Shire of Jerramungup
8 Vasey Street, Jerramungup
PO Box 92, Jerramungup WA, 6337
(08) 9835 1022

AGENDA

ORDINARY MEETING OF COUNCIL

To be held at
Council Chamber, JERRAMUNGUP
Thursday, 26 November 2026
Commencing at 1:00pm

Discover Diversity

Shire of Jerramungup
NOTICE OF COUNCIL MEETING

To the President and Councillors

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

Thursday, 26 November 2026

At the Council Chamber,

Jerramungup,

Commencing at 1:00pm

Council Meeting Procedures

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



Martin Cuthbert

CHIEF EXECUTIVE OFFICER

20 November 2026

Shire of Jerramungup
Discover Diversity

Council Plan 2026-36 *Snapshot*

VISION

Progressive, Prosperous and a Premium Place to Live and Visit

VALUES

ASPIRE We aspire to continuously improve our skills and the services we deliver for our community

UNITY We are a united team

RESPECT We treat each other, all members of our community and visitors with respect

QUALITY We ensure quality in everything we do

TRUST We are trustworthy and act with honesty and integrity at all times

KEY PRINCIPLES

ADVOCATE We lead and represent the community on key issues

PARTNER We collaborate with other organisations to deliver services and projects

DELIVER We provide services and infrastructure

FACILITATE We coordinate and enable other organisations

REGULATE We enforce statutory requirements

OUR PLAN ON A PAGE

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

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OUR GUIDING VALUES

Progressive, Prosperous and a Premium place to Live and Visit

DISCLAIMER

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

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

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

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

NOTES FOR MEMBERS OF THE PUBLIC

PUBLIC QUESTION TIME

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

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

MEETING FORMALITIES

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

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RECORDINGS

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

NOTES FOR ELECTED MEMBERS

NATURE OF COUNCIL'S ROLE IN DECISION MAKING

Advocacy: When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.

Executive/Strategic: The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations, grants, and setting and amending budgets.

Legislative: Includes adopting local laws, town planning schemes and policies.

Administrative: When Council administers legislation and applies the legislative regime to factual situations and circumstances that affect the rights of people. Examples include town planning applications, building licences and other decisions that may be appealable to the State Administrative Tribunal.

Review: When Council reviews a decision made by Officers.

Information: Includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

ALTERNATIVE MOTIONS

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

DECLARATIONS OF INTEREST

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

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

Section 5.60B states:

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

(a) a proposed change to a planning scheme affecting land that adjoins the person's land; or

(b) a proposed change to the zoning or use of land that adjoins the person's land; or

(c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land."

Regulation 34C (Impartiality) states:

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

2026 MEETING DATES

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

	January 2026	-	Council in Recess
Wednesday	25 February 2026	1.00pm	Council Chamber, Jerramungup
Wednesday	25 March 2026	1.00pm	Council Chamber, Jerramungup
Wednesday	22 April 2026	1.00pm	Council Chamber, Jerramungup
Wednesday	27 May 2026	1.00pm	Council Chamber, Jerramungup
Wednesday	24 June 2026	1.00pm	Bremer Bay Hall, Bremer Bay (Changed to Bremer Bay Sports Club)
Wednesday	29 July 2026	1.00pm	Council Chamber, Jerramungup
Wednesday	26 August 2026 (Changed to 1 September2026)	1.00pm	Bremer Bay Hall, Bremer Bay (Changed to Bremer Bay Sports Club)
Wednesday	23 September 2026 (Changed to 24 September2026)	1.00pm	Council Chamber, Jerramungup
Wednesday	28 October 2026	1.00pm	Council Chamber, Jerramungup
Wednesday	25 November 2026 (Changed to 26 November2026)	1.00pm	Council Chamber, Jerramungup
Wednesday	16 December 2026	1.00pm	Bremer Bay Hall, Bremer Bay (Changed to Bremer Bay Sports Club)

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

APPLICATION FOR LEAVE OF ABSENCE

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

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ORDINARY COUNCIL MEETING

AGENDA

1.0 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

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

2.0 RECORD OF ATTENDANCE

2.1 ATTENDANCE

ELECTED MEMBERS:

STAFF:

VISITORS:

GALLERY:

2.2 APOLOGIES

2.3 APPROVED LEAVE OF ABSENCE

2.4 ABSENT

3.0 DISCLOSURE OF INTERESTS

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

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

3.1 DECLARATIONS OF FINANCIAL INTERESTS

3.2 DECLARATIONS OF PROXIMITY INTERESTS

3.3 DECLARATIONS OF IMPARTIALITY INTERESTS

4.0 PUBLIC QUESTION TIME

5.0 PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS

6.0 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

7.0 ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS

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

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

RECOMMENDATION

That Cr _____ be granted permission to be present at the Ordinary Council Meeting to be held on 26 November 2026 by electronic means.

8.0 APPLICATIONS FOR LEAVE OF ABSENCE

RECOMMENDATION

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

9.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

10.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

10.1 ORDINARY COUNCIL MEETING HELD 28 OCTOBER 2026

That the Minutes of the Ordinary Council Meeting of the Shire of Jerramungup held at the Council Chamber, Jerramungup, on 28 October 2026 be CONFIRMED.

10.2 BUSH FIRE ADVISORY COMMITTEE MEETING HELD 26 OCTOBER 2026

Attachment 10.2 a) Minutes – Bush Fire Advisory Committee – 26 October 2026

That Council RECEIVE the Minutes of the Bush Fire Advisory Committee Meeting held on 26 October 2026.

11.0 RECOMMENDATIONS AND REPORTS OF COMMITTEES

Nil.

12.0 REPORTS

12.1 TECHNICAL SERVICES

Nil.

12.2 CORPORATE SERVICES

12.2.1 ACCOUNTS FOR PAYMENT – OCTOBER 2026

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	N/A
Author:	Sarah Van Elden, Accounts Officer
Responsible Officer:	Charmaine Wisewould, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	12 October 2026
Attachments:	a) List of Accounts Paid to 31 October 2026 b) Credit Card Statement – 28 September 2026 – 28 October 2026 c) Fuel Card Statement – September 2026
Authority/Discretion:	Information

SUMMARY:

For Council to note the list of accounts paid under the Chief Executive Officer's delegated authority during the month of October 2026.

BACKGROUND:

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

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

CONSULTATION:

Internal consultation within the Finance Department.

COMMENT:

All municipal fund expenditure included in the list of payments is incurred in accordance with the 2026/27 Annual Budget as adopted by Council at its Special Council Meeting held 7 August 2026 (Minute No. SCM260803 refers) and subsequently revised or has been authorised in advance by the President or by resolution of Council as applicable.

The table below summarises the payments drawn on the funds during the month of October 2026. Lists detailing the payments made are attached.

FUND	VOUCHERS	AMOUNTS
Municipal Account		
Last Cheque Used	28181	
EFT Payments	25283 - 25384	$931,090.93
EFT Payments	25385	CANCELLED
EFT Payments	25386 - 25408	$132,440.10
Direct Deposits		$57,934.35
Municipal Account Total		**$1,121,465.38**
Trust Account		
Trust Account Total		**$0.00**
Grand Total		**$1,121,465.38**

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 $8,142.82.

CERTIFICATE:

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

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

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulations 1996

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

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

(a) If the local government has delegated to the Chief Executive Officer the exercise of its power to make payments from those funds-by the CEO: or

(b) Otherwise, if the payment is authorised in advance by a resolution of the council.

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

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

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

(a) the payee's name; and

(b) the amount of the payment; and

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

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

(a) for each account which requires council authorisation in that month-

(i) the payee's name; and

(ii) the amount of the payment; and

(iii) sufficient information to identify the transaction; and

(b) the date of the meeting of the council to which the list is to be presented.

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

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

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

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

13A. Payments by employees via purchasing cards

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

(a) the payee's name;

(b) the amount of the payment;

(c) the date of the payment;

(d) sufficient information to identify the payment.

(2) A list prepared under subregulation (1) must be –

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

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

STRATEGIC IMPLICATIONS:

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

Governance and Leadership

Deliver transparent, accountable and effective governance across the Shire.

FINANCIAL IMPLICATIONS:

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

WORKFORCE IMPLICATIONS:

There are no workforce implications for Council.

POLICY IMPLICATIONS:

Finance Policy FP5 – Transaction Cards

Finance Policy FP6 – Procurement of Goods and Services

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

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

1. **The List of Accounts Paid to 31 October 2026 totalling $1,121,465.38.**
2. **The Credit Card Statement – 28 September 2026 – 28 October 2026 as detailed in attachment 12.2.1(b).**
3. **The Fuel Card Statement September 2026 as detailed in Attachment 12.2.1(c).**

12.2.2 MONTHLY FINANCIAL REPORT – OCTOBER 2026

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	N/A
Author:	Tamara Pike, Finance Manager
Responsible Officer:	Charmaine Wisewould, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	20 November 2026
Attachments:	a) Monthly Financial Report for the Period Ending 31 October 2026
Authority/Discretion:	Information

SUMMARY:

For Council to note the statement of financial activity for the period ended 31 October 2026 as required by the *Local Government Act 1995* (the Act).

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

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the Shire's financial performance on a year-to-date basis for the period ending 31 October 2026.

BACKGROUND:

At its Special Council Meeting held 7 August 2026 (Minute No. SCM260803 refers), Council adopted the annual budget for the 2026/27 financial year. The figures in this report are compared to the adopted budget.

It should be noted that these reports do not represent a projection to the end of year position or that there are funds surplus to requirements. It represents the year-to-date position to 31 October 2026 and results from a number of factors identified in the report. There are a number of factors that influence any variances, but it is predominantly due to the timing of revenue and expenditure compared to the budget estimates. The notes to the statement of financial activity identify and provide commentary on the individual key material revenue and expenditure variances to date.

The following detail is included in the financial report:

- The annual budget estimates.
- The operating revenue, operating income, and all other income and expenses.
- Any significant variations between year-to-date income and expenditure and the relevant budget provisions to the end of the relevant reporting period.

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

Additionally, and pursuant to regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year. At its meeting on 29 July 2026, Council adopted (Minute No. OCM260716 Officer Recommendation 5 refers) the following material variance reporting threshold for the 2026/27 financial year:

Officer Recommendation 5: That Council ADOPTS a material variance level of 10% with a minimum $10,000.00 variance for the 2026/2027 financial year for monthly reporting purposes.

CONSULTATION:

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

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

COMMENT:

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

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

STATUTORY ENVIRONMENT:

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

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

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail-

(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 Council Plan 2026-2036:

Governance and Leadership

Deliver transparent, accountable and effective governance across the Shire.

FINANCIAL IMPLICATIONS:

Expenditure for the period ending 31 October 2026 has been incurred in accordance with the 2026/27 budget parameters, which have been structured on financial viability and sustainability principles.

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

WORKFORCE IMPLICATIONS:

There are no workforce implications for Council.

POLICY IMPLICATIONS:

AP3 – Regional Price Preference Policy

FP1 – Accounting for Non-Current Assets Policy

FP2 – Debt Recovery Policy

FP3 – Investments Policy

FP6 – Procurement of Goods and Services Policy

Significant Accounting Policies as detailed within the Monthly Financial Report.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council RECEIVE the Monthly Financial Report incorporating the Statement of Financial Activity for the period ending 31 October 2026 in accordance with section 6.4 of the *Local Government Act 1995*.

12.2.3 REVISED FIRE CONTROL POLICY – FCP07 – CAMPING AND COOKING FIRES

Location/Address:	Shire of Jerramungup
Name of Applicant:	Shire of Jerramungup
File Reference:	N/A
Author:	Charmaine Wisewould, Deputy Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	9 November 2026
Attachments:	a) Amended Fire Control Policy – FCP07 Camping and Cooking Fires b) Draft Fire Pit Registration Form
Authority/Discretion:	Legislative

SUMMARY:

The purpose of this report is for Council to adopt proposed amendments to Fire Control Policy FCP07 – Camping and Cooking Fires.

The Policy has been reviewed to update and strengthen the requirements applying to camping and cooking fires during Restricted and Prohibited Burning Times, with a particular focus on the construction, registration and use of approved fire pits.

The review also provides an opportunity to update the Policy to reflect the current Australian Fire Danger Rating System and improve the application, assessment and approval process for registered fire pits.

BACKGROUND:

Fire Control Policy No. 7 – Camping and Cooking Fires was adopted by Council on 19 July 2017 and subsequently amended on 18 July 2018. The current Policy regulates camping and cooking fires during the Shire of Jerramungup Restricted and Prohibited Burning Times.

Under the existing Policy, camping and cooking fires may be permitted at a person's permanent residence when the occupier has registered their fire pit with the Shire or obtained a current Fire Permit, subject to specified construction and clearance requirements. The Policy also identifies designated locations where camping and cooking fires may be permitted and prohibits camping fires on days rated Very High or above and during a Total Fire Ban.

A review of the Policy has been undertaken, with particular consideration given to the requirements for registered fire pits, eligibility for registration, appropriate construction and safety standards and the associated application and approval process.

CONSULTATION:

The Policy and associated Fire Pit Registration Form have been reviewed in consultation with Derek Jones, Emergency Management Consultant, the Shire's Chief Bush Fire Control Officer and Brigade Captains. The amended Policy was endorsed by the Bush Fire Advisory Committee on 26 October 2026.

The consultation considered the structure and clarity of the Policy, use of solid fuel, fire pit construction, removal of sand fire pits, Fire Danger Rating terminology, operating requirements, firefighting water requirements, approved fire pit locations and the duration of fire pit approvals.

COMMENT:

The review proposes several amendments intended to provide clearer and more consistent requirements for camping and cooking fires, and in particular, the registration and operation of approved fire pits.

The key proposed amendments include:

1. Solid fuel fires: The revised Policy focuses on the approval requirements for solid fuel camping and cooking fires, with solid fuel defined as timber or barbecue briquettes.
2. Fire pit construction: Approved fire pits would be limited to brick-and-mortar construction or purpose built steel containers. The existing provision allowing sand fire pits is proposed to be removed. The review identified concerns that sand fire pits can become too large and may retain hot coals below the surface after being covered.
3. Site requirements: Flammable material would be required to be cleared within a five-metre radius of the outer edge of each approved fire pit location.
4. Approved fire pit locations: Up to three (3) approved fire pit locations may be identified on a property to allow for changes in wind conditions, provided each location independently complies with all applicable conditions of use, including the required five metre clearance radius and access to the specified firefighting water supply and/or hose.
5. Eligible properties: Fire pits would only be considered for approval at an approved residential building occupied by the registered owner or a long-term tenant, together with the caravan parks, bush camp and Shire managed campsites specifically identified within the Policy. Properties let out for Short Term Residential Accommodation would not be eligible for fire pit approval.
6. Fire Danger Rating: The existing reference to a "Very High" Fire Danger Rating would be replaced to align with the changes made to the Australian Fire Danger Rating system. Under the proposed Policy, an approval would not operate when the forecast Fire Danger Rating for the Fitzgerald Fire Weather District is High, Extreme or Catastrophic.
7. Hours of use: No commencement time would apply to approved fire pits, however, they would be required to be fully extinguished with water by 23:59 if the Fire Danger Rating for the following day is High, Extreme or Catastrophic.

8. Firefighting equipment: A charged garden hose capable of reaching the fire pit and fitted with an adjustable nozzle, or a minimum 400 litre firefighting unit, would be required to be available whenever the fire pit is in use.

9. Supervision: At least one owner or tenant of the property would be required to remain in attendance at all times while the fire pit is in use.

10. Approval period: Fire pit approvals may be issued for a period of up to three years and would lapse when the applicant is no longer a resident of the property. The Shire would also retain the ability to cancel an approval.

The Fire Pit Registration Form has also been reviewed to align with the amended Policy. The revised form captures the type of fire pit, the required five-metre clearance, available firefighting water and information identifying up to three approved fire pit locations. It also requires applicants to acknowledge the specific operating conditions applying to the approval.

The application declaration would also require the applicant to register their current mobile phone number with the Shire of Jerramungup's SMS notification service to receive relevant local fire and emergency updates.

All landowners with existing registered fire pits will be required to submit a new application to demonstrate compliance with the revised Policy. The applicant declaration must also be completed, confirming that the landowner and/or tenant has read, understood and agreed to comply with the applicable conditions of use.

The proposed amendments provide clearer parameters for applicants and Shire staff when considering and administering registered fire pit approvals, while retaining the ability for eligible residents and nominated locations to use an approved fire pit during the relevant burning periods, subject to the conditions of the Policy.

STATUTORY ENVIRONMENT:

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

2.7 Role of council

1. The council –

(a) governs the local government's affairs; and

(b) is responsible for the performance of the local government's functions.

2. Without limiting subsection (1), the council is to –

(a) oversee the allocation of the local government's finances and resources; and

(b) determine the local government's policies.

Bush Fires Act 1954

Section 25 of the *Bush Fires Act 1954* relates to the lighting of fires in the open air and the precautions applying to those fires.

The current Policy and proposed revised Policy rely on section 25 in regulating camping and cooking fires within the Shire during the relevant burning periods.

Bush Fires Regulations 1954

The *Bush Fires Regulations 1954* contain additional provisions relating to burning during Restricted and Prohibited Burning Times and permits to burn.

STRATEGIC IMPLICATIONS:

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

Governance & Leadership

Deliver transparent, accountable and effective governance across the Shire.

Adoption of the revised Policy supports the Shire's broader responsibilities for bushfire prevention, community safety and management of bushfire risk by providing clearer and more consistent requirements for camping and cooking fires during Restricted and Prohibited Burning Times.

FINANCIAL IMPLICATIONS:

There are no significant direct financial implications anticipated from adoption of the revised policy.

Implementation will require Shire officer time to administer the revised registration process and review existing registered fire pits.

WORKFORCE IMPLICATIONS:

Implementation of the revised Policy will require Shire officers to process fire pit applications and undertake inspections or re-inspections associated with the approval process.

POLICY IMPLICATIONS:

Adoption of the proposed amendments would result in the existing Fire Control Policy No. 7 – Camping and Cooking Fires being replaced by the revised Policy presented as attached to this report.

The associated Fire Pit Registration Form has also been updated to reflect the revised Policy requirements.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. **Adopts the revised Fire Control Policy No. 7 – Camping and Cooking Fires, as presented at attachment a), replacing the existing Policy; and**
2. **Endorses the revised Fire Pit Registration Form, as presented at attachment b).**

12.3 DEVELOPMENT SERVICES

12.3.1 REVISED COUNCIL POLICY – OP2 – DIRECTIONAL SIGNAGE POLICY

Location/Address:	Shire of Jerramungup
Name of Applicant:	Internal
File Reference:	N/A
Author:	Richard Hindley, Manager of Development
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	5 November 2026
Attachments:	a) Tracked Changes – Council Policy OP2 – Directional Signage b) Amended – Council Policy OP2 – Directional Signage
Authority/Discretion:	Legislative

SUMMARY:

The purpose of this report is to recommend that Council adopt a revised Council Policy, OP2 – Directional Signage.

BACKGROUND:

A review of Council Policies was undertaken to ensure that the Policies are in keeping with community expectations, relevance and current requirements.

In performing this review, it was noted that the Direction Signage Policy required amendment.

COMMENT:

The objective of the revised Council Policy OP2 – Directional Signage is as follows:

- To establish a consistent approach to the installation of directional signage without detriment to road safety, amenity or the rural landscape.

The primary purpose of directional signage is to assist the community to locate services and facilities. Road directional signage is not intended to be a form of advertising for any particular business or facility.

The Shire will maintain and update the information bays at the entry to the townsites as the appropriate place for commercial advertising.

This policy attempts to balance the need to keep signage in the road reserve to a minimum, while still allowing for the necessary directions to be given to the travelling public.

The policy has also been reformatted to meet the new corporate document standards for Council Policies.

STATUTORY ENVIRONMENT:

Local Government Act 1995

Planning and Development Act 2005

STRATEGIC IMPLICATIONS:

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

Environment (Built)

Deliver sustainable long-term planning for the built environment that meets the current and future needs of the Shire's communities.

FINANCIAL IMPLICATIONS:

There are no financial implications for Council.

WORKFORCE IMPLICATIONS:

There are no workforce implications for Council.

POLICY IMPLICATIONS:

This item relates to policy development.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council adopt the revised Council Policy – OP2 – Directional Signage as contained in Attachment b).

12.4 EXECUTIVE SERVICES

12.4.1 INFORMATION BULLETIN – OCTOBER – NOVEMBER

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	N/A
Author:	Glenda Forbes, Executive Administration Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	9 November 2026
Attachments:	a) Information Bulletin – October – November 2026
Authority/Discretion:	Information

SUMMARY:

To advise Council on the information items for October – November 2026, including actions that have been undertaken in relation to decisions of Council and actions performed under delegated authority.

BACKGROUND:

There is no specific requirement to report on actions performed under delegated authority to Council. However, to increase transparency this report has been prepared for Council and includes actions performed under delegated authority for the month of October 2026.

CONSULTATION:

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

COMMENT:

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

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

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

STATUTORY ENVIRONMENT:

Local Government (Administration) Regulations 1996

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

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

a) how the person exercised the power or discharged the duty; and

b) when the person exercised the power or discharged the duty; and

c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

STRATEGIC IMPLICATIONS:

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

Governance and Leadership

Deliver transparent, accountable and effective governance across the Shire.

FINANCIAL IMPLICATIONS:

There are no financial implications for this report.

WORKFORCE IMPLICATIONS:

There are no workforce implications for this report.

POLICY IMPLICATIONS:

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

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council RECEIVE the Information Bulletin including the actions performed under delegated authority for the month of October 2026.

12.4.2 PROPOSED COUNCIL MEETING DATES 2027

Location/Address:	N/A
Name of Applicant:	Shire of Jerramungup
File Reference:	N/A
Author:	Glenda Forbes, Executive Administration Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	9 November 2026
Attachments:	Nil
Authority/Discretion:	Administrative

SUMMARY:

For Council to set the dates for the Ordinary Meetings of Council to be held in 2027. 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 26 November 2025, Council determined its meeting dates up to and including 16 December 2026 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. In 2026 meetings in Bremer Bay were scheduled to be held in June, August and December.

CONSULTATION:

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

During 2027 four meetings are proposed to be held in Bremer Bay, at three monthly intervals of March, June, September and December. Seven meetings will be held in Jerramungup.

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, 26 March to Sunday, 29 March 2027.

Anzac Day is Sunday, 25 April 2027, and Monday, 26 April 2027.

Christmas Day is Saturday, 25 December 2027, and Monday, 27 December 2027.

The following is a list of public holidays for Western Australia in 2027:

WESTERN AUSTRALIA PUBLIC HOLIDAYS 2027

Holiday	Date	Day	Holiday Type	Area
New Year's Day	1 January 2027	Friday	Public	WA Wide
Australia Day	26 January 2027	Tuesday	Public	WA Wide
Labour Day	1 March 2027	Monday	Public	WA Wide
Good Friday	26 March 2027	Friday	Public	WA Wide
Easter Sunday	28 March 2027	Sunday	Public	WA Wide
Easter Monday	29 March 2027	Monday	Public	WA Wide
ANZAC Day	25 April 2027 and 26 April 2027	Sunday and Monday	Public	WA Wide
Western Australia Day	7 June 2027	Monday	Public	WA Wide
King's Birthday *	27 September 2027	Monday	Public	WA Most Areas
Christmas Day	25 December 2027 and 27 December 2027	Saturday and Monday	Public	WA Wide
Boxing Day	26 December 2027 and 28 December 2027	Sunday and Tuesday	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 Council Plan 2026-36:

Governance and Leadership

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

Deliver transparent, accountable and effective governance across the Shire.

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

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, with respect to the 2027 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	24 February 2027	1.00pm	Jerramungup Council Chamber
Wednesday	24 March 2027	1.00pm	Bremer Bay Sports Club
Wednesday	28 April 2027	1.00pm	Jerramungup Council Chamber
Wednesday	26 May 2027	1.00pm	Jerramungup Council Chamber
Wednesday	23 June 2027	1.00pm	Bremer Bay Sports Club
Wednesday	28 July 2027	1.00pm	Jerramungup Council Chamber
Wednesday	25 August 2027	1.00pm	Jerramungup Council Chamber
Wednesday	22 September 2027	1.00pm	Bremer Bay Sports Club
Wednesday	27 October 2027	1.00pm	Jerramungup Council Chamber
Wednesday	24 November 2027	1.00pm	Jerramungup Council Chamber
Wednesday	15 December 2027	1.00pm	Bremer Bay Sports Club

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 2026/2027

Location/Address:	Shire of Jerramungup
Name of Applicant:	Shire of Jerramungup
File Reference:	N/A
Author:	Glenda Forbes, Executive Administration Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	9 November 2026
Attachments:	a) Information Statement 2026/2027
Authority/Discretion:	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 2025/2026 financial year (Minute No. OCM 251112 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 with new Shire branding.
- Updated to reflect the 2026/2027 financial year.
- Updated Elected Members.
- Replaced 'Strategic Community Plan' with 'Council Plan'.
- Added Jerramungup History Advisory Group.

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 Council Plan 2026-36:

Governance & Leadership

Deliver transparent, accountable and effective governance across the Shire.

FINANCIAL IMPLICATIONS:

There are no financial implications for this report.

WORKFORCE IMPLICATIONS:

There are no workforce implications for this report.

POLICY IMPLICATIONS:

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

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council ADOPT the Shire of Jerramungup 2026/2027 Information Statement as presented and attached to this agenda and publish in accordance with the *Freedom of Information Act 1992.*

12.4.4 BREMER BAY CULTURAL AND CIVIC PRECINCT BUILDING – ENDORSEMENT OF PREFERRED INVESTMENT OPTION

Location/Address:	21 Seadragon Avenue, Bremer Bay
Name of Applicant:	Shire of Jerramungup
File Reference:	N/A
Author:	Martin Cuthbert, Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	16 November 2026
Attachments:	a) Bremer Bay Cultural and Civic Precinct – Business Case Executive Summary b) UNDER SEPARATE COVER Bremer Bay Cultural and Civic Precinct – Business Case c) Bremer Bay Cultural and Civic Precinct – Cost Benefit Analysis
Authority/Discretion:	Advocacy/Executive

SUMMARY:

The purpose of this report is to present the completed Business Case for the proposed Bremer Bay Cultural and Civic Precinct and seek Council's endorsement of Option 7 – Full Cultural and Civic Precinct as the preferred investment solution.

The Business Case considers the existing service and infrastructure constraints in Bremer Bay, assesses alternative development options and examines the economic, financial, social, environmental, governance and delivery implications of the proposed investment.

The Business Case identifies Option 7 as providing the strongest overall response to the needs identified. It would deliver the complete intended precinct through a single coordinated project, bringing together civic, community, visitor, cultural and partner functions, including a community hall and commercial kitchen.

The estimated capital cost of the full precinct is $19.25 million excluding GST, based on an independent concept-stage estimate prepared in November 2025. The project remains dependent on securing substantial external funding, confirming the Shire's affordable contribution, finalising partner and operating arrangements, and progressing design and cost planning.

Council's endorsement is therefore sought to establish Option 7 as the preferred strategic solution and reference scope for the next stage of project development, funding submissions and partner discussions. It is not a decision to proceed with construction or commit the Shire to the current estimated project cost.

BACKGROUND:

The proposed Bremer Bay Cultural and Civic Precinct has been developed through a series of planning, feasibility and community engagement activities, with the objective of establishing a coordinated civic and community facility within the Bremer Bay Town Centre.

The proposed facility is located at 21 Seadragon Avenue, on a Shire-owned and serviced site. The project is intended to consolidate a range of existing and proposed services and functions into a shared facility, including:

- Shire administration and local service delivery;
- Bremer Bay Community Resource Centre (CRC);
- Library and Post Office services;
- Visitor information and cultural and environmental interpretation;
- Proposed accommodation for Wagyl Kaip Southern Noongar Aboriginal Corporation;
- Proposed accommodation for the Department of Biodiversity, Conservation and Attractions (DBCA);
- Flexible community and meeting spaces;
- A community hall and commercial kitchen; and
- Amenities and facilities capable of supporting evacuation and welfare functions when required.

The existing facilities in Mary Street continue to provide valued services to the community. However, the Business Case identifies limitations in available space, accessibility, privacy, amenity and functional flexibility. These constraints affect the capacity of the existing buildings to support current and future service requirements and to accommodate the additional functions identified through the precinct planning process.

The proposed development also forms part of the Shire's longer-term vision for the Bremer Bay Town Centre. The precinct would build on infrastructure already delivered by the Shire, including roads, parking, the civic square, playground and skate park, and provide a central location for civic, community and cultural activities.

The final Business Case prepared by BlueSalt Consulting examines the preferred investment response and the conditions under which the project could progress. It assesses the following shortlisted options:

Option	Description
Option 1 – Base Case	Continue operating and maintaining the existing facilities and arrangements.
Option 5 – Reduced Precinct	Deliver a reduced precinct, permanently excluding the new community hall and full commercial kitchen.
Option 6 – Staged Precinct	Deliver the core facility initially, with the community hall and full commercial kitchen deferred to a later stage, subject to future funding.
Option 7 – Full Precinct	Deliver the complete precinct, including all intended civic, community, visitor, partner and hall/kitchen functions, as one coordinated project.

The Business Case recommends Option 7 as the preferred investment solution and the basis for the next stage of project development, funding and delivery planning.

CONSULTATION:

The precinct proposal has been informed by the earlier feasibility work, project planning and engagement undertaken with relevant stakeholders and the community.

The Business Case identifies the following organisations and service providers as important to the proposed precinct:

- Bremer Bay Community Resource Centre;
- Wagyl Kaip Southern Noongar Aboriginal Corporation;
- Department of Biodiversity, Conservation and Attractions;
- Relevant emergency management and welfare stakeholders; and
- Other government and community service providers.

The proposed project governance arrangements include a Project Steering Group to support coordination and input from key partners. The Shire would remain the project owner and delivery lead, with responsibility for funding, procurement, contractual arrangements and overall project delivery.

Further consultation and formal agreement will be required to confirm partner accommodation requirements, occupancy arrangements, service responsibilities, operating arrangements and any financial contributions. The proposed involvement of partners should not be regarded as a confirmed financial or contractual commitment at this stage.

COMMENT:

Preferred investment option

The Business Case recommends Option 7 – Full Cultural and Civic Precinct as the preferred investment solution.

The key consideration is that Option 7 provides the most complete response to the service and infrastructure constraints identified in Bremer Bay. It brings together the intended civic, community, visitor and partner functions within one coordinated facility and provides the full range of spaces and facilities from opening.

The reduced and staged options would lower the initial capital requirement to approximately $16.5 million excluding GST. However, this reduction of approximately $2.75 million comes with a material change to the scope and benefits of the project.

Under Option 5, the community hall and full commercial kitchen would be permanently removed from the project scope. This would reduce the precinct's capacity to accommodate larger community activities, events, cultural gatherings and functions.

Option 6 would retain the hall and commercial kitchen as part of the longer-term intention but defer their delivery to a second stage. The Business Case estimates the initial stage at approximately $16.5 million, with the balance of the current concept estimated at approximately $2.5 million to $3.0 million at current prices. This amount is a planning estimate only and should not be treated as a confirmed Stage 2 budget. A later stage would require further design, cost planning, funding and a separate delivery decision. The Mary Street hall would also need to remain in operation until the second stage was completed.

Option 7 avoids the permanent loss of functions under Option 5 and the future funding and completion dependency associated with Option 6. It provides the complete intended precinct through a single coordinated project.

The Business Case acknowledges that Option 7 carries the highest upfront capital requirement and creates the greatest long-term asset obligation for the Shire. However, it concludes that the full precinct provides the strongest overall long-term response to the identified needs and delivers the broadest range of intended benefits.

Benefits of the full precinct

The proposed precinct is intended to provide a range of practical benefits to Bremer Bay and the wider Shire, including:

- Improved access to accessible, fit-for-purpose civic and community services;
- Better accommodation for the CRC, library, Post Office and visitor information services;
- Greater capacity for local Shire service delivery and visiting government services;
- Flexible spaces for meetings, learning, work, training and community participation;
- A stronger local presence for cultural and environmental management functions, subject to confirmed partner participation;
- A dedicated community hall and commercial kitchen to support community events, gatherings and activities;
- Improved visitor servicing and opportunities for cultural and environmental interpretation; and
- Facilities and amenities that may assist with evacuation and welfare functions when required, subject to confirmation of the relevant emergency management requirements.

The project also provides an opportunity to complete a significant civic component of the planned Bremer Bay Town Centre and make better use of the public infrastructure already established in the area.

The relocation of existing services from Mary Street may provide an opportunity for Council to consider alternative uses for those buildings and the site. However, any future use, including potential health or childcare services, would require separate investigation, planning, funding and a future Council decision. It should not be assumed as an outcome of this project.

Cost–Benefit Analysis

The Business Case includes an economic Cost–Benefit Analysis (CBA) undertaken by Stantec. Importantly, the CBA compares Option 7 – Full Precinct against Option 1 – the Base Case. It does not provide a quantitative comparison between Options 5, 6 and 7.

The CBA identifies the following results for Option 7 compared with the Base Case:

Measure	Result
Present value of costs	$17.897 million
Present value of benefits	$29.430 million
Net present value	$11.553 million
Benefit–cost ratio	1.64
Economic internal rate of return	10%

The assessed benefits include improved local service delivery, emergency welfare capability, access to arts and cultural activities, residual asset value, employment-related benefits, visitor economy activity and potential rent and venue hire.

The results indicate a positive economic case for the Full Precinct compared with continuing existing arrangements. However, the benefits assessed are broader economic and community benefits and should not be interpreted as direct financial returns or revenue to the Shire.

The sensitivity analysis also demonstrates that the result is dependent on the assumptions adopted. For example, the benefit–cost ratio reduces to 1.32 with a 20% increase in capital costs and to 0.99 where benefits are reduced by 40%. The Business Case therefore provides support for the full precinct relative to the Base Case, but does not establish through the CBA alone that Option 7 is quantitatively superior to the reduced or staged options. The selection of Option 7 also considers the scope, benefits, delivery risks and long-term service outcomes of the alternatives.

Financial implications and funding requirements

The current estimated capital cost of Option 7 is $19.25 million excluding GST, based on the independent concept-stage estimate prepared by HW & Associates in November 2025.

The estimate includes building works, siteworks and services, a regional locality allowance, contingencies, professional fees, project allowances and escalation. It remains a concept-stage estimate and is not a final construction budget. Further technical design and investigations are required, and the estimate will need to be updated as the project develops.

The Business Case makes it clear that the Shire cannot deliver the project from its own resources and that substantial external capital funding will be required.

Any funding model or proposed Shire contribution at this stage should be treated as a planning assumption only. No external funding package or partner contribution should be regarded as secured unless and until formally confirmed.

The next stage will need to establish:

- The level of capital contribution the Shire can reasonably afford;
- The extent of external funding required and suitable funding pathways;
- Whether partners are able to contribute financially or through other agreed arrangements;
- The implications of any required Shire borrowing and its impact on the Long-Term Financial Plan; and

- The ongoing operating and renewal costs of the completed facility.

The Business Case identifies current operating and maintenance costs associated with the existing Mary Street facilities of approximately $30,200 per annum. It also identifies the existing CRC library service contract cost of approximately $44,000 per annum. These costs should not automatically be treated as savings arising from the relocation of services, as the services themselves will continue to be provided.

Potential rental and venue hire income has been identified in the Business Case, including indicative amounts for proposed DBCA and Wagyl Kaip accommodation and meeting room and hall hire. These figures are indicative only and are subject to confirmed partner arrangements, lease terms and actual utilisation. They should not be relied upon as guaranteed income or as evidence that the new facility will be self-funding.

The ongoing operating costs of the larger precinct have not yet been fully established. These will need to consider utilities, cleaning, insurance, grounds and building maintenance, waste, security, building services, staffing and facility management, together with longer-term asset renewal requirements.

Council will need to be satisfied that the completed facility is affordable not only to construct, but also to operate and maintain over its useful life.

Funding opportunities

The Business Case identifies the need to pursue substantial external capital funding and maintain the project's readiness for suitable Commonwealth, State and other funding opportunities.

The Funding Strategy Review identifies programs such as the Regional Precincts and Partnerships Program – Stream 2 and the Growing Regions Program as potential funding pathways. The availability, eligibility requirements, assessment criteria and funding rounds for these programs will need to be confirmed at the time of any application.

Endorsing Option 7 would provide the Shire with a clear preferred scope to support funding advocacy and future applications. It would also allow the Shire to progress the necessary design, cost planning, partner arrangements and project documentation to strengthen its funding readiness.

The project's ability to attract external funding will be influenced by the strength of the business case, demonstrated community need, partner commitments, project readiness, cost certainty and the Shire's capacity to provide an affordable contribution.

Project governance and delivery

The Business Case proposes a traditional Design–Bid–Build procurement model, with the Shire retaining responsibility for project ownership and delivery and construction works being procured through a competitive public Request for Tender.

The proposed governance structure provides for:

- Council oversight of major investment, budget, funding, procurement and material scope decisions, in accordance with the Shire's statutory responsibilities and delegations;
- CEO executive accountability for project delivery, financial and risk oversight, and escalation of significant matters;
- A Project Steering Group to provide coordination and input from key project partners; and
- A Project Manager to coordinate day-to-day project development and delivery activities.

The Steering Group would support partner engagement and coordination but would not replace the Shire's responsibility for the project.

Matters to be resolved before construction

While endorsement of Option 7 would allow the project to progress to its next development stage, a number of matters must be resolved before a construction decision can be brought back to Council.

These include:

1. **Partner arrangements:** Confirm the accommodation requirements, roles, occupancy arrangements, lease terms, service responsibilities and any financial contributions of the CRC, Wagyl Kaip and DBCA.
2. **Operating arrangements:** Establish the future operating and maintenance responsibilities, cost-sharing arrangements and financial implications for the Shire.
3. **Design and technical investigations:** Progress architectural, structural, engineering and building-services design, and confirm site servicing, access, approvals and other technical requirements.
4. **Cost certainty:** Obtain updated quantity surveyor cost planning as the design develops, including consideration of regional construction costs, contingencies and project management requirements.
5. **Emergency welfare requirements:** Confirm the intended role of the facility in emergency welfare and evacuation arrangements with the relevant emergency management stakeholders, including capacity, amenities, equipment, communications, activation and operating responsibilities.
6. **Capital funding:** Confirm the Shire's affordable contribution, any partner contributions and the balance of external funding required.
7. **Whole-of-life affordability:** Establish realistic operating, maintenance and asset renewal costs and demonstrate that these can be accommodated within the Shire's long-term financial capacity.
8. **Transition arrangements:** Develop a plan for relocating the CRC, library, Post Office, visitor information and Shire functions from the existing facilities, including arrangements for the future use of the Mary Street buildings.

The Business Case recommends that these matters progress following endorsement of the preferred option, with construction not proceeding until the funding package, Shire contribution, partner arrangements, updated project cost and delivery requirements are sufficiently confirmed.

STATUTORY ENVIRONMENT:

The project will be subject to relevant statutory and regulatory requirements as it progresses through design, approvals, procurement and construction, including:

- *Local Government Act 1995*;
- *Local Government (Functions and General) Regulations 1996*;
- *Building Act 2011* and associated regulations;
- *Planning and Development Act 2005* and relevant planning instruments; and
- Applicable building, access, safety, environmental and procurement requirements.

STRATEGIC IMPLICATIONS:

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

Community

Provide and maintain facilities and services that connect people, promote an active and healthy lifestyle

Economy

Strengthen the Shire's economic base through strategic planning, investment attraction, business support and townsite improvement

Environment (Built)

Plan, deliver and maintain infrastructure and community facilities across the Shire in a sustainable and cost -effective manner

Pursue and secure funding opportunities that support the delivery of strategic projects and community priorities across the Shire

The proposed Bremer Bay Cultural and Civic Precinct is consistent with the Shire's strategic direction and long-term planning for Bremer Bay.

The project supports the Shire's Strategic Community Plan vision of a "Progressive, Prosperous and a Premium Place to Live and Visit" through improved access to community services, civic infrastructure, cultural opportunities and visitor facilities.

It also aligns with the intent of the Bremer Bay Town Centre Structure Plan, which envisages an integrated and attractive town centre with a strong community focus.

The project has the potential to:

- Strengthen the provision of local services and facilities in Bremer Bay;
- Improve access to civic, community, cultural and visitor services;
- Support opportunities for employment, learning, training and community participation;
- Provide suitable accommodation for proposed government and cultural partners;
- Strengthen the town's capacity to attract and retain families, professionals and businesses;
- Support cultural and environmental interpretation and activities associated with the surrounding conservation estate; and
- Improve the capacity of the community to accommodate welfare and evacuation activities when required.

The project also represents a significant investment in the long-term development of the Bremer Bay Town Centre and builds on the Shire's previous investment in roads, parking and public open space.

FINANCIAL IMPLICATIONS:

The estimated capital cost of Option 7 is $19.25 million excluding GST, based on the November 2025 independent concept-stage estimate.

The project is not currently funded and cannot be delivered from the Shire's own resources. Substantial external capital funding will be required, together with confirmation of an affordable Shire contribution and any partner contributions.

The estimate is not a final construction budget and will require updating as the design and technical investigations progress.

There will also be ongoing operating, maintenance and asset renewal costs associated with the completed facility. These costs are not yet sufficiently established to enable Council to make a final assessment of the long-term financial commitment.

Accordingly, endorsement of Option 7 at this stage is a strategic decision to progress the preferred project scope and funding opportunities. It does not approve the expenditure of the full estimated project cost or commit the Shire to a particular funding model.

A further report will be presented to Council when the project has progressed sufficiently to establish:

- A developed design and updated cost estimate;
- A confirmed funding package and proposed Shire contribution;
- Partner commitments and operating arrangements;
- Whole-of-life operating and maintenance implications; and
- A proposed delivery program and procurement approach.

Council will then be able to consider whether the project is affordable and sufficiently developed to proceed to construction.

WORKFORCE IMPLICATIONS:

The project will require dedicated project management and coordination resources during the design development, funding, procurement and construction phases.

The Business Case proposes that the Shire retain responsibility for project ownership and delivery, supported by a Project Steering Group and Project Manager.

The extent of internal Shire resources required will need to be assessed as the project progresses, particularly given the scale and complexity of the proposed development and the Shire's existing operational responsibilities.

The completed precinct will also require appropriate arrangements for facility management, cleaning, maintenance, security and day-to-day operations. These requirements and their associated costs will need to be established before a final construction decision.

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. **Endorse Option 7 – Full Cultural and Civic Precinct as the preferred investment solution; and**
2. **Progress the complete Precinct as the reference scope for developed design, updated cost planning, formal partner arrangements and major external funding opportunities.**

13.0 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

16.0 CLOSURE

16.1 DATE OF NEXT MEETING

The next ordinary meeting of Council will be held on 16 December 2026, 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

Date:_____

Signed: _____

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

Date:_____