



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

Wednesday, 25 August 2021
At the Emergency Services Shed,
Bremer Bay
Commencing at 2:00pm

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
19 August 2021

AGENDA

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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 meetings 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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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 purposed 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 INTERESTS

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.”

2021 MEETING DATES

At its Ordinary Meeting of Council on 18 November 2020, Council adopted the following meeting dates for 2021:

January	-	-	Council in Recess
Wednesday	24 February 2021	2.00pm	Council Chambers, Jerramungup
Wednesday	24 March 2021	2.00pm	Council Chambers, Jerramungup
Wednesday	28 April 2021	2.00pm	Emergency Services Shed, Bremer Bay
Wednesday	26 May 2021	2.00pm	Council Chambers, Jerramungup
Wednesday	23 June 2021	2.00pm	Council Chambers, Jerramungup
Wednesday	28 July 2021	2.00pm	Council Chambers, Jerramungup
Wednesday	25 August 2021	2.00pm	Emergency Services Shed, Bremer Bay
Wednesday	22 September 2021	2.00pm	Council Chambers, Jerramungup
Wednesday	27 October 2021	2.00pm	Council Chambers, Jerramungup
Wednesday	24 November 2021	8.30am	Council Chambers, Jerramungup
Wednesday	15 December 2021	8.30am	Emergency Services Shed, Bremer Bay

Council's Audit 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*, 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.

Shire of Jerramungup
Table of Contents
Ordinary Meeting of Council
Wednesday 25 August 2021

1.0	DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS	8
2.0	RECORD OF ATTENDANCE	8
2.1	ATTENDANCE	8
2.2	APOLOGIES.....	8
2.3	APPROVED LEAVE OF ABSENCE.....	8
2.4	ABSENT	8
2.5	DISCLOSURE OF INTERESTS.....	8
2.5.1	<i>DECLARATIONS OF FINANCIAL INTERESTS.....</i>	<i>8</i>
2.5.2	<i>DECLARATIONS OF PROXIMITY INTERESTS.....</i>	<i>8</i>
2.5.3	<i>DECLARATIONS OF IMPARTIALITY INTERESTS</i>	<i>8</i>
3.0	APPLICATIONS FOR LEAVE OF ABSENCE.....	9
4.0	ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS.....	9
5.0	RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	9
6.0	PUBLIC TIME.....	9
6.1	PUBLIC QUESTION TIME.....	9
6.2	PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS	9
7.0	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	9
8.0	RECOMMENDATIONS AND REPORTS OF COMMITTEES	9
9.0	REPORTS	10
9.1	TECHNICAL SERVICES	10
9.1.1	WORKS REPORT FOR JULY/AUGUST 2021	10
9.2	CORPORATE SERVICES	15
9.2.1	ACCOUNTS FOR PAYMENT – JULY 2021	15
9.2.2	MONTHLY FINANCIAL REPORT – JULY 2021	18
9.3	DEVELOPMENT SERVICES	21
9.4	EXECUTIVE SERVICES	22
9.4.1	INFORMATION BULLETIN AUGUST 2021	22
9.4.2	CSRFF APPLICATION – BREMER BAY SPORTS CLUB	24
10.0	MATTERS FOR WHICH THE MEETING MAY BE CLOSED	31
10.1	CLOSURE OF MEETING TO THE PUBLIC	31
10.2	TENDER CONSIDERATION - RFT 04/21 MEDICAL SERVICES PROVIDER.....	31
10.3	REOPENING OF THE MEETING TO THE PUBLIC.....	32
11.0	COUNCILLOR REPORTS.....	32
12.0	NEW BUSINESS OF AN URGENT NATURE	32
13.0	CLOSURE	32
13.1	DATE OF NEXT MEETING	32
13.2	CLOSURE OF MEETING	32

ORDINARY COUNCIL MEETING AGENDA

1.0 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

The meeting was opened atpm by the Shire President.

2.0 RECORD OF ATTENDANCE

2.1 ATTENDANCE

ELECTED MEMBERS:

STAFF:

VISITORS:

GALLERY:

2.2 APOLOGIES

2.3 APPROVED LEAVE OF ABSENCE

Cr Rex Parsons, Councillor

2.4 ABSENT

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

2.5.2 DECLARATIONS OF PROXIMITY INTERESTS

2.5.3 DECLARATIONS OF IMPARTIALITY INTERESTS

3.0 APPLICATIONS FOR LEAVE OF ABSENCE

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

6.2 PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS

7.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Ordinary Council Meeting held 28 July 2021.

That the Minutes of the Ordinary Council Meeting of the Shire of Jerramungup held in the Council Chambers, Jerramungup on 28 July 2021 be CONFIRMED

8.0 RECOMMENDATIONS AND REPORTS OF COMMITTEES

9.0 REPORTS**9.1 TECHNICAL SERVICES****9.1.1 WORKS REPORT FOR JULY/AUGUST 2021**

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	N/A
Author:	Greg Stephens, Manager of Works
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	18 August 2021
Attachments:	a) Road Construction Schedule July/August 2021
Authority/Discretion:	Information

SUMMARY:

To advise Council on information, including works undertaken for July/August 2021.

Questions from Elected Members to the Manager of Works regarding Shire works should be requested prior to the meeting to enable a complete answer. Questions not provided to the Manager of Works prior to the meeting, may be taken on notice and replied to at a later date.

BACKGROUND:

Works, services and the proposed budget for the 2021/22 financial year and routine works and services.

REPORT:**Administration, Meetings and Inspections during this reporting period:**

- Budget operation
- Customer enquiries
- Staff works program
- Staff and Plant records
- Capital Works Program
- Maintenance Works Program
- Airport inspections and reporting
- Flood damage inspections and reporting
- Site Inspections – Rural and Town Inspections
- Administration General Duties – phone, emails
- Roads to Recovery submission submitted
- Regional Road Group submission submitted
- Capital Works – Rural Road Re-Sheeting program
- Meetings – Depot Staff, Admin, Contractors, other Councils, Community members

Roads Report, Grading Program and Town Services during this reporting period:Maintenance and Grading

The Grading Program has been included to enable Council to follow the progress of the grading crew working throughout the shire area.

Drainage Maintenance – clearing culverts and road washouts.

- Shire maintenance grader – Corackerup, Carney, Needilup South, Brown South, Perron, Stock Roads, also attending to other repairs and maintenance patching/importing gravel to areas.
- Contract Grader – Bremer Bay area – Swamp Road (hit and miss), Doubtful Island Road, Meechi Road and Ocumup Road.

Construction Crew

- DWER project Boxwood Hill
- Ocumup Road – issues with water. Drain water from road, place levy banks in 2 sections to stop water from lying over road, import gravel to patch northern section of the road.
- Borden/Ongerup Road – repairs to make passable at creek crossing (Road closed at Corackerup creek), major damage
- Stock Road, Rabbit Proof Fence, Cardininup, Park, Needilup, Brown South and other roads – repairs to flood sections.
- Some maintenance grading (open up) and patching damaged sections of road network.

Please note that due to the inclement weather, project start times have been delayed.

Construction Crew

The crew have been repairing damage throughout the Shire caused by the recent rain events.

- Borden/Ongerup Road – repairs to creek crossing (Road closed at Corackerup Creek, major damage).
- Meechi Road – Devils Creek crossing, major damage to downstream embankment.
- Stock Road, Marnigarup Road, Cameron Road, Park Road, Needilup North Road, Rabbit Proof Fence Road, Cardininup Road and various other roads – repairs to flood sections.
- Maintenance grading and patching damaged sections of road network.
- Carting sand to and from the Jerramungup swimming pool.

Town Works

- Bremer Bay Road – tree pruning for road works (Capital works project).
- Town beatification works.
- General routine maintenance.
- Street pick up - debris and leaf litter – ongoing.
- Mowing, weeding and brush cutting – ongoing.
- Works requests – ongoing.
- Weed spraying and suppression.
- Road edge repairs – Bremer Bay – ongoing.
- Cemetery maintenance.

Routine Inspections

General

- Signage – Town streets.
- Illegal Camping.
- Illegal dumping of rubbish.
- Dog complaints.
- Cat control as required.

Playgrounds and parks

- Weekly inspections are only a visual inspection of all the equipment, soft fall and cleanliness of the areas well as graffiti.
- Monthly inspections to check for wear and tear and safety.
- Quarterly inspection complete inspections e.g. bolts, nuts, ladders, moving parts, soft fall levels, entrapments.

