



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, 27 May 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
21 May 2026

AGENDA

This page has been left intentionally blank

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.

COPYRIGHT

Any plans or documents contained within this agenda may be subject to copyright law provisions (*Copyright Act 1968*, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction. It should be noted that copyright owners are entitled to take legal action against any persons who infringe their copyright. A reproduction of material that is protected by copyright may represent a copyright infringement.

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.”

2026 MEETING DATES

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

January	-	-	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
Wednesday	29 July 2026	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

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

Table of Contents

Ordinary Meeting of Council

Wednesday 27 May 2026

1.0	DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS	8
2.0	RECORD OF ATTENDANCE	8
2.1	ATTENDANCE	8
2.2	APOLOGIES.....	8
2.3	APPROVED LEAVE OF ABSENCE.....	8
2.4	ABSENT	8
3.0	DISCLOSURE OF INTERESTS	8
3.1	<i>DECLARATIONS OF FINANCIAL INTERESTS.....</i>	<i>8</i>
3.2	<i>DECLARATIONS OF PROXIMITY INTERESTS.....</i>	<i>8</i>
3.3	<i>DECLARATIONS OF IMPARTIALITY INTERESTS</i>	<i>8</i>
4.0	PUBLIC QUESTION TIME.....	9
5.0	PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS.....	9
6.0	RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	9
7.0	ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS.....	9
8.0	APPLICATIONS FOR LEAVE OF ABSENCE	9
9.0	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION.....	9
10.0	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	9
10.1	ORDINARY COUNCIL MEETING HELD 25 APRIL 2026.....	9
11.0	RECOMMENDATIONS AND REPORTS OF COMMITTEES	10
12.0	REPORTS	11
12.1	TECHNICAL SERVICES	11
12.2	CORPORATE SERVICES	12
12.2.1	ACCOUNTS FOR PAYMENT – APRIL 2026	12
12.2.2	MONTHLY FINANCIAL REPORT – APRIL 2026	15
12.2.3	REVIEW OF MEETING ATTENDANCE AND MEMBER ALLOWANCES 2026/2027	18
12.2.4	SUPERANNUATION PAYMENTS FOR COUNCIL MEMBERS	23
12.3	DEVELOPMENT SERVICES	27
12.3.1	PROPOSED LOCAL PLANNING POLICY – UNHOSTED SHORT TERM RENTAL ACCOMMODATION	27
12.3.2	AMENDED LOCAL PLANNING POLICY 16 – OUTBUILDINGS.....	29
12.3.3	AMENDED LOCAL PLANNING POLICY 18 – POINT HENRY FIRE MANAGEMENT.....	31
12.3.4	AMENDED LOCAL PLANNING POLICY 17 – WATER CONSERVATION.....	33
12.4	EXECUTIVE SERVICES	35
12.4.1	INFORMATION BULLETIN - APRIL – MAY 2026.....	35
12.4.2	GREAT SOUTHERN TREASURES – BLOOM FESTIVAL 2026.....	37
12.4.3	POLICY MANUAL REVIEW – FINANCE	39
12.4.4	POLICY MANUAL REVIEW – ADMINISTRATION	43
13.0	MATTERS FOR WHICH THE MEETING MAY BE CLOSED	48
14.0	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	48
15.0	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE COUNCIL.....	48
16.0	CLOSURE	48
16.1	DATE OF NEXT MEETING	48
16.2	CLOSURE OF MEETING	48

ORDINARY COUNCIL MEETING AGENDA

1.0 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

The meeting was opened atpm by the Shire President.

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

VOTING REQUIREMENT:

Absolute Majority

RECOMMENDATION

That _____ be granted permission to be present at the Ordinary Council Meeting to be held on 27 May 2026 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 _____ 2026.

9.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

10.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

10.1 ORDINARY COUNCIL MEETING HELD 25 APRIL 2026

That the Minutes of the Ordinary Council Meeting of the Shire of Jerramungup held in the Council Chamber, Jerramungup, on 22 April 2026 be CONFIRMED.

11.0 RECOMMENDATIONS AND REPORTS OF COMMITTEES

12.0 REPORTS

12.1 TECHNICAL SERVICES

Nil.

12.2 CORPORATE SERVICES

12.2.1 ACCOUNTS FOR PAYMENT – APRIL 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 May 2026
Attachments: a) List of Accounts Paid to 30 April 2026
 b) Credit Card Statement – 30 March 2026 – 30 April 2026
 c) Fuel Card Statement – March 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 April 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 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 April 2026. Lists detailing the payments made are appended as an attachment.

FUND	VOUCHERS	AMOUNTS
Municipal Account		
Last Cheque Used	28181	
EFT Payments	24596 - 24699	\$741,930.74
Direct Deposits		\$55,854.61
Municipal Account Total		\$797,785.35
Trust Account		
Trust Account Total		\$0.00
Grand Total		\$797,785.35

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 \$8,083.52.

The Credit Card Statement shows a credit of \$3,779 resulting from a refund from Innevision Technology for a drone purchase. The February and March Credit Card Statements both showed the purchase of drones from Innevision Technology, with payments of \$3,779 and \$4,039 respectively. As only one drone was purchased, the other was refunded.

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:

- (1) The List of Accounts Paid to 30 April 2026 totalling \$797,785.35.**
- (2) The Credit Card Statement – 30 March 2026 – 30 April 2026 as detailed in attachment 12.2.1(b).**
- (3) The Fuel Card Statement March 2026 as detailed in Attachment 12.2.1 (c).**

12.2.2 MONTHLY FINANCIAL REPORT – APRIL 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:	18 May 2026
Attachments:	a) Monthly Financial Report for the Period Ending 30 April 2026
Authority/Discretion:	Information

SUMMARY:

For Council to note the statement of financial activity for the period ended 30 April 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 30 April 2026.

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 30 April 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 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 30 April 2026 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 30 April 2026 in accordance with section 6.4 of the *Local Government Act 1995*.

12.2.3 REVIEW OF MEETING ATTENDANCE AND MEMBER ALLOWANCES 2026/2027

Location/Address:	N/A
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:	5 May 2026
Attachments:	a) Local Government Chief Executive Officers and Elected Members Determination No 1 of 2026
Authority/Discretion:	Executive

SUMMARY:

To determine the amount to be provided for Elected Members meeting attendance fees and reimbursement of allowable expenses in the Shire of Jerramungup (the Shire) 2026/2027 annual budget.

BACKGROUND:

Since 1 July 2013, all Councillor Remuneration has been subject to the determinations of the Salaries and Allowances Tribunal (SAT).

The *Local Government Act 1995* (the Act) provides for the payment to Members of fees for attending Council Meetings on either per meeting, or annual basis. The amounts are set annually by the SAT. Each Council is placed into a band to determine applicable fees. The Shire of Jerramungup is categorised as Band four (4).

The Act also allows for the reimbursement of, or an allowance for, covering certain expenses incurred by Elected Members.

The remuneration amounts are independently set by SAT, and are commensurate with the responsibilities, duties and effort required to fulfil the role of an Elected Member for the Shire of Jerramungup.

In 2025/2026, the Shire of Jerramungup Elected Members meeting attendance fees and reimbursement of allowable expenses were as follows:

- (a) Councillor's Meeting Fees \$8,388
- (b) President's Meeting Fees \$17,241
- (c) Presidential Allowance \$17,708
- (d) Deputy Presidential Allowance \$4,427
- (e) ICT/Telecommunications Allowance \$1,000

The SAT is established to review the ranges for both Local Government CEOs and Elected Members on an annual basis. The SAT released their latest determination on 4 April 2026, to come into effect 1 July 2026, with the following outcome:

The Tribunal has determined Elected Member attendance fees, and annual allowance ranges be increased by 3.5%, The Tribunal considered various submissions calling for increases, with the determined increase reflecting a variety of issues raised in the submission.

The SAT has also issued a determination to allow elected members to claim the actual costs of childcare when extenuating circumstances means the actual cost is higher than the allowance provided for in the determination.

CONSULTATION:

Salaries and Allowances Tribunal

Elected Members

Senior Staff

COMMENT:

The ranges of fees in the table below apply where a local government determines to pay an Elected Member an annual fee rather than on a per meeting basis.

Table 8: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments

For a council member other than the Mayor or President:

Band	Minimum	Maximum
1	\$28,525	\$36,722
2	\$17,238	\$26,931
3	\$8,917	\$18,977
4	\$4,161	\$11,023

For a council member who holds the office of Mayor, President or Chair:

Band	Minimum	Maximum
1	\$28,525	\$55,078
2	\$17,238	\$36,112
3	\$8,917	\$29,379
4	\$4,161	\$22,646

The ranges of allowances in Table 9 apply where a local government or a regional local government council sets the amount of the annual local government allowance to which a Mayor, President or Chair is entitled under Section 5.98(5) of the LG Act.

Table 9: Annual allowance for a Mayor, President or Chair:

Band	Minimum	Maximum
1	\$59,414	\$104,032
2	\$17,825	\$73,435
3	\$1,193	\$42,837
4	\$596	\$23,257

Annual allowance for Deputy Mayor, Deputy President or Deputy Chair the percentage determined for the purposes of Section 5.98A(1) of the Local Government Act is 25%.

The following table summarises historical payments made to Elected Members:

Allowance	2022/2023 Actual	2023/2024 Actual	2024/2025 Actual	2025/2026 Actual	2026/2027 Proposed
Councillors Meeting Fees	7,000	7,794	8,105	8,388	8,681
President’s Meeting Fees	14,000	16,018	16,658	17,240	17,843
Presidential Allowance	12,000	16,452	17,110	17,708	18,327
Deputy Presidential Allowance	3,000	4,113	4,277	4,427	4,581
ICT/Telecommunications Allowance	1,000	1,000	1,000	1,000	1,000
Travel Reimbursement	As per award	As per award	As per award	As per award	As per award

For the purposes of Section 5.99A(b) of the *Local Government Act 1995*, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.

The Councillors Meeting Fees, President’s Meeting Fees, Presidential Allowance and Deputy Presidential Allowance only are proposed to be increased by 3.5% effective 1 July 2026.

Historically, Elected Members have been paid “Annual attendance fees in lieu of per Council Meeting, Committee Meeting and Prescribed Meeting attendance fees”. There is the option to change to a pay by meeting scenario.

The Shire’s current Council meeting and allowance fees are within the Salaries and Allowances Tribunal permissible range. Council does have the option to set their allowances within the prescribed range at other than the current levels.

When considering setting the meeting and allowance fees which may be paid to Elected Members, several considerations exist:

- SAT permissible range;
- The circumstances of the Shire: Its size, location, isolation, and any unique challenges, which would exceed those of other local governments and those closer to, or based in, the metropolitan area;
- The commitment in both time, predominantly in preparing for and attending meetings, the associated travel, foregone opportunities and expenses incurred;
- The significance of the role of Councillor: Remuneration as incentive to encourage competitive community participation to benefit the Shire; and
- The comparative meeting and allowance fees paid at neighbouring local governments.

STATUTORY ENVIRONMENT:

Local Government Act 1995

Division 8 – Local government payments and gifts to its members

5.98. Fees etc. for council members

(1A) In this section –

determined means determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B.

- (1) *A council member who attends a council or committee meeting is entitled to be paid —*
- (a) *the fee determined for attending a council or committee meeting; or*
 - (b) *where the local government has set a fee within the range determined for council or committee meeting attendance fees, that fee.*
- (2A) *A council member who attends a meeting of a prescribed type at the request of the council is entitled to be paid —*
- (a) *the fee determined for attending a meeting of that type; or*
 - (b) *where the local government has set a fee within the range determined for meetings of that type, that fee.*
- (2) *A council member who incurs an expense of a kind prescribed as being an expense —*
- (a) *to be reimbursed by all local governments; or*
 - (b) *which may be approved by any local government for reimbursement by the local government and which has been approved by the local government for reimbursement,*
- is entitled to be reimbursed for the expense in accordance with subsection (3).*
- (3) *A council member to whom subsection (2) applies is to be reimbursed for the expense —*
- (a) *where the extent of reimbursement for the expense has been determined, to that extent; or*
 - (b) *where the local government has set the extent to which the expense can be reimbursed and that extent is within the range determined for reimbursement, to that extent.*
- (4) *If an expense is of a kind that may be approved by a local government for reimbursement, then the local government may approve reimbursement of the expense either generally or in a particular case but nothing in this subsection limits the application of subsection (3) where the local government has approved reimbursement of the expense in a particular case.*
- (5) *The mayor or president of a local government is entitled, in addition to any entitlement that he or she has under subsection (1) or (2), to be paid —*
- (a) *the annual local government allowance determined for mayors or presidents; or*
 - (b) *where the local government has set an annual local government allowance within the range determined for annual local government allowances for mayors or presidents, that allowance.*
- (6) *A local government cannot —*
- (a) *make any payment to; or*
 - (b) *reimburse an expense of,*
- a person who is a council member or a mayor or president in that person’s capacity as council member, mayor or president unless the payment or reimbursement is in accordance with this Division.*

5.98A. Allowance for deputy mayor or deputy president

- (1) *A local government may decide* to pay the deputy mayor or deputy president of the local government an allowance of up to the percentage that is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B of the annual local government allowance to which the mayor or president is entitled under section 5.98(5).*

** Absolute majority required.*

- (2) *An allowance under subsection (1) is to be paid in addition to any amount to which the deputy mayor or deputy president is entitled under section 5.98.*

5.99. Annual fee for council members in lieu of fees for attending meetings

A local government may decide* that instead of paying council members a fee referred to in section 5.98(1), it will instead pay all council members who attend council or committee meetings —

- (a) the annual fee determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B; or
- (b) where the local government has set a fee within the range for annual fees determined by that Tribunal under that section, that fee.

* Absolute majority required.

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 recommendation in this report has been accommodated for within the 2026/2027 draft annual budget.

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:

Absolute Majority

OFFICER RECOMMENDATION:

That Council, BY AN ABSOLUTE MAJORITY, ENDORSE the following annual allowances and meeting attendance fees in the 2026/2027 Annual Budget, to be paid annually in October:

- 1. Annual Attendance Fee of \$8,681 per Councillor.**
- 2. Annual President's Attendance Fee of \$17,843.**
- 3. An Annual ICT/Telecommunications Allowance of \$1,000 to all Councillors and the Shire President.**
- 4. A Presidential Allowance of \$18,327 per annum.**
- 5. A Deputy Presidential Allowance of \$4,581 per annum.**

12.2.4 SUPERANNUATION PAYMENTS FOR COUNCIL MEMBERS

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:	5 May 2026
Attachments:	a) DLGSC Superannuation for Council Members Fact Sheet
Authority/Discretion:	Legislative

SUMMARY:

This report recommends that Council consider paying superannuation contributions for Councillors as permitted under the *Local Government Act 1995*. This is not compulsory for Band 4 local governments such as the Shire of Jerramungup.

Considering superannuation contribution payments acknowledges the significant dedication and investment of time a Councillor commits to their role.

BACKGROUND:

The then Department of Local Government, Sport and Cultural Industries (DLGSC) advised that, effective from 1 February 2025, local governments may resolve by Absolute Majority to pay superannuation contributions to Councillors in addition to existing fees and allowances. This provision formed part of the implementation of the *Local Government Amendment Act 2024*.

As a Band 4 Council, the Shire of Jerramungup is not mandated to make such contributions.

The superannuation contribution rate aligns with the *Commonwealth Superannuation Guarantee (Administration) Act 1992* of 12% on 1 July 2026. Section 5.99B of the *Local Government Amendment Act 2024* enables this option. Where a Council resolves to make superannuation contribution payments for its Councillors, the amount of the payment is to be equivalent to the amount the Council would have been required to contribute under the *Commonwealth Superannuation Guarantee (Administration) Act 1992* as superannuation as though the Councillors were employees of the local government.

For superannuation purposes, the following payments to councillors are considered Ordinary:

Time Earnings (OTE):

- Meeting attendance fees; and
- Annual allowance for the President and Deputy President.

At the May 2026 Ordinary Meeting of Council, the following annual allowances and meeting attendance fees are proposed for the 2026/27 draft annual budget:

- *Annual Attendance Fee of \$8,681 per Councillor.*
- *Annual President's Attendance Fee of \$17,843.*
- *An Annual ICT/Telecommunications Allowance of \$1,000 to all Councillors and the Shire President.*
- *A Presidential Allowance of \$18,327 per annum.*
- *A Deputy Presidential Allowance of \$4,581 per annum.*

The following payments are not considered Ordinary Time Earnings and therefore do not attract superannuation contributions:

- Expenses reimbursed on claim (eg, travel, vehicle, childcare, and professional development expenses); and
- Annual allowance in lieu of reimbursement of expenses.

Councillors must nominate a superannuation account to receive contributions and may opt out of receiving these contributions by providing written notice to the Chief Executive Officer. Additionally, if a Councillor is paid fees and allowances in advance and subsequently resigns or is suspended, they are required to repay any overpaid superannuation contributions under Section 5.99E of the *Local Government Act 1995*. The *Local Government Amendment Act 2024* amendments provide an exemption from having to declare a conflict of interest when deciding to pay superannuation to Councillors and introduce a requirement for Class 1 and 2 local governments to pay superannuation from 19 October 2025.

This does not apply to the Shire of Jerramungup as a Band 4 Council; however, the provision to pay superannuation remains available.

At the Ordinary Meeting of Council held 25 June 2025 Council resolved;

MOTION: OCM250607

That Council by ABSOLUTE MAJORITY, regarding Superannuation Payments for Council Members, and pursuant to Section 5.99B of the Local Government Act 1995, –

- 1. Agrees to not make superannuation contribution payments to its Council Members.*

Superannuation payments for Elected Members were discussed at the Briefing Session held in April 2026, in the lead up to the preparation of the 2026/27 draft Annual Budget. It was agreed that considering superannuation contribution payments acknowledges the significant dedication and investment of time a Council Member commits to their role.

The officer recommendation allows for Elected Members to opt in or opt out of the superannuation contribution by providing written notice to the Chief Executive Officer.

CONSULTATION:

Department of Local Government Sport and Cultural Industries (now DLGIRS) has provided information to the local government sector on this matter.

Consultation has occurred between the Shire's Executive team and the Elected Members.

COMMENT:

Feedback from Councillors for the payment of superannuation contributions to Councillors was sought.

Council could resolve to make superannuation contributions to Councillors and allow individual Councillors to opt in or out of receiving these contributions.

Shire officers recommend the position of Council be revisited after each Ordinary Council Election to ensure the Council of the day can determine its position on this matter.

STATUTORY ENVIRONMENT:***Local Government Act 1995******Section 5.99B Superannuation for council members: main provision***

A local government may decide, by an absolute majority, to pay superannuation contribution payments for its Council members.

Local Government Act 1995***Section 5.99C Superannuation for council members: opt outs***

Where the local government has resolved to make superannuation contribution payments for its Council members, a Council member may opt in or opt out by providing a written notice to the Chief Executive Officer.

Local Government Act 1995***Section 5.99D Superannuation for council members: other exceptions***

Council members must nominate an approved superannuation scheme for any superannuation contribution payments to be made into.

Local Government Act 1995***Section 5.99E Superannuation for council members: supplementary provisions***

A local government may recover any returnable amounts from the Council member where incorrect information is provided.

STRATEGIC IMPLICATIONS:

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

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

FINANCIAL IMPLICATIONS:

Should Council resolve to pay superannuation contributions to Councillors, there will be an increase in the Shire's expenditure. The financial impact will depend on the number of Councillors who choose to receive contributions. This would be factored into future budget considerations.

Proposed annual allowances and meeting attendance fees for 2026/27:

- *Annual Attendance Fee of \$8,681 per Councillor. (\$8,681 x 6 = \$52,086)*
- *Annual President's Attendance Fee of \$17,843.*
- *An Annual ICT/Telecommunications Allowance of \$1,000 to all Councillors and the Shire President. (\$1000 x 7 = \$7,000)*
- *A Presidential Allowance of \$18,327 per annum.*
- *A Deputy Presidential Allowance of \$4,581 per annum.*

Using the proposed 2026/27 amounts, total Councillor Attendance Fees and Allowances equal \$99,837. If Council resolves to pay superannuation to Councillors the indicative additional cost to the Shire in the 2026/27 draft budget would be approximately \$11,980. This is based on assumptions of 12% superannuation, all Councillors participating, and total eligible sitting fees and allowances of \$99,837.

Superannuation contribution payments for Council members will be made in addition to any other fees and allowances. These will sit outside the threshold for fees and allowances set by the Salaries and Allowances Tribunal.

If a Council member is paid their fees and allowances in advance, in the event of their resignation or suspension, they will need to repay any overpaid superannuation contributions. As this typically cannot be taken from the superannuation fund, the Council member will need to repay this from their own finances. The method of calculating the amount to be repaid is specified in regulations 32B and 34AE(2) of the *Local Government (Administration) Regulations 1996*.

WORKFORCE IMPLICATIONS:

There are no additional workforce implications as a result of this item.

POLICY IMPLICATIONS:

There are no current Shire of Jerramungup policies related to Councillor superannuation contributions. Should Council resolve to pay such superannuation, an appropriate policy may be developed for consistency and clarity.

VOTING REQUIREMENT:

Absolute Majority

OFFICER RECOMMENDATION:

That Council, by **ABSOLUTE MAJORITY**, effective 1 July 2026, regarding Superannuation Payments for Council Members, and pursuant to *Local Government Amendment Act 2024* and new sections 5.99B to 5.99E of the *Local Government Act 1995*:

1. Agrees to make superannuation contribution payments to its Council Members who opt in by providing written notice to the Chief Executive Officer;
2. Agrees not to make a superannuation contribution if a Council member opts out by providing written notice to the Chief Executive Officer.

12.3 DEVELOPMENT SERVICES

12.3.1 PROPOSED LOCAL PLANNING POLICY – UNHOSTED SHORT TERM RENTAL ACCOMMODATION

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:	8 May 2026
Attachments:	a) Local Planning Policy 20 – Unhosted Short Term Rental Accommodation
Authority/Discretion:	Legislative

SUMMARY:

The purpose of this report is to recommend that Council resolve to prepare a Local Planning Policy for Unhosted Short Term Rental Accommodation (Unhosted STRA).

If Council resolves to prepare a Local Planning Policy for Unhosted STRA it will be advertised for public comment prior to the policy being referred back to Council for adoption, with or without modification, as a result of any submissions received during the advertising process.

BACKGROUND:

A review of Local Planning Policies has commenced.

Local Planning Policy – Unhosted STRA has been drafted and is attached at 12.3.1 a).

CONSULTATION:

As this policy is being prepared under Clause 4.(1) of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 it will need to be advertised not less than 21 days.

COMMENT:

The draft Local Planning Policy – Unhosted STRA is presented to Council for the purpose of seeking public comment as per Clause 4.(1) of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2.

Clause 4.(1) of the Deemed Provisions requires the local government to resolve to prepare a Local Planning Policy before it can be advertised.

When the policy is brought back to Council after advertising the current Local Planning Policy – Holiday Homes will need to be rescinded.

STATUTORY ENVIRONMENT:

- Clauses 3(5) and 67 of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2
- *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:

There are no financial implications for Council.

WORKFORCE IMPLICATIONS:

There are no workforce implications for Council.

POLICY IMPLICATIONS:

This item relates to policy development.

Local Planning Policies are guidelines used to assist the local government in making decisions under the Local Planning Scheme and may address land use as well as development requirements. Although Local Planning Policies are not part of the Local Planning Scheme, they must be consistent with, and cannot vary, the intent of the Local Planning Scheme provisions. In considering an application for Planning Approval, the local government must have regard to a Local Planning Policy as required under Clauses 3(5) and 67 of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2).

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council, in accordance with Clause 4 of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2), prepare the Local Planning Policy – Unhosted Short Term Rental Accommodation as contained in Attachment 12.3.1a).

12.3.2 AMENDED LOCAL PLANNING POLICY 16 – OUTBUILDINGS

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:	6 May 2026
Attachments:	a) Amended Local Planning Policy 16 – Outbuildings
Authority/Discretion:	Legislative

SUMMARY:

This purpose of this report is to recommend that Council resolve to amend the Local Planning Policy for Outbuildings.

BACKGROUND:

Councillors were briefed on a potential amendment to the Local Planning Policy – Outbuildings during a briefing session in April and it is now being brought forward to Council for consideration.

CONSULTATION:

As this Policy is being amended under Clause 5. of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 Clause 5(2) it will not need to be advertised as in the opinion of the local government, the amendment is a minor amendment.

COMMENT:

The amended Local Planning Policy – Outbuildings is presented to Council for consideration as per Clause 5. of the Deemed Provisions (set out in *the Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2.

Clause 5.(1) of the Deemed Provisions requires the local government to resolve to prepare a Local Planning Policy before it can be advertised.

The amendment to the Local Planning Policy adds two new clauses clarifying what is considered an outbuilding when it is developed attached to a dwelling.

Clause 5.(2) of the Deemed Provisions states that despite subclause (1) the local government may make amendment to a Local Planning Policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.

STATUTORY ENVIRONMENT:

- Clauses 3(5) and 67 of the Deemed Provisions (*set out in the Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2
- *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:

There are no financial implications for Council.

WORKFORCE IMPLICATIONS:

There are no workforce implications for Council.

POLICY IMPLICATIONS:

This item relates to policy development.

Local Planning Policies are guidelines used to assist the local government in making decisions under the Local Planning Scheme and may address land use as well as development requirements. Although Local Planning Policies are not part of the Local Planning Scheme, they must be consistent with, and cannot vary, the intent of the Local Planning Scheme provisions. In considering an application for Planning Approval, the local government must have regard to a Local Planning Policy as required under Clauses 3(5) and 67 of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2).

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council, in accordance with Clause 5(1) and (2) of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2), amend Local Planning Policy 16 – Outbuildings as contained in Attachment 12.3.2a).

12.3.3 AMENDED LOCAL PLANNING POLICY 18 – POINT HENRY FIRE MANAGEMENT

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:	15 May 2026
Attachments:	a) Amended Local Planning Policy 18 – Point Henry Fire Management b) Tracked Changes version of Local Planning Policy 18
Authority/Discretion:	Legislative

SUMMARY:

The purpose of this report is to recommend that Council resolve to amend the Local Planning Policy for Point Henry Fire Management.

BACKGROUND:

A review of the Point Henry Fire Management Local Planning Policy was recently undertaken. It was determined that, given the amount of time between its adoption in October 2014 and this review, a number of the definitions and referenced documents were superseded and as such it requires amendment.

CONSULTATION:

As this policy is being amended under Clause 5. of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 Clause 5(2) it will not need to be advertised as in the opinion of the local government, the amendment is a minor amendment.

COMMENT:

The amended Local Planning Policy – Point Henry Fire Management is presented to Council for consideration as per Clause 5. of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2).

Clause 5. (1) of the Deemed Provisions requires the local government to resolve to prepare a Local Planning Policy before it can be advertised.

The proposed amendment does not change the purpose or effect of the Local Planning Policy, it updates the policy to reflect the current planning framework dealing with bushfire protection. In addition, the Local Planning Policy now reflects the referral requirements to the Department of Fire and Emergency Services as referenced in Planning Bulletin 111/2016 Planning in Bushfire Prone Areas.

Clause 5. (2) of the Deemed Provisions states that despite subclause (1) the local government may make amendment to a Local Planning Policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.

STATUTORY ENVIRONMENT:

- Clauses 3(5) and 67 of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2
- *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:

There are no financial implications for Council.

WORKFORCE IMPLICATIONS:

There are no workforce implications for Council.

POLICY IMPLICATIONS:

This item relates to policy development.

Local Planning Policies are guidelines used to assist the local government in making decisions under the Local Planning Scheme and may address land use as well as development requirements. Although Local Planning Policies are not part of the Local Planning Scheme, they must be consistent with, and cannot vary, the intent of the Local Planning Scheme provisions. In considering an application for Planning Approval, the local government must have regard to a Local Planning Policy as required under Clauses 3(5) and 67 of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2).

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council, in accordance with Clause 5(1) and (2) of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2), amend Local Planning Policy 18 – Point Henry Fire Management as contained in Attachment 12.3.3 a).

12.3.4 AMENDED LOCAL PLANNING POLICY 17 – WATER CONSERVATION

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:	6 May 2026
Attachments:	a) Amended Local Planning Policy 17 – Water Conservation
Authority/Discretion:	Legislative

SUMMARY:

The purpose of this report is to recommend that Council resolve to amend the Local Planning Policy for Water Conservation.

BACKGROUND:

A review of the Local Planning Policy – Water Conservation was recently undertaken and it was determined that it contains an error.

It currently states that there are no side or rear setback requirements as rainwater tanks are not considered to be structures by the Building Codes of Australia.

This is not correct as a rainwater tank that has a volume of 5,000 litres or greater requires a building permit and all development is to comply with the setback provided for in the Scheme or R-Codes.

The amendment to the policy deletes the incorrect provision and inserts two new provisions to take into account setbacks and advise that a building permit is required for a rainwater tank with a volume of 5,000 litres or greater.

CONSULTATION:

As this policy is being amended under Clause 5. of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 Clause 5(2)) it will not need to be advertised as in the opinion of the local government, the amendment is a minor amendment.

COMMENT:

The amended Local Planning Policy – Water Conservation is presented to Council for the consideration as per Clause 5. of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2).

Clause 5.(1) of the Deemed Provisions requires the local government to resolve to prepare a Local Planning Policy before it can be advertised.

The amendment to the Local Planning Policy deletes an incorrect reference and adds two new clauses clarifying what setbacks apply and advising when a rainwater tank needs to obtain a building permit.

Clause 5.(2) of the Deemed Provisions states that despite subclause (1) the local government may make amendment to a Local Planning Policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.

STATUTORY ENVIRONMENT:

- Clauses 3(5) and 67 of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2)
- *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:

There are no financial implications for Council.

WORKFORCE IMPLICATIONS:

There are no workforce implications for Council.

POLICY IMPLICATIONS:

This item relates to policy development.

Local Planning Policies are guidelines used to assist the local government in making decisions under the Local Planning Scheme and may address land use as well as development requirements. Although Local Planning Policies are not part of the Local Planning Scheme, they must be consistent with, and cannot vary, the intent of the Local Planning Scheme provisions. In considering an application for Planning Approval, the local government must have regard to a Local Planning Policy as required under Clauses 3(5) and 67 of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2).

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council in accordance with Clause 5(1) and (2) of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2) amend Local Planning Policy 17 – Water Conservation as contained in Attachment 12.3.4 a).

12.4 EXECUTIVE SERVICES

12.4.1 INFORMATION BULLETIN - APRIL – MAY 2026

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	N/A
Author:	Glenda Forbes, Executive Administration Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	18 April 2026
Attachments:	a) Information Bulletin –April – May 2026
Authority/Discretion:	Information

SUMMARY:

To advise Council on the information items for April – May 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 April 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 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 April 2026.

12.4.2 GREAT SOUTHERN TREASURES – BLOOM FESTIVAL 2026

Location/Address:	Shire of Jerramungup
Name of Applicant:	Shire of Jerramungup
File Reference:	N/A
Author:	Martin Cuthbert, Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	14 May 2026
Attachments:	Nil
Authority/Discretion:	Executive

SUMMARY:

The purpose of this report is to:

1. Inform Council that the Great Southern Treasures (GST) Service Level Agreement (SLA) with Australia's South West (ASW) will not continue beyond 30 June 2026;
2. Update Council on the proposed future arrangements for Great Southern Treasures and the delivery of the 2026 Bloom Festival; and
3. Seek Council endorsement for a financial contribution of \$2,000 toward the delivery of the 2026 Bloom Festival.

BACKGROUND:

There is currently a Memorandum of Understanding (MOU) in place between the Shires of Broomehill-Tambellup, Cranbrook, Gnowangerup, Jerramungup, Katanning, Kent, Kojonup and Woodanilling relating to the Great Southern Treasures (GST) initiative. The current MOU expires on 30 June 2026.

Separately, GST has operated under a Service Level Agreement (SLA) with Australia's South West (ASW), which has provided executive officer support, marketing coordination, and associated promotional services for the GST group. This SLA also expires on 30 June 2026.

Council has previously decided not to renew the SLA arrangement with ASW beyond its current term. A number of other member Councils have also resolved not to continue funding the SLA arrangement. As a result, ASW has advised that the SLA with GST member Councils will cease on 30 June 2026.

The annual Bloom Festival has operated under the GST banner since 2010. The Festival is conducted over a four-week period during September and October and promotes the Great Southern region's wildflowers, towns, trails, events, food, arts, culture and visitor experiences.

CONSULTATION:

Australia's South West has been consulting with member Councils

Great Southern VROC

COMMENT:

There remains strong support amongst member Councils for GST to continue beyond 30 June 2026 under a revised governance arrangement.

Preliminary discussions have occurred regarding Great Southern VROC assuming oversight and coordination of GST moving forward, particularly given the established intellectual property associated with GST, including branding, website assets, and regional recognition. Discussions to date have indicated a preference for GST to operate more collaboratively between member Councils, with greater emphasis on regional partnerships and opportunities for joint initiatives and events.

These discussions are ongoing and any proposed new MOU or governance arrangement will be presented to Council for consideration at a future date.

In relation to the 2026 Bloom Festival, a considerable amount of preparatory work has already been undertaken by ASW. Member Councils acknowledged that several local governments and community groups are already progressing planning activities associated with the Festival. Accordingly, member Councils requested that ASW provide a proposal to coordinate and deliver the Bloom Festival for 2026 only, to ensure continuity during the transition period.

ASW has subsequently provided a proposal which is contingent upon receipt of a combined contribution of \$44,000 from the member Councils previously participating in GST.

In principle, member Councils have indicated support for making a one-off financial contribution toward the delivery of the 2026 Bloom Festival, subject to endorsement by individual Councils. The Shire of Jerramungup's proposed contribution is \$2,000.

Should a sufficient level of financial support not be received from participating member Councils, the 2026 Bloom Festival may not proceed.

STATUTORY ENVIRONMENT:

Nil

STRATEGIC IMPLICATIONS:

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

Community

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

Economy

Use the natural beauty and the heritage of the region to promote the Shire as a great place to visit.

Environment Natural

Support and promote the conservation values and the unique attractions in the Shire.

FINANCIAL/BUDGET IMPLICATIONS:

Any contribution approved by Council will be incorporated within the 2026/2027 Budget.

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:

- 1. Notes that the Great Southern Treasures (GST) Service Level Agreement with Australia's South West (ASW) will cease on 30 June 2026 and will not be renewed; and**
- 2. Approves the inclusion of \$2,000 within the 2026/2027 Draft Budget as the Shire's contribution toward the delivery of the 2026 Bloom Festival.**

12.4.3 POLICY MANUAL REVIEW – FINANCE

Location/Address:	Shire of Jerramungup
Name of Applicant:	Shire of Jerramungup
File Reference:	N/A
Author:	Martin Cuthbert, Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	14 May 2026
Attachments:	<ul style="list-style-type: none"> a) FP1 – Accounting for Non-Current Assets Policy b) FP2 – Debt Recovery Policy c) FP3 – Investments Policy d) FP4 – Capital Sport and Recreation Grants Policy e) FP5 – Transaction Cards Policy f) FP6 – Procurement of Goods and Services Policy g) FP7 – Concessions on Farming Properties Occupied by Pensioners and Seniors Policy h) FP8 – Financial Hardship Policy i) FP9 – Portable and Attractive Items Policy j) FP10 – Asset Management Policy k) FP11 – Financial Hardship During a Declared State of Emergency Policy l) FP12 – Contract Management Policy
Authority/Discretion:	Legislative

SUMMARY:

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

BACKGROUND:

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

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

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

The objectives of Council's Policy Manual are:

- to provide Council with a formal written record of all policy decisions;
- to provide the staff with clear direction to enable them to respond to issues and act in accordance with Council's general direction;
- to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Shire;
- to enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances; and
- to enable electors to obtain immediate advice on matters of Council Policy.

Policies are to relate to issues of an on-going nature; policy decisions on single issues are not to be recorded in the manual.

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

Changes to Council Policy shall be made only on:

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

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

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

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

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

CONSULTATION:

Internal – Relevant Shire staff have been consulted.

COMMENT:

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

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

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

Amended Policies:

FP1 – Accounting for Non-Current Assets Policy

No changes proposed, reviewed during 2023.

FP2 – Debt Recovery Policy

No changes proposed, reviewed during 2023.

FP3 – Investments Policy

No changes proposed, reviewed during 2023.

FP4 – Capital Sport and Recreation Grants Policy

No changes proposed, reviewed during 2023.

FP5 – Transaction Cards Policy

No changes proposed, reviewed during 2023.

FP6 – Procurement of Goods and Services Policy

This policy has been reviewed and amended in accordance with the WALGA Template: Purchasing Policy.

FP7 – Concessions on Farming Properties Occupied by Pensioners and Seniors Policy

No changes proposed, reviewed during 2023.

FP8 – Financial Hardship Policy

No changes proposed, reviewed during 2023.

FP9 – Portable and Attractive Items Policy

No changes proposed, reviewed during 2023.

FP10 – Asset Management Policy

No changes proposed, reviewed during 2023.

FP11 – Financial Hardship During a Declared State of Emergency Policy

No changes proposed, reviewed during 2023.

FP12 – Contract Management Policy

No changes proposed, original policy adopted in 2025.

STATUTORY ENVIRONMENT:***Local Government Act 1995 s.2.7(2)(b)******2.7. Role of council***

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

STRATEGIC IMPLICATIONS:

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

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

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

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial implications for this report.

WORKFORCE IMPLICATIONS:

Policies provide direction for all Shire of Jerramungup employees.

POLICY IMPLICATIONS:

As detailed in each policy.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

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

FP1 – Accounting for Non-Current Assets Policy

FP2 – Debt Recovery Policy

FP3 – Investments Policy

FP4 – Capital Sport and Recreation Grants Policy

FP5 – Transaction Cards Policy

FP6 – Procurement of Goods and Services Policy

FP7 – Concessions on Farming Properties Occupied by Pensioners/Seniors Policy

FP8 – Financial Hardship Policy

FP9 – Portable and Attractive Items Policy

FP10 – Asset Management Policy

FP11 – Financial Hardship During a Declared State of Emergency Policy

FP12 – Contract Management Policy

12.4.4 POLICY MANUAL REVIEW – ADMINISTRATION

Location/Address:	Shire of Jerramungup
Name of Applicant:	Shire of Jerramungup
File Reference:	N/A
Author:	Martin Cuthbert, Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	19 May 2026
Attachments:	<ul style="list-style-type: none"> a) AP1 – Equal Opportunity Policy b) AP2 – Payments to Employees in addition to Contract or Award (Gratuities) Policy c) AP3 – Regional Price Preference Policy d) AP4 – Records Management Policy e) AP5 – Donations Policy f) AP6 – Council Housing and Staff Accommodation Policy g) AP8 – Complaint Handling Policy h) AP9 – Risk Management Policy i) AP10 – Grievance Policy j) AP11 – Misconduct, Fraud and Corruption Resilience Policy k) AP12 – Related Party Disclosure Policy l) AP13 – Citizenship Ceremonies Dress Code Policy m) AP14 – Child Safe Awareness Policy n) AP15 – Whistleblower Policy o) AP16 – Legislative Compliance Policy p) AP17 – Internal Control Policy q) AP18 – Employees Housing Allowance Policy r) AP19 – Employer Superannuation Contributions Policy s) AP20 – Use of Artificial Intelligence (AI) Policy t) AP21 – Privacy and Responsible Information Sharing Policy
Authority/Discretion:	Legislative

SUMMARY:

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

BACKGROUND:

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

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

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

The objectives of the Council's Policy Manual are:

- to provide Council with a formal written record of all policy decisions;
- to provide the staff with clear direction to enable them to respond to issues and act in accordance with Council's general direction;

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

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

Changes to Council Policy shall be made only on:

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

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

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

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

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

CONSULTATION:

Internal – Relevant Shire staff have been consulted.

COMMENT:

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

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

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

Amended Policies:

AP1 – Equal Opportunity Policy

No changes proposed, reviewed during 2023.

AP2 – Payments to Employees in Addition to Contract or Award (Gratuities) Policy

No changes proposed, reviewed during major review 2019.

AP3 – Regional Price Preference Policy

No changes proposed, reviewed during major review 2019.

AP4 – Records Management Policy

No changes proposed, reviewed during major review 2019.

AP5 – Donations Policy

No changes proposed, reviewed during major review 2019.

AP6 – Council Housing and Staff Accommodation Policy

This Policy has been amended to reflect current contractual agreements and the removal of reference to sale of Council Housing.

AP7 – Repealed July 2025

AP8 – Complaint Handling Policy

No changes proposed, reviewed during major review 2019.

AP9 – Risk Management Policy

No changes proposed, reviewed during major review 2019.

AP10 – Grievance Policy

No changes proposed, adopted during major review 2019.

AP11 – Misconduct, Fraud and Corruption Resilience Policy

No changes proposed, adopted during major review 2019.

AP12 – Related Party Disclosure Policy

No changes proposed, adopted during major review 2019.

AP13 – Citizenship Ceremonies Dress Code Policy

No changes proposed, adopted 2020.

AP14 – Child Safe Awareness Policy

No changes proposed, adopted 2023.

AP15 – Whistleblower Policy

No changes proposed, adopted 2025.

AP16 – Legislative Compliance Policy

No changes proposed, adopted 2025.

AP17 – Internal Control Policy

No changes proposed, adopted 2025.

AP18 – Employees Housing Allowance Policy

No changes proposed, adopted 2025.

AP19 – Employer Superannuation Contributions Policy

No changes proposed, adopted 2025.

AP20 – Use of Artificial Intelligence (AI) Policy

No changes proposed, adopted 2025.

AP21 – Privacy and Responsible Information Sharing Policy

No changes proposed, adopted 2026.

STATUTORY ENVIRONMENT:***Local Government Act 1995 s.2.7(2)(b)******2.7. Role of council***

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

STRATEGIC IMPLICATIONS:

This item relates to the following components from the Shire of Jerramungup Community Plan 2021 – 2031:
Provide informed and transparent decision making that meets our legal obligations, and the needs of our diverse community.

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

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial implications for this report.

WORKFORCE IMPLICATIONS:

Policies provide direction for all Shire of Jerramungup employees.

POLICY IMPLICATIONS:

As detailed in each policy.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

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

AP1 – Equal Opportunity Policy

AP2 – Payments to Employees in Addition to Contract or Award (Gratuities) Policy

AP3 – Regional Price Preference Policy

AP4 – Records Management Policy

AP5 – Donations Policy

AP6 – Council Housing and Staff Accommodation Policy

AP8 – Complaint Handling Policy

AP9 – Risk Management Policy

AP10 – Grievance Policy

AP11 – Misconduct, Fraud and Corruption Resilience Policy

AP12 – Related Party Disclosure Policy

AP13 – Citizenship Ceremonies Dress Code Policy

AP14 – Child Safe Awareness Policy

AP15 – Whistleblower Policy

AP16 – Legislative Compliance Policy

AP17 – Internal Control Policy

AP18 – Employees Housing Allowance Policy

AP19 – Employer Superannuation Contributions Policy

AP20 – Use of Artificial Intelligence (AI) Policy

AP21 – Privacy and Responsible Information Sharing Policy

13.0 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

16.0 CLOSURE

16.1 DATE OF NEXT MEETING

The next ordinary meeting of Council will be held on Wednesday, 24 June 2026, commencing at 1.00pm, in Bremer Bay.

16.2 CLOSURE OF MEETING

The Presiding Member closed the meeting atpm

These minutes were confirmed at a meeting held

.....

Signed:

Presiding Person at the meeting at which these minutes were confirmed

Date: