervene early if a CAR reveals systemic non-compliance
- Appoint monitors to assist local governments in resolving issues

CONSULTATION:

The CAR does not require community consultation, however, a number of officers with compliance responsibilities were consulted.

Source documents such as minutes of meetings, declarations of interest, annual and primary returns, resolutions of Council and various registers were used as evidence when completing the CAR.

COMMENT:

The period examined by this audit is 1 January to 31 December 2025. The completed CAR is required to be:

- Reviewed by the Audit, Risk & Improvement Committee;
- Considered and adopted by Council;
- Certified by the President and Chief Executive Officer following Council adoption;
- Submitted to the Local Government Inspectorate, together with a copy of the Council Minutes where the CAR was adopted, by 30 September 2026.

The CAR assists the Shire to monitor legislative compliance by examining a range of prescribed requirements under regulation 13 of the *Local Government (Audit) Regulations 1996* in detail. The Shire's findings must be recorded in the CAR pro forma which is duly completed and provided as an attachment.

One area of non-compliance was identified while completing the 2025 CAR.

STATUTORY ENVIRONMENT:

Local Government Act 1995

7.13 Regulations as to audits

(1) *Regulations may make provision as follows –*

(aa) *as to the functions of a CEO in relation to –*

(i) *a local government audit; and*

(ii) *a report (an action report) prepared by a local government under section 7.12A(4)(a); and*

(iii) *an audit report; and*

(iv) *a report on an audit conducted by a local government under this Act or any other written law;*

(ab) *as to the functions of an audit, risk and improvement committee, including in relation to –*

[(i) deleted]

(ii) *a local government audit; and*

(iii) *an action report; and*

(iv) *an audit report; and*

(v) *a report on an audit conducted by a local government under this Act or any other written law; and*

(vi) *any other matters*

[(ac) and (ad) deleted]

(ae) *as to monitoring action taken in respect of any matters raised in an audit report;*

[(a) – (e) deleted]

(f) *as to the matters to be addressed in an audit report;*

[(g) and (h) deleted]

(i) *requiring local governments to carry out, in the prescribed manner and in a form approved by the Inspector, an audit of compliance with such statutory requirements as are prescribed whether those requirements are –*

(i) *of a financial nature or not; or*

(ii) *under this Act or another written law.*

(1A) *The provision that may be made by regulations for the purposes of subsection (1)(ab) is not limited by the other subject matter of this Party.*

[(2) deleted]

Local Government (Audit) Regulations 1996

13. Prescribed statutory requirements for which compliance audit needed (Act s. 7.13(1)(i))

For the purposes of section 7.13(1)(i) the statutory requirements set forth in the Table to this regulation are prescribed.

14. Compliance audits

- (1) A local government must carry out an audit (a compliance audit) of the local government's compliance with the statutory requirements prescribed by regulation 13 for the period beginning on 1 January and ending on 31 December in each year.*
- (1A) Subregulation (1) is subject to regulation 15A.*
- (2) After a local government has carried out a compliance audit, the CEO must –*
 - (a) prepare a compliance audit return in a form approved by the Inspector; and*
 - (b) give a copy of the compliance audit return to the local government's audit, risk and improvement committee.*
- (3) The audit, risk and improvement committee must –*
 - (a) review the compliance audit return; and*
 - (b) report to the council the results of that review.*
- (4) When reporting to the council, the audit, risk and improvement committee must make any recommendations that the committee considers appropriate in relation to the compliance audit return.*
- (5) The council must consider the compliance audit return and the results of the audit, risk and improvement committee's review (including any recommendations) at a meeting of the council.*
- (6) The council must –*
 - (a) determine if any matters raised by the audit, risk and improvement committee require action to be taken by the local government; and*
 - (b) either –*
 - (i) adopt the compliance audit return; or*
 - (ii) adopt the compliance audit return subject to amendments proposed by the council.*

15. Signed compliance audit return and other information must be given to Inspector

- (1) After a compliance audit return has been adopted by the council under regulation 14(6)(b), the local government must give the following information to the Inspector –*
 - (a) a copy of the compliance audit return (or amended compliance audit return, if applicable), signed by the mayor or president and by the CEO;*

- (b) *any recommendations made under regulation 14(4) after the audit, risk and improvement committee has reviewed the compliance audit return;*
- (c) *a copy of the relevant section of the minutes of the meeting at which the compliance audit return was adopted by the council;*
- (d) *any additional information explaining or qualifying the compliance audit.*
- (2) *The information must be given to the Inspector no later than 31 March next following the period to which the return relates.*
- (3) *The Inspector may extend the 31 March deadline.*