Aerodromes Jerramungup and Bremer Bay

Inspections include boundary fencing, runway condition, damage and any debris, Pilot Activated Lighting (PAL), strip lighting, windsock condition including lighting, vegetation control, ablutions and building.

Dog Control Activities	Total to 18 August 2021		Comments
	Registrations	22	+ 117 life time
	Returned to Owner		
	Re-homed		
	Wandering	Nil	
	Impounded		
	Barking Complaints	1	Jerramungup - under investigation, no further complaints received.
	Attacks, Harassment		
	Warnings Issued		
	Expiations Issued		
	Euthanized		
Cat Control Activities	Registrations	2	+ 9 life time
	Returned to Owner		
	Re-homed		
	Wandering		
	Impounded		
	Warnings Issued		
	Penalty notices Issued		
	Euthanized		
Illegal Camping/ Parking	Verbal Warnings	NIL	
	Warnings Issued	NIL	
	Penalty notices Issued	NIL	
Local Nuisance	Complaints	NIL	
	Warnings	NIL	
	Penalty notices Issued	NIL	
Litter	Complaints	NIL	
	Warnings	NIL	
	Penalty notices Issued	NIL	
Vandalism	To 18 August 2021		Nil reported

While the Shire is responsible for Compliance, Council’s position is generally to educate in the first instance unless there is significant risk attached to the behaviour or activity being investigated.

Reports and Information:Plant

There are two work vehicles that are out of service (broken down), The Triton dual cab Ute had broken the timing belt earlier in the year and parts have been difficult to obtain, we are still seeking the required parts to have the vehicle serviceable again.

Three weeks ago a staff member drove through some water whilst out on road inspections, some water entered the air intake and has caused an issue with the motor, we are seeking advice on what and how much the repairs will be.

Continuing regular maintenance and servicing on other plant and machinery.

Capital Works:Jerramungup North Road

Gravel sourced pushed up for the roadworks, sub-base formed up and will need to be reworked prior to laying in the base road gravel, and due to the rain, and the works have been delayed.

Boxwood Hill DWER Project.

In Progress – The works on Circuit Road will involve reshaping the existing road from a two way cross fall to a one way cross fall, directing all the road water (1000 meters of catchment) to a low point of the road and then directing the water along an existing track to Dam 2 (Boxwood Storage).

The existing gravel pit (off circuit Road), cleared from overburden and gravel has been pushed up for the works on Circuit Road and Heath Street, the crew are now working on this.

Construction of water tanks, Boxwood Hill Sports Grounds – The second tank was installed on 18 August.

CONSULTATION:

Internal

COMMENT:

This report is for information only to advise Council on the previous months 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;

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

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

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

FINANCIAL/BUDGET IMPLICATIONS:

The works completed are included in the 2021/2022 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 July/August 2021.

9.2 CORPORATE SERVICES**9.2.1 ACCOUNTS FOR PAYMENT – JULY 2021**

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	
Author:	Sarah Van Elden, Accounts Officer
Responsible Officer:	Charmaine Solomon, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	10 August 2021
Attachments:	a) List of Accounts Paid to 31 July 2021 b) Credit Card Statement 28 June 2021 – 27 July 2021
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 July 2021.

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 Office is to be provided to Council.

CONSULTATION:

Internal consultation within the Finance Department.

COMMENT:

All municipal fund expenditure included in the list of payments is incurred in accordance with the 2021-22 Annual Budget as adopted by Council at its meeting held 28 July 2021 (Minute No. OCM210706 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 July 2021. Lists detailing the payments made are appended as an attachment.

FUND	VOUCHERS	AMOUNTS
Municipal Account		
Last Cheque Used	28175	
EFT Payments	18568 – 18670	\$719,224.52
Direct Deposits		\$48,974.72
Municipal Account Total		\$768,199.24
Trust Account		
Trust Account Total		\$0.00
Grand Total		\$768,199.24

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.

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.*

STRATEGIC IMPLICATIONS:

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

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 July 2021 as detailed in Attachment 9.2.1(a).**
- b) The Credit Card Statement 28 June 2021 – 27 July 2021 as detailed in attachment 9.2.1(b).**

9.2.2 MONTHLY FINANCIAL REPORT – JULY 2021

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	
Author:	Tamara Pike, Senior Finance Officer
Responsible Officer:	Charmaine Solomon, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	18 August 2021
Attachments:	a) Monthly Financial Report for the period ending 31 July 2021
Authority/Discretion:	Information

SUMMARY:

For Council to note the statement of financial activity for the period ended 31 July 2021 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 July 2021.

BACKGROUND:

At its meeting held 28 July 2021 (Minute No. OCM210706 refers), Council adopted the annual budget for the 2021-22 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 July 2021 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 28 July 2021, Council adopted (Minute No. OCM210706 Officer Recommendation 4 refers) the following material variance reporting threshold for the 2021-22 financial year:

Officer Recommendation 4: That Council ADOPT a material variance level of 10% with a minimum \$10,000.00 variance for the 2021/2022 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; Implement systems and processes that meet our legal and audit obligations.

FINANCIAL IMPLICATIONS:

Expenditure for the period ending 31 July 2021 has been incurred in accordance with the 2021-22 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 – Rates and Accounts Collection

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 RECEIVES the Monthly Financial Report incorporating the Statement of Financial Activity for the period ending 31 July 2021 in accordance with section 6.4 of the *Local Government Act 1995*.

9.3 DEVELOPMENT SERVICES

Nil

9.4 EXECUTIVE SERVICES

9.4.1 INFORMATION BULLETIN AUGUST 2021

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	
Author:	Martin Cuthbert, Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	20 August 2021
Attachments:	August 2021 Information Bulletin
Authority/Discretion:	Information

SUMMARY:

To advise Council on the information items for August 2021 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 2021.

CONSULTATION:

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

COMMENT:

The Status of Council Decisions report is an important administrative tool used by the Shire to monitor the implementation of Council decisions. Any Council decision 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 Assistant uploads each decision of Council into the spreadsheet and allocates it to the relevant Shire office 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 2021.

9.4.2 CSRFF APPLICATION – BREMER BAY SPORTS CLUB

Location/Address:	172 Frantom Way, Bremer Bay
Name of Applicant:	Bremer Bay Sports Club
File Reference:	
Author:	Charmaine Solomon, Deputy Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	18 August 2021
Attachments:	<ul style="list-style-type: none"> a) CSRFF Application b) CONFIDENTIAL attachments to CSRFF application including Club financials, quotes and supporting documentation c) Correspondence Department of Local Government Sport and Cultural Industries
Authority/Discretion:	Executive

SUMMARY:

The purpose of this report is to place before Council an application from the Bremer Bay Sports Club for grant funding under the Community Sport and Recreation Facilities Fund (CSRFF) grants program for the redevelopment of the tennis courts at the Bremer Bay Sports Club. The Officer recommendation is that the application be supported.

BACKGROUND:

The CSRFF program provides Western Australian Government financial assistance, to community groups and local government authorities, for the development of basic sport and recreation infrastructure. The program aims to maintain or increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities. There are three main CSRFF funding streams applicable to Shire infrastructure projects being;

CSRFF Small Grants:

Small grants will be awarded to projects involving a basic level of planning. The total project cost for small grants must not exceed \$300,000. Grants given in this category must be claimed by 15 June in the relevant financial year.

Examples of small grant projects:

- Cricket pitch and practice wickets
- Storage upgrades
- Changerooms refurbishments
- Safety fences for sport and recreation facilities, i.e. ballistic sports
- Small floodlighting projects
- Court surface conversion
- Large scale dams, water collection systems and pipelines for distribution (maximum grant offered is \$60,000)
- Various planning studies to a maximum grant amount of \$25,000

CSRFF Annual Grants:

Annual grants will be awarded to projects with a planning and construction process that will be complete within 12 months and have a total project cost (exclusive of GST) of \$300,001–\$500,000. Grants given in this category must be claimed by 15 June in the next financial year.

Examples of annual projects:

- Upgrades to clubrooms/pavilions
- Large floodlighting projects

- Court or bowling green construction
- Reticulation system for a grassed playing field

Forward Planning Grants:

Forward planning grants will be given to the more complex projects that require a planning period of between one and three years. Grants in this category will have a total project cost (exclusive of GST) of over \$500,001 and may be allocated in one or a combination of the years in the next triennium.

Examples of forward planning grant projects:

- Multipurpose leisure/recreation centre
- Swimming pool – new or major upgrade including heating to allow increased use
- Construction of large synthetic fields
- Playing field construction
- Clubroom – new or major upgrade
- Large ablution block/change rooms

The CSRFF program is a \$12 million program. All three rounds are often oversubscribed and clubs may need to reapply on a number of occasions to be successful. Applicants must be either a local government authority or a not-for-profit sport or community organisation incorporated under the *WA Associations Incorporation Act 1987*.

Applications for CSRFF funding must be submitted to the Department of Local Government, Sport and Cultural Industries by 4.00 pm on 31 August 2021.

If supported by Council the Bremer Bay Sports Club will be resubmitting a grant under the CSRFF small grants.

The Shire facilitates this funding stream, by setting aside 2.5% of the previous year's rates towards individual community and sporting organisations, for projects that fit within the policy guidelines. Only one application has been received for this CSRFF small grants round and it was from the Bremer Bay Tennis Club. The application is to:

- Remove and dispose of the existing synthetic grass
- Repair, level and reseal base layer and install new synthetic grass surface over 5 courts
- Install basketball court line marking to court 5 for multipurpose use

The Bremer Bay Tennis Club is the only operating tennis club within the Shire of Jerramungup. The current surface was resurfaced in 2003 with an expected life of 10 years. The surface is now significantly deteriorated and has become a high risk to players.

CONSULTATION:

Bremer Bay Tennis Club

Department of Local Government, Sport and Cultural Industries

COMMENT:

At the Ordinary Meeting of Council held 18 November 2020 Council considered a request from the Bremer Bay Tennis Club for financial support to apply for grant funding under the CSRFF 2021/22 February Small Grants Round. Council decided to offer in principle support and authorise a cash contribution of up to one third of the total budgeted project to a maximum of \$75,000.

MOTION: OCM201108

MOVED: Cr Leenhouders

SECONDED: Cr Parsons

That Council;

- 1. Place the following priority on the proposed project to be submitted for CSRFF funding under the February 2021 Small Grants round:**

1) Bremer Bay Tennis Club

- 2. That Council authorise in-principle support and a cash contribution of up to one third of the total budgeted project to a maximum value of \$75,000 in the 2021/22 budget on the condition that the project is successful in achieving funding from the Department of Local Government, Sport and Cultural Industries.**

CARRIED BY AN ABSOLUTE MAJORITY: 6/0

Council was then presented with the Bremer Bay Sports Club CSRFF application at the Ordinary Meeting held 24 March 2021. Council assessed and ranked the CSRFF February Small Grants Round application as Priority 1. The application was then lodged with the Department of Local Government, Sport and Cultural Industries for consideration.

On the 29 June 2021 the Department of Local Government, Sport and Cultural Industries formally advised the Bremer Bay Tennis Club that their application for CSRFF support had not been successful on this occasion.

The Bremer Bay Sports Club will be resubmitting an application for the CSRFF July Small Grants round, if their application is supported by Council.

A revised breakdown of the proposed project budget (ex GST) is provided in the table below due to the increase in contractor costs, donated equipment to undertake the project and an increased contingency allowance;

Omni Pro Cool Plus synthetic grass installation	\$132,000
A new layer of 25mm compacted AC7 asphalt	\$ 99,000
Donated Equipment	\$ 17,550
Shire contribution – Grader to level pad ready for asphalt	\$ 2,150
Volunteer Labour	\$ 6,150
Cost escalation	\$ 22,000
Total	\$ 278,850

A revised breakdown of the proposed project funding (ex GST) is provided in the table below;

Shire of Jerramungup (cash and plant costs)	\$ 82,150
Applicant cash	\$ 90,000
Volunteer labour	\$ 6,150
Donated equipment / drivers	\$ 17,550
Accommodation provision & forklift to unload grass	\$ 3,000
CSRFF Request	\$ 80,000
Total	\$ 278,850

The project funding requested from each body has increased from the February CSRFF application due to the expenditure increasing for the project. The Tennis Club have also increased their cash contribution to the project by \$20,000 as a result of fundraising.

Council is now required to assess and rank the application for formal lodgement with the Department of Local Government, Sport and Cultural Industries.

STATUTORY ENVIRONMENT:

Nil

STRATEGIC IMPLICATIONS:

This item relates to the following component from the Shire of Jerramungup Community Plan 2021 – 2031; Maintain facilities that connect people, and promote an active and healthy lifestyle.

FINANCIAL/BUDGET IMPLICATIONS:

A sinking fund is established by setting aside revenue over a period of time to meet future capital expenses. The annual amount to be set aside is determined by the expected life of the asset using the formula:

- Expected cost of replacement (including inflation) divided by the expected number of years before replacement. For example, a club may set aside \$15,000 from club revenue each year to replace a \$150,000 synthetic surface in 10 years.

The responsibility for maintaining and operating a facility rests with the local government, the club or a combination of both. It is important that CSRFF applicants can demonstrate they can maintain the facility by developing a sinking fund for asset replacement.

Resurfacing of existing sporting surfaces is an example of a project where a sinking fund will be required following a successful application. Typically, synthetic sporting surfaces have a life of 7 to 10 years over which a facility owner/manager is expected to budget for the operation and replacement of the surface at the end of life via the development of a sinking fund and an annual contribution to the fund. The Bremer Bay Tennis Club will need to set aside a minimum of \$10,000 over 7 years and undertake additional fundraising throughout the years to cover the cost to replace the surface at the end of life.

Due to the updated quotes received to undertake the project the Bremer Bay Sports Club has requested an additional \$5,000 contribution from the Shire and requested assistance from the Shire's plant to level the pad ready for Asphalt.

The contribution requested from the Shire towards this project has increased to \$82,150 ex GST, if approved by Council the funds will be drawn from the Community Recreation Reserve, of which the Shire allocate 2.5% of rates towards.

The 2021/2022 adopted budget had a provision of \$75,000 set aside for this project. If Council approve the additional request for funding a budget amendment will be required for the additional expenditure of \$7,150 if the project is successful in achieving funding from the Department of Local Government Sport and Cultural Industries.

WORKFORCE IMPLICATIONS:

The Manager of Works will coordinate with the Bremer Bay Tennis Club to assist with the levels and to provide plant to prepare the pad ready for asphalt. It is anticipated that 20 hours will be required to undertake this work. The Bremer Bay Tennis Club have consulted with the Shire regarding this works.

POLICY IMPLICATIONS:

Finance Policy 4 – Sport and Recreation Grants

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That COUNCIL place the following priority on the project submitted for CSRFF funding:

1) Bremer Bay Sports Club.

- **That Council authorise a cash contribution of up to a maximum of \$82,150 ex GST on the condition that the project is successful in achieving funding from the Department of Local Government Sport and Cultural Industries.**
- **That Council endorse the following completed CSRFF Small Grants Application Form – Project Assessment Sheet;**

PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of Council minutes** relevant to the project approval.

Name of Local Government Authority: Shire of Jerramungup
Name of Applicant: Bremer Bay Sports Club

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

Section A

The CSRFF principles have been considered and the following assessment is provided:
(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

Priority ranking of no of applications received	1 of 1 applications received
Is this project consistent with the	<input checked="" type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If no, what approvals are still outstanding?	N/A

Project Rating (Please tick the most appropriate box to describe the project)

- | | | |
|---|------------------------------------------------|-------------------------------------|
| A | Well planned and needed by municipality | <input checked="" type="checkbox"/> |
| B | Well planned and needed by applicant | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed | <input type="checkbox"/> |
| F | Not recommended | <input type="checkbox"/> |

Please complete the questions attached. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?

The contribution requested from the Shire towards this project is \$82,150ex GST. The funds will be drawn from the Community Recreation Reserve of which the Shire allocates 2.5% of rates annually too. Council requested that applicants for funding in CSRFF Small Grants Rounds inform Shire staff in advance of annual budget deliberations.

The Bremer Bay Tennis Club consulted with Shire Staff in 2020 and a report was presented to the Ordinary Meeting of Council held 18 November 2020 to seek financial support for the Bremer Bay Tennis Club to allow them to submit for grant funding under the CSRFF 2021/22 Small Grants Round.

Council authorised in-principle support and a cash contribution of up to one third of the total budgeted project to a maximum value of \$75,000 in the 2021/22 budget on the condition that the project is successful in achieving funding from the Department of Local Government, Sport and Cultural Industries.

2. A) *If a community group application: Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?*

The courts were last resurfaced in 2003, over a number of years an amount of \$40,000 was ceded to the Sports Club for future redevelopment of the courts. The Bremer Bay Sports Club have approved an amount of \$35,000 for the project and the remainder of funds being \$55,000 will come from the Tennis Club. Once grant funding is approved the Tennis Club will transfer the remaining funds to the Sports Club. The Tennis Club financials have been reviewed and they have the funds available to ensure the project proceeds.

If there is a funding shortfall, the Tennis Club have a commitment from some tennis club members to provide short term loans to ensure project completion. The Tennis Club's commitment to establish a sinking fund will ensure that the surface can be replaced at the end of life in the future. This replacement will continue to allow volunteers and visitors to the club to spend more time enjoying their sport of choice.

3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.

This project has demonstrated a high level of planning and club member involvement and is strongly supported by the Bremer Bay Sports Club and Council.

As a tourist destination, with a growing population Bremer Bay will continue to attract new members to the Bremer Bay Sports Club. Visitors seeking somewhere to play tennis are always welcomed and this would be lost if court surface replacement is not completed soon. The improved facilities would allow increased capacity for the tennis club to host more invitational days and competition with 5 courts available for the purpose.

The replacement will continue to allow volunteers at the club to spend more time enjoying their sport of choice. The Shire also envisages this project as having longer term outcomes by expanding recreation opportunities to the wider public and visitors to Bremer Bay. The replacement of the surface aligns with the Shire Jerramungup Community Plan 2021 – 2031; Maintain facilities that connect people, and promote an active and healthy lifestyle.

10.0 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**(CONFIDENTIAL MATTERS)****10.1 CLOSURE OF MEETING TO THE PUBLIC**

Author: Martin Cuthbert, Chief Executive Officer
Responsible Officer: Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest: Nil

OFFICER RECOMMENDATION:

That Council closes the meeting to the public under section 5.23 (2) (c) and (e) of the *Local Government Act 1995* so that it can consider the following items:

10.2: TENDER CONSIDERATION – RFT 04/21 MEDICAL SERVICES PROVIDER

Simple Majority Vote Required

10.2 TENDER CONSIDERATION - RFT 04/21 MEDICAL SERVICES PROVIDER

Location/Address: Shire of Jerramungup
Name of Applicant: Shire of Jerramungup
File Reference:
Author: Martin Cuthbert, Chief Executive Officer
Responsible Officer: Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest: Nil
Date of Report: 18 August 2021
 Attachments:
 a) RFT 04-21 Tender Documentation
 b) CONFIDENTIAL – Evaluation Report
 c) CONFIDENTIAL – Tender Submission Received
 d) CONFIDENTIAL – Contract for Medical Services
Authority/Discretion: Executive

OFFICER RECOMMENDATION:

That Council;

1. **ACCEPTS** the Tender submitted by Livingston Medical as the most advantageous Tender to form a Contract for Provision of a qualified Medical Services Provider to provide General Practitioner Medical Services and General Business Practice Support Services to the Shire of Jerramungup Community. The estimated start date for the contract is 1 September 2021 and it will be in place until 31 August 2024. After this date, there is one extension available, for three (3) years.
2. **Authorises and Delegates**, in accordance with section 9.49A(4) of the *Local Government Act 1995*, to the formation and execution of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract in accordance with the specifications, terms and conditions specified in the tender documentation.

10.3 REOPENING OF THE MEETING TO THE PUBLIC

Author: Martin Cuthbert, Chief Executive Officer
Responsible Officer: Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest: Nil

OFFICER RECOMMENDATION:

That Council reopens the meeting to the public.

Simple Majority Vote Required

11.0 COUNCILLOR REPORTS

12.0 NEW BUSINESS OF AN URGENT NATURE

13.0 CLOSURE

13.1 DATE OF NEXT MEETING

The next ordinary meeting of Council will be held Wednesday, 22 September 2021, commencing at 2.00pm, in the Council Chambers, Jerramungup.

13.2 CLOSURE OF MEETING

The Presiding Member closed the meeting atpm

<p>These minutes were confirmed at a meeting held</p> <p>.....</p> <p>Signed:</p> <p>Presiding Person at the meeting at which these minutes were confirmed</p> <p>Date:</p>
