



# 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, 26 November 2025  
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**  
21 November 2025

## 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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### **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 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."*

## 2025 MEETING DATES

At its Ordinary Meeting of Council on 28 August 2024, Council adopted the following meeting dates for 2025.

January	-	-	Council in Recess
Wednesday	26 February 2025	1.00pm	Council Chamber, Jerramungup
Wednesday	26 March 2025	1.00pm	Council Chamber, Jerramungup
Wednesday	30 April 2025	1.00pm	Bremer Bay Hall, Bremer Bay
Wednesday	28 May 2025	1.00pm	Council Chamber, Jerramungup
Wednesday	25 June 2025	1.00pm	Council Chamber, Jerramungup
Wednesday	30 July 2025	1.00pm	Council Chamber, Jerramungup
Wednesday	27 August 2025	1.00pm	Bremer Bay Hall, Bremer Bay
Wednesday	24 September 2025 (Changed to 1 October 2025)	1.00pm	Council Chamber, Jerramungup
Wednesday	22 October 2025 (Changed to 29 October 2025)	1.00pm	Council Chamber, Jerramungup
Wednesday	26 November 2025	1.00pm	Council Chamber, Jerramungup
Wednesday	17 December 2025	1.00pm	Bremer Bay Hall, Bremer Bay

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*, 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

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## **ORDINARY COUNCIL MEETING AGENDA**

### **1.0 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS**

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

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

### **2.0 RECORD OF ATTENDANCE**

#### **2.1 ATTENDANCE**

**ELECTED MEMBERS:**

**STAFF:**

**VISITORS:**

**GALLERY:**

#### **2.2 APOLOGIES**

#### **2.3 APPROVED LEAVE OF ABSENCE**

#### **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 allow 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 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.

##### **RECOMMENDATION**

That \_\_\_\_\_ be granted permission to be present at the Ordinary Council Meeting to be held on 26 November 2025 by audio contact.

#### **8.0 APPLICATIONS FOR LEAVE OF ABSENCE**

##### **RECOMMENDATION**

That \_\_\_\_\_ be granted Leave of Absence from the Ordinary Council Meeting to be held on \_\_\_\_\_ 2025.

#### **9.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

#### **10.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

##### **10.1 ORDINARY COUNCIL MEETING HELD 29 OCTOBER 2025**

**That the Minutes of the Ordinary Council Meeting of the Shire of Jerramungup held in the Council Chamber, Jerramungup, on 29 October 2025 be CONFIRMED.**

##### **10.2 SPECIAL COUNCIL MEETING HELD 29 OCTOBER 2025**

**That the Minutes of the Special Council Meeting of the Shire of Jerramungup held in the Council Chamber, Jerramungup, on 29 October 2025 be CONFIRMED.**

##### **10.3 BUSH FIRE ADVISORY COMMITTEE MEETING HELD 20 OCTOBER 2025**

10.3 a) Bush Fire Advisory Committee Minutes – 20 October 2025

**That Council RECEIVE the Minutes of the Bush Fire Advisory Committee Meeting held on 20 October 2025.**

## **11.0 RECOMMENDATIONS AND REPORTS OF COMMITTEES**

Nil.

## 12.0 REPORTS

### 12.1 TECHNICAL SERVICES

#### 12.1.1 REQUEST FOR QUOTE RFQ 09-25 – PROVISION OF TURF MANAGEMENT SERVICES – BOXWOOD HILL, JERRAMUNGUP AND BREMER BAY SPORTING OVALS

<b>Location/Address:</b>	Shire of Jerramungup
<b>Name of Applicant:</b>	Shire of Jerramungup
<b>File Reference:</b>	RFQ 09-25
<b>Author:</b>	Patrick Steinbacher, Works Manager
<b>Responsible Officer:</b>	Martin Cuthbert, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 November 2025
<b>Attachments:</b>	a) CONFIDENTIAL RFQ 09-25 Contractor Submitted Prices
<b>Authority/Discretion:</b>	Executive

#### SUMMARY:

This item addresses the outcome of a request for quote (RFQ) issued for the supply and delivery of turf management services.

#### BACKGROUND:

The Shire of Jerramungup (the Shire) is seeking a suitable Contractor for the supply of turf management services for its sporting ovals at Jerramungup, Boxwood Hill and Bremer Bay as part of the 2025/26 works program. While the total cost of these works will be less than the tender threshold of \$250,000, the value of the works are such that Officers felt it prudent to bring the matter to Council.

An RFQ document including specification was prepared and emailed direct to appropriate Contractors with a closing date of 30 October 2025. The scope of works called for the supply of various turf management works typical to sporting ovals for a twelve month period.

The RFQ was sent to three Contractors:

- Gecko Contracting
- Gro-Turn
- BGL Solutions

One response was received from BGL Solutions.

The RFQ included the following selection criteria:

- Extensive experience in greenkeeping, including demonstrated knowledge of turf maintenance, restoration and renovation
- Experience in project management and reporting
- Development and management of quotes, budgets and works programs
- Demonstrated skills around operating machinery and equipment required for the works
- Working unsupervised and independent
- Ability to liaise with Sport Clubs and work within training and game day schedules
- Previous experience working within remote locations
- Previous experience working with Local Government

BGL Solutions have been operating as the Shire's turf management Contractor for approximately twelve months after the Shire took over the management of the sporting surfaces. In this time, they have proven to offer very professional and sound services. BGL Solutions are on the Western Australian Local Government Association's (WALGA) preferred supplier list and carry out similar work for a number of other local governments in the Great Southern and further afield.

**CONSULTATION:**

Executive Staff

Contractor

Parks Team Leader

**COMMENT:**

As this is an RFQ process and not a tender, and the sole submitter is known to the Shire, a formal evaluation report was deemed unnecessary. The submission from BGL Solutions is acceptable and their performance over the previous approximately twelve months has been very sound. In light of this, Officers are satisfied with the result of the RFQ despite the single submission, and are comfortable in recommending that BGL Solutions be awarded the work.

**STATUTORY ENVIRONMENT:**

Tendering for this supply contract was undertaken in accordance with the *Local Government (Functions and General) Regulations 1996*. Part 4 – Tenders for Provision of Goods or Services.

**STRATEGIC IMPLICATIONS:**

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

Community

*Maintain facilities that connect people, and promote an active and healthy lifestyle*

Environment Built

*Design, construct and maintain infrastructure in a manner that maximises its life, capacity and function*

**FINANCIAL IMPLICATIONS:**

The works carried out under the resultant contract are funded in the 2025/26 budget through Council's parks and gardens allocations.

**WORKFORCE IMPLICATIONS:**

This work will fall under the supervision of the Parks and Gardens Team Leader and will be within his normal duties.

**POLICY IMPLICATIONS:**

Tendering for this supply contract is in accordance with Council's Policy AP3 – Regional Price Preference Policy and Finance Policy 6 – Procurement of Goods and Services.

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

**That Council:**

- 1. Accept the quote submitted by BGL Solutions as the most advantageous quote to form a Contract for the Provision of Turf Management Services – Boxwood Hill, Jerramungup and Bremer Bay Sporting Ovals for a twelve month period.**
- 2. Delegates 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.**

**12.2 CORPORATE SERVICES****12.2.1 ACCOUNTS FOR PAYMENT – OCTOBER 2025**

<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>File Reference:</b>	N/A
<b>Author:</b>	Sarah Van Elden, Accounts Officer
<b>Responsible Officer:</b>	Charmaine Wisewould, Deputy Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 November 2025
<b>Attachments:</b>	<ul style="list-style-type: none"> <li>a) List of Accounts Paid to 31 October 2025</li> <li>b) Credit Card Statement 29 September 2025 – 27 October 2025</li> <li>c) Fuel Card Statement September 2025</li> </ul>
<b>Authority/Discretion:</b>	Information

**SUMMARY:**

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

**BACKGROUND:**

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

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

**CONSULTATION:**

Internal consultation within the Finance Department.

**COMMENT:**

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

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

<b>FUND</b>	<b>VOUCHERS</b>	<b>AMOUNTS</b>
<b>Municipal Account</b>		
Last Cheque Used	28181	
EFT Payments	23930 - 24057	\$748,880.65
Direct Deposits		\$79,676.12
<b>Municipal Account Total</b>		<b>\$828,556.77</b>
<b>Trust Account</b>		
<b>Trust Account Total</b>		<b>\$0.00</b>
<b>Grand Total</b>		<b>\$828,556.77</b>

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 \$5,986.91.

**CERTIFICATE**

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

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

**STATUTORY ENVIRONMENT:**

*Local Government (Financial Management) Regulations 1996*

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

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

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

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

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

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

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

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

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

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

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

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

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

**13A. Payments by employees via purchasing cards**

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

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

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

**STRATEGIC IMPLICATIONS:**

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

Governance and Leadership

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

**FINANCIAL IMPLICATIONS:**

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

**WORKFORCE IMPLICATIONS:**

There are no workforce implications for Council.

**POLICY IMPLICATIONS:**

Finance Policy FP5 – Transaction Cards

Finance Policy FP6 – Procurement of Goods and Services

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

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

- a) The List of Accounts Paid to 31 October 2025 totalling \$828,556.77.
- b) The Credit Card Statement 29 September 2025 – 27 October 2025 as detailed in attachment 12.2.1 (b).
- c) The Fuel Card Statement September 2025 as detailed in Attachment 12.2.1 (c).



**12.2.2 MONTHLY FINANCIAL REPORT – OCTOBER 2025**

<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>File Reference:</b>	N/A
<b>Author:</b>	Tamara Pike, Finance Manager
<b>Responsible Officer:</b>	Charmaine Wisewould, Deputy Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	14 October 2025
<b>Attachments:</b>	a) Monthly Financial Report for the Period Ending 31 October 2025
<b>Authority/Discretion:</b>	Information

**SUMMARY:**

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

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

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

**BACKGROUND:**

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

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

The following detail is included in the financial report:

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

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

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

**CONSULTATION:**

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

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

**COMMENT:**

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

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

**STATUTORY ENVIRONMENT:**

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

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

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

*and*

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

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

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

**STRATEGIC IMPLICATIONS:**

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

Governance and Leadership

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

**FINANCIAL IMPLICATIONS:**

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

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

**WORKFORCE IMPLICATIONS:**

There are no workforce implications for Council.

**POLICY IMPLICATIONS:**

AP3 – Regional Price Preference

FP1 – Accounting for Non-Current Assets

FP2 – Debt Recovery

FP3 – Investments

FP6 – Procurement of Goods and Services Policy

Significant Accounting Policies as detailed within the Monthly Financial Report

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

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

## 12.3 DEVELOPMENT SERVICES

### 12.3.1 PROPOSED COUNCIL POLICY OP5 – TEMPORARY ACCOMMODATION

<b>Location/Address:</b>	Shire of Jerramungup
<b>Name of Applicant:</b>	Internal
<b>File Reference:</b>	
<b>Author:</b>	Richard Hindley, Manager of Development
<b>Responsible Officer:</b>	Martin Cuthbert, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	4 November 2025
<b>Attachments:</b>	a) Council Policy OP5 – Temporary Accommodation b) Council Policy OP5 – Temporary Accommodation Guidelines
<b>Authority/Discretion:</b>	Legislative

#### SUMMARY:

This purpose of this report is to recommend that Council resolve to adopt a Council Policy for Temporary Accommodation.

If Council resolves to adopt a Council Policy for Temporary Accommodation, advertising of the policy and associated fees will be carried out. At the conclusion of advertising the policy will be referred back to Council for adoption, with or without modification, as a result of any submissions received during the advertising process.

#### BACKGROUND:

On 1 September 2024, the Department of Local Government, Sport and Cultural industries introduced amendments to the *Caravan Park and Camping Ground Regulations 1997* that impact the Shire's management of temporary accommodation. Previously, local governments could approve temporary accommodation on private property to a maximum of 3 months, or 12 months if the proposed arrangement was in a caravan and the applicant had a building or demolition permit. The time frame for temporary camping without an approval has been extended from 3 days in 28 to 5 days or less, and local governments can now approve all camping applications for up to 24 consecutive months. The changes include provisions for an applicant to re-apply to the local government on expiry of an approval and empowers local governments to revoke approvals in the event of a breach of permit conditions.

To implement these changes, the local government requires the development of a new policy.

#### CONSULTATION:

Councillors were briefed on a potential Temporary Accommodation Council Policy during a briefing session in October 2025.

#### COMMENT:

On 22 August 2024, the Department of Local Government, Sport and Cultural industries announced legislative changes to the *Caravan Park and Camping Ground Regulations 1997* effective 1 September 2024. Consultation was completed at a higher level through WALGA zone meetings, however no feedback was sought from authorised officers responsible for implementing the legislative reform.

A Temporary Accommodation Policy will manage the health and environmental impacts and ensure a consistent and standardised approach to assessing applications. This will support the Shire's decision making with a consistent, transparent and accountable process.

The draft Council Policy and Guidelines – Temporary Accommodation, have been prepared to meet the following objectives:

1. Guide the application and approval of temporary accommodation (greater than five days) for a maximum of 24 consecutive months, where health, safety and hygiene requirements are in place.
2. Ensure the applicant has a legal right to occupy the land on which the temporary accommodation is proposed.
3. Facilitate safe and environmentally sustainable temporary accommodation throughout the Shire.
4. Seek feedback from adjacent property owners and consider valid objections to temporary accommodation applications.
5. Acknowledge the option for a renewal of an application following the expiry of a permit.
6. The Shire's enforcement approach where a breach of a permit condition has occurred.

**STATUTORY ENVIRONMENT:**

- *Local Government Act 1995*
- *Caravan Park and Camping Ground Act 1995*
- *Caravan Park and Camping Ground Regulations 1997*
- *Planning and Development Act 2005*

**STRATEGIC IMPLICATIONS:**

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

Environment Built

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

**FINANCIAL/BUDGET IMPLICATIONS:**

The financial implications arising from this report are:

- The introduction of a new application fee for temporary accommodation between 5 days and 30 days, greater than 30 days to a maximum of 24 months. This proposed fee will partially recover costs of administration time in recording an application, assessment and neighbour referral, an onsite assessment by the Shire to assess the temporary accommodation site and the issuing of a permit with enforceable conditions.
- The new application fee of \$600 for applications to camp for longer than 30 days up to a maximum of 24 months is reflective of the increase in processing time, to approve an application and issue a permit. This fee represents partial cost recovery of resources in processing an application and approval for temporary accommodation.

**WORKFORCE IMPLICATIONS:**

There are no workforce implications for Council.

**POLICY IMPLICATIONS:**

This item relates to policy development.

**VOTING REQUIREMENT:**

Absolute Majority

**OFFICER RECOMMENDATION:**

**That Council, By an Absolute Majority:**

- 1. Adopt Policy OP5 – Temporary Accommodation and Guidelines as Council Policy as per Attachments a) and b).**
- 2. Adopt and advertise under local public notice a new fee of \$125 for temporary accommodation for greater than 5 days to a maximum of 30 days.**
- 3. Adopt and advertise under local public notice a new fee of \$600 for temporary accommodation for greater than 30 days to a maximum of 24 consecutive months.**
- 4. Adopt and advertise under local public notice a new temporary accommodation renewal fee of \$300.**

### 12.3.2 DISPOSITION OF INTEREST IN PROPERTY – PORTION RESERVE 51778 PT. LOT 9001 BREMER BAY ROAD/SEADRAGON AVENUE, BREMER BAY

<b>Location/Address:</b>	Portion Reserve 51778 Pt Lot 9001 Bremer Bay Road/Seadragon Avenue, Bremer Bay
<b>Name of Applicant:</b>	Narelle Wessling
<b>File Reference:</b>	
<b>Author:</b>	Richard Hindley, Manager of Development
<b>Responsible Officer:</b>	Martin Cuthbert, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 November 2025
<b>Attachments:</b>	a) Application Letter
<b>Authority/Discretion:</b>	Legislative

#### SUMMARY:

The proprietors of the Bremer Bay General Store (the applicant) have requested that the general store be relocated to the Bremer Bay Town Centre. If the recommendation in this report is supported, the applicant will submit a Crown Land Enquiry request to the Department of Planning, Lands and Heritage to purchase a 3,500m<sup>2</sup> parcel of land from Pt. Lot 9001 Bremer Bay Road/Seadragon Avenue, Bremer Bay. Pt Lot 9001 is the land identified for the future development of the Bremer Bay Town Centre.



Diagram 1 – Proposed land acquisition is identified in red outline

#### BACKGROUND:

The subject land is currently held as a Crown Land Reserve with a Management Order in favour of the Shire of Jerramungup, with the nominated land use being Government Requirements – State.

The site forms part of the land holding for the proposed Bremer Bay Town Centre for which a Structure Plan was adopted in April 2012.

The vision for the area as set out within that Structure Plan is to facilitate the development of a new Town Centre providing a range of commercial, retail and residential opportunities.

Council subsequently adopted Planning Policy No.19 – Bremer Bay Design Guidelines to guide and inform future development and land use applications within the Town Centre Zone.

**CONSULTATION:**

- The proposal to excise a portion of the land has been discussed with officers from the Department of Planning Lands and Heritage (DPLH) Divestment team.
- The land disposition processes under the *Local Government Act 1995* were discussed with officers from the Department of Local Government, Sport and Cultural Industries (DLGSC).

**COMMENT:**

The proposed sale of land requires Council to formally relinquish its interest in the land and agree to surrender the current Management Order over the area of land. The following comments are provided in support of this action:

1. The land is to be acquired by the proprietors of an established business;
2. The size and configuration of the land being sought is consistent with the general development intent for the area as set out within the adopted Bremer Bay Town Centre Structure Plan;
3. The further development of the Town Centre post the completion of the initial Stage 1 development works has been modest;
4. The land being in its current state is not providing any civic, utility or community purpose nor is any rental revenue being generated by the land. Being held in Reserve means that the land cannot be sold by the Shire for financial return but can be sold by the State where it is no longer required by the local government;
5. The release and sale of the land will enable the land to be developed to its full capacity and to influence and generate future economic activity;
6. The disposal of the land aligns with the Council's strategic objectives and plan for the area; and
7. The acquisition of the land by the current operators of the general store would meet the objectives for future development of the Town Centre and the proposed area, location and configuration of the lot does not unreasonably compromise the future development of the area.

**SUMMARY:**

Having regard to the matters set out above, it is the recommendation of the administration that Council resolve to relinquish its interest and agree to surrender its Management Order over the land in question.

**STATUTORY ENVIRONMENT:**

The requirements concerning the proposed disposition of the land under Section 3.58 of the *Local Government Act 1995* have been considered.

Section 3.58 establishes the process that a local government must consider and follow when disposing of land. The section also identifies when exemptions may apply.

In this instance it is assessed that s.3.58 (1) does not apply as it is the State that will be disposing of the property and not the Shire. This position has been affirmed with the Department of Local Government, Industry and Safety (LGIRS). The Shire needs only to make a resolution that it is willing to relinquish its interest and agree to surrender its Management Order over the portion of the land to be disposed of.



**STRATEGIC IMPLICATIONS:**

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

Environment Built

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

**FINANCIAL/BUDGET IMPLICATIONS:**

There are no direct implications with the current action.

The future sale and development of the land will generate additional rates income for the Shire and contribute to the local and broader economy.

**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. **Formally relinquish its interest in the 3,500m<sup>2</sup> parcel of land described as Portion Reserve 51778 Pt. Lot 9001 Bremer Bay Road/Seadragon Avenue, Bremer Bay, identified on Diagram 1.**
2. **Surrender Management Order M847850 and M847851 as set out on Certificate of Title Volume LR3164 Folio 965 in relation to Reserve 51778 over the portion of land to be excised, as identified in Diagram 1.**

### 12.3.3 SHORT TERM ACCOMMODATION – HOLIDAY HOME – 46 MARGARET STREET, BREMER BAY

<b>Location/Address:</b>	46 Margaret Street, Bremer Bay
<b>Name of Applicant:</b>	Y Fraser & F Vogel
<b>File Reference:</b>	A1601405 / P25-033
<b>Author:</b>	Richard Hindley, Manager of Development
<b>Responsible Officer:</b>	Martin Cuthbert, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 November 2025
<b>Attachments:</b>	a) Management Plan
<b>Authority/Discretion:</b>	Legislative

#### SUMMARY:

The purpose of this report is for Council to consider an application for the owner of 46 Margaret Street, Bremer Bay, to rent out their property on a Short Term basis as a Holiday Home.

It is the recommendation that the application be approved subject to conditions.

#### BACKGROUND:

- Suburb/Location – The subject property is located on the north side Margaret Street approximately halfway between the intersection of Margaret Street and Gunn Place and Murphy Place, Bremer Bay;
- Applicant – The applicants are the owners of the property;
- Zoning DPS – The land is zoned Residential R15/30 under the Shire's Local Planning Scheme No.2;
- Site Area – The property has an area of 882m<sup>2</sup>.

#### CONSULTATION:

The application has been referred to three landowners adjoining and adjacent to the subject property, in accordance with the requirements of Planning Policy No.20 – Holiday Homes (LPP20), seeking comments on the proposal.

One submission objecting to the proposal was received. Comments raised in the objection to the proposal are summarised along with an officer response in the following table:

Summary of Submission	Officer Comment
We are <b>NOT</b> in support of a holiday accommodation just next to us. The house was built very close to our house, having a large holiday house next to us will remove our privacy significantly. They can see all our yard from their balcony.	Noted – The dwelling has screening in accordance with the R-Codes.
We would like the Shire to encourage more permanent accommodations in Bremer Bay as we are losing residents due to lack of availability of rental properties in town.	Noted – at this stage there are no limit on the number of Short-Term Residential Accommodation developments that can be approved.

**COMMENT:**

Whilst acknowledging the objection to the proposed use from the adjoining neighbour, it is considered that there are sufficient controls able to be implemented to manage any adverse impacts arising from the use. The Shire's Planning Policy requires that Property Managers enforce management plans and affords the Council to opportunity to review the standing of approvals should the operation be found to be not complying with conditions of approval.

Having regard to the matters set out above, it is recommended that Council approve the application subject to conditions as set out in the officer recommendation below.

**STATUTORY ENVIRONMENT:**

- Shire of Jerramungup Local Planning Scheme No.2 in respect to land use permissibility
- Local Planning Policy No.20 – Holiday Homes

**STRATEGIC IMPLICATIONS:**

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

Environment Built

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

**FINANCIAL/BUDGET IMPLICATIONS:**

There are no financial implications for 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, in accordance with the provisions of the Shire of Jerramungup Local Planning Scheme No.2, APPROVES the development application P25-033 for a Holiday Home at No.46 Margaret Street (Lot:739; D/P:219791), Bremer Bay in accordance with the plans submitted with the application dated 27 August 2025, subject to the following conditions, and with the associated advice notes.**

**Conditions**

- 1. Development shall be carried out and fully implemented in accordance with the details indicated on the stamped approved plan(s) unless otherwise required or agreed in writing by the Shire of Jerramungup.**
- 2. The Holiday Home is to be used for short stay accommodation only, with a maximum stay of three months occupancy per annum by any single tenant.**
- 3. The Property Manager will supply, readily visible in the kitchen or living area of the home, the code of conduct, the property management plan and the fire and emergency plan (including the fire evacuation route).**
- 4. The Holiday Home is to be operated in a manner consistent with the details of the approved property management plan at all times.**

5. This planning approval is granted for an initial 12-month period expiring on 26 November 2026 after which time reapplication is required.
6. This approval is not capable of being transferred or assigned to a different property or person.
7. This approval is for the use of the existing Single House on the property for the purposes of Holiday Home only.
8. The approved Holiday Home must not display a sign exceeding 0.2 square metres in area.
9. In the event that the Property Manager is unavailable or unable to respond to complaints and issues in a timely manner, an alternate Property Manager is to be nominated to handle any complaints or concerns relating to the property.
10. The Council may revoke its approval to operate the property as a Holiday Home should it, in Council's opinion, determine that the conditions of approval are not being complied with.
11. The proposed operations are required to comply with the *Environmental Protection (Noise) Regulations 1997*.

**AND**

**Advice Notes**

1. In determining an application for renewal, the Shire will consider the nature of any comments made regarding the operation of the activity and any other information available relating to the adverse impact of the activity on the amenity of neighbours and the surrounding area.
2. Due to issues surrounding control of animals in unfamiliar environments, use of the property as a 'petsit' or animal inclusive Holiday Home is not recommended.
3. As per National Construction Code 2022 – Housing Provisions - Part 9.5.1 – Smoke Alarm Requirements:
  - Smoke alarms must be interconnected where there is more than one alarm.
4. A hard-wired smoke alarm must be installed on or near the ceiling:
  - a) in every corridor or hallway associated with a bedroom, or if there is no corridor or hallway, in an area between the bedrooms and the remainder of the building; and
  - b) on each other storey.
5. A fire extinguisher, in a clearly visible location, is to be maintained in proper working order as prescribed in AS 1851.
6. Outside barbeques are to be gas or electric.

**Note 1:** If an applicant is aggrieved by this determination there is a right of review under Part 14 of the *Planning and Development Act 2005*. Application for a review must be lodged with the State Administrative Tribunal within 28 days. Further information can be obtained from the SAT website – [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au).

## 12.4 EXECUTIVE SERVICES

### 12.4.1 INFORMATION BULLETIN OCTOBER-NOVEMBER 2025

<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>File Reference:</b>	N/A
<b>Author:</b>	Glenda Forbes, Executive Administration Officer
<b>Responsible Officer:</b>	Martin Cuthbert, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 November 2025
<b>Attachments:</b>	a) October-November 2025 Information Bulletin
<b>Authority/Discretion:</b>	Information

#### SUMMARY:

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

#### BACKGROUND:

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

#### CONSULTATION:

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

#### COMMENT:

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

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

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

#### STATUTORY ENVIRONMENT:

Local Government (Administration) Regulations 1996

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

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

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

**STRATEGIC IMPLICATIONS:**

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

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

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

**FINANCIAL IMPLICATIONS:**

There are no financial implications for this report.

**WORKFORCE IMPLICATIONS:**

There are no workforce implications for this report.

**POLICY IMPLICATIONS:**

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

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

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

**12.4.2 PROPOSED COUNCIL MEETING DATES 2026**

<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Jerramungup
<b>File Reference:</b>	N/A
<b>Author:</b>	Martin Cuthbert, Chief Executive Officer
<b>Responsible Officer:</b>	Martin Cuthbert, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 November 2025
<b>Attachments:</b>	Nil
<b>Authority/Discretion:</b>	Administrative

**SUMMARY:**

For Council to set the dates for the Ordinary Meetings of Council to be held in 2026. The *Local Government (Administration) Regulations 1996* requires a local government to give local public notice of the dates, times and place at which the Ordinary Meetings of Council are to be held for the next 12 months.

**BACKGROUND:**

At the Ordinary Meeting of Council held on 28 August 2024, Council determined its meeting dates up to and including 17 December 2025, and will now need to consider meeting dates for the next 12 months in accordance with the *Local Government (Administration) Regulations 1996*. In previous years, eight meetings were scheduled to be held in Jerramungup and three in Bremer Bay (April, August and December).

**CONSULTATION:**

The dates have been discussed with the management team and at the October Councillor Briefing, and it was agreed that these dates are the most suitable taking public holidays and other meetings into consideration.

Once dates are approved by Council they will be advertised throughout the Shire in accordance with legislation.

**COMMENT:**

Below are the annual events that need to be taken into consideration when adopting Council Meeting dates. It does not appear that any of them will interfere with Council's meeting dates (ie fourth Wednesday of each month).

Easter is Friday, 3 April – Monday, 6 April 2026;

Anzac Day is Saturday, 25 April 2026 and Monday, 27 April 2026;

Christmas Day is Friday, 25 December 2026.

The following is a list of public holidays for Western Australia in 2026:

**WESTERN AUSTRALIA PUBLIC HOLIDAYS 2026**

<b>Holiday</b>	<b>Date</b>	<b>Day</b>	<b>Holiday Type</b>	<b>Area</b>
New Year's Day	1 January	Thursday	Public	WA Wide
Australia Day	26 January	Monday	Public	WA Wide
Labour Day	2 March	Monday	Public	WA Wide
Good Friday	3 April	Friday	Public	WA Wide
Easter Sunday	5 April	Sunday	Public	WA Wide
Easter Monday	6 April	Monday	Public	WA Wide
ANZAC Day	25 April 27 April	Saturday Monday	Public	WA Wide

Western Australia Day	1 June	Monday	Public	WA Wide
King's Birthday *	28 September	Monday	Public	WA Most Areas
Christmas Day	25 December	Friday	Public	WA Wide
Boxing Day	26 December 28 December	Saturday Monday	Public	WA Wide

\* Alternate dates for the King's Birthday Public Holiday are proclaimed in the following areas:

Town of Port Hedland and City of Karratha.

## **STATUTORY ENVIRONMENT:**

### ***Division 2 — Council meetings, committees and their meetings and electors' meetings***

#### ***Subdivision 1 — Council meetings***

#### ***5.3. Ordinary and special council meetings***

- (1) *A council is to hold ordinary meetings and may hold special meetings.*
- (2) *Ordinary meetings are to be held not more than 3 months apart.*
- (3) *If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.*

#### ***5.4. Calling council meetings***

*An ordinary or a special meeting of a council is to be held —*

- (a) *if called for by either —*
  - (i) *the mayor or president; or*
  - (ii) *at least 1/3 of the councillors,**in a notice to the CEO setting out the date and purpose of the proposed meeting; or*
- (b) *if so decided by the council.*

#### ***5.5. Convening council meetings***

- (1) *The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.*
- (2) *The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.*

## ***Local Government (Administration) Regulations 1996—Regulation 12***

### ***12. Meetings, public notice of (Act S 5.25(1)(g))***

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*
  - (a) *the ordinary council meetings; and*
  - (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.*
- (2) *A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).*

## **STRATEGIC IMPLICATIONS:**

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



**Governance and Leadership**

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

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

**FINANCIAL/BUDGET 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, with respect to the 2026 Ordinary Meeting of Council Schedule:

1. **APPROVE** the following Ordinary Meeting of Council dates, times and venues for the year ahead:

DAY	DATE	TIME	VENUE
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
Wednesday	29 July 2026 (5 <sup>th</sup> Wednesday)	1.00pm	Council Chamber, Jerramungup
Wednesday	26 August 2026	1.00pm	Bremer Bay Hall, Bremer Bay
Wednesday	23 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

2. **REQUEST** that the Chief Executive Officer or his authorised officer advertise the approved dates by Public Notice and on the Shire of Jerramungup website and social media sites.

**12.4.3 INFORMATION STATEMENT REVIEW 2025/2026**

<b>Location/Address:</b>	Shire of Jerramungup
<b>Name of Applicant:</b>	Shire of Jerramungup
<b>File Reference:</b>	N/A
<b>Author:</b>	Martin Cuthbert, Chief Executive Officer
<b>Responsible Officer:</b>	Martin Cuthbert, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 November 2025
<b>Attachments:</b>	a) 2025/2026 Information Statement
<b>Authority/Discretion:</b>	Administrative

**SUMMARY:**

The purpose of this report is for Council to review the Shire of Jerramungup Information Statement, as required under the *Freedom of Information Act 1992*, prior to its publication.

**BACKGROUND:**

Section 96(1) of the *Freedom of Information Act 1992* requires each government agency, including local governments, to prepare and publish annually an Information Statement.

The Information Statement must set out:

- The Agency's Mission Statement;
- Details of legislation administered;
- Details of the agency structure;
- Details of decision-making functions;
- Opportunities for public participation in the formulation of policy and performance of agency functions;
- Documents held by the agency; and
- The operation of Freedom of Information (FOI) in the agency.

**CONSULTATION:**

Internal – Relevant Shire staff have been consulted.

**COMMENT:**

The Shire of Jerramungup's Information Statement is attached to this agenda. The document complies with the requirements of the *Freedom of Information Act 1992*, as outlined above. The Council last reviewed its Information Statement in the 2024/2025 financial year (Minute No. OCM241116 refers).

A copy of the Information Statement will be forwarded to the Commissioner. The Shire of Jerramungup is required to submit a statistical return annually, reporting any access applications and allowing the Office of the Information Commissioner to be appraised of where the Shire of Jerramungup stands in relation to its obligations under sections 94 through to 97 of the *Freedom of Information Act 1992*.

The following minor changes were made to the Information Statement:

- Updated to reflect the 2025/2026 financial year.
- Updated Elected Members.
- Updated Shire President and Deputy Shire President.
- Updated Manager of Development.

**STATUTORY ENVIRONMENT:**

***Freedom of Information Act 1992***

*Section 96. Information statement, each agency to publish annually*

- (1) An agency (other than a Minister or an exempt agency) has to cause an up-to-date information statement about the agency to be published in a manner approved by the Minister administering this Act —*
- (a) within 12 months after the commencement of this Act; and*
  - (b) at subsequent intervals of not more than 12 months.*

**STRATEGIC IMPLICATIONS:**

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

Governance and Leadership

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

**FINANCIAL/BUDGET 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 Shire of Jerramungup 2025/2026 Information Statement as presented and attached to this agenda and publish in accordance with the *Freedom of Information Act 1992*.**

**12.4.4 LOCAL GOVERNMENT EXTRAORDINARY ELECTION 2026 – WAEC POSTAL VOTING**

<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Jerramungup
<b>File Reference:</b>	GV.EL.2
<b>Author:</b>	Martin Cuthbert, Chief Executive Officer
<b>Responsible Officer:</b>	Martin Cuthbert, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	18 November 2025
<b>Attachments:</b>	a) Western Australian Electoral Commission Cost Estimate b) Western Australian Electoral Commission Written Agreement
<b>Authority/Discretion:</b>	Legislative

**SUMMARY:**

The purpose of this report is to seek Council's endorsement for the Western Australian Electoral Commission (WAEC) to conduct as a postal election an Extraordinary Election to fill the position of Councillor remaining vacant after insufficient candidates nominated during the 2025 local government Ordinary Election.

**BACKGROUND:**

The WAEC has scheduled the 2026 Local Government Extraordinary Election to take place on Thursday, 26 March 2026. As part of Council's planning for the election Council must consider the method of conducting the election and the appointment of a returning officer, if other than the Chief Executive Officer.

Council has supported local government elections being conducted by postal vote and managed by the WAEC since 2009, and the WAEC is currently seeking an indication from the Shire of Jerramungup as to its intentions for the 2026 Extraordinary Election. This is primarily for their own internal planning but will also assist Council staff in budgeting.

In accordance with the *Local Government Act 1995*, Council can opt to conduct a local government election either as an in-person election or a postal election. Current legislation dictates that if a Council decides to conduct a postal election, the WAEC must conduct the election, with the cost of the election to be recouped by the WAEC on the basis of full cost recovery.

The 2026 Extraordinary Election on 26 March 2026 will occur for participating Local Governments with vacancies following the October Local Government Election. Councillors each serve four-year terms. The Shire of Jerramungup has one Councillor vacancy for a four year term expiring in 2029.

A summary of each voting method is listed below:

**Attendance Voting:**

- Voters are required to attend a polling place within the municipality on election day.
- Consistent with State and Federal election voting methods.
- Usually lower voter participation rate compared to postal voting.
- Incorrectly enrolled voters are more effectively managed.
- Cost to conduct an attendance election is higher than a postal ballot.

**Postal Voting:**

- No need for voters to attend a polling place on election day.
- Provides more time for completing the ballot paper.
- Better enables voters with disabilities and those who are aged or infirm to participate in the election.
- Higher voter participation rate compared with attendance voting.
- More difficult to manage incorrectly enrolled voters.

- Cost to run a postal election is less than an attendance election.
- Generally, postal voting has resulted in lower levels of informal votes than attendance voting.

Many local government authorities in Western Australia are moving away from in person (attendance) voting to postal voting for the local elections for a variety of reasons. These include the costs, access and transparency.

While there is little in the way of specific direction on this aspect of electoral administration, international best-practice literature consistently refers to the need for parties and candidates not to interfere with election processes. The handbook of electoral standards of the International Institute for Democracy and Electoral Assistance (International IDEA), while concentrating on polling day behaviour, also refers to the need for parties not to ‘handle any official election material’. The emphasis is on parties observing rather than being involved in the conduct of an election.

It is also widely accepted that, to ensure free and fair elections and to maintain transparency, electoral management bodies should be independent, both of the government of the day and of any political partisan connections. This is also true of local government where the election process must be seen as a transparent process.

Prior to the 2009 election, the Shire conducted its elections in house by attendance voting. This meant that a number of Shire staff were involved in the election process. In order to have a transparent process, the option of the WAEC continuing to conduct the election would remove any possibility of staff being “involved” in the actual process and that the Chief Executive Officer and staff would remain at arms length from potentially contentious aspects of the electoral process.

#### **CONSULTATION:**

Efficiencies of costs, reduced impost on staff, accessibility for electors and transparency, with staff being kept at arms length from the election process, were provided as reasons for the majority of these local government authorities continuing with the WAEC conducting the election for both postal and in person methods.

#### **COMMENT:**

Council has received written advice from the Electoral Commissioner agreeing to be responsible for the conduct of the 2026 Local Government Extraordinary Election, as a postal election. The WAEC required the Shire’s Chief Executive Officer to accept the Cost Estimate in writing, following which they issued the Written Agreement letter for Council consideration, as attached.

Local government elections can be either a postal election, which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day, or a voting in person election.

The Electoral Commissioner is responsible for conducting postal elections in Western Australia and conducts voting in person elections on request under extenuating circumstances. By making the Electoral Commissioner responsible for these elections, the local governments concerned ensure that elections are conducted independently and with impartiality.

The WAEC has provided the Shire with an estimated cost of \$12,500 (ex GST) to conduct a postal election for the 2026 Extraordinary Election. This is based on an election being required to fill one vacancy, a total of approximately 900 electors and the count being conducted at the premises of the Shire of Jerramungup.

This estimate includes the following:

- Appointment of a Returning Officer.
- Statutory advertising.
- Any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns.

- A proportion of the total cost of West Australian Electoral Commission staff time and corporate overheads.

Costs not incorporated in this estimate include:

- Non-statutory advertising (ie additional advertisements in community newspapers and promotional advertising).
- The cost of any casual staff to assist the Returning Officer on election day or night.
- Any unanticipated costs arising from public health requirements (as occurred during the COVID-19 pandemic).
- Any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns.

Having regard to the matters outlined above, there are two options available to Council as to how they wish to run the 2026 Extraordinary Election:

1. Postal election – run by the Electoral Commissioner.
2. Voting in person – run by the local government.

It is recommended that Option 1 be adopted, given:

**Advantages for Electors:**

- Convenience of casting a vote in their own homes – particularly for voters with disability or who are aged or without access to transport.
- Provision of candidate profiles to each elector to assist in their decision-making.
- Time to contact candidates and make an informed decision.
- Reduced costs in time and travel in casting a vote.

**Advantages for Candidates:**

- Availability of an experienced Returning Officer “at arm’s length” from local government business.
- Detailed candidates’ guides prepared by the Electoral Commission.
- An opportunity to reach all eligible electors at no cost through the candidate profile.
- Confidence that the election is being run by the State’s independent Electoral Commission.
- Elected candidates have an increased support base.

**Advantages for the Local Government:**

- All eligible electors are given information about the election.
- Electors can vote more easily as there are virtually no barriers to voting.
- Elections are seen to be conducted by the impartial Western Australian Electoral Commission.
- The workload for the Chief Executive Officer is reduced in an area that is not core business.
- The vast majority of elector and candidate enquiries are received and resolved by either the Returning Officer or the Electoral Commissioner.
- Statutory requirements are fulfilled.
- A full election report (including statistics) is prepared by the Electoral Commission for presentation to Council.
- Materials and equipment used in the processes meet contemporary electoral standards.

- Economies of scale can reduce some of the costs.
- Elected Councillors have a high level of support from the local community due to the broader turnout at postal elections.

There is a possibility that an election would not be required, if only one nomination was received for the one vacancy.

#### **STATUTORY ENVIRONMENT:**

The principal legislation covering local government elections is:

Part 4 of the *Local Government Act 1995*;

The *Local Government (Elections) Regulations 1997*; and

The *Local Government (Constitution) Regulations 1998*.

#### **4.20. CEO to be returning officer unless other arrangements made**

- (1) *Subject to this section the CEO is the returning officer of a local government for each election.*
- (2) *A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint\* a person other than the CEO to be the returning officer of the local government for— (a) an election; or (b) all elections held while the appointment of the person subsists.*

*\* Absolute majority required.*

- (3) *An appointment under subsection (2)— (a) is to specify the term of the person's appointment; and (b) has no effect if it is made after the 80th day before an election day.*
- (4) *A local government may, having first obtained the written agreement of the Electoral Commissioner, declare\* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.*

*\* Absolute majority required.*

- (5) *A declaration under subsection (4) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.*
- (6) *A declaration made under subsection (4) on or before the 80th day before election day cannot be rescinded after that 80th day.*

#### **4.61. Choice of methods of conducting election**

- (1) *The election can be conducted as a —*

**postal election** *which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or*

**voting in person election** *which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.*

- (2) *The local government may decide\* to conduct the election as a postal election.*

*\* Absolute majority required.*

- (3) *A decision under subsection (2) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.*

- (4) *A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.*
- (5) *A decision made under subsection (2) on or before the 80th day before election day cannot be rescinded after that 80th day.*
- (6) *For the purposes of this Act, the poll for an election is to be regarded as having been held on election day even though the election is conducted as a postal election.*
- (7) *Unless a resolution under subsection (2) has effect, the election is to be conducted as a voting in person election.*

**STRATEGIC IMPLICATIONS:**

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

Governance and Leadership:

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

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

**FINANCIAL IMPLICATIONS:**

The WAEC conduct elections on behalf of local governments on a full cost recovery basis. The Shire has received an estimate of \$12,500 (ex GST) from the WAEC to conduct the 2026 Local Government Extraordinary Election as a postal election. This may vary depending on a number of factors, including the cost of materials or number of replies received.

Not included in the estimate are non-statutory advertising and any legal expenses other than those that are determined to be borne by the WAEC in a Court of Disputed Returns.

Funding for the election has been included in the 2025/2026 budget, whether conducted in house by staff or the WAEC.

Financial implications to be considered should Council otherwise opt to conduct an in-house, in person election include:

- Production and printing of all election related material.
- Advertising, both statutory and any other local and promotional advertising.
- Staffing, including engagement of a Returning Officer (generally the Chief Executive Officer) and staff for the conduct of early voting, at any polling booths on polling day and additional staff required to count the votes at the close of the poll.

It is considered that the printing and production costs for all election related material would be at least that incurred by the WAEC given the economies of scale that WAEC can achieve by running more than 80 elections at once.

Consideration would also need to be given to the resourcing implications for both the Chief Executive Officer and the administration staff with the additional workload and the necessary training to undertake the responsibility of managing the election in house.

If candidates are elected unopposed there will still be a cost to Council, however costs incurred will be significantly less than conducting a full election process.

**WORKFORCE IMPLICATIONS:**

There are no additional workforce implications for this report if Council resolves to engage the WAEC to conduct the election. Alternatively, if Council preferred the elections to be conducted in-house, additional staff resources and training would be required to manage the election process.



**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:**

Absolute Majority

**OFFICER RECOMMENDATION:**

**That Council, BY AN ABSOLUTE MAJORITY:**

1. Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2026 extraordinary election, together with any other elections or polls which may be required;
2. Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

### 12.4.5 POLICY REVIEW – POLICY CP3 ELECTED MEMBER CONTINUING PROFESSIONAL DEVELOPMENT

<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>File Reference:</b>	N/A
<b>Author:</b>	Martin Cuthbert, Chief Executive Officer
<b>Responsible Officer:</b>	Martin Cuthbert, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	13 November 2025
<b>Attachments:</b>	a) Policy CP3 – Elected Member Continuing Professional Development Policy
<b>Authority/Discretion:</b>	Legislative

#### SUMMARY:

As part of the State Government's review of the *Local Government Act 1995*, Council was required to adopt an Elected Member Continuing Professional Development Policy. This item seeks to review and retain the existing policy.

#### BACKGROUND:

As part of the Local Government Act Review, Parliament on 27 June 2019 passed the *Local Government Legislation Amendment Act 2019* (The Act). The Act addressed the complex and significant role that the Shire President and Elected Members take on when elected to Council.

One of the substantial changes to the Act included an introduction of mandatory training for candidates and Elected Members. The changes to the Act also require Councils to adopt a policy in relation to the continuing professional development of Elected Members with a requirement for that Policy to be published on the local government website.

The Department of Local Government, Industry Regulation and Safety (LGIRS) has subsequently advised that all Council Members will need to complete the Council Member Essentials training course within 12 months of being elected. The course has been developed to provide Council Members with the skills and knowledge to perform their roles as leaders in their district.

#### CONSULTATION:

Public consultation is not applicable to this report.

#### COMMENT:

The policy requires the Shire of Jerramungup to ensure continuing professional development opportunities be provided to the Shire President and Elected Members independently from the mandatory training requirements.

It is also a requirement of the legislation that the policy is reviewed after each ordinary election, which occurred on Saturday, 18 October 2025. It is not proposed to make any changes to the policy.

All Council Members will have to complete the Council Member Essentials course unless, in the previous five years, they have passed the Diploma of Local Government 52756WA (Elected Member) or the course titled LGASS00002 Elected Member Skill Set. The Council Member Essentials course comprises of the following five units:

- Understanding Local Government (1/2 day) eLearning;
- Serving on Council (1/2 day) eLearning;
- Meeting Procedures (2 days) eLearning;
- Conflicts of Interest (1 day) eLearning; and
- Understanding Financial Reports and Budgets (1 day) eLearning.

The Shire of Jerramungup's Annual Budget includes allowance for the costs associated with Elected Member training, which could be face-to-face or completed online. Council Officers will liaise with Elected Members to arrange mutually convenient training opportunities. The training is valid for five years.

The Officer has recommended that the policy refer to eLearning being the Council's preference, given that this represents a cost saving to the Shire. However, the policy also acknowledges that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region. Individual training requirements can be discussed with the Shire President or Chief Executive Officer.

Should an Elected Member have completed any of the units of training previously, the Elected Member will be required to undertake the on-line assessment component only of the training which will then be auto marked and a Certificate of Achievement automatically issued.

The Administration has recommended WALGA as the Shire's preferred facilitator for the Council Member Essentials training.

## **STATUTORY ENVIRONMENT:**

### ***Local Government Act 1995***

#### ***Division 10 – Training and development***

#### ***5.128. Policy for continuing professional development***

*(1) A local government must prepare and adopt\* a policy in relation to the continuing professional development of council members.*

*\* Absolute majority required.*

*(2) A local government may amend\* the policy.*

*\* Absolute majority required.*

*(3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*

*(4) The CEO must publish an up-to-date version of the policy on the local government's official website.*

*(5) A local government –*

*(a) must review the policy after each ordinary election; and*

*(b) may review the policy at any other time.*

## **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/BUDGET IMPLICATIONS:**

An allocation for Elected Member training and professional development will be included each year as part of the annual budget process.

## **WORKFORCE IMPLICATIONS:**

The Policy provides direction for Elected Members to undertake required training and ongoing professional development.

## **POLICY IMPLICATIONS:**

The proposal is to review the policy, consistent with the requirements of legalisation.

**VOTING REQUIREMENT:**

Simple Majority

(Absolute Majority if adopting or amending)

**OFFICER RECOMMENDATION:**

**That Council acknowledge a review has been undertaken of Policy CP3 – Elected Member Continuing Professional Development Policy, pursuant to section 5.128 of the *Local Government Act 1995 (5)* and that no changes are recommended.**

**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 Wednesday, 17 December 2025, commencing at 1.00pm, in Bremer Bay.

**16.2 CLOSURE OF MEETING**

The Presiding Member closed the meeting at .....pm

These minutes were confirmed at a meeting held

.....

Signed: .....

Presiding Person at the meeting at which these minutes were confirmed

Date: .....