15A. Inspector may limit prescribed statutory requirements to be covered by compliance audit

- (1) *In this regulation –*

Period *means a period for which a compliance audit is required under regulation 14(1) that begins on or after 1 January 2026;*

Prescribed statutory requirement *means a statutory requirement prescribed by regulation 13.*

- (2) *The Inspector may, in respect of a period, determine that a compliance audit –*
 - (a) *is not to cover all of the prescribed statutory requirements; and*
 - (b) *is instead to cover only the prescribed statutory requirements specified in the determination.*
- (3) *The determination must be reflected in the form approved under regulation 14(2)(a) for the period.*
- (4) *Subregulation (5) applies if –*
 - (a) *the Inspector makes determinations under subregulation (2) in respect of 3 consecutive periods; and*
 - (b) *there is a prescribed statutory requirement that is specified under subregulation (2)(b) in none of those determinations.*
- (5) *If the Inspector makes a determination under subregulation (2) in respect of the period immediately after the 3 consecutive periods, the prescribed statutory requirement referred to in subregulation (4)(b) must be specified under subregulation (2)(b) in that determination (without limiting the other prescribed statutory requirements that may be specified).*

16. Functions of audit, risk and improvement committee

An audit, risk and improvement committee has the following functions –

- (a) *to receive and review reports on, and recommend to the council actions to be taken in relation to-*
 - (i) *audits under Part 7 of the Act; and*
 - (ii) *compliance audits; and*
 - (iii) *reviews under regulation 17.*

20. Transitional provisions relating to compliance audits

- (1) *Regulations 13 to 15, as amended or inserted by the Local Government Regulations Amendment Regulations (No. 4) 2025 regulations 13 and 14, apply in relation to the period beginning on 1 January 2025 and ending on 31 December 2025 and to subsequent periods beginning on 1 January and ending on 31 December.*
- (2) *Despite regulation 15(2), as inserted by the Local Government Regulations Amendment Regulations (No. 4) 2025 regulation 14, the information relating to the compliance audit for the period beginning on 1 January 2025 and ending on 31 December 2025 must be given to the Inspector no later than 30 September 2026.*
- (3) *The Inspector may extend the 30 September 2026 deadline.*
- (4) *The amendments made to regulation 13 by the Local Government Regulations Amendment (Local Government Amendment Act 2024) Regulations 2025 regulation 29 apply in relation to the period beginning on 1 January 2026 and ending on 31 December 2026 and to subsequent periods beginning on 1 January and ending on 31 December.*
- (5) *Regulations 14 (1A) and 15A, as inserted by the Local Government Regulations Amendment (Local Government Amendment Act 2024) Regulations 2025 regulations 30 and 31, apply in relation to the period beginning on 1 January 2026 and ending on 31 December 2026 and to subsequent periods beginning on 1 January and ending on 31 December.*

STRATEGIC IMPLICATIONS:

This item relates to the following component from the Shire of Jerramungup Council Plan 2026-2036:

Governance and Leadership

Deliver transparent, accountable and effective governance across the Shire.

FINANCIAL IMPLICATIONS:

There are no financial implications to be considered as part of this report.

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:

- 1. ADOPTS the completed 2025 Compliance Audit Return for the period 1 January 2025 to 31 December 2025 as attached;**
- 2. AUTHORISES the Shire President and Chief Executive Officer to sign the joint certification; and**
- 3. SUBMITS the completed Compliance Audit Return, and any additional information explaining or quantifying the compliance audit, to the Local Government Inspectorate by 30 September 2026.**

12.0 REPORTS

12.1 TECHNICAL SERVICES

Nil.

12.2 CORPORATE SERVICES

12.2.1 ACCOUNTS FOR PAYMENT – AUGUST 2026

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:	10 September 2026
Attachments:	a) List of Accounts Paid to 31 August 2026 b) Credit Card Statement – 27 July 2026 – 27 August 2026 c) Fuel Card Statement – July 2026
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 2026.

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 2026/27 Annual Budget as adopted by Council at its Special Council Meeting held 7 August 2026 (Minute No. SCM260803 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 2026. Lists detailing the payments made are attached.

FUND	VOUCHERS	AMOUNTS
Municipal Account		
Last Cheque Used	28181	
EFT Payments	25047 - 25169	\$494,827.16
Direct Deposits		\$66,109.89
Municipal Account Total		\$560,937.05
Trust Account		
Trust Account Total		\$0.00
Grand Total		\$560,937.05

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 \$7,964.03.

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 Council Plan 2026-2036:

Governance and Leadership

Deliver transparent, accountable and effective governance across the Shire.

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:

- 1. The List of Accounts Paid to 31 August 2026 totalling \$560,937.05.**
- 2. The Credit Card Statement – 27 July 2026 – 27 August 2026 as detailed in attachment 12.2.1(b).**
- 3. The Fuel Card Statement July 2026 as detailed in Attachment 12.2.1(c).**

12.2.2 MONTHLY FINANCIAL REPORT – AUGUST 2026

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:	14 September 2026
Attachments:	a) Monthly Financial Report for the Period Ending 31 August 2026
Authority/Discretion:	Information

SUMMARY:

For Council to note the statement of financial activity for the period ended 31 August 2026 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 2026.

BACKGROUND:

At its Special Council Meeting held 7 August 2026 (Minute No. SCM260803 refers), Council adopted the annual budget for the 2026/27 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 2026 and results from a number of factors identified in the report. There are a number of factors that influence any variances, but it is predominantly 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 29 July 2026, Council adopted (Minute No. OCM260716 Officer Recommendation 5 refers) the following material variance reporting threshold for the 2026/27 financial year:

Officer Recommendation 5: That Council ADOPTS a material variance level of 10% with a minimum \$10,000.00 variance for the 2026/2027 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-*

- annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
- budget estimates to the end of the month to which the statement relates;*

And

- actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
- 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 Council Plan 2026-2036:

Governance and Leadership

Deliver transparent, accountable and effective governance across the Shire.

FINANCIAL IMPLICATIONS:

Expenditure for the period ending 31 August 2026 has been incurred in accordance with the 2026/27 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 Policy

FP1 – Accounting for Non-Current Assets Policy

FP2 – Debt Recovery Policy

FP3 – Investments Policy

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 2026 in accordance with section 6.4 of the *Local Government Act 1995*.

12.3 DEVELOPMENT SERVICES

Nil.

12.4 EXECUTIVE SERVICES

12.4.1 INFORMATION BULLETIN – AUGUST – SEPTEMBER 2026

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:	14 September 2026
Attachments:	a) Information Bulletin – August – September 2026
Authority/Discretion:	Information

SUMMARY:

To advise Council on the information items for August - September 2026, 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 2026.

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 Council Plan 2026-2036:

Governance and Leadership

Deliver transparent, accountable and effective governance across the Shire.

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 2026.

12.4.2 CHRISTMAS/NEW YEAR OPENING HOURS 2026/2027

Location/Address:	Shire of Jerramungup
Name of Applicant:	Shire of Jerramungup
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:	11 September 2026
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	Friday	25 December
Boxing Day	Saturday	26 December
Boxing Day Public Holiday	Monday	28 December
New Year's Day	Friday	1 January

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:

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
Thursday	24 December 2026	Christmas Eve	Closed
Friday	25 December 2026	Christmas Day	Closed
Monday - Friday	28 December 2026 – 1 January 2027	Includes Boxing Day and New Year's Day Public Holidays	Closed
Monday – Friday	4 – 8 January 2027		Closed
Monday	11 January 2026	8.30am – 4.00pm	Return to Usual Hours

This will be a total of 12 weekdays, made up of 3 public holidays (Christmas Day, Boxing Day public holiday, New Year's Day) and 9 annual leave or RDO days.

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

DAY	DATE	STATUS
Thursday	17 December 2026	Usual Hours
Friday	18 December 2026	RDO
Monday – Friday	21 December 2026 – 25 December 2026	Closed (includes 1 Public Holiday)
Monday – Friday	28 December 2026 – 1 January 2027	Closed (includes 2 Public Holidays)
Monday	4 January 2027	Return to Usual Hours

This will be a total of 11 weekdays, made up of 3 public holidays (Christmas Day, Boxing Day public holiday, New Year's Day) and 8 annual leave or RDO days.

The closures will be advertised on the Shire website, Facebook, Council Buzz, Administration Noticeboards, 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 Council Plan 2026-2036:

Governance and Leadership

Deliver transparent, accountable and effective governance across the Shire.

Build a capable, responsive and efficient organisation that delivers quality services.

FINANCIAL 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 4.00pm on Wednesday, 23 December 2026 to Friday, 8 January 2027, inclusive; and**
- 2. Shire Depot from Friday, 18 December 2026, to Friday, 1 January 2027, inclusive.**

12.4.3 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 2026
Attachments:	a) WHS01 – Work Health and Safety Policy b) WHS02 – Fitness for Work Policy c) WHS04 – Workplace Bullying, Harassment and Discrimination 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 ongoing 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

No changes proposed. This policy was reviewed and amended to reflect current industry standard and compliance with legislation in 2025.

WHS04 – Workplace Bullying, Harassment and Discrimination 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 component from the Shire of Jerramungup Council Plan 2026-36:

Deliver transparent, accountable and effective governance across the Shire.

FINANCIAL 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, Harassment and Discrimination Policy

WHS05 – Sexual Harassment Policy

WHS06 – Injury Management and Rehabilitation Policy

WHS07 – Contractor Work Health and Safety Policy

12.4.4 REVIEW OF TERMS OF REFERENCE – BREMER BAY COMMUNITY DEVELOPMENT COMMITTEE

Location/Address:	Shire of Jerramungup
Name of Applicant:	Shire of Jerramungup
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:	16 September 2026
Attachments:	a) Bremer Bay Community Development Committee – Amended Terms of Reference
Authority/Discretion:	Legislative

SUMMARY:

The purpose of this report is for Council to review the amended Terms of Reference for the Bremer Bay Community Development Committee.

BACKGROUND:

On 2 September 2026 an email was received from the Secretary of the Bremer Bay Community Men's Shed (Men's Shed) enquiring about becoming a member of the Bremer Bay Community Development Committee (BBCDC). This resulted from informal discussions at the August BBCDC meeting.

The Shire subsequently wrote to the Men's Shed inviting them to join the BBCDC and requesting that they formally resolve to join the BBCDC and inform the Shire once this had occurred.

On 13 September 2026, an email was received from the Men's shed:

"I am pleased to advise that the Bremer Bay Community Men's Shed has resolved at their AGM on September 11th 2026, to accept the invitation to join the Bremer Bay Community Development Committee."

The following steps are usually required to be carried out for changes to membership:

1. The BBCDC considers requests from groups;
2. The Terms of Reference are updated as a draft to change the membership;
3. A report is prepared for Council consideration to accept the change of membership and the draft Terms of Reference.

On this occasion, the potential membership of the Men's Group was informally discussed at the BBCDC meeting held in August 2026. As the next BBCDC meeting is not scheduled until November, to expedite the membership of the Men's Shed the matter has been brought directly to Council, by-passing step 1.

Please see the Draft Terms of Reference attached, which includes an update to include the Bremer Bay Community Men's Shed as a member (refer to Attachment a)). This completed step 2.

The updated Terms of Reference now need to be endorsed by Council.

CONSULTATION:

Bremer Bay Community Development Committee

COMMENT:

The purpose of the Bremer Bay Community Development Committee, as set out in the Terms of Reference, is *"To provide opportunity for various community groups in Bremer Bay to make recommendations to Council on matters which aim to improve the community of Bremer Bay."*

Currently, membership comprises the Shire of Jerramungup, Bremer Bay Community Resource Centre, Bremer Bay Regional Trails Committee, Fitzgerald Biosphere Group, and Bremer Bay Progress Association.

Membership of the BBCDC is reviewed on an ad hoc basis.

STATUTORY ENVIRONMENT:

Local Government Act 1995

Part 5 – Administration

Division 2 – Council meetings, committees and their meetings and electors' meetings

Subdivision 2 – Committees and their meetings

5.9 Committees, types of

(1) *In this section –*

Other person means a person who is not a council member or an employee.

(2) *A committee is to comprise –*

- (a) *council members only; or*
- (b) *council members and employees; or*
- (c) *council members, employees and other persons; or*
- (d) *council members and other persons; or*
- (e) *employees and other persons; or*
- (f) *other persons only.*

Section 5.10 Appointment of committee members

(1) A committee is to have as its members –

- (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).*

** Absolute majority required.*

Section 5.11 Committee membership, tenure of

(1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until –

- a. the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
- b. the person resigns from membership of the committee; or*
- c. the committee is disbanded; or*
- d. the next ordinary elections day,*
whichever happens first.

(2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until –

- a. the term of the person's appointment as a committee member expires; or*
- b. the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
- c. the committee is disbanded; or*
- d. the next ordinary elections day,*
whichever happens first.

STRATEGIC IMPLICATIONS:

This item relates to the following component from the Shire of Jerramungup Council Plan 2026-36:

Governance & Leadership

Work cohesively with the community to improve engagement and communication across the Shire.

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 ADOPT the Terms of Reference for the Bremer Bay Community Development Committee as amended and attached to this report.

13.0 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

15.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE COUNCIL

16.0 CLOSURE

16.1 DATE OF NEXT MEETING

The next ordinary meeting of Council will be held on Wednesday, 28 October 2026, commencing at 1.00pm, in the Council Chamber, Jerramungup.

16.2 CLOSURE OF MEETING

The Presiding Member closed the meeting atpm.

These minutes were confirmed at a meeting held

Date: _____

Signed: _____

Presiding Person at the meeting at which these minutes were confirmed.

Date: _____