



SHIRE OF JERRAMUNGUP

ORDINARY COUNCIL MEETING

Held at the Council Chamber,
Jerramungup, on
Wednesday, 28 May 2025

MINUTES

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Shire of Jerramungup

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Ordinary Meeting of Council

Wednesday 28 May 2025

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ORDINARY COUNCIL MEETING MINUTES

1.0 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

The meeting was opened at 1:07pm 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:

Cr Joanne Iffla	Shire President (Chair)
Cr Julie Leenhouders	Deputy Shire President
Cr Nathan Brown	Councillor
Cr Neil Foreman	Councillor
Cr Paul Barrett	Councillor
Cr Raegan Zacher	Councillor (via TEAMS)

STAFF:

Martin Cuthbert	Chief Executive Officer
Charmaine Wisewould	Deputy Chief Executive Officer
Noel Myers	Manager of Development
Rachel Smith	Community Engagement Officer

VISITORS:

GALLERY:

2.2 APOLOGIES

Nil

2.3 APPROVED LEAVE OF ABSENCE

Cr Mair

2.4 ABSENT

Nil

2.5 DISCLOSURE OF INTERESTS

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

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

2.5.1 DECLARATIONS OF FINANCIAL INTERESTS

Nil

2.5.2 DECLARATIONS OF PROXIMITY INTERESTS

Nil

2.5.3 DECLARATIONS OF IMPARTIALITY INTERESTS

Nil

3.0 APPLICATIONS FOR LEAVE OF ABSENCE

RECOMMENDATION

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

4.0 ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS

In accordance with regulation 14A of the *Local Government (Administration) Regulations 1996* Council must approve (by Absolute Majority) the attendance of a person, not physically present at a meeting of Council, by audio contact. The person must be in a 'suitable place' as approved (by Absolute Majority) by Council. A 'suitable place' means a place that is located in a townsite or other residential area and 150km or further from the place at which the meeting is to be held.

RECOMMENDATION

That Cr Raegan Zacher be granted permission to be present at the Ordinary Council Meeting to be held on 28 May 2025 by audio contact.

MOTION: OCM250501

MOVED: Cr Barrett

SECONDED: Cr Foreman

That Cr Raegan Zacher be granted permission to be present at the Ordinary Council Meeting to be held on 28 May 2025 by audio contact.

CARRIED BY ABSOLUTE MAJORITY: 6/0

For: President Iffla, Cr Leenhouders, Cr Brown, Cr Foreman, Cr Barrett, Cr Zacher

Against: Nil

5.0 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

6.0 PUBLIC TIME**6.1 PUBLIC QUESTION TIME**

Nil.

6.2 PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS

Nil.

7.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Items 7.2, 7.3 and 7.4 – Adopted by en bloc resolution.

7.1 ORDINARY COUNCIL MEETING HELD 30 APRIL 2025

That the Minutes of the Ordinary Council Meeting of the Shire of Jerramungup held in the Town Hall, Bremer Bay, on 30 April 2025 be **CONFIRMED**.

MOTION: OCM250502**MOVED: Cr Leenhouders****SECONDED: Cr Brown**

That the Minutes of the Ordinary Council Meeting of the Shire of Jerramungup held in the Town Hall, Bremer Bay, on 30 April 2025 be **CONFIRMED**.

CARRIED: 6/0

For: President Iffla, Cr Leenhouders, Cr Brown, Cr Foreman, Cr Barrett, Cr Zacher

Against: Nil

7.2 BREMER BAY COMMUNITY DEVELOPMENT COMMITTEE MEETING HELD 7 MAY 2025

Attachment 7.2 a) Minutes

That Council **RECEIVE** the Minutes of the Bremer Bay Community Development Committee Meeting held on 7 May 2025.

MOTION: OCM250503**MOVED: Cr Barrett****SECONDED: Cr Foreman**

That Council **RECEIVE** the Minutes of the Bremer Bay Community Development Committee Meeting held on 7 May 2025.

CARRIED: 6/0

For: President Iffla, Cr Leenhouders, Cr Brown, Cr Foreman, Cr Barrett, Cr Zacher

Against: Nil

7.3 BUSH FIRE ADVISORY COMMITTEE ANNUAL GENERAL MEETING HELD 28 APRIL 2025

Attachment 7.3 a) Minutes

That Council RECEIVE the Minutes of the Bush Fire Advisory Committee Annual General Meeting held on 28 April 2025.

MOTION: OCM250504**MOVED: Cr Barrett****SECONDED: Cr Foreman**

That Council RECEIVE the Minutes of the Bush Fire Advisory Committee Annual General Meeting held on 28 April 2025.

CARRIED: 6/0

For: President Iffla, Cr Leenhouders, Cr Brown, Cr Foreman, Cr Barrett, Cr Zacher

Against: Nil

7.4 BUSH FIRE ADVISORY COMMITTEE MEETING HELD 28 APRIL 2025

Attachment 7.4 a) Minutes

That Council RECEIVE the Minutes of the Bush Fire Advisory Committee Meeting held on 28 April 2025.

MOTION: OCM250505**MOVED: Cr Barrett****SECONDED: Cr Foreman**

That Council RECEIVE the Minutes of the Bush Fire Advisory Committee Meeting held on 28 April 2025.

CARRIED: 6/0

For: President Iffla, Cr Leenhouders, Cr Brown, Cr Foreman, Cr Barrett, Cr Zacher

Against: Nil

8.0 RECOMMENDATIONS AND REPORTS OF COMMITTEES

Items 8.1 and 8.2 – Adopted by en bloc resolution.

8.1 BUSH FIRE ADVISORY COMMITTEE ANNUAL GENERAL MEETING

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	
Author:	Janna Cheshire, Community Emergency Services Manager
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	16 May 2025
Attachments:	7.3 a) Bush Fire Advisory Committee AGM Minutes
Authority/Discretion:	Legislative

SUMMARY:

For the Council to adopt the recommendations from the Bush Fire Advisory Committee Annual General Meeting held on 28 April 2025.

STATUTORY ENVIRONMENT:

Bush Fires Act 1954

38. Local government may appoint bush fire control officer

- (1) *A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.*

POLICY IMPLICATIONS:

FCP1 – Brigades and Officers applies.

VOTING REQUIREMENT:

Simple Majority

BUSH FIRE ADVISORY COMMITTEE (BFAC) RECOMMENDATION 1:

That the following appointments for the Shire of Jerramungup be confirmed and gazetted as required:

ELECTION OF OFFICE BEARERS

Chief Bush Fire Control Officer

Mr Alex Jones was elected to the position of Chief Bush Fire Control Officer for a one year term.

Deputy Chief Bush Fire Control Officers

Mr Paul Hislop and Mr Anthony Thomas were elected to the positions of Deputy Chief Bush Fire Control Officers.

Chief Fire Weather Officer

Mr Alex Jones was elected to the position of Chief Fire Weather Officer.

Deputy Chief Fire Weather Officers

Mr Paul Hislop and Mr Anthony Thomas were elected to the positions of Deputy Chief Fire Weather Officers.

Brigade Fire Weather Officers

Boxwood Hill BFB	Mr Stuart Hocking
Gairdner BFB	Mr Craig Hall
Jacup BFB	Mr Brad Bailey
Needilup BFB	Mr Jye Duggan
Bremer Bay VFES	Mr Terry Anderson
Jerramungup VFES	Mr Paul Hislop

Fire Control Officers for 2025/26 Season

NAME	POSITION	BRIGADE	RADIO CALL SIGN
Stuart Hocking	FCO/FWO/Captain	Boxwood BFB	Boxwood 1
Jarrold King	FCO	Boxwood BFB	Boxwood 2
Michael Campbell	FCO	Boxwood BFB	Boxwood 3
Anthony Thomas	DCBFCO/DCFWO	Boxwood BFB	Boxwood 4
Steve Booth	(Permits only)	Boxwood BFB	
Brad Shelton	FCO/Captain	Gairdner BFB	Gairdner 1
Craig Hall	FCO/FWO	Gairdner BFB	Gairdner 2
Bruce Hill	FCO	Gairdner BFB	Gairdner 3
Daniel Smart	FCO	Gairdner BFB	Gairdner 4
Michael Lester	FCO/Captain	Jacup BFB	Jacup 1
Brad Bailey	FCO/FWO	Jacup BFB	Jacup 2
Trevor Ross	FCO	Jacup BFB	Jacup 3
Peter Wisewould	FCO	Jacup BFB	Jacup 4
James Lyall	FCO	Jacup BFB	Jacup 5
Wade Brown	FCO/Captain	Needilup BFB	Needilup 1
Jye Duggan	FCO/FWO	Needilup BFB	Needilup 2
Alex Baum	FCO	Needilup BFB	Needilup 3
Clint Pocock	FCO	Needilup BFB	Needilup 4
Peter Buckenara	FCO/LT	Bremer Bay VFES	Bremer 1
Terry Anderson	FCO/FWO	Bremer Bay VFES	Bremer 2
Stacey Francis	FCO	Bremer Bay VFES	Bremer 3
Ruairi Sinnott	FCO	Bremer Bay VFES	Bremer 4
Anthony Armstrong	FCO/LT	Jerramungup VFES	Jerry 1
Paul Hislop	DCBFCO/DCFWO/FWO	Jerramungup VFES	Jerry 2
Jeremy Wisewould	FCO/Captain	Jerramungup VFES	Jerry 3
Paul Barrett	FCO	Jerramungup VFES	Jerry 4
Trenton Parsons	FCO	Jerramungup VFES	Jerry 5
Siwel Solomon	FCO	Jerramungup VFES	Jerry 6
Dual FCO			
Peter Wisewould	FCO	Jerramungup/Ravensthorpe	Jacup 4
Paul Hislop	FCO	Jerramungup/Lake Grace	Jerry 2
Alex Baum	FCO	Jerramungup/Gnowangerup	Needilup 3
Stuart Hocking	FCO	Jerramungup/Albany	Boxwood 1
Clint Pocock	FCO	Jerramungup/Kent	Needilup 4

BFAC Recommendation 2

That the following Restricted and Prohibited burning period dates for the 2025/2026 fire season be confirmed:

Zone 1-4 – Shire of Jerramungup		Zone 5 – Bremer Bay/Pt Henry	
Restricted	1 October 2025 – 31 October 2025	Restricted	1 September 2025 – 31 October 2025
Prohibited	1 November 2025 – 7 February 2026	Prohibited	1 November 2025 – 4 April 2026
Restricted	8 February 2026 – 30 April 2026	Restricted	5 April 2026 – 31 May 2026

MOTION: OCM250506**MOVED: Cr Leenhouders****SECONDED: Cr Brown**

That the following appointments for the Shire of Jerramungup be confirmed and gazetted as required:

ELECTION OF OFFICE BEARERS**Chief Bush Fire Control Officer**

Mr Alex Jones was elected to the position of Chief Bush Fire Control Officer for a one year term.

Deputy Chief Bush Fire Control Officers

Mr Paul Hislop and Mr Anthony Thomas were elected to the positions of Deputy Chief Bush Fire Control Officers.

Chief Fire Weather Officer

Mr Alex Jones was elected to the position of Chief Fire Weather Officer.

Deputy Chief Fire Weather Officers

Mr Paul Hislop and Mr Anthony Thomas were elected to the positions of Deputy Chief Fire Weather Officers.

Brigade Fire Weather Officers

Boxwood Hill BFB Mr Stuart Hocking

Gairdner BFB Mr Craig Hall

Jacup BFB Mr Brad Bailey

Needilup BFB Mr Jye Duggan

Bremer Bay VFES Mr Terry Anderson

Jerramungup VFES Mr Paul Hislop

Fire Control Officers for 2025/26 Season

NAME	POSITION	BRIGADE	RADIO CALL SIGN
Stuart Hocking	FCO/FWO/Captain	Boxwood BFB	Boxwood 1
Jarrold King	FCO	Boxwood BFB	Boxwood 2
Michael Campbell	FCO	Boxwood BFB	Boxwood 3
Anthony Thomas	DCBFCO/DCFOW	Boxwood BFB	Boxwood 4
Steve Booth	(Permits only)	Boxwood BFB	
Brad Shelton	FCO/Captain	Gairdner BFB	Gairdner 1
Craig Hall	FCO/FWO	Gairdner BFB	Gairdner 2
Bruce Hill	FCO	Gairdner BFB	Gairdner 3
Daniel Smart	FCO	Gairdner BFB	Gairdner 4
Michael Lester	FCO/Captain	Jacup BFB	Jacup 1
Brad Bailey	FCO/FWO	Jacup BFB	Jacup 2
Trevor Ross	FCO	Jacup BFB	Jacup 3
Peter Wisewould	FCO	Jacup BFB	Jacup 4
James Lyall	FCO	Jacup BFB	Jacup 5
Wade Brown	FCO/Captain	Needilup BFB	Needilup 1
Jye Duggan	FCO/FWO	Needilup BFB	Needilup 2
Alex Baum	FCO	Needilup BFB	Needilup 3
Clint Pocock	FCO	Needilup BFB	Needilup 4
Peter Buckenara	FCO/LT	Bremer Bay VFES	Bremer 1
Terry Anderson	FCO/FWO	Bremer Bay VFES	Bremer 2
Stacey Francis	FCO	Bremer Bay VFES	Bremer 3
Ruairi Sinnott	FCO	Bremer Bay VFES	Bremer 4
Anthony Armstrong	FCO/LT	Jerramungup VFES	Jerry 1
Paul Hislop	DCBFCO/DCFOW/FWO	Jerramungup VFES	Jerry 2
Jeremy Wisewould	FCO/Captain	Jerramungup VFES	Jerry 3
Paul Barrett	FCO	Jerramungup VFES	Jerry 4
Trenton Parsons	FCO	Jerramungup VFES	Jerry 5
Siwel Solomon	FCO	Jerramungup VFES	Jerry 6
Dual FCO			
Peter Wisewould	FCO	Jerramungup/Ravensthorpe	Jacup 4
Paul Hislop	FCO	Jerramungup/Lake Grace	Jerry 2
Alex Baum	FCO	Jerramungup/Gnowangerup	Needilup 3
Stuart Hocking	FCO	Jerramungup/Albany	Boxwood 1
Clint Pocock	FCO	Jerramungup/Kent	Needilup 4

CARRIED: 6/0

For: President Iffla, Cr Leenhouders, Cr Brown, Cr Foreman, Cr Barrett, Cr Zacher

Against: Nil

MOTION: OCM250507**MOVED: Cr Leenhouders****SECONDED: Cr Brown**

That the following Restricted and Prohibited burning period dates for the 2025/2026 fire season be confirmed:

Zone 1-4 – Shire of Jerramungup		Zone 5 – Bremer Bay/Pt Henry	
Restricted	1 October 2025 – 31 October 2025	Restricted	1 September 2025 – 31 October 2025
Prohibited	1 November 2025 – 7 February 2026	Prohibited	1 November 2025 – 4 April 2026
Restricted	8 February 2026 – 30 April 2026	Restricted	5 April 2026 – 31 May 2026

CARRIED: 6/0

For: President Iffla, Cr Leenhouders, Cr Brown, Cr Foreman, Cr Barrett, Cr Zacher

Against: Nil

9.0 REPORTS

9.1 TECHNICAL SERVICES

9.1.1 WORKS REPORT FOR APRIL – MAY 2025

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	N/A
Author:	Gordon Capelli, Works Supervisor
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	15 April 2025
Attachments:	Nil
Authority/Discretion:	Information

SUMMARY:

For Council to note the works completed for the prior month.

BACKGROUND:

Road Construction

The Road Construction Crew has finished a 3km gravel resheet on Cameron Road from SLK 6.78 to SLK 9.78. They have also started a gravel resheet from SLK 3.00 to SLK 6.00 on Exchange Road. This will include drainage. The Meechi Road flood crossing has also been gravelled to improve safety.

Road Maintenance

The Road Maintenance grader has been working on Carlawillup Road and Stock Road, starting the winter grade program to bring the material from the batters and back onto the road so we can get the three per cent crown required.

The pruning saw has come to a stop and will return on Devils Creek Road doing the shoulders and back slopes soon.

The contract grader has graded Swamp Road, Devils Creek South Road and Ocumup Road.

Town Services

Bremer Bay

Town Services staff have completed the following:

- Repair of damaged signage.
- Maintenance of gardens around town.
- Continued weed control within townsite.
- Spraying of weeds within gardens.
- Removal of Vic Tea Tree within town reserves.
- Mowing of parklands.
- Installation of chicane bollards along estuary walk trail.
- Rubbish collection within townsite.
- Rubbish collection from Millers Point.
- Continued watering the Oval.

Jerramungup

Town Services staff have completed the following:

- Weed spraying throughout the townsite.
- Weed control at the Airstrip.
- Preparation of Hall and surrounding gardens for ANZAC Day.
- Pruning of street trees.
- Mowing of parklands and cemetery.
- Weed spraying in gardens.
- Supervising contractor conducting paving repairs around townsite.

Contract Work

Riverhill Civil Works:

Riverhill have completed the reconstruction of the Jerramungup Sports Club Carpark basecourse layer to ensure adequate drainage and all disturbed areas have been bitumen sealed in readiness for asphalt. Kerbing has been laid.

The replacement of kerbing on Collins and Newton Streets, Jerramungup, is complete and all disturbed areas bitumen sealed in readiness for the application of asphalt.

Riverhill have also commenced works on Roberts Street in Bremer Bay, with the balance of the works to be carried forward to next financial year.

Roe Park Softfall:

Replacement of the Roe Park playground softfall has commenced. The old material has been removed and disposed of, and the base material prepared. Placement of the new softfall material commenced on 20 May 2025, with completion expected approximately two weeks after that date.

CONSULTATION:

Internal

COMMENT:

This report is for information only to advise Council on the previous month's works activities.

STATUTORY ENVIRONMENT:

There are no statutory implications for this report.

STRATEGIC IMPLICATIONS:

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

Economy

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

*Environment Built**Design, construct and maintain infrastructure in a manner that maximise its life, capacity and function.**Environment Natural**Deliver a sustainable and progressive approach to natural resource and waste management.***FINANCIAL/BUDGET IMPLICATIONS:**

The works completed are included in the 2024/2025 Shire of Jerramungup budget.

WORKFORCE IMPLICATIONS:

This report provides an overview of the outside workforce operations for the previous month.

POLICY IMPLICATIONS:

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

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council RECEIVE the works report for April – May 2025.

MOTION: OCM250508**MOVED: Cr Leenhouders****SECONDED: Cr Barrett****That Council RECEIVE the works report for April – May 2025.****CARRIED: 6/0**

For: President Iffla, Cr Leenhouders, Cr Brown, Cr Foreman, Cr Barrett, Cr Zacher

Against: Nil

9.2 CORPORATE SERVICES**9.2.1 ACCOUNTS FOR PAYMENT – APRIL 2025**

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:	9 May 2025
Attachments:	a) List of Accounts Paid to 30 April 2025 b) Credit Card Statement 25 March 2025 – 28 April 2025 c) Fuel Card Statement – March 2025
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 2025.

BACKGROUND:

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

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

CONSULTATION:

Internal consultation within the Finance Department.

COMMENT:

All municipal fund expenditure included in the list of payments is incurred in accordance with the 2024/25 Annual Budget as adopted by Council at its meeting held 24 July 2024 (Minute No. OCM240713 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 2025. Lists detailing the payments made are appended as an attachment.

FUND	VOUCHERS	AMOUNTS
Municipal Account		
Last Cheque Used	28181	
EFT Payments	23213 - 23310	\$384,093.03
Direct Deposits		\$59,308.78
Municipal Account Total		\$443,401.81
Trust Account		
Trust Account Total		\$0.00
Grand Total		\$443,401.81

Included within the EFT payments from the Shire's Municipal Account are Fuel Card Statement required to be reported under Regulation 13(A), totalling \$4,687.67.

CERTIFICATE

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

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

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulations 1996

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

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

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

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

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

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

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

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

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

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

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

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

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

13A. Payments by employees via purchasing cards

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

- (a) the payee's name;*
- (b) the amount of the payment;*

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

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

STRATEGIC IMPLICATIONS:

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

Governance and Leadership

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

FINANCIAL IMPLICATIONS:

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

WORKFORCE IMPLICATIONS:

There are no workforce implications for Council.

POLICY IMPLICATIONS:

Finance Policy FP5 – Transaction Cards

Finance Policy FP6 – Procurement of Goods and Services

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

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

- a) The List of Accounts Paid to 30 April 2025 totalling \$443,401.81.**
- b) The Credit Card Statement 25 March 2025 – 28 April 2025 as detailed in Attachment 9.2.1 (b).**
- c) The Fuel Card Statement March 2025 as detailed in Attachment 9.2.1 (c).**

MOTION: OCM250509

MOVED: Cr Barrett

SECONDED: Cr Brown

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

- a) The List of Accounts Paid to 30 April 2025 totalling \$443,401.81.**
- b) The Credit Card Statement 25 March 2025 – 28 April 2025 as detailed in Attachment 9.2.1 (b).**
- c) The Fuel Card Statement March 2025 as detailed in Attachment 9.2.1 (c).**

CARRIED: 6/0

For: President Iffla, Cr Leenhouders, Cr Brown, Cr Foreman, Cr Barrett, Cr Zacher

Against: Nil

9.2.2 MONTHLY FINANCIAL REPORT – APRIL 2025

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:	19 May 2025
Attachments:	a) Monthly Financial Report for the period ending 30 April 2025
Authority/Discretion:	Information

SUMMARY:

For Council to note the statement of financial activity for the period ended 30 April 2025 as required by the *Local Government Act 1995* ('the Act').

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

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the Shire's financial performance on a year to date basis for the period ending 30 April 2025.

BACKGROUND:

At its meeting held 24 July 2024 (Minute No. OCM240713 refers), Council adopted the annual budget for the 2024/25 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 2025 and results from a number of factors identified in the report. There are a number of factors that influence any variances, but it is predominately due to the timing of revenue and expenditure compared to the budget estimates. The notes to the statement of financial activity identify and provide commentary on the individual key material revenue and expenditure variances to date.

The following detail is included in the financial report:

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

Additionally, and pursuant to regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year. At its meeting on 24 July 2024, Council adopted (Minute No. OCM240716 Officer Recommendation 4 refers) the following material variance reporting threshold for the 2024/25 financial year:

Officer Recommendation 4: That Council ADOPT a material variance level of 10% with a minimum \$10,000.00 variance for the 2024/2025 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 2025 has been incurred in accordance with the 2024/25 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 2025 in accordance with section 6.4 of the *Local Government Act 1995*.

MOTION: OCM250510

MOVED: Cr Foreman

SECONDED: Cr Leenhouders

That Council RECEIVE the Monthly Financial Report incorporating the Statement of Financial Activity for the period ending 30 April 2025 in accordance with section 6.4 of the *Local Government Act 1995*.

CARRIED: 6/0

For: President Iffla, Cr Leenhouders, Cr Brown, Cr Foreman, Cr Barrett, Cr Zacher

Against: Nil

9.3 DEVELOPMENT SERVICES

Nil.

9.4 EXECUTIVE SERVICES

9.4.1 INFORMATION BULLETIN APRIL – MAY 2025

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	N/A
Author:	Glenda Forbes, Executive Administration Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	15 May 2025
Attachments:	a) April - May 2025 Information Bulletin
Authority/Discretion:	Information

SUMMARY:

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

BACKGROUND:

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

CONSULTATION:

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

COMMENT:

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

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

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

STATUTORY ENVIRONMENT:

Local Government (Administration) Regulations 1996

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

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

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

STRATEGIC IMPLICATIONS:

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

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

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

FINANCIAL IMPLICATIONS:

There are no financial implications for this report.

WORKFORCE IMPLICATIONS:

There are no workforce implications for this report.

POLICY IMPLICATIONS:

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

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council RECEIVE the Information Bulletin including the actions performed under delegated authority for the months of April – May 2025.

MOTION: OCM250511**MOVED: Cr Barrett****SECONDED: Cr Foreman**

That Council RECEIVE the Information Bulletin including the actions performed under delegated authority for the months of April – May 2025.

CARRIED: 6/0

For: President Iffla, Cr Leenhouders, Cr Brown, Cr Foreman, Cr Barrett, Cr Zacher

Against: Nil

10.0 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12.0 URGENT BUSINESS INTRODUCED BY DECISION OF THE COUNCIL

Nil

13.0 CLOSURE

13.1 DATE OF NEXT MEETING

The next ordinary meeting of Council will be held Wednesday, 25 June 2025, commencing at 1.00pm, in Jerramungup.

13.2 CLOSURE OF MEETING

The Presiding Member closed the meeting at 1:13pm

These minutes were confirmed at a meeting held

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Signed:

Presiding Person at the meeting at which these minutes were confirmed

Date: