



SHIRE OF JERRAMUNGUP

ORDINARY COUNCIL MEETING

Held at the Council Chamber,
Jerramungup, on
Wednesday, 30 July 2025

MINUTES

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Shire of Jerramungup

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Ordinary Meeting of Council

Wednesday 30 July 2025

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ORDINARY COUNCIL MEETING MINUTES

1.0 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

The meeting was opened at 1.15pm 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 Gavin Mair	Councillor

STAFF:

Martin Cuthbert	Chief Executive Officer
Charmaine Wisewould	Deputy Chief Executive Officer
Richard Hindley	Manager of Development
Glenda Forbes	Executive Administration Officer

VISITORS:

Nil

GALLERY:

Nil

2.2 APOLOGIES

Nil

2.3 APPROVED LEAVE OF ABSENCE

Cr Raegan Zacher

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

Charmaine Wisewould, Deputy Chief Executive Officer, declared a Financial Interest in item 9.4.5 Appointment of Acting CEO as it relates to employment matters.

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.

MOTION: OCM250701

MOVED: Cr Leenhouders

SECONDED: Cr Mair

That Cr Raegan Zacher be granted Leave of Absence from the Ordinary Council Meeting to be held on 30 July 2025.

CARRIED: 6/0

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

Against: Nil

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.

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 7.1 and 7.2 – Adopted by en bloc resolution.

7.1 ORDINARY COUNCIL MEETING HELD 25 JUNE 2025

That the Minutes of the Ordinary Council Meeting of the Shire of Jerramungup held in the Council Chamber, Jerramungup, on 25 June 2025 be **CONFIRMED**.

MOTION: OCM250702

MOVED: Cr Barrett

SECONDED: Cr Foreman

That the Minutes of the Ordinary Council Meeting of the Shire of Jerramungup held in the Council Chamber, Jerramungup, on 25 June 2025 be **CONFIRMED**.

CARRIED: 6/0

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

Against: Nil

7.2 AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD 25 JUNE 2025

That Council **RECEIVE** the Minutes of the Audit, Risk & Improvement Committee Meeting held on 25 June 2025.

MOTION: OCM250703

MOVED: Cr Barrett

SECONDED: Cr Foreman

That Council **RECEIVE** the Minutes of the Audit, Risk & Improvement Committee Meeting held on 25 June 2025.

CARRIED: 6/0

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

Against: Nil

7.3 CEO REVIEW COMMITTEE MEETING HELD 30 JULY 2025

Council did not consider item 7.3 relating to confirmation of the Minutes of the CEO Review Committee Meeting, due to the Minutes and final report not being finalised prior to the meeting.

8.0 RECOMMENDATIONS AND REPORTS OF COMMITTEES

Council did not consider Item 8.1 relating to the Minutes and associated report of the CEO Review Committee Meeting, as these were not finalised prior to the meeting.

9.0 REPORTS

9.1 TECHNICAL SERVICES

9.1.1 WORKS REPORT FOR JUNE-JULY 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 July 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, including drainage, from SLK 7.82 to SLK 10.82 of Cardinnup Road. The Crew is now carrying out maintenance on all Shire roads, including fixing signs, white posts, repairing potholes, and drainage works.

Road Maintenance

The road maintenance grader has been working on Lake Road, Reserve Road and Lake Magenta Road.

The pruning saw is back working on Meechi Road, after which it will return to Devils Creek Road.

Town Services

Bremer Bay

Town Services staff have completed the following:

- Maintenance of gardens around town.
- Mowing of parklands.
- Installation of new coastal signage at Native Dog Beach and Blossoms Beach.
- Widening walk trails by removing encroaching vegetation.
- Rubbish collection within townsite.
- Pruning of vegetation growing onto road.
- Started Vic Tea Tree control within Tallerack Reserve.
- Filling in potholes within townsite.
- Maintenance of playground structures.
- Installation of new outdoor showers at Paperbarks ablutions.
- Removal of rubbish and fallen trees at Millers Point campground.
- Cleaning out stormwater drains and outlets.

Jerramungup

Town Services staff have completed the following:

- Weed spraying throughout the townsite.
- Mowing of parklands and cemetery.

- Rubbish collection within townsite.
- Mowing at Airstrip.
- Weed spraying in gardens.
- Maintenance of playground structures.
- Cleaning out stormwater drains.

Contract Work

Contractors have:

- Installed solar powered lights along the footpath from Bremer Bay Brewery past the VFES shed, in Bremer Bay.
- Installed solar powered lights at Roe Park, Jerramungup.

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 June-July 2025.

MOTION: OCM250704

MOVED: Cr Barrett

SECONDED: Cr Foreman

That Council RECEIVE the works report for June-July 2025.

CARRIED: 6/0

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

Against: Nil

9.2 CORPORATE SERVICES**9.2.1 ACCOUNTS FOR PAYMENT – JUNE 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:	14 July 2025
Attachments:	a) List of Accounts Paid to 30 June 2025 b) Fuel Card Statement – May 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 June 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 June 2025. Lists detailing the payments made are appended as an attachment.

FUND	VOUCHERS	AMOUNTS
Municipal Account		
Last Cheque Used	28181	
EFT Payments	23438 - 23593	\$1,456,342.93
Direct Deposits		\$37,203.16
Municipal Account Total		\$1,493,546.09
Trust Account		
Trust Account Total		\$0.00
Grand Total		\$1,493,546.09

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 \$4,488.86.

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 June 2025 totalling \$1,493,546.09.**
- b) The Fuel Card Statement May 2025 as detailed in Attachment 9.2.1 (b).**

Please note that there is no credit card statement this month as the automatic credit card payment was not made until July 2025. The June 2025 credit card statement will be provided to Council at the August 2025 meeting, along with the July payments.

MOTION: OCM250705

MOVED: Cr Brown

SECONDED: Cr Leenhouders

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 June 2025 totalling \$1,493,546.09.**
- b) The Fuel Card Statement May 2025 as detailed in Attachment 9.2.1 (b).**

CARRIED: 6/0

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

Against: Nil

9.2.2 MONTHLY FINANCIAL REPORT – JUNE 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:	22 July 2025
Attachments:	a) Monthly Financial Report for the period ending 30 June 2025
Authority/Discretion:	Information

SUMMARY:

For Council to note the statement of financial activity for the period ended 30 June 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 June 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 June 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 June 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 June 2025 in accordance with section 6.4 of the *Local Government Act 1995*.

MOTION: OCM250706

MOVED: Cr Leenhouders

SECONDED: Cr Barrett

That Council RECEIVE the Monthly Financial Report incorporating the Statement of Financial Activity for the period ending 30 June 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 Mair

Against: Nil

9.2.3 REVIEW OF MEETING ATTENDANCE AND ELECTED MEMBER ALLOWANCES 2025/2026

Location/Address:	N/A
Name of Applicant:	Shire of Jerramungup
File Reference:	N/A
Author:	Charmaine Wisewould, Deputy Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	21 July 2025
Attachments:	a) Local Government Chief Executive Officers and Elected Members Determination No 1 of 2025
Authority/Discretion:	Executive

SUMMARY:

To determine the amount to be provided for Elected Members meeting attendance fees and reimbursement of allowable expenses in the Shire of Jerramungup (the Shire) 2025/2026 annual budget.

BACKGROUND:

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

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

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

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

In 2024/2025, the Shire of Jerramungup Elected Members meeting attendance fees and reimbursement of allowable expenses were as follows:

- (a) Councillor's Meeting Fees \$8,105
- (b) President's Meeting Fees \$16,658
- (c) Presidential Allowance \$17,110
- (d) Deputy Presidential Allowance \$4,277
- (e) ICT/Telecommunications Allowance \$1,000

The SAT is established to review the ranges for both Local Government Chief Executive Officers and Elected Members on an annual basis. The SAT released their latest determination on 4 April 2025, to come into effect 1 July 2025, with the following outcome:

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

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

CONSULTATION:

Salaries and Allowances Tribunal

Elected Members

Senior Staff

COMMENT:

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

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

For a council member other than the mayor or president:

Band	Minimum	Maximum
1	\$27,560	\$35,480
2	\$16,655	\$26,020
3	\$8,615	\$18,335
4	\$4,020	\$10,650

For a council member who holds the office of mayor or president:

Band	Minimum	Maximum
1	\$27,560	\$53,215
2	\$16,655	\$34,980
3	\$8,615	\$28,385
4	\$4,020	\$21,880

Additional fees can be paid to the Shire President and Deputy Shire President in recognition of additional responsibilities of the respective roles. The following table applies effective 1 July 2025.

Table 10: Annual allowance for a mayor or president of a local government

Band	Minimum	Maximum
1	\$57,404	\$100,514
2	\$17,222	\$70,951
3	\$1,152	\$41,388
4	\$575	\$22,470

The following table summarises payments made to Elected Members in 2022/2023, 2023/2024 and 2024/2025. It should be noted that Elected Members' meeting attendance fees and reimbursement of allowable expenses had not had an increase for a nine (9) year period from 2013/2014 – 2022/2023.

Allowance	2022/2023 Actual	2023/2024 Actual	2024/2025 Actual	2025/2026 Proposed
Councillors' Meeting Fees	7,000	7,794	8,105	TBC
President's Meeting Fees	14,000	16,018	16,658	17,241
Presidential Allowance	12,000	16,452	17,110	17,708
Deputy Presidential Allowance	3,000	4,113	4,277	4,427
ICT/Telecommunications Allowance	1,000	1,000	1,000	1,000
Travel Reimbursement	As per Award	As per Award	As per Award	As per Award

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

The Councillors' Meeting Fees, President's Meeting Fees, Presidential Allowance, and Deputy Presidential Allowance only are proposed to be increased by 3.5% effective 1 July 2025.

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

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

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

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

STATUTORY ENVIRONMENT:

Local Government Act 1995

Division 8 — Local government payments and gifts to its members

5.98. Fees etc. for council members

(1A) In this section —

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

- (1) A council member who attends a council or committee meeting is entitled to be paid —*
- (a) the fee determined for attending a council or committee meeting; or*

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

5.98A. Allowance for deputy mayor or deputy president

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

** Absolute majority required.*

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

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

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

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

** Absolute majority required.*

STRATEGIC IMPLICATIONS:

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

Governance and Leadership

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

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

FINANCIAL IMPLICATIONS:

The recommendation in this report has been accommodated for within the 2025/2026 draft Annual Budget.

WORKFORCE IMPLICATIONS:

There are no workforce implications for this report.

POLICY IMPLICATIONS:

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

VOTING REQUIREMENT:

Absolute Majority

OFFICER RECOMMENDATION:

That Council, BY AN ABSOLUTE MAJORITY, ENDORSE the following annual allowances and meeting attendance fees in the 2025/2026 Annual Budget, to be paid annually in October:

- 1. Annual Attendance Fee of \$8,388 per Councillor.**
- 2. Annual President's Attendance Fee of \$17,241.**
- 3. An Annual ICT/Telecommunications Allowance of \$1,000 to all Councillors and the Shire President.**
- 4. A Presidential Allowance of \$17,708 per annum.**
- 5. A Deputy Presidential Allowance of \$4,427 per annum.**

MOTION: OCM250707**MOVED: Cr Mair****SECONDED: Cr Foreman**

That Council, BY AN ABSOLUTE MAJORITY, ENDORSE the following annual allowances and meeting attendance fees in the 2025/2026 Annual Budget, to be paid annually in October:

- 1. Annual Attendance Fee of \$8,388 per Councillor.**
- 2. Annual President's Attendance Fee of \$17,241.**
- 3. An Annual ICT/Telecommunications Allowance of \$1,000 to all Councillors and the Shire President.**
- 4. A Presidential Allowance of \$17,708 per annum.**
- 5. A Deputy Presidential Allowance of \$4,427 per annum.**

CARRIED BY ABSOLUTE MAJORITY: 6/0

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

Against: Nil

9.2.4 ADOPTION OF SHIRE OF JERRAMUNGUP 2025/2026 ANNUAL MUNICIPAL BUDGET

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	N/A
Author:	Charmaine Wisewould, Deputy Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	22 July 2025
Attachments:	a) UNDER SEPARATE COVER – Budget for the Financial Year 2025/2026 including Fees and Charges Schedule b) Asset Acquisitions 2025/2026 c) Road Construction Program 2025/2026
Authority/Discretion:	Legislative

SUMMARY:

To consider and adopt the Shire of Jerramungup's Annual Municipal Budget for the financial year 2025/26, including the adoption of the Schedule of Fees and Charges, Rates in the Dollar, Minimum Payments, and other statutory financial provisions.

BACKGROUND:

In accordance with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*, the Shire is required to adopt an annual budget by 31 August each year. The budget has been developed following community consultation, internal workshops, and alignment with the Shire's Strategic Community Plan and Corporate Business Plan.

CONSULTATION:

The draft budget has been developed with consultation between executive staff, elected members, and community submissions. The budget is also driven by the Shire's Corporate Business Plan and contains a number of projects and income/expenditure parameters from this document.

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*.

The Department of Local Government, Industry Regulation and Safety is not consulted prior to budget adoption. Once the budget is adopted, it is submitted to the Department for review.

COMMENT:

The 2025/26 Budget outlines the Shire's financial strategy to deliver services, infrastructure, and community programs. Key highlights include:

- Capital works program including road upgrades, facility improvements, and asset renewals.
- Continued investment in community development and environmental sustainability.
- Adjustments to fees and charges to reflect CPI and service delivery costs.
- Rate revenue projections based on proposed general rates and minimum payments.

Supporting schedules include:

- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Cash Flows

- Rate Setting Statement
- Capital Expenditure Program
- Schedule of Fees and Charges

Landgate completed the rural assessments for all properties as of the Date of Valuation, which is 1 August 2024.

Below is a summary of the changes observed in the assessed values for the 2024/25 period, as part of the general valuation program conducted in the Shire of Jerramungup. These valuations will become effective on 30 June 2025.

- Total Valuation: \$743,343,500
- Average Overall Change: 20.39%

The analysis of sales at and around the date of valuation supports an increase in Unimproved Values for broadacre agricultural properties. The evidence for smaller properties generally supports more limited to no increases in Unimproved Values compared to broadacre farming properties.

Some variations to individual assessments may have occurred either as a product of the valuation process and/or inclusion of updated information.

Ratepayers are encouraged to contact Landgate if they have any queries regarding the valuation changes to their assessment.

In the 2025/2026 financial year, 26% of rates raised will be from properties on a Gross Rental Valuation (GRV) (predominantly within the townsite), and 74% will be from Unimproved Valuation (UV) (rural) due to the increase of \$125M in UV Valuations.

Rates are calculated by multiplying a rate in the dollar by property valuation, subject to the minimum payment. The valuation is supplied by the WA State Government Department, Landgate.

Council sets the rate in the dollar as part of each year's budget process. It is based on the Shire's expenditure requirements, both operating and capital, offset by other forms of income such as government grants and fees for service.

Unimproved Value is used for primary producers whose main source of income is derived from the land, with activities such as farming. This valuation is based on the unimproved capital value of the land.

Gross Rental Value (GRV) is used for residential, commercial, industrial and vacant properties. On improved properties, the GRV represents the gross annual rental that a property might reasonably be expected to earn annually if it were rented, including rates, taxes, insurance and other outgoings. Many factors are taken into consideration when assessing the valuation, such as location, age of the premises and size of the improvements.

For non-residential properties, GST is also included. The GRV is calculated for all rateable properties regardless of whether the property is being rented or owner occupied.

Council sets a rates minimum payment amount to ensure that all ratepayers contribute an equitable amount for Shire services.

If the calculation of valuation multiplied by the rate in the dollar is less than the minimum amount, then the minimum will be applied. If the valuation multiplied by the rate in the dollar is more than the minimum, then the higher amount is payable.

Rates contribute towards the upkeep and maintenance of the Shire's infrastructure and below is a list of significant capital and operating expenditure factored into the 2025/2026 annual budget.

It should be noted that the current economic market continues to see contractor and material costs significantly increase for capital and operating projects.

BUDGET SNAPSHOTS 2025/26:**Community Amenities**

\$1.2M investment into regional waste facility services, replacement of townsite street bins, waste and recycling services, town planning activities, community consultation for the planning and design of proposed cultural precinct, survey of Bremer Bay cemetery for proposed expansion, cemetery maintenance, maintenance of the Jerramungup effluent system, employee costs and maintenance and enhancements to various public amenities.

Law, Order & Public Safety

\$1.03M delivering the Shire's annual mitigation activity program, Point Henry Strategic Fire Break mitigation, Point Henry fire assessments, introduction of Fire Mapper Program, significant increase in bushfire volunteer equipment and support, volunteer training, firefighting expenses, emergency water supplies, employee costs, ranger services, emergency signage and equipment.

Economic Services

\$112K investment to provide building control and surveyor services, Millers Point Campground works, insurances for Bremer Bay Caravan Park, employee costs, standpipe maintenance and legal services.

Education & Welfare

\$24K investment to provide ongoing financial support to childcare centres and building maintenance.

General Purpose Funding

\$135K investment to include annual rates services, valuation expenses, employee costs, legal fees relating to rates collection and location information services.

Governance

\$239K investment includes auditor expenses, elected member expenses, council election expenses, employee costs and council memberships.

Health

\$530K investment to deliver vital General Practitioner and business support services for the medical centres, contribution to the proposed Bremer Bay Emergency Services Precinct, Contract Health Services, employee costs and initial consultation to develop the Shire's proposed Public Health Plan.

Housing

\$107K investment into building maintenance on Shire owned assets.

Other Property & Services

\$3.1M investment into delivering the Shire of Jerramungup Brand Redevelopment, business continuity management, risk coordinator services, Council Plan, WALGA memberships and services, IT support services, Local Law review, administration software, engineering consultancy services, traffic maintenance, insurances, fuel and oil, parts and repairs, tyres, licences, utilities, infrastructure software, employee costs, training expenses, office maintenance and employee assistance program.

Recreation & Culture

\$930K investment to deliver turf management of the Boxwood Hill, Bremer Bay and Jerramungup sporting ovals, community swimming pool operational costs, revitalisation of parklands, trail maintenance and signage, employee costs, grounds maintenance on community facilities, park and reserves, library services, and coastal reserve maintenance.

Transport

\$997K investment towards rural road maintenance, footpath maintenance, townsite street maintenance, street sweeping, drainage, employee costs, Bremer Bay boat ramp and facilities, employee costs and airstrip maintenance.

KEY BUDGET INITIATIVES 2025/26:

Shire Rebranding Project

The Shire will be continuing on with the rebranding project which commenced in 2024/25 to develop a new, fresh brand identity which captures the essence of our communities in the Shire.

Construction Projects

The Shire remains committed to enhancing the Shire's road network with a \$2.5M investment in road construction and townsite sealing. Highlight projects include continued sealing works on Meechi and Cuiss Roads following progress in 2024/25. Footpath lighting will extend along Borden-Bremer Bay Road from Frantom Way, improving pedestrian safety while resealing of the Bremer Bay Sports Club carpark will address surface issues and support better access for community use.

Bremer Bay Skate Park

One of the principal benefits of building a concrete skatepark is that it is built to last and once the park is completed the costs are generally very minimal. However, adhering to some basic principles of repairs and maintenance can prolong the integrity of the skatepark and keep it safe. \$65K will go towards repairs and maintenance including recoating and installation of a skate repair service station.

Investment into Residential Land

The Shire will be investing in more residential land within Bremer Bay. \$200K will be transferred to capital works reserve for future residential land purchases.

Proposed Construction of Wellstead Estuary Bird Hide

\$150K allocated towards the proposed construction of the Wellstead Estuary Bird Hide project. The Shire will be working closely with key stakeholders to seek suitable funding opportunities to ensure delivery of the bird hide.

Pelican Park

\$100K allocated towards planning and installation of new playground equipment in Pelican Park.

St John Ambulance – Emergency Service Precinct

A \$300K provision has been reallocated in the 2025/26 budget to go towards the construction of the new Emergency Services Precinct in Bremer Bay.

Bremer Bay Airstrip Cross Runway Project

Construction of the new runway continues to progress to enhance safety and flexibility, allowing aircraft to operate in varied wind conditions and supporting both emergency services and general aviation.

Works in the Jerramungup Entertainment Centre

Upgrades will be undertaken at the Jerramungup Entertainment Centre by replacing four winches to meet Australian safety standards and resurfacing the courts to enhance safety, functionality and community use.

Proposed Bremer Bay Cultural Precinct Building

The Shire has engaged Bluesalt Consulting to assist in undertaking planning and feasibility to locate key community and cultural services in a new building on Seadragon Avenue. Extensive consultation will occur in 2025/26.

Ongoing Annual Contributions

Council continues to support a variety of community groups with a \$10K annual contribution for Boxwood Hill, Jerramungup and Bremer Bay Sporting Clubs to go towards operational and maintenance costs associated with grounds and facilities. \$1,500 contribution to Gairdner and Needilup Progress Associations, School book prizes and Leeuwin Ocean Adventure Scholarship, \$15K contribution to the Fitzgerald Biosphere Group, \$13K contribution to the Dieback Working Group and \$13K contribution to Great Southern Treasures.

Donation Requests 2025/26

Council is pleased to support the following donation requests from various groups; Kidzfest, Dancing in the Dirt, Twertup Opening Day, Pottery Shed equipment, Bombs, Beasts and Beauties Car Show and Outdoor Heaters.

STATUTORY ENVIRONMENT:

Sections 6.2, 6.11 and 6.47 of the Local Government Act 1995

(Preparation of annual budget & Concessions), Reserve Accounts

Clauses 24 and 25 of the Local Government (Financial Management) Regulations 1996

(Service charges & fees and charges)

Section 67 of the Waste Avoidance and Resource Recovery Act 2007

(Receptacle Charges for Waste Collections)

Clause 34(5) of the Local Government (Financial Management) Regulations 1996

Section 41 of the Health (Miscellaneous Provisions) Act 1911 enables a local government to impose an annual area rate in respect to the Jerramungup effluent system

Regulation 30-34AD of the Local Government (Administration) Regulations 1996 sets the limits, parameters and types of allowances that can be paid to elected members

STRATEGIC IMPLICATIONS

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

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

FINANCIAL IMPLICATIONS:

The adoption of the budget authorises the expenditure and revenue collection for the 2025/26 financial year. It ensures financial sustainability and compliance with statutory obligations.

Risks associated with budget adoption include:

- Revenue shortfalls due to economic conditions
- Cost overruns in capital projects
- Legislative non-compliance

Mitigation strategies include regular financial reporting, internal controls, and contingency planning.

WORKFORCE IMPLICATIONS:

Total employee salaries including superannuation and allowances is predicted to be \$3,092,462.

POLICY IMPLICATIONS:

Significant Accounting Policies as detailed within the Monthly Financial Report

VOTING REQUIREMENT:

Absolute Majority where indicated.

Simple Majority where indicated.

OFFICER RECOMMENDATION:**OFFICER RECOMMENDATION 1:****VOTING REQUIREMENT: ABSOLUTE MAJORITY****THAT Council ADOPTS:****1.1 Adoption of Rates – Section 6.32 *Local Government Act 1995***

That Council adopt the following municipal rates in the dollar on unimproved values and gross rental valuations for the 2025/2026 financial year:

a) General Rates

Impose the following rates in dollar and minimum rates for properties within the Shire of Jerramungup:

GRV: 9.5848 cents in the dollar

UV: 0.4721 cents in the dollar

GRV: \$841 minimum rate

UV: \$841 minimum rate

b) Effluent Rate – Townsite of Jerramungup

- i. That Council impose the following rates in dollar for GRV properties within the townsite of Jerramungup for the management and maintenance of the Jerramungup Effluent System.

GRV: 4.1000c in the dollar

- ii. That Council impose the following minimum rate for GRV properties within the townsite of Jerramungup for the management and maintenance of the Jerramungup Effluent System.

GRV: \$318.00

Non Rateable First Fixture: \$318.00

Additional Fixture: \$178.00

c) Point Henry Fire Levy

Impose a levy of \$110 on all properties within the Point Henry Peninsula to be used for the maintenance of firefighting equipment and firebreaks on the Point Henry Peninsula. Any balance of funds created by the levy is to be put to the Point Henry Fire Levy Reserve.

- 1.2 Impose the following Refuse Collection and Recycling Charges for the Shire of Jerramungup for the 2025/2026 financial year:**
- a) Residential Properties – 240L Bin**
- i. \$476.00 per annum per occupied Lot for one 240L General Rubbish Bin serviced weekly.
 - ii. \$254.00 per annum per occupied Lot for one 240L Recycling Bin serviced fortnightly.
 - iii. \$476.00 per annum per additional 240L Rubbish Bin.
- b) Commercial Collections – 240L Bin**
- i. \$476.00 per annum per occupied Lot for one 240L Bin serviced weekly.
 - ii. \$254.00 per annum per additional 240L Bin as listed on their property's bin count.
- 1.3 Pursuant to the provisions of section 6.2 *Local Government Act 1995* and part 3 of the *Local Government (Financial Management) Regulations 1996*, Council adopt the Budget as contained in the agenda attachment for the Shire of Jerramungup for the 2025/2026 financial year which includes the following:**
- Statement of Comprehensive Income by Nature and Type
 - Statement of Cash Flows
 - Statement of Financial Activity
 - Notes to and Forming Part of the Budget
- 1.4 Pursuant to section 6.11 of the *Local Government Act 1995*, maintain the following reserves (noting the purpose of each reserve) detailed on page 18 of the Shire of Jerramungup 2025/2026 Budget:**
- Leave Reserve
 - Developer Contributions Reserve
 - Carpark Payment in Lieu Reserve
 - Plant Reserve
 - Community Recreation Reserve
 - Bremer Bay Youth Camp Reserve
 - Building Reserve
 - Bremer Bay Retirement Units Reserve
 - Jerramungup Retirement Units Reserve
 - Jerramungup Entertainment Centre Reserve
 - Effluent Reserve
 - Point Henry Fire Levy Reserve
 - Bremer Bay Boat Ramp Reserve
 - Capital Works Reserve
 - Swimming Pool Reserve
 - Roe Park Reserve
 - Skate Park Reserve
 - Regional Landfill Facility Reserve
- 1.5 The due dates for payment of Rates and Rubbish Collection Charges for 2025/2026 financial year:**
- Pay rates in full 1 October 2025
 - Pay by two instalments:
 - First Instalment Payment: 1 October 2025; and
 - Second Instalment: 4 February 2026
 - Pay by four instalments:
 - First Instalment Payment: 1 October 2025;
 - Second Instalment: 3 December 2025;
 - Third Instalment: 4 February 2026; and
 - Fourth Instalment: 8 April 2026

OFFICER RECOMMENDATION 2:**VOTING REQUIREMENT: ABSOLUTE MAJORITY**

THAT, Council IMPOSES the following Rates and Charges to provide for Administration and Interest Charges on Rating, Rubbish, Waste, Recycling, Effluent and General Debtor Collection Charges for the 2025/2026 financial year:

a) **Instalment Plan Administration Fee**

Pursuant to Section 6.45 of the *Local Government Act 1995*, and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an administration charge of \$8 for each instalment after the initial instalment is paid, where the owner has elected to pay rates and charges through an instalment option.

b) **Instalment Plan Interest Charge**

Pursuant to Section 6.45 of the *Local Government Act 1995*, and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.

c) **Late Payment Interest Charge**

Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the *Local Government Act 1995*, and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 11% for rates and service charges that remain unpaid after becoming due and payable.

OFFICER RECOMMENDATION 3:**VOTING REQUIREMENT: ABSOLUTE MAJORITY**

THAT Council:

- a) In accordance with Section 5.98(1)(b) of the *Local Government Act 1995*, Regulation 30 *Local Government (Financial Management) Regulations 1996*, Part 6.2(1) and Part 6.3(1)(a) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, Shire President annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees, be set at \$17,241.
- b) In accordance with Section 5.98(1)(b) of the *Local Government Act 1995*, Regulation 30 *Local Government (Financial Management) Regulations 1996*, Part 6.2(1) and Part 6.3(1)(a) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, Deputy Shire President and Councillor annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees, be set at \$8,388.
- c) In accordance with Section 5.98(5) of the *Local Government Act 1995*, Regulation 33 *Local Government (Financial Management) Regulations 1996*, Part 7.2(1) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, annual allowance for the Shire President be set at \$17,708.
- d) In accordance with Section 5.98(5) of the *Local Government Act 1995*, Regulation 33 *Local Government (Financial Management) Regulations 1996*, Part 7.3(1) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, annual allowance for the Deputy Shire President be set at \$4,427.

- e) In accordance with Section 5.99A(b) of the *Local Government Act 1995*, Regulation 34A *Local Government (Financial Management) Regulations 1996*, and Part 9.2(2) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowance Act 1975*, the annual allowance for ICT expenses for the Shire President, Deputy Shire President and Councillors be set at \$1,000.
- f) Annual Travel and Accommodation Allowance (allowable claims will be reimbursed).

OFFICER RECOMMENDATION 4:

VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council ADOPTS a material variance level of 10% with a minimum \$10,000 variance for the 2025/2026 financial year for monthly reporting purposes.

OFFICER RECOMMENDATION 5:

VOTING REQUIREMENT: SIMPLE MAJORITY

Pursuant to Section 6.16 of the *Local Government Act 1995* and other relevant legislation, Council adopts the Fees and Charges forming part of the 2025/2026 Budget.

OFFICER RECOMMENDATION 6:

VOTING REQUIREMENT: SIMPLE MAJORITY

That Council confirms that it is satisfied that the services and facilities it provides in accordance with section 3.18(3) of the *Local Government Act 1995*:

- Integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body;
- Do not duplicate, to an extent that the local government considered inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and
- Are managed efficiently and effectively

MOTION: OCM250708**MOVED: Cr Foreman****SECONDED: Cr Leenhouders****OFFICER RECOMMENDATION 1:****VOTING REQUIREMENT: ABSOLUTE MAJORITY****THAT Council ADOPTS:****1.1 Adoption of Rates – Section 6.32 *Local Government Act 1995***

That Council adopt the following municipal rates in the dollar on unimproved values and gross rental valuations for the 2025/2026 financial year:

a) General Rates

Impose the following rates in dollar and minimum rates for properties within the Shire of Jerramungup:

GRV: 9.5848 cents in the dollar

UV: 0.4721 cents in the dollar

GRV: \$841 minimum rate

UV: \$841 minimum rate

b) Effluent Rate – Townsite of Jerramungup

- i. That Council impose the following rates in dollar for GRV properties within the townsite of Jerramungup for the management and maintenance of the Jerramungup Effluent System.

GRV: 4.1000c in the dollar

- ii. That Council impose the following minimum rate for GRV properties within the townsite of Jerramungup for the management and maintenance of the Jerramungup Effluent System.

GRV: \$318.00

Non Rateable First Fixture: \$318.00

Additional Fixture: \$178.00

c) Point Henry Fire Levy

Impose a levy of \$110 on all properties within the Point Henry Peninsula to be used for the maintenance of firefighting equipment and firebreaks on the Point Henry Peninsula. Any balance of funds created by the levy is to be put to the Point Henry Fire Levy Reserve.

1.2 Impose the following Refuse Collection and Recycling Charges for the Shire of Jerramungup for the 2025/2026 financial year:**a) Residential Properties – 240L Bin**

- i. \$476.00 per annum per occupied Lot for one 240L General Rubbish Bin serviced weekly.
- ii. \$254.00 per annum per occupied Lot for one 240L Recycling Bin serviced fortnightly.
- iii. \$476.00 per annum per additional 240L Rubbish Bin.

b) Commercial Collections – 240L Bin

- i. \$476.00 per annum per occupied Lot for one 240L Bin serviced weekly.
- ii. \$254.00 per annum per additional 240L Bin as listed on their property's bin count.

1.3 Pursuant to the provisions of section 6.2 *Local Government Act 1995* and *part 3 of the Local Government (Financial Management) Regulations 1996*, Council adopt the Budget as contained in the agenda attachment for the Shire of Jerramungup for the 2025/2026 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type
- Statement of Cash Flows
- Statement of Financial Activity
- Notes to and Forming Part of the Budget

1.4 Pursuant to section 6.11 of the *Local Government Act 1995*, maintain the following reserves (noting the purpose of each reserve) detailed on page 18 of the Shire of Jerramungup 2025/2026 Budget:

- Leave Reserve
- Developer Contributions Reserve
- Carpark Payment in Lieu Reserve
- Plant Reserve
- Community Recreation Reserve
- Bremer Bay Youth Camp Reserve
- Building Reserve
- Bremer Bay Retirement Units Reserve
- Jerramungup Retirement Units Reserve
- Jerramungup Entertainment Centre Reserve
- Effluent Reserve
- Point Henry Fire Levy Reserve
- Bremer Bay Boat Ramp Reserve
- Capital Works Reserve
- Swimming Pool Reserve
- Roe Park Reserve
- Skate Park Reserve
- Regional Landfill Facility Reserve

1.5 The due dates for payment of Rates and Rubbish Collection Charges for 2025/2026 financial year:

- Pay rates in full 1 October 2025
- Pay by two instalments:
 - First Instalment Payment: 1 October 2025; and
 - Second Instalment: 4 February 2026
- Pay by four instalments:
 - First Instalment Payment: 1 October 2025;
 - Second Instalment: 3 December 2025;
 - Third Instalment: 4 February 2026; and
 - Fourth Instalment: 8 April 2026

CARRIED BY ABSOLUTE MAJORITY: 6/0

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

Against: Nil

MOTION: OCM250709**MOVED: Cr Barrett****SECONDED: Cr Brown****OFFICER RECOMMENDATION 2:****VOTING REQUIREMENT: ABSOLUTE MAJORITY**

THAT, Council IMPOSES the following Rates and Charges to provide for Administration and Interest Charges on Rating, Rubbish, Waste, Recycling, Effluent and General Debtor Collection Charges for the 2025/2026 financial year:

a) Instalment Plan Administration Fee

Pursuant to Section 6.45 of the *Local Government Act 1995*, and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an administration charge of \$8 for each instalment after the initial instalment is paid, where the owner has elected to pay rates and charges through an instalment option.

b) Instalment Plan Interest Charge

Pursuant to Section 6.45 of the *Local Government Act 1995*, and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.

c) Late Payment Interest Charge

Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the *Local Government Act 1995*, and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 11% for rates and service charges that remain unpaid after becoming due and payable.

CARRIED BY ABSOLUTE MAJORITY: 6/0

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

Against: Nil

MOTION: OCM250710**MOVED: Cr Foreman****SECONDED: Cr Leenhouders****OFFICER RECOMMENDATION 3:****VOTING REQUIREMENT: ABSOLUTE MAJORITY****THAT Council:**

- a) In accordance with Section 5.98(1)(b) of the *Local Government Act 1995*, Regulation 30 *Local Government (Financial Management) Regulations 1996*, Part 6.2(1) and Part 6.3(1)(a) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, Shire President annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees, be set at \$17,241.**
- b) In accordance with Section 5.98(1)(b) of the *Local Government Act 1995*, Regulation 30 *Local Government (Financial Management) Regulations 1996*, Part 6.2(1) and Part 6.3(1)(a) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, Deputy Shire President and Councillor annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees, be set at \$8,388.**

- c) In accordance with Section 5.98(5) of the *Local Government Act 1995*, Regulation 33 *Local Government (Financial Management) Regulations 1996*, Part 7.2(1) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, annual allowance for the Shire President be set at \$17,708.
- d) In accordance with Section 5.98(5) of the *Local Government Act 1995*, Regulation 33 *Local Government (Financial Management) Regulations 1996*, Part 7.3(1) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, annual allowance for the Deputy Shire President be set at \$4,427.
- e) In accordance with Section 5.99A(b) of the *Local Government Act 1995*, Regulation 34A *Local Government (Financial Management) Regulations 1996*, and Part 9.2(2) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowance Act 1975*, the annual allowance for ICT expenses for the Shire President, Deputy Shire President and Councillors be set at \$1,000.
- f) Annual Travel and Accommodation Allowance (allowable claims will be reimbursed).

CARRIED BY ABSOLUTE MAJORITY: 6/0

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

Against: Nil.

MOTION: OCM250711

MOVED: Cr Barrett

SECONDED: Cr Brown

OFFICER RECOMMENDATION 4

VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council ADOPTS a material variance level of 10% with a minimum \$10,000 variance for the 2025/2026 financial year for monthly reporting purposes.

CARRIED: 6/0

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

Against: Nil

MOTION: OCM250712

MOVED: Cr Leenhouders

SECONDED: Cr Brown

OFFICER RECOMMENDATION 5

VOTING REQUIREMENT: SIMPLE MAJORITY

Pursuant to Section 6.16 of the *Local Government Act 1995* and other relevant legislation, Council adopts the Fees and Charges forming part of the 2025/2026 Budget.

CARRIED: 6/0

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

Against: Nil

MOTION: OCM250713**MOVED: Cr Foreman****SECONDED: Cr Leenhouders****OFFICER RECOMMENDATION 6****VOTING REQUIREMENT: SIMPLE MAJORITY**

That Council confirms that it is satisfied that the services and facilities it provides in accordance with section 3.18(3) of the *Local Government Act 1995*:

- **Integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body;**
- **Do not duplicate, to an extent that the local government considered inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and**
- **Are managed efficiently and effectively**

CARRIED: 6/0

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

Against: Nil

9.2.5 REPEAL OF AP7 – HUMAN RESOURCES – REMUNERATION, SUBSIDIES AND OTHER WORK ARRANGEMENTS POLICY

Location/Address:	Shire of Jerramungup
Name of Applicant:	Shire of Jerramungup
File Reference:	N/A
Author:	Charmaine Wisewould, Deputy Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	22 July 2025
Attachments:	a) AP7 – Human Resources – Remuneration, Subsidies and Other Work Arrangements Policy
Authority/Discretion:	Legislative

SUMMARY:

The purpose of this report is to recommend to Council that the existing Policy be repealed. Matters addressed in Policy AP7 – Human Resources – Remuneration, Subsidies and Other Work Arrangements Policy are more appropriately managed through internal management practices or procedures, rather than through formal Council Policy. This approach will allow for greater flexibility and responsiveness in day-to-day operations, while ensuring alignment with the organisation's strategic and governance frameworks.

If required, new policies will be developed and introduced to more appropriately address the specific matters covered.

BACKGROUND:

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

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

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

The objectives of Council's Policies are:

- to provide Council with a formal written record of all Policy decisions;
- to provide the staff with clear direction to enable them to respond to issues and act in accordance with Council's general direction;
- to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Shire;
- to enable Council to maintain a continual review of Council Policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances;
- to enable electors to obtain immediate advice on matters of Council Policy;
- Policies are to relate to issues of an on-going nature; Policy decisions on single issues are not to be recorded in the manual.

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

Changes to Council Policy shall be made only on:

1. The outcome of the Annual Review; or
2. An agenda item clearly setting out details of the proposed amendment.

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

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

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

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

CONSULTATION:

Internal – Relevant Shire staff have been consulted.

COMMENT:

At the Ordinary Meeting of Council held in April 2019, AP7 – Human Resources – Remuneration, Subsidies and Other Work Arrangements Policy was reviewed with no amendments recommended besides formatting and updating of current award hourly rates.

It is proposed that AP7 – Human Resources – Remuneration, Subsidies and Other Work Arrangements Policy be repealed, as its current form does not adequately reflect the strategic direction or operational requirements of the organisation. In its place, new Policies will be developed and introduced to more appropriately address the specific matters covered, ensuring alignment with contemporary governance standards and operational practices. This approach will enhance clarity, consistency, and effectiveness in Policy application.

STATUTORY ENVIRONMENT:

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

2.7. Role of council

- (1) The council governs the local government's affairs, and as the local government's governing body, is responsible for the performance of the local government's functions.*
- (2) The council's governing role includes the following -*
 - 1. overseeing the allocation of the local government's finances and resources;*
 - 2. determining the local government's policies.*

STRATEGIC IMPLICATIONS:

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

Governance and Leadership

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

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

FINANCIAL/BUDGET IMPLICATIONS:

The repeal of this particular policy does not have any financial implications.

WORKFORCE IMPLICATIONS:

Policies provide direction for all Shire of Jerramungup Councillors and employees.

POLICY IMPLICATIONS:

As detailed in each Policy.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

- 1. REPEAL Council Policy AP7 – Human Resources – Remuneration, Subsidies and Other Work Arrangements Policy.**

MOTION: OCM250714**MOVED: Cr Brown****SECONDED: Cr Barrett****That Council:**

- 1. REPEAL Council Policy AP7 – Human Resources – Remuneration, Subsidies and Other Work Arrangements Policy.**

CARRIED: 6/0

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

Against: Nil

9.2.6 ADOPTION OF AP18 – EMPLOYEES HOUSING ALLOWANCE POLICY

Location/Address:	Shire of Jerramungup
Name of Applicant:	Shire of Jerramungup
File Reference:	N/A
Author:	Charmaine Wisewould, Deputy Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	22 July 2025
Attachments:	a) Draft – AP18 – Employee Housing Allowance Policy
Authority/Discretion:	Legislative

SUMMARY:

The purpose of this report is for Council to consider and adopt the AP18 – Employees Housing Allowance Policy as detailed.

BACKGROUND:

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

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

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

The objectives of Council's Policies are:

- to provide Council with a formal written record of all Policy decisions;
- to provide the staff with clear direction to enable them to respond to issues and act in accordance with Council's general direction;
- to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Shire;
- to enable Council to maintain a continual review of Council Policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances;
- to enable electors to obtain immediate advice on matters of Council Policy.
- Policies are to relate to issues of an on-going nature; Policy decisions on single issues are not to be recorded in the manual.

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

Changes to Council Policy shall be made only on:

1. The outcome of the Annual Review; or
2. An agenda item clearly setting out details of the proposed amendment.

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

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

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

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

CONSULTATION:

Internal – Relevant Shire staff have been consulted.

COMMENT:

To ensure equitable and uniform application of the provisions of remuneration, benefits and assistance to Shire of Jerramungup personnel it is proposed to adopt AP18 – Employees Housing Allowance Policy. This would replace a section of AP7 – Human Resources – Remuneration, Subsidies and Other Work Arrangements Policy which was recommended for Repeal by Council at Item 9.2.5 of this Agenda. A housing subsidy has been historically offered to all employees of the Shire of Jerramungup in pursuit of salary attractiveness and equity.

Currently staff residing in private accommodation in the Bremer Bay townsite receive a \$70 per week staff housing allowance. Staff residing in private accommodation in the Jerramungup townsite or rural areas receive a \$35 per week staff housing allowance. Part-time employees receive a pro-rata allowance.

The proposed policy AP18 provides guidance on the housing allowance for all permanent Shire employees who do not live in a Shire residence.

From April 2019 to April 2025, median rents in WA increased by 75%, rising from \$350 to \$613 per week. The rental market in the Great Southern region of Western Australia has seen notable changes since 2008, though the most significant increases have occurred in recent years.

Since 2020, rental prices in the Great Southern region have increased substantially, following broader state and national trends. This was driven by:

- Increased demand for regional living during and after the COVID-19 pandemic.
- Low vacancy rates and limited housing supply.
- Population growth and migration patterns shifting toward regional areas.

As of the 2021 Census, the median weekly rent in the Shire of Jerramungup was \$186. Given the statewide rental increase of 75% since 2019 and assuming Bremer Bay and Jerramungup followed a similar trajectory, the current estimated median weekly rent could be in the range of \$325–\$350 per week.

The Shire's Key Worker & Community Housing Strategic Plan (2024) highlights a shortage of quality and affordable housing in both Bremer Bay and Jerramungup, which has been identified as a barrier to liveability and economic growth.

The Shire currently rents properties from the private market to accommodate staff in Bremer Bay, due to a lack of available staff housing.

Considering there has been no increase to the allowance since 2008, this new Policy recommends increasing the weekly amount to a maximum of \$100 per week for full time employees or pro-rata for part-time employees. This increase will be payable to employees residing in their own homes within the Shire of Jerramungup. The expansion of Shire operations especially, is expected to increase demand for housing, including for senior staff and administrative roles. Eligibility requirements are covered in the proposed Policy.

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

- (1) The council governs the local government's affairs, and as the local government's governing body, is responsible for the performance of the local government's functions.*
- (2) The council's governing role includes the following -*
 - (a) overseeing the allocation of the local government's finances and resources;*
 - (b) determining the local government's policies.*

STRATEGIC IMPLICATIONS:

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

Governance and Leadership

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

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

FINANCIAL/BUDGET IMPLICATIONS:

The proposed increase to the allowance paid to existing employees in private accommodation has been factored into the 2025/2026 draft budget.

WORKFORCE IMPLICATIONS:

Policies provide direction for all Shire of Jerramungup Councillors and employees.

POLICY IMPLICATIONS:

As detailed in each Policy.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

- 1. ADOPTS new Council Policy AP18 – Employees Housing Allowance Policy, as attached to this Report.**

MOTION: OCM250715

MOVED: Cr Barrett

SECONDED: Cr Leenhouders

That Council:

- 1. ADOPTS new Council Policy AP18 – Employees Housing Allowance Policy, as attached to this Report.**

CARRIED: 6/0

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

Against: Nil

9.2.7 ADOPTION OF AP19 – EMPLOYER SUPERANNUATION CONTRIBUTION POLICY

Location/Address:	Shire of Jerramungup
Name of Applicant:	Shire of Jerramungup
File Reference:	N/A
Author:	Charmaine Wisewould, Deputy Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	22 July 2025
Attachments:	a) Draft – AP19 – Employer Superannuation Contribution Policy
Authority/Discretion:	Legislative

SUMMARY:

The purpose of this report is to seek Council's endorsement of a new Policy that formalises the Shire of Jerramungup's commitment to paying 15% employer superannuation contributions, which is 3% above the current Superannuation Guarantee rate.

BACKGROUND:

The current Superannuation Guarantee (SG) rate set by the Australian Government is 12%, as prescribed under the *Superannuation Guarantee Administration Act 1992* and the *Superannuation Guarantee Charge Act 1992*.

The Shire of Jerramungup currently also offers additional superannuation payments through a co-contribution scheme. Payments made in excess of the amount prescribed in the *Superannuation Guarantee Administration Act 1992* and the *Superannuation Guarantee Charge Act 1992* (as varied from time to time) are contingent upon employees making their own contributions up to 6%. The Shire of Jerramungup currently contributes at the rate of \$1.50:\$1.00 of the employee's contribution up to a maximum of 9% additional Council contribution.

The Shire of Jerramungup recognises the importance of attracting and retaining skilled staff and supporting their long-term financial wellbeing. As part of this commitment, the Shire proposes to increase its employer superannuation contribution to 15% for eligible employees, instead of the current co-contribution scheme.

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

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

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

The objectives of Council's Policies are:

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

- to enable electors to obtain immediate advice on matters of Council Policy.
- Policies are to relate to issues of an on-going nature; Policy decisions on single issues are not to be recorded in the manual.

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

Changes to Council Policy shall be made only on:

1. The outcome of the Annual Review; or
2. An agenda item clearly setting out details of the proposed amendment.

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

- (c) Policy provides what can be done;
- (d) Procedures provide for how to do it;
- (e) Delegation provides for who can do it.

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

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

CONSULTATION:

Internal consultation has been undertaken with the Executive team, works department and the administration department on the proposed increase. The finance department has been consulted to ensure operational readiness and compliance with legislative requirements.

COMMENT:

The proposed AP19 – Employer Superannuation Contributions Policy outlines the scope, conditions, and responsibilities associated with the enhanced contribution. This initiative aligns with the Shire's strategic workforce objectives and supports a competitive employment offering.

Through the enterprise bargaining negotiations for the new Industrial Agreement 2024 the co-contribution scheme was removed and replaced with a flat 15% employer superannuation contribution which came into effect 1 July 2024 for the works department only.

This new Policy is being introduced to ensure that the 15% contribution is applied consistently across the whole organisation, covering both the works department under the Industrial Agreement and administration staff employed under the Local Government Industry Award 2020.

This Policy applies to all permanent and fixed-term employees of the Shire of Jerramungup. Casual employees employed under the Local Government Officers' (Western Australia) Award 2021 are excluded from this policy and will receive superannuation contributions in accordance with the minimum requirements set out in the *Superannuation Guarantee (Administration) Act 1992*.

STATUTORY ENVIRONMENT:

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

2.7. Role of council

1. *The council governs the local government's affairs, and as the local government's governing body, is responsible for the performance of the local government's functions.*
2. *The council's governing role includes the following -*
 - (a) *overseeing the allocation of the local government's finances and resources;*
 - (b) *determining the local government's policies.*

Superannuation Guarantee (Administration) Act 1992***Fair Work Act 2009*****STRATEGIC IMPLICATIONS:**

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

Governance and Leadership

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

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

FINANCIAL/BUDGET IMPLICATIONS:

The proposed shift to a flat 15% employer superannuation contribution will result in a reduction in overall superannuation expenditure for the Shire. Under the current co-contribution scheme, the Shire may contribute up to 21% of an employee's salary (inclusive of the statutory rate), contingent on employee participation. The new policy standardises contributions at 15%, offering a more predictable and cost-effective approach.

Based on a sample salary of \$80,000, the financial comparison is as follows:

Scheme	Employer Contribution	Employee Contribution	Total Super Contribution
Current (12% SG + up to 9% co-contribution)	\$16,800	\$4,800	\$21,600
Proposed (Flat 15%)	\$12,000	\$0	\$12,000

Annual savings per employee: \$4,800 (if they choose to salary sacrifice 6% into superannuation)

WORKFORCE IMPLICATIONS:

Policies provide direction for all Shire of Jerramungup Councillors and employees.

POLICY IMPLICATIONS:

This would replace a section of AP7 – Human Resources – Remuneration, Subsidies and Other Work Arrangements Policy which was recommended for Repeal by Council at Item 9.2.5 of this Agenda.

This report recommends the adoption of a new policy AP19 – Employer Superannuation Contribution Policy.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

- ADOPTS new Council Policy AP19 – Employer Superannuation Contribution Policy, as attached to this Report.**
- Notes that the Policy will take effect from 31 July 2025 for the administration.**

MOTION: OCM250716**MOVED: Cr Mair****SECONDED: Cr Foreman****That Council:**

- 1. ADOPTS new Council Policy AP19 – Employer Superannuation Contribution Policy, as attached to this Report.**
- 2. Notes that the Policy will take effect from 31 July 2025 for the administration.**

CARRIED: 6/0**For:** President Iffla, Cr Leenhouders, Cr Brown, Cr Barrett, Cr Mair, Cr Foreman**Against:** Nil

9.3 DEVELOPMENT SERVICES

Nil.

9.4 EXECUTIVE SERVICES

9.4.1 INFORMATION BULLETIN JUNE-JULY 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:	22 July 2025
Attachments:	a) June-July 2025 Information Bulletin
Authority/Discretion:	Information

SUMMARY:

To advise Council on the information items for June-July 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 June 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 June-July 2025.

MOTION: OCM250717**MOVED: Cr Leenhouders****SECONDED: Cr Foreman**

That Council RECEIVE the Information Bulletin including the actions performed under delegated authority for the months of June-July 2025.

CARRIED: 6/0

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

Against: Nil

9.4.2 WALGA LOCAL GOVERNMENT CONVENTION AND APPOINTMENT OF VOTING DELEGATES

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 July 2025
Attachments:	a) WALGA Local Government Convention 2025 Program
Authority/Discretion:	Executive

SUMMARY:

For Council to nominate which two members will be the voting delegates for this year's Annual General Meeting (AGM) of the WA Local Government Association (WALGA) to be held during the 2025 WA Local Government Convention.

BACKGROUND:

WALGA has advised that the 2025 WA Local Government Convention will be held at the Perth Convention and Exhibition Centre from Monday, 22 September to Wednesday, 24 September 2025.

WALGA's 2025 AGM will be held during the WA Local Government Convention in Perth, from 2.15pm – 5.00pm on Tuesday, 23 September 2025. All member Councils are entitled to be represented by two voting delegates, being Elected Members or serving employees. Two proxy voting delegates are also required to be nominated.

Only registered delegates or proxies will be permitted to exercise voting entitlements on behalf of the Shire of Jerramungup.

CONSULTATION:

Nil

COMMENT:

The format of the 2025 Convention is in accordance with the attached Program. Details of the keynote speaker and breakout sessions were not available at the time of writing this report.

WALGA's annual Local Government Convention brings together hundreds of Elected Members and Local Government staff from across Western Australia to discuss and examine important issues and trends facing the sector.

Themed *Lean into Legacy*, this year's Convention speaks to the ability of WALGA and the sector to explore how the decisions we make today form the building blocks for tomorrow. With a focus on reflective, current and future legacy, it will explore how leaving a lasting, positive legacy as a Local Government means making choices that endure far beyond election cycles.

The WA Local Government Convention is an excellent opportunity for the Shire President, Elected Members and Chief Executive Officer to meet with Ministers, Government agencies and others, if required.

STATUTORY ENVIRONMENT:

The Western Australian Local Government Association Constitution states that each Ordinary Member of the Association is entitled to be represented by two delegates at any Annual General Meeting or Special General Meeting.

STRATEGIC IMPLICATIONS:

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

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

FINANCIAL/BUDGET IMPLICATIONS:

There will be an allocation in the 2025/2026 budget for elected members to attend conferences. The cost is \$1,250 for a full delegate exc GST. Additional costs for functions and accommodation would be incurred.

WORKFORCE IMPLICATIONS:

Workforce implications do not apply to 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 with respect to the 2025 WA Local Government Convention, Council:

1. **APPOINT** President Joanne Iffla and Deputy Shire President Julie Leenhouders to represent the Shire of Jerramungup as voting delegates at the Western Australian Local Government Association's Annual General Meeting, to be held on Tuesday, 23 September 2025; and
2. **APPOINT** Chief Executive Officer Martin Cuthbert and Councillor _____ as proxy voting delegates for the Western Australian Local Government Association's Annual General Meeting, to be held on Tuesday, 23 September 2025.

MOTION: OCM250718

MOVED: Cr Barrett

SECONDED: Cr Leenhouders

That with respect to the 2025 WA Local Government Convention, Council:

1. **APPOINT** President Joanne Iffla and Deputy Shire President Julie Leenhouders to represent the Shire of Jerramungup as voting delegates at the Western Australian Local Government Association's Annual General Meeting, to be held on Tuesday, 23 September 2025; and
2. **APPOINT** Councillor Raegan Zacher and Councillor Nathan Brown as proxy voting delegates for the Western Australian Local Government Association's Annual General Meeting, to be held on Tuesday, 23 September 2025.

CARRIED: 6/0

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

Against: Nil

Reason for minor change to Recommendation: The names in part 2. of the Resolution were altered due to Chief Executive Officer, Martin Cuthbert, being on Annual Leave on Tuesday, 23 September 2025, and therefore unable to attend.

9.4.3 COMMUNICATIONS AGREEMENT CONSULTATION PAPER

Location/Address:	N/A
Name of Applicant:	N/A
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:	22 July 2025
Attachments:	a) Local Government Regulations Amendment Regulations 2025 b) Local Government (Default Communications Agreement) Order 2025 c) LGIRS – Communications Agreement Consultation Paper d) WALGA – Communications Agreements Discussion Paper
Authority/Discretion:	Advocacy

SUMMARY:

The purpose of this report is to seek Council endorsement to lodge a formal submission to the Department of Local Government, Industry Regulation and Safety (LGIRS) regarding the proposed Communications Agreement regulations.

BACKGROUND:

The State Government is introducing reforms to the *Local Government Act 1995* (the Act) with the aim to enhance transparency and accountability in local government. As part of these reforms, draft regulations and orders that would require local governments to establish a communications agreement between their Council and the Chief Executive Officer (CEO) have been proposed.

The communications agreement supports governance within each local government by setting out minimum expectations for formal communications between Council Members and employees of the local government. The Department of Local Government, Industry Regulation and Safety is requesting feedback from local governments on its proposals by Friday, 22 August 2025.

The *Local Government Amendment Act 2023* (the Amendment Act), passed by Parliament in May 2023, introduced a series of amendments to the existing Act. This Amendment Act brings several key reforms, particularly in local government elections, along with some changes that are yet to be implemented. Among these is the requirement for a communications agreement between the Council and the administration of a local government. To facilitate these reforms, the Western Australian Government has drafted the *Local Government Regulations Amendment Regulations 2025* (Attachment a)), the *Local Government (Default Communications Agreement) Order 2025* (the Order) (Attachment b)) and LGIRS – Communications Agreement Consultation Paper (Attachment c)).

The communications agreement is designed to serve as a crucial governance tool within each local government, establishing minimum expectations for formal communications between Council Members and local government employees.

Currently, communications agreements are in place between each Minister of the Western Australian Government and their supporting agencies. These agreements outline who Ministers and their staff may contact within an agency, what they may request, how their requests should be handled, and the expected response time. In a local government context, new sections 5.92A – 5.92C, introduced by the Amendment Act, provide that:

- Each local government must have a communications agreement which deals with the matters required by the Act and regulations.
- A local government may adopt a communications agreement by the CEO and Council both agreeing to its terms.
- If a local government does not adopt or is unable to adopt a communications agreement, the default communications agreement set out in a Ministerial order applies.

The draft *Local Government Regulations Amendment Regulations 2025* seek to address minimum requirements for and enforcement of communications agreements.

The LGIRS is requesting feedback from local governments on its proposals by Friday, 22 August 2025. Submissions can be made by local governments, council members, staff, and the wider community. Following the consultation period, the feedback will be reviewed and used to finalise the regulations and the ministerial order. The revised regulations are expected to be tabled in Parliament later in 2025, ahead of a commencement date of 19 October 2025, which aligns with the start of the next local government electoral cycle.

CONSULTATION:

Department of Local Government, Industry Regulation and Safety

WALGA

Local Government Professionals WA

The consultation for local government is open until Friday, 22 August 2025 and feedback will inform the next stage in drafting these provisions.

COMMENT:

A draft response to the proposed regulations has been attached for consideration.

STATUTORY ENVIRONMENT:

The 2023 Amendment Act inserts sections 5.92A – 5.92C into the *Local Government Act 1995*.

Local Government Amendment Act 2023

74. Sections 5.92A to 5.92C inserted

After section 5.92 insert:

5.92A. Local government to have communications agreement

- (1) *A local government must have a communications agreement*
- (2) *A communications agreement is a written agreement between the council and the CEO that regulates the following —*
 - a. *the access of council members and committee members to information held by the local government under section 5.92 or otherwise, including the following —*
 - i. *the steps that a council member or committee member who wants access to information must take;*
 - ii. *the steps that the CEO must take if a council member or committee member wants access to information;*
 - b. *other requests for information that council members and committee members may make to the local government, including the following —*
 - i. *the steps that a council member or committee member who wants to request information must take;*

- ii. the steps that the CEO must take if a council member or committee member requests information;
 - c. the way in which, and the circumstances in which, dealings may be had, and communications may be made, between —
 - i. a council member or committee member; and
 - ii. an employee;
 - d. any prescribed matter.
- (3) A person who is a council member, committee member or employee must (when acting in their capacity as such) comply with the communications agreement.
- (4) Regulations may do any of the following —
- a. prescribe content that must be included in a communications agreement;
 - b. prescribe content that must not be included in a communications agreement;
 - c. make other provision in relation to communications agreements.

5.92B. Default communications agreement

- (1) The Minister must, by order, set out a form of communications agreement (the **default communications agreement**).

Note for this subsection:

The default communications agreement can be amended or replaced from time to time by a variation to the order in which the default communications agreement is set out or by the making of an order that supersedes that order — see section 9.65(2).

- (2) For the purposes of section 5.92A, the default communications agreement is taken to be a local government's communications agreement at any time when the local government does not have a communications agreement of its own under section 5.92C.
- (3) The version of the default communications agreement that is taken to be a local government's communications agreement at any time under subsection (2) is the version that is current at that time.
- (4) An order under subsection (1) may set out different forms of communications agreement for different local governments or different classes of local government.
- (5) For the purposes of subsection (4), an order under subsection (1) may (without limitation) adopt or otherwise apply classifications of local governments or districts used in a determination made under the Salaries and Allowances Act 1975 section 7A or 7B.

5.92C. Local government may adopt communications agreement of its own

- (1) A local government may prepare and adopt* a communications agreement of its own.

* Absolute majority required.

- (2) A local government cannot adopt a communications agreement of its own at any time during a caretaker period.
- (3) If a local government adopts a communications agreement of its own, for the purposes of section 5.92A —
 - a. the communications agreement has effect as the local government's communications agreement from when it is adopted until the earlier of the following —
 - i. the next time a caretaker period ends;
 - ii. the end of the employment of the CEO who agreed to the adoption of the communications agreement under subsection (4);

and

- b. *the local government may amend* the communications agreement at any time when it is in effect under paragraph (a), except during a caretaker period.*

** Absolute majority required.*

- (4) *A local government cannot adopt or amend a communications agreement of its own without the agreement of the CEO.*
- (5) *If a local government has a communications agreement of its own, the CEO must publish an up-to-date version of the communications agreement on the local government's official website.*

STRATEGIC IMPLICATIONS:

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

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

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

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial implications for this report.

WORKFORCE IMPLICATIONS:

There are no workforce implications for this report.

POLICY IMPLICATIONS:

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

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

- 1. Submit to WALGA the completed discussion paper as attached to this report.**
- 2. Authorises the Chief Executive Officer to finalise and lodge a submission to the Department of Local Government, Industry Regulation and Safety prior to the public consultation deadline of Friday, 22 August 2025 based on the discussion points included in this report.**

MOTION: OCM250719

MOVED: Cr Leenhouders

SECONDED: Cr Foreman

That Council:

- 1. Submit to WALGA the completed discussion paper as attached to this report.**
- 2. Authorises the Chief Executive Officer to finalise and lodge a submission to the Department of Local Government, Industry Regulation and Safety prior to the public consultation deadline of Friday, 22 August 2025 based on the discussion points included in this report.**

CARRIED: 6/0

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

Against: Nil

9.4.4 POLICY MANUAL REVIEW – COUNCIL POLICIES

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:	18 July 2025
Attachments:	a) CP1 – Legal Representation Costs Indemnification – Current b) CP2 – Attendance at Events Policy – Current c) CP3 – Elected Member Continuing Professional Development Policy – Current d) CP4 – Appointment of Acting Chief Executive Officer Policy – Current e) CP5 – Electronic Variable Message Board Policy – Current f) CP6 – Communications and Social Media Policy – Current g) CP7 – Recording of Council Meetings Policy – Current h) CP8 – Electoral Caretaker Period Policy – Current i) Draft Policy – CP1 – Legal Representation Costs Indemnification j) Draft Policy – CP4 – Appointment of Acting Chief Executive Officer Policy 2025
Authority/Discretion:	Legislative

SUMMARY:

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

BACKGROUND:

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

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

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

The objectives of the Council's Policy Manual are:

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

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

Changes to Council Policy shall be made only on:

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

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

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

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

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

CONSULTATION:

Internal – Relevant Shire staff have been consulted.

COMMENT:

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

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

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

Amended Policies:

CP1 – Legal Representation Costs Indemnification Policy

This policy has been reviewed and amended to reflect current industry standard and compliance with legislation.

CP2 – Attendance at Events Policy

No changes proposed, original policy adopted in 2020.

CP3 – Elected Member Continuing Professional Development Policy

No changes proposed, original policy adopted in 2020 and reviewed in 2021.

CP4 – Appointment of Acting Chief Executive Officer Policy

This policy has been reviewed and amended to reflect current industry standard and compliance with legislation.

CP5 – Electronic Variable Message Board Policy

No changes proposed, original policy adopted in 2021.

CP6 – Communications and Social Media Policy

No changes proposed, original policy adopted in 2022.

CP7 – Recording of Council Meetings Policy

No changes proposed, original policy adopted in 2024 and proposed to be reviewed to align with local government election cycle.

CP8 – Electoral Caretaker Period Policy

No changes proposed, original policy adopted in 2024 and will be reviewed every two years in line with the local government election cycle.

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

1. *The council governs the local government's affairs, and as the local government's governing body, is responsible for the performance of the local government's functions.*
2. *The council's governing role includes the following -*
 - (a) *overseeing the allocation of the local government's finances and resources;*
 - (b) *determining the local government's policies.*

STRATEGIC IMPLICATIONS:

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

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

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

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial implications for this report.

WORKFORCE IMPLICATIONS:

Policies provide direction for all Shire of Jerramungup employees.

POLICY IMPLICATIONS:

As detailed in each policy.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

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

CP1 – Legal Representation Costs Indemnification Policy

CP2 – Attendance at Events Policy

CP3 – Elected Member Continuing Professional Development Policy

CP4 – Appointment of Acting Chief Executive Officer Policy

CP5 – Electronic Variable Message Board Policy

CP6 – Communications and Social Media Policy

CP7 – Recording of Council Meetings Policy

CP8 – Electoral Caretaker Period Policy

MOTION: OCM250720**MOVED: Cr Barrett****SECONDED: Cr Foreman**

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

CP1 – Legal Representation Costs Indemnification Policy

CP2 – Attendance at Events Policy

CP3 – Elected Member Continuing Professional Development Policy

CP4 – Appointment of Acting Chief Executive Officer Policy

CP5 – Electronic Variable Message Board Policy

CP6 – Communications and Social Media Policy

CP7 – Recording of Council Meetings Policy

CP8 – Electoral Caretaker Period Policy

CARRIED: 6/0

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

Against: Nil

Charmaine Wisewould declared an interest in Item 9.4.5 as it relates to employment and left the room at 1.32pm.

Charmaine did not return.

9.4.5 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

Location/Address:	N/A
Name of Applicant:	N/A
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:	18 July 2025
Attachments:	Nil
Authority/Discretion:	Executive

SUMMARY:

The purpose of this report is for Council to appoint an Acting Chief Executive Officer for a period of five (5) weeks while the Chief Executive Officer takes annual leave.

BACKGROUND:

The Chief Executive Officer intends to take five weeks of annual leave from Monday, 8 September 2025 to Friday, 10 October 2025. This has been approved by the Shire President.

Council's Policy CP4 – Appointment of Acting Chief Executive Officer provides guidance for the employment of an Acting Chief Executive Officer in the absence of the Chief Executive Officer due to annual, long service or extended sick leave.

Under Policy CP4, for Chief Executive Officer vacancy periods over 30 days the appointment of the Acting Chief Executive Officer shall be determined by Council.

In addition, Policy CP4 requires the Chief Executive Officer to report to Council any proposal to fill an Acting Chief Executive Officer role over 30 days with as much advanced notice as possible. In this case the Chief Executive Officer may recommend a suitable internal candidate for higher duties and must also provide an alternative recommendation to Council.

CONSULTATION:

Executive Staff.

COMMENT:

To ensure continuity of executive leadership during the Chief Executive Officer's leave period, Council must appoint an Acting Chief Executive Officer.

Appointing an Acting Chief Executive Officer during the period of extended leave of the incumbent Chief Executive Officer ensures continuity in the day-to-day operations of the Shire of Jerramungup. It provides ongoing support and leadership to the Executive Management Team, maintains oversight of key projects and governance responsibilities, and ensures Council has access to high-level executive support and decision-making capacity.

If Council chooses to appoint an external Acting Chief Executive Officer it is proposed that the Shire President be authorised to negotiate and finalise the terms and conditions of their engagement for the five week period.

STATUTORY ENVIRONMENT:***Local Government Act 1995*****5.39 *Contracts for CEO and senior employees***

(1) Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.

(1a) Despite subsection (1) –

- (a) an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting; and*
- (b) a person may be employed by a local government as a senior employee for a term not exceeding 3 months, during any 2 year period, without a written contract.*

5.39C *Policy for temporary employment or appointment of CEO*

(1) A local government must prepare and adopt a policy that sets out the process to be followed by the local government in relation to the following –

- (a) the employment of a person in the position of CEO for a term not exceeding 1 year;*
- (b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.*

(2) A local government may amend the policy.

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

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

STRATEGIC IMPLICATIONS:

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

Governance and Leadership

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

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

FINANCIAL/BUDGET IMPLICATIONS:

An existing staff member appointed to the position of Acting Chief Executive Officer would be paid higher duties. A negotiated salary would be paid to an external appointment. Accommodation costs would also be expected. Given the period in question falls in 2025/2026, an allocation can be made in Council's 2025/2026 budget.

WORKFORCE IMPLICATIONS:

The Chief Executive Officer is the most senior position employed by the Shire and an Acting Chief Executive Officer is required to meet statutory obligations.

POLICY IMPLICATIONS:

Policy CP4 – Appointment of Acting Chief Executive Officer applies.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION 1:

That Council appoint the Deputy Chief Executive Officer, Charmaine Wisewould, as the Acting Chief Executive Officer for the period from Monday 8 September 2025 to Friday, 10 October 2025 inclusive.

OFFICER RECOMMENDATION 2:**That Council:**

1. Appoints an external Acting Chief Executive Officer for the period from Monday 8 September 2025 to Friday, 10 October 2025 inclusive.
2. In liaison with the Chief Executive Officer authorises the Shire President to finalise and execute the necessary contractual and remuneration arrangements with the Acting Chief Executive Officer. Remuneration shall be in line with that of the incumbent Chief Executive Officer, Mr Martin Cuthbert.

MOTION: OCM250721**MOVED: Cr Leenhouders****SECONDED: Cr Barrett**

That the meeting be closed to the general public to discuss Item 9.4.5 pursuant to the *Local Government Act 1995* section 5.23 (2)(a) relating to a matter affecting an employee or employees.

CARRIED: 6/0

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

Against: Nil

Martin Cuthbert, Chief Executive Officer, and Richard Hindley, Manager of Development, left the meeting at 1.34pm.

MOTION: OCM250722**MOVED: Cr Leenhouders****SECONDED: Cr Barrett****That Council:**

1. Appoints an external Acting Chief Executive Officer for the period from Monday 8 September 2025 to Friday, 10 October 2025 inclusive.
2. In liaison with the Chief Executive Officer authorises the Shire President to finalise and execute the necessary contractual and remuneration arrangements with the Acting Chief Executive Officer. Remuneration shall be in line with that of the incumbent Chief Executive Officer, Mr Martin Cuthbert.

CARRIED: 6/0

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

Against: Nil

MOTION: OCM250723**MOVED: Cr Foreman****SECONDED: Cr Mair**

That the meeting again be opened to the general public.

CARRIED: 6/0

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

Against: Nil

Martin Cuthbert, Chief Executive Officer, and Richard Hindley, Manager of Development, returned to the meeting at 1.43pm.

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

MOTION: OCM250724

MOVED: Cr Leenhouwers

SECONDED: Cr Mair

That Cr Nathan Brown be granted Leave of Absence from the Ordinary Council Meeting to be held on 27 August 2025.

CARRIED: 6/0

For: President Iffla, Cr Leenhouwers, Cr Brown, Cr Foreman, Cr Barrett, Cr Mair

Against: Nil

13.0 CLOSURE

13.1 DATE OF NEXT MEETING

The next ordinary meeting of Council will be held Wednesday, 27 August 2025, commencing at 1.00pm, in Bremer Bay.

13.2 CLOSURE OF MEETING

The Presiding Member closed the meeting at 1.44pm

These minutes were confirmed at a meeting held

.....

Signed:

Presiding Person at the meeting at which these minutes were confirmed

Date: