



SHIRE OF JERRAMUNGUP

ORDINARY COUNCIL MEETING

Held at the Council Chamber,
Jerramungup, on
Wednesday, 29 October 2025

MINUTES

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Shire of Jerramungup

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Ordinary Meeting of Council

Wednesday 29 October 2025

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ORDINARY COUNCIL MEETING MINUTES

1.0 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

The meeting was opened at 1.03pm 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.

Shire President Cr Brown:

I would like to take a moment to thank you all for putting your faith in me to represent yourselves and the Shire of Jerramungup as your Shire President. It is a great honour and privilege to be elected into this role, one that I will strive to do to the best of my ability.

I would like to thank and acknowledge past President Joanne Iffla and her past Vice President Julie Leenhouders for their years of dedication and service to the Shire. I hope that we can build on their legacy going forward – a legacy of unity, professionalism and always doing what was best for the whole of the Shire of Jerramungup.

I would also like to welcome Councillor Hall to the Shire – trust me you will get used to being called Councillor Hall! I congratulate and thank you for dedicating your time and effort to the Shire. We all look forward to your contributions going forward.

2.0 RECORD OF ATTENDANCE

2.1 ATTENDANCE

ELECTED MEMBERS:

Cr Nathan Brown	Shire President (Chair)
Cr Paul Barrett	Deputy Shire President
Cr Neil Foreman	Councillor
Cr Gavin Mair	Councillor
Cr Raegan Zacher	Councillor (via Teams)
Cr Naomi Hall	Councillor

STAFF:

Martin Cuthbert	Chief Executive Officer
Richard Hindley	Manager of Development
Patrick Steinbacher	Manager of Works
Glenda Forbes	Executive Administration Officer

VISITORS:

Nil.

GALLERY:

Nil.

2.2 APOLOGIES

Charmaine Wisewould

2.3 APPROVED LEAVE OF ABSENCE

Nil.

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 29 October 2025 by audio contact.

MOTION: OCM251001**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 29 October 2025 by audio contact.

CARRIED BY ABSOLUTE MAJORITY: 6/0

For: President Brown, Cr Barrett, Cr Foreman, Cr Mair, Cr Zacher, Cr Hall

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**7.1 ORDINARY COUNCIL MEETING HELD 1 OCTOBER 2025**

That the Minutes of the Ordinary Council Meeting of the Shire of Jerramungup held in the Council Chamber, Jerramungup, on 1 October 2025 be CONFIRMED.

MOTION: OCM251002**MOVED: Cr Foreman****SECONDED: Cr Barrett**

That the Minutes of the Ordinary Council Meeting of the Shire of Jerramungup held in the Council Chamber, Jerramungup, on 1 October 2025 be CONFIRMED.

CARRIED: 6/0

For: President Brown, Cr Barrett, Cr Foreman, Cr Mair, Cr Zacher, Cr Hall

Against: Nil

8.0 RECOMMENDATIONS AND REPORTS OF COMMITTEES

Nil.

9.0 REPORTS

9.1 TECHNICAL SERVICES

9.1.1 WORKS REPORT FOR SEPTEMBER-OCTOBER 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:	21 October 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 started forming up of the road surface and drainage on a further 5km section of Meechi Road. The Crew is aiming to start carting gravel during the week of 20 October 2025. The sealing contractor is booked for 2 December 2025.

Road Maintenance

The road maintenance grader has been working on Bowra Road and Jerramungup North Road and is working to the east on roads out to Fitzgerald Road.

A contract grader has also been helping with the maintenance of roads in the southern end of the Shire.

Town Services

Bremer Bay

Town Services staff have completed the following:

- Mowing of firebreaks on Shire properties.
- Filled in potholes along Wellstead Road.
- Removed vandalised signs.
- Installed bollards/gates to stop public access along firebreaks at Point Henry.
- Reinstated irrigation systems around townsite.
- Weed control.
- Mowing of parklands.
- Removal of fallen trees within Wellstead Estuary walk trail.
- Picking up rubbish.

Jerramungup

Town Services staff have completed the following:

- Weed control of gardens and townsite.
- Contractor has upgraded the irrigation system at Roe Park.
- Mowing of firebreaks, alleyways and Shire properties for fire season.
- Reinstated irrigation systems around townsite.
- Picking up rubbish.

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 2025/2026 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 September-October 2025.

MOTION: OCM251003**MOVED: Cr Mair****SECONDED: Cr Zacher****That Council RECEIVE the works report for September-October 2025.****CARRIED: 6/0**

For: President Brown, Cr Barrett, Cr Foreman, Cr Mair, Cr Zacher, Cr Hall

Against: Nil

9.2 CORPORATE SERVICES**9.2.1 ACCOUNTS FOR PAYMENT – SEPTEMBER 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:	18 October 2025
Attachments:	a) List of Accounts Paid to 30 September 2025 b) Credit Card Statement 21 August 2025 – 24 September 2025 c) Fuel Card Statement – August 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 September 2025.

BACKGROUND:

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

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

CONSULTATION:

Internal consultation within the Finance Department.

COMMENT:

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

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

FUND	VOUCHERS	AMOUNTS
Municipal Account		
Last Cheque Used	28181	
EFT Payments	23789 – 23813	\$135,345.76
EFT Payments	23814	CANCELLED
EFT Payments	23815 - 23929	\$515,133.66
Direct Deposits		\$71,894.20
Municipal Account Total		\$722,373.62
Trust Account		
Trust Account Total		\$0.00
Grand Total		\$722,373.62

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 \$6,450.66.

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 September 2025 totalling \$722,373.62.
- b) The Credit Card Statement 21 August 2025 – 24 September 2025 as detailed in attachment 9.2.1 (b).
- c) The Fuel Card Statement August 2025 as detailed in Attachment 9.2.1 (c).

MOTION: OCM251004

MOVED: Cr Barrett

SECONDED: Cr Zacher

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 September 2025 totalling \$722,373.62.
- b) The Credit Card Statement 21 August 2025 – 24 September 2025 as detailed in attachment 9.2.1 (b).
- c) The Fuel Card Statement August 2025 as detailed in Attachment 9.2.1 (c).

CARRIED: 6/0

For: President Brown, Cr Barrett, Cr Foreman, Cr Mair, Cr Zacher, Cr Hall

Against: Nil

9.2.2 MONTHLY FINANCIAL REPORT – SEPTEMBER 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:	October 2025
Attachments:	a) Monthly Financial Report for the Period Ending 30 September 2025
Authority/Discretion:	Information

SUMMARY:

For Council to note the statement of financial activity for the period ended 30 September 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 September 2025.

BACKGROUND:

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

It should be noted that these reports do not represent a projection to the end of year position or that there are funds surplus to requirements. It represents the year-to-date position to 30 September 2025 and results from a number of factors identified in the report. There are a number of factors that influence any variances, but it is predominately due to the timing of revenue and expenditure compared to the budget estimates. The notes to the statement of financial activity identify and provide commentary on the individual key material revenue and expenditure variances to date.

The following detail is included in the financial report:

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

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

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

CONSULTATION:

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

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

COMMENT:

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

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

STATUTORY ENVIRONMENT:

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

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

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

and

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

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

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

STRATEGIC IMPLICATIONS:

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

Governance and Leadership

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

FINANCIAL IMPLICATIONS:

Expenditure for the period ending 30 September 2025 has been incurred in accordance with the 2025/26 budget parameters, which have been structured on financial viability and sustainability principles.

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

WORKFORCE IMPLICATIONS:

There are no workforce implications for Council.

POLICY IMPLICATIONS:

AP3 – Regional Price Preference

FP1 – Accounting for Non-Current Assets

FP2 – Debt Recovery

FP3 – Investments

FP6 – Procurement of Goods and Services Policy

Significant Accounting Policies as detailed within the Monthly Financial Report

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

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

MOTION: OCM251005

MOVED: Cr Foreman

SECONDED: Cr Hall

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

CARRIED: 6/0

For: President Brown, Cr Barrett, Cr Foreman, Cr Mair, Cr Zacher, Cr Hall

Against: Nil

9.3 DEVELOPMENT SERVICES

9.3.1 ADOPTION SUBJECT TO MODIFICATION - STRUCTURE PLAN – LOT 9500 BORDEN-BREMER BAY ROAD, BREMER BAY

Location/Address:	Lot 9500 Borden-Bremer Bay Road, Bremer Bay
Name of Applicant:	Dynamic Planning and Developments on behalf of Dilate Pty Ltd
File Reference:	A160761
Author:	Richard Hindley, Manager of Development
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	2 October 2025
Attachments:	a) UNDER SEPARATE COVER Structure Plan and Schedules b) Schedule of Submissions c) Combined Submissions
Authority/Discretion:	Legislative

SUMMARY:

The purpose of this report is to recommend to the Western Australian Planning Commission that the proposed Structure Plan for Lot 9500 Borden-Bremer Bay Road, Bremer Bay be supported subject to modifications.

If the proposed Structure Plan is supported by Council it needs to be submitted to the Department of Planning, Lands and Heritage – Planning.

BACKGROUND:

- The proposed Structure Plan was formally lodged with the Shire on 7 March 2024.
- The proposed Structure Plan for Lot 9500 Borden-Bremer Bay Road, Bremer Bay was advertised for public comment closing 31 July 2024.
- During advertising six submissions were received.
- The proposed Structure Plan has an indicative yield of approximately 121 dwellings, made up of single house lots.
- The proposed Structure Plan indicates new public open space totalling approximately 17% of the developable residential area.
- The public open space will fall under the management of the Shire of Jerramungup in due course.

CONSULTATION:

The draft Structure Plan was advertised from 19 June 2024 and closed on 31 July 2024. At the time of closing, six submissions were made which are contained in attachment 9.3.1 c).

Advice has been sought from the Department of Planning, Lands and Heritage – Planning who authorised additional time to consider the submissions.

Now the advertising period has concluded, the Shire's Officers have reviewed all of the submissions received. This report has been prepared including the Officers' assessment of the proposed Structure Plan documents and addresses all the comments received during the advertising period.

A Schedule of Submissions is contained in attachment 9.3.1 b) which provides comments against the submissions and makes recommendations relating to modifications to the Structure Plan.

COMMENT:**Proposed Structure Plan**

The proposed Structure Plan (contained in attachment 9.3.1 a)) provides guidance on the subdivision and development of the Structure Plan Area.

The Structure Plan makes provision for a range of lot sizes between R2.5 and R10.

Council is to consider the Officers' report and subsequently provide a recommendation to the Western Australian Planning Commission on whether the proposed Structure Plan should be approved by the Commission, with or without modifications. The Western Australian Planning Commission will make a final decision to approve or refuse the Structure Plan.

Proposal

The Structure Plan proposes residential development and a single area of public open space. The road layout and distribution of residential densities proposed (ie R2.5, R5 and R10) are shown on the attached Structure Plan map. Generally speaking, the R-coding indicates the maximum number of dwellings permitted per hectare of land. The R2.5, R5 and R10 coding allows single house lots on a lot.

The main components of the proposed Structure Plan include the following:

- An indicative subdivision layout over the proposed Structure Plan area indicates a yield of approximately 121 dwellings, made-up of single house lots;
- The proposed Structure Plan also indicates an area of public open space areas (restricted and unrestricted) totalling approximately 8ha in area that equates to approximately 17% of the gross developable residential area, the long-term future of which will be considered by Council in due course.

STATUTORY ENVIRONMENT:

Planning and Development (Local Planning Schemes) Regulations 2014 Schedule 2 Part 4

20. Local government report to Commission

- (1) *The local government must prepare a report on the proposed structure plan and provide it to the Commission no later than 60 days after the day that is the latest of —*
 - (a) *the last day of the period for making submissions on the proposed structure plan that applies under clause 18(3A); or*
 - (b) *the last day for making submissions after a proposed modification of the structure plan is advertised under clause 19(2); or*
 - (c) *a day agreed by the Commission.*
- (2) *The report on the proposed structure plan must include the following —*
 - (a) *a list of the submissions considered by the local government, including, if relevant, any submissions received on a proposed modification to the structure plan advertised under clause 19(2);*
 - (b) *any comments by the local government in respect of those submissions;*
 - (c) *a schedule of any proposed modifications to address issues raised in the submissions;*
 - (d) *the local government's assessment of the proposal based on appropriate planning principles;*
 - (e) *a recommendation by the local government on whether the proposed structure plan should be approved by the Commission, including a recommendation on any proposed modifications.*

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:

Nil.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council support, in accordance with Clause 20(1)(c) and 20(2) of the Deemed Provisions, that the Proposed Structure Plan for Lot 9500 Borden-Bremer Bay Road, Bremer Bay should be supported by the Commission subject to the following modifications:

- a) Amend the internal road network to relocate the southern road so that it is not adjacent to the Bremer Bay Road.
- b) Apply a restrictive covenant prohibiting access to Bremer Bay Road on the Public Open Space and Lots 109 and 110.
- c) Place a pedestrian and cycle pathway within the Structure Plan Area to provide access to schools and other community amenities without accessing Bremer Bay Road.
- d) Amend the plan to show a vehicle parking area within the Public Open Space.
- e) Amend the structure plan to ensure residential development is located outside of the P2 area of the PDWSA.
- f) The development is to either be connected to the reticulated sewerage system or where this is not feasible lots are serviced by a secondary treatment unit with nutrient removal.
- g) Resolve inconsistencies between the Structure Plan and its Appendices.
- h) Amend the Local Water Management Strategy to identify the pre-development catchments and be shown in the plans. A pre-development catchment assessment of the catchment is to be done to determine flow rates to demonstrate the acceptable post-development discharge rates onto freehold land to the south.
- i) Drainage management is to be contained within the development area and located outside of the PDWSA and Reserve 46098.
- j) The Local Water Management Strategy with Appendix A Site Soil Investigation Report (GSG, 2023) is to be amended to note observations should be made during peak season, generally October/November and be amended to incorporate the findings. Bore 60200014 is to be reassessed to correctly determine if a perched ground water system is present.
- k) Provide a BAL Contour Map as part of the Structure Plan.

MOTION: OCM251006**MOVED: Cr Mair****SECONDED: Cr Barrett**

That Council support, in accordance with Clause 20(1)(c) and 20(2) of the Deemed Provisions, that the Proposed Structure Plan for Lot 9500 Borden-Bremer Bay Road, Bremer Bay should be supported by the Commission subject to the following modifications:

- a) Amend the internal road network to relocate the southern road so that it is not adjacent to the Bremer Bay Road.**
- b) Apply a restrictive covenant prohibiting access to Bremer Bay Road on the Public Open Space and Lots 109 and 110.**
- c) Place a pedestrian and cycle pathway within the Structure Plan Area to provide access to schools and other community amenities without accessing Bremer Bay Road.**
- d) Amend the plan to show a vehicle parking area within the Public Open Space.**
- e) Amend the structure plan to ensure residential development is located outside of the P2 area of the PDWSA.**
- f) The development is to either be connected to the reticulated sewerage system or where this is not feasible lots are serviced by a secondary treatment unit with nutrient removal.**
- g) Resolve inconsistencies between the Structure Plan and its Appendices.**
- h) Amend the Local Water Management Strategy to identify the pre-development catchments and be shown in the plans. A pre-development catchment assessment of the catchment is to be done to determine flow rates to demonstrate the acceptable post-development discharge rates onto freehold land to the south.**
- i) Drainage management is to be contained within the development area and located outside of the PDWSA and Reserve 46098.**
- j) The Local Water Management Strategy with Appendix A Site Soil Investigation Report (GSG, 2023) is to be amended to note observations should be made during peak season, generally October/November and be amended to incorporate the findings. Bore 60200014 is to be reassessed to correctly determine if a perched ground water system is present.**
- k) Provide a BAL Contour Map as part of the Structure Plan.**

CARRIED: 6/0

For: President Brown, Cr Barrett, Cr Foreman, Cr Mair, Cr Zacher, Cr Hall

Against: Nil

9.3.2 PROPOSED LOCAL PLANNING POLICY – ANCILLARY 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:	6 October 2025
Attachments:	a) Draft Local Planning Policy 23 – Ancillary Accommodation
Authority/Discretion:	Legislative

SUMMARY:

This purpose of this report is to recommend that Council resolve to prepare a Local Planning Policy – Ancillary Accommodation.

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

BACKGROUND:

Councillors were briefed on a potential Local Planning Policy – Ancillary Accommodation during a briefing session in October and it is now being brought forward to Council to prepare it as a Local Planning Policy and advertise it for public consultation.

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 for not less than 21 days.

COMMENT:

The draft Local Planning Policy – Ancillary Accommodation is presented to Council for the purposes 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.

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 – Ancillary Accommodation as contained in attachment 9.3.2 a).

MOTION: OCM251007**MOVED: Cr Hall****SECONDED: Cr Zacher**

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 – Ancillary Accommodation as contained in attachment 9.3.2 a).

CARRIED: 6/0

For: President Brown, Cr Barrett, Cr Foreman, Cr Mair, Cr Zacher, Cr Hall

Against: Nil

9.4 EXECUTIVE SERVICES

9.4.1 INFORMATION BULLETIN SEPTEMBER-OCTOBER 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:	21 October 2025
Attachments:	a) September-October 2025 Information Bulletin
Authority/Discretion:	Information

SUMMARY:

To advise Council on the information items for September-October 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 September 2025.

CONSULTATION:

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

COMMENT:

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

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

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

STATUTORY ENVIRONMENT:

Local Government (Administration) Regulations 1996

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

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

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

STRATEGIC IMPLICATIONS:

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

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

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

FINANCIAL IMPLICATIONS:

There are no financial implications for this report.

WORKFORCE IMPLICATIONS:

There are no workforce implications for this report.

POLICY IMPLICATIONS:

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

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

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

MOTION: OCM251008**MOVED: Cr Foreman****SECONDED: Cr Barrett**

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

CARRIED: 6/0

For: President Brown, Cr Barrett, Cr Foreman, Cr Mair, Cr Zacher, Cr Hall

Against: Nil

9.4.3 REPRESENTATION ON COMMITTEES AND WORKING PARTIES/GROUPS

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:	21 October 2025
Attachments:	Nil
Authority/Discretion:	Administrative

SUMMARY:

Following the outcome of the Ordinary Local Government Election on 18 October 2025, membership to various Council appointed committees were declared vacant. Council is required to consider its representation on various Council Committees and Working Groups. Appointments to external committees have also been reviewed.

BACKGROUND:

As per section 5.11 of the *Local Government Act 1995*, Council representatives on its Committees and Working Groups established under the Act are discontinued following a local government election and as such, nominations for Council representatives are required.

Council may also wish to consider the current appointments to other statutory Committees and its representatives on outside bodies.

There are three current committees established in this manner and their status is outlined in the Comment section of this report:

- CEO Review Committee
- Audit, Risk and Improvement Committee
- Bremer Bay Community Development Committee

Council has already defined the purpose and operations of each committee. Any delegation available to a committee is prescribed in respective Instrument of Appointment and Delegation. For all Committees, the Chief Executive Officer and other staff members will provide advice and administrative support to the Committee.

It would also be prudent at this time to review membership of external committees requiring Elected Member representation, as well as membership to the working groups/parties Council has previously formed to assist on various issues.

The last full review of committee representation was at the Ordinary Meeting of Council held 22 November 2023.

CONSULTATION:

Nil.

COMMENT:

Establishment of committees requires an absolute majority decision of Council. When Council establishes a committee it is required to detail what authority (if any) is delegated to that committee. A formal committee established in this manner is required to observe a Council's Standing Orders (if applicable) and the *Local Government Act 1995* in its meetings. For example, all meetings are required to be advertised, produce a formal agenda and minutes, and include a public question time.

An acceptable alternative to the establishment of committees per the *Local Government Act 1995* is the formation of working parties, working groups, or teams. Such bodies are not delegated specific authority from Council and therefore act as an advisory body only. Recommendations from such bodies are presented to Council through officer reports.

The following information details the various committees that Council has established or is represented upon. Council is requested to review its representation on such bodies, whether to disband some internal working parties and to nominate elected members to those bodies to which Council wishes to continue providing representation.

PART 1 – COUNCIL COMMITTEES

Council Committees (formed per s5.8 of the *Local Government Act 1995*)

- **CEO Performance Review Committee**

This Committee undertakes the performance review of the CEO and negotiates changes to the CEO's contract of employment for subsequent Council approval.

- **Audit, Risk and Improvement Committee**

This Committee is established to comply with legislation and oversee financial issues.

Changes to the *Local Government (Audit) Regulations 1996* required Audit, Risk and Improvement Committees to expand their focus to provide effective corporate governance through the review of systems and procedures relating to risk management, internal control and legislative compliance.

- **Bremer Bay Community Development Committee**

To provide opportunity for various community groups in Bremer Bay to make recommendations to Council on matters which aim to improve the community of Bremer Bay.

Council appointments to the above Committees prior to 18 October 2025 were:

Committee	Membership	Term	Purpose	Nominated Councillors	Powers/Delegations
CEO Review Committee	All members of Council	2 years with terms of office being aligned with Local Government Councillor Elections	To undertake periodic review meetings with the incumbent CEO and prepare reports and recommendations for Council on the CEO's performance and contract terms	All Councillors	Nil, the committee makes recommendations to Council. The Shire President may, at his/her option, engage a consultant to assist in any relevant processes to the extent provided for in the annual budget
Audit, Risk and Improvement Committee	All members of Council	2 years with terms of office being aligned with Local Government Councillor Elections	To receive audit reports and meet annually with Council's auditors	All Councillors	Nil, the committee makes recommendations to Council on the appointment of auditors and matters raised during audits
Bremer Bay Community Development Committee	Shire President, Deputy President, and proxy any other Councillor Two member representatives and one proxy from each community organisation	2 years with terms of office being aligned with Local Government Councillor Elections All non Councillor members of the committee membership is ongoing once Council has accepted their nomination until the organisation they represent advises otherwise or until Council disbands this Committee, whichever is the sooner	To advise Council on issues of development within Bremer Bay	Delegate 1: Cr Iffla Delegate 2: Cr Zacher Proxy: Cr Mair	Nil, the committee will make recommendations to Council

PART 2 – EXTERNAL COMMITTEES

Listed below are the external committees/organisations to which Council currently provides representation. Council appointments to the Committees prior to 18 October 2025 are also included (as per Resolution OCM231117 from the Ordinary Council Meeting dated 22 November 2023):

- **Great Southern Regional Road Group (RRG)**

The function of this group is to allocate State government funding for regional road maintenance and construction and oversee the implementation of State government 'Black Spot' funding. The RRG meets quarterly.

- **WALGA Great Southern Zone**

WALGA advocates on behalf of the State's 139 Local Governments and negotiates service agreements for the sector. The Great Southern WALGA Zone meets quarterly.

- **Bush Fire Advisory Committee (BFAC)**

Responsible for reviewing administrative and resourcing recommendations from the Bush Fire Advisory Group related to Volunteer Bush Fire Brigades within the Shire of Jerramungup. This Committee is also responsible for providing advice to Council on matters pertaining to the *Bush Fires Act 1954*, Bush Fire Risk Management and Mitigation.

- **Fitzgerald Biosphere Group (FBG)**

The Fitzgerald Biosphere Group (FBG) is a non-profit community organisation that works with farmers, researchers, industry groups and federal and state agencies to address local production and natural resource management issues to ensure the long-term sustainability of the agricultural industry and the communities within the region.

- **Great Southern Recreation Advisory Group (GSRAG)**

The Great Southern Recreation Advisory Group meets quarterly to discuss and develop community sport and recreation opportunities for residents and visitors of the Great Southern.

- **Jerramungup VES Unit Management Committee**

Fire and Emergency Services volunteers respond to a range of local emergencies including bushfires, floods, vehicle crashes and land searches for missing persons.

- **Bremer Bay VES Unit Management Committee**

Fire and Emergency Services volunteers respond to a range of local emergencies including bushfires, floods, vehicle crashes and land searches for missing persons.

- **Great Southern Joint Development Assessment Panel (JDAP)**

The JDAP is an independent decision-making body comprised of three technical experts and two elected local government representatives. The JDAP determines development applications made under local and regional planning schemes, in the place of the Shire of Jerramungup Council.

- **Fitzgerald River National Park Advisory Group**

The Fitzgerald River National Park Advisory Group is established to assist with the development and an ongoing delivery of the Fitzgerald River National Park Management Plan. The Group consists of selected members representing DPaW, the two Shires and the traditional owners, members are elected and chosen for their knowledge of, interest in and links to the park. The Group meets four times per year.

- **Local Emergency Management Committee (LEMC)**

The *Emergency Management Act 2005* requires that local governments are to ensure that local emergency management arrangements are prepared and maintained for the local government district.

The LEMC is responsible for:

- Advising and assisting the Shire of Jerramungup to ensure that local emergency management arrangements are established for its district.
- Liaising with public authorities and other persons or entities in the development, review and testing of local emergency management operations; and
- Carrying out other emergency management activities as required by the Shire of Jerramungup Emergency Management Plan or as prescribed by legislation and regulations.

- **South Coast Alliance Incorporated (SCA)**

The Alliance is comprised of representatives from the City of Albany, Shire of Denmark, Shire of Plantagenet and Shire of Jerramungup. The Alliance was formed to promote collaborative economic development in the region through advocacy, economic development and tourism efficiency.

Organisation/Committee	Delegate Positions	Nominated Councillors
Regional Road Group	Two Councillors and one Proxy	Delegate 1: Cr Leenhouders Delegate 2: Cr Barrett Proxy: Cr Foreman or any other Councillor
Great Southern Zone of WALGA	Two Councillors and one Proxy	Delegate 1: Cr Leenhouders Delegate 2: Cr Iffla Proxy: Any other Councillor
Bush Fire Advisory Committee	One Councillor and one Proxy	Delegate: Cr Foreman Proxy: Cr Brown or any other Councillor
Fitzgerald Biosphere Group	One Councillor and one Proxy	Delegate: Cr Brown Proxy: Cr Foreman or any other Councillor
Great Southern Recreation Advisory Group	One Councillor and one Proxy	Delegate: Cr Mair Proxy: Cr Foreman or any other Councillor
Jerramungup VES Unit Management Committee	One Councillor and one Proxy	Delegate: Cr Barrett Proxy: Cr Brown or any other Councillor
Bremer Bay VES Unit Management Committee	One Councillor and one Proxy	Delegate: Cr Mair Proxy: Cr Zacher or any other Councillor
Development Assessment Panel	Two Councillor and one Proxy	Delegate 1: Cr Iffla Delegate 2: Cr Leenhouders Proxy: Cr Zacher Proxy: Cr Mair
Fitzgerald River National Park Advisory Group	One Councillor and one Proxy	Delegate: CEO Proxy: Any other Staff Member
Local Emergency Management Committee	One Councillor and one Proxy	Delegate: Cr Iffla Proxy: Cr Leenhouders or any other Councillor
South Coast Alliance	Three Councillors	Delegate: Cr Iffla Delegate: Cr Leenhouders Delegate: Cr Brown

STATUTORY ENVIRONMENT:***Local Government Act 1995******Subdivision 2 — Committees and their meetings******5.8. Establishment of committees***

A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

** Absolute majority required.*

5.9. Committees, types of

(1) In this section —

other person means a person who is not a council member or an employee.

(2) A committee is to comprise —

- (a) council members only; or*
- (b) council members and employees; or*
- (c) council members, employees and other persons; or*
- (d) council members and other persons; or*
- (e) employees and other persons; or*
- (f) other persons only.*

5.10. Committee members, appointment of

(1) A committee is to have as its members —

- (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).*

** Absolute majority required.*

- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*
- (3) Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.*
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —*

- (a) to be a member of the committee; or*
 - (b) that a representative of the CEO be a member of the committee,*
- the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.*

5.11A. Deputy committee members

- (1) The local government may appoint* a person to be a deputy of a member of a committee and may terminate such an appointment* at any time.*

** Absolute majority required.*

- (2) A person who is appointed as a deputy of a member of a committee is to be —*
 - (a) if the member of the committee is a council member — a council member; or*
 - (b) if the member of the committee is an employee — an employee; or*
 - (c) if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or*
 - (d) if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.*
- (3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.*
- (4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.*

5.11. Committee membership, tenure of

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
 - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
 - (b) the person resigns from membership of the committee; or*
 - (c) the committee is disbanded; or*
 - (d) the next ordinary elections day,*

whichever happens first.
- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*
 - (a) the term of the person's appointment as a committee member expires; or*
 - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
 - (c) the committee is disbanded; or*
 - (d) the next ordinary elections day,*

whichever happens first.

Division 1A — Audit committee**7.1A. Audit committee**

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.*
- (2) The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the members, and the majority of the members, are to be council members.*

** Absolute majority required.*

- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.*
- (4) An employee is not to be a member of an audit committee.*

Section 38 of the Emergency Management Act 2005**38. Local emergency management committees**

- (1) A local government is to establish one or more local emergency management committees for the local government's district.*
- (2) If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.*
- (3) A local emergency management committee consists of —*
 - (a) a chairman and other members appointed by the relevant local government in accordance with subsection (4); and*
 - (b) if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.*
- (4) Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.*

STRATEGIC IMPLICATIONS:

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

Work cohesively with groups from across the community to improve engagement and to promote community participation.

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:

Policies provide direction for all Shire of Jerramungup employees.

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:

1. That all Elected Member representation prior to 18 October 2025 on Council Committees, External Committees/Organisations, Internal Working Parties/Groups be dissolved.

COUNCIL COMMITTEES***CEO Performance Review Committee (no delegated power)***

2. That BY AN ABSOLUTE MAJORITY, Council APPOINTS all Elected Members to the CEO Performance Review Committee.

Audit, Risk and Improvement Committee (no delegated power)

3. That BY AN ABSOLUTE MAJORITY, Council APPOINTS all Elected Members to the Audit, Risk and Improvement Committee.

Bremer Bay Community Development Committee (no delegated power)

4. That BY AN ABSOLUTE MAJORITY, Council APPROVES the Shire President, Deputy Shire President and one Proxy to the Bremer Bay Community Development Committee.
5. That BY AN ABSOLUTE MAJORITY, Council APPOINTS the following Elected Members to the Bremer Bay Community Development Committee.

Member 1: Cr _____ (Shire President)

Member 2: Cr _____ (Deputy Shire President)

Proxy: Cr _____

EXTERNAL REPRESENTATION – COMMITTEES/ORGANISATIONS

6. That Council, BY AN ABSOLUTE MAJORITY, APPROVES the nomination of the following Elected Members to the external Committees/Organisations as detailed below:

Regional Road Group

Delegate 1: Cr _____

Delegate 2: Cr _____

Proxy: Cr _____

or any other Councillor

Great Southern Zone of WALGA

Delegate 1: Cr _____

Delegate 2: Cr _____

Proxy: Cr _____

or any other Councillor

Bush Fire Advisory Committee

Delegate: Cr _____

Proxy: Cr _____

or any other Councillor

Fitzgerald Biosphere Group

Delegate: Cr _____

Proxy: Cr _____

or any other Councillor

Great Southern Recreation Advisory Group

Delegate: Cr _____

Proxy: Cr _____

or any other Councillor

Jerramungup VES Unit Management Committee

Delegate: Cr _____

Proxy: Cr _____

or any other Councillor

Bremer Bay VES Unit Management Committee

Delegate: Cr _____

Proxy: Cr _____

or any other Councillor

Development Assessment Panel

Delegate 1: Cr _____

Delegate 2: Cr _____

Proxy: Cr _____

Proxy: Cr _____

Fitzgerald River National Park Advisory Group

Delegate: Chief Executive Officer

Proxy: Any other Staff Member

Local Emergency Management Committee

Delegate: Cr _____ (Shire President)

Proxy: Cr _____

or any other Councillor

South Coast Alliance

Delegate: Cr _____ (Shire President)

Delegate: Cr _____ (Deputy Shire President)

Delegate: Cr _____

MOTION: OCM251009**MOVED: Cr Barrett****SECONDED: Cr Foreman**

1. That all Elected Member representation prior to 18 October 2025 on Council Committees, External Committees/Organisations, Internal Working Parties/Groups be dissolved.

COUNCIL COMMITTEES***CEO Performance Review Committee (no delegated power)***

2. That BY AN ABSOLUTE MAJORITY, Council APPOINTS all Elected Members to the CEO Performance Review Committee.

Audit, Risk and Improvement Committee (no delegated power)

3. That BY AN ABSOLUTE MAJORITY, Council APPOINTS all Elected Members to the Audit, Risk and Improvement Committee.

CARRIED BY ABSOLUTE MAJORITY: 6/0

For: President Brown, Cr Barrett, Cr Foreman, Cr Mair, Cr Zacher, Cr Hall

Against: Nil

MOTION: OCM251010**MOVED: Cr Zacher****SECONDED: Cr Hall*****Bremer Bay Community Development Committee (no delegated power)***

4. That BY AN ABSOLUTE MAJORITY, Council APPROVES the Shire President, Deputy Shire President and one Proxy to the Bremer Bay Community Development Committee.
5. That BY AN ABSOLUTE MAJORITY, Council APPOINTS the following Elected Members to the Bremer Bay Community Development Committee.

Member 1: Cr Brown (Shire President)

Member 2: Cr Barrett (Deputy Shire President)

Proxy: Cr Zacher or any other Councillor

CARRIED BY ABSOLUTE MAJORITY: 6/0

For: President Brown, Cr Barrett, Cr Foreman, Cr Mair, Cr Zacher, Cr Hall

Against: Nil

MOTION: OCM251011**MOVED: Cr Zacher****SECONDED: Cr Mair**

6. That Council, BY AN ABSOLUTE MAJORITY, APPROVES the nomination of the following Elected Members to the external Committees/Organisations as detailed below:

Regional Road Group**Delegate 1: Cr Barrett****Delegate 2: Cr Brown****Proxy: Cr Hall or any other Councillor*****Great Southern Zone of WALGA*****Delegate 1: Cr Brown****Delegate 2: Cr Barrett****Proxy: Any other Councillor*****Bush Fire Advisory Committee*****Delegate: Cr Foreman****Proxy: Any other Councillor*****Fitzgerald Biosphere Group*****Delegate: Cr Hall****Proxy: Cr Zacher or any other Councillor*****Great Southern Recreation Advisory Group*****Delegate: Cr Mair****Proxy: Cr Foreman or any other Councillor*****Jerramungup VES Unit Management Committee*****Delegate: Cr Barrett****Proxy: Cr Foreman or any other Councillor*****Bremer Bay VES Unit Management Committee*****Delegate: Cr Mair****Proxy: Cr Zacher or any other Councillor**

Development Assessment Panel**Delegate 1: Cr Hall****Delegate 2: Cr Zacher****Proxy: Cr Mair****Proxy: Cr Brown*****Fitzgerald River National Park Advisory Group*****Delegate: Chief Executive Officer****Proxy: Any other Staff Member*****Local Emergency Management Committee*****Delegate: Cr Brown (Shire President)****Proxy: Cr Barrett or any other Councillor*****South Coast Alliance*****Delegate: Cr Brown (Shire President)****Delegate: Cr Barrett (Deputy Shire President)****Delegate: Cr Foreman****CARRIED BY ABSOLUTE MAJORITY: 6/0****For: President Brown, Cr Barrett, Cr Foreman, Cr Mair, Cr Zacher, Cr Hall****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, 26 November 2025, commencing at 1.00pm, in Jerramungup.

13.2 CLOSURE OF MEETING

The Presiding Member closed the meeting at 1.15pm

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: