



Agenda

Ordinary Council Meeting

18 September 2025

Notice of Meeting

Notice is hereby given that the next Ordinary Council Meeting of the Shire of Exmouth will be held on 18 September 2025, in the Mandu Function Room, Ningaloo Centre, 2 Truscott Crescent, Exmouth commencing at 4.00 pm.

A handwritten signature in black ink, appearing to be 'Ben Lewis', with a long horizontal stroke extending to the right.

Ben Lewis
CHIEF EXECUTIVE OFFICER

Disclaimer

The advice and information contained herein are given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note that this agenda contains recommendations which have not yet been adopted by Council.

No responsibility whatsoever is implied or accepted by the Shire of Exmouth for any act, omission, statement or intimation occurring during the Council/Committee meetings or during formal/informal conversations with staff. The Shire of Exmouth disclaims any liability for any loss whatsoever and however caused arising out of reliance by any person or legal entity on any such act, omission, statement or intimation. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broader disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Exmouth during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Exmouth. The Shire of Exmouth warns that anyone who has an application lodged with the Shire of Exmouth must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attached to the decision made by the Shire of Exmouth in respect of the application.

SNAPSHOT

Strategic Community Plan 2023-2033



Your Choice. Our Future.

VISION

A globally recognised community of guardians for our unique environment and culture as we pursue innovations for sustainable growth.

GOALS

The goals are organised in five strategic pillars: Social, Natural Environment, Built Environment, Economy, and Governance and Leadership.

SOCIAL

Nurture a friendly, safe and inclusive community spirit.

- Improve local community and visitor experiences.
- Ensure a full suite of services to meet the needs of families and individuals at all ages and stages of life.
- Build community cohesion and connectedness.



GOVERNANCE & LEADERSHIP

Foster open, transparent & accountable leadership, working collaboratively & in partnership with our community & stakeholders.

- Forward-thinking leadership for efficient & sustainable operations.
- Continued focus on transparent, accountable leadership & community & stakeholder engagement.
- Council & administration plan & lead with good governance.



ECONOMY

Enhance a robust, resilient & diversified economy that champions innovation.

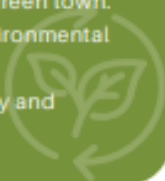
- Increase opportunities for smart and sustainable business ideas.
- Establish Exmouth as a vibrant, welcoming and environmentally aware destination.
- Promote Exmouth as a thriving economy based on its regional strength as a global environmental hotspot.



NATURAL ENVIRONMENT

Embrace natural sensitivities and promote positive change.

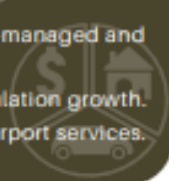
- Establish Exmouth as a clean and green town.
- Prepare Exmouth for changing environmental conditions.
- Increase awareness of sustainability and environmental issues.



BUILT ENVIRONMENT

Enable sustainable development and infrastructure that meets the needs of the community, visitors and industry.

- Infrastructure and assets are well-managed and maintained.
- Plan and cater for increased population growth.
- Revitalisation and expansion of airport services.



Disclosure of Interest Form

(Elected Members/Committee Members/Employees/Contractors)
Local Government Act 1995 (Section 5.65, 5.70, 5.71 & 5.71(B))

To: Chief Executive Officer

Name [Click here to enter text.](#)

Elected Member Committee Member Employee Contractor

Ordinary Council Meeting held on [Click here to enter text.](#)

Special Council Meeting held on [Click here to enter text.](#)

Committee Meeting held on [Click here to enter text.](#)

Other [Click here to enter text.](#)

Report No [Click here to enter text.](#)

Report Title [Click here to enter text.](#)

Type of Interest (*see overleaf for further information)

Proximity Financial Impartiality

Nature of Interest

[Click here to enter text.](#)

Extent of Interest (if intending to seek Council approval to be involved with debate and/or vote)

[Click here to enter text.](#)

Signed: _____ Date: [Click here to enter text.](#)

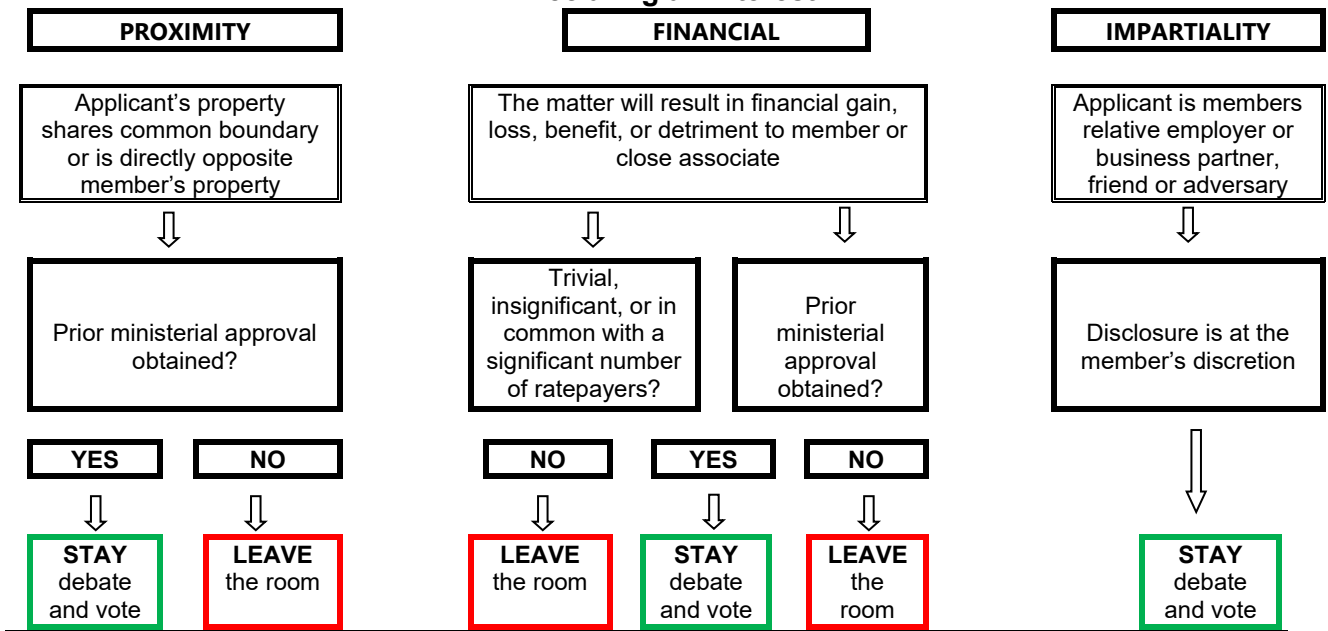
- **Note 1** - Elected Members/ Committee Members/Employees refer to the Disclosure of Interest Declaration card when disclosure is being read out at Council or Committee Meeting.
- **Note 2:** For Ordinary meetings of the Council, elected members and employees are requested to submit this completed form to the Chief Executive Officer prior to the meeting. Where this is not practicable, disclosure(s) must be given to the Chief Executive Officer prior to the matter being discussed.
- **Note 3:** Employees or Contractors disclosing an interest in any matter apart from at meetings, where there is a conflict of interest including disclosures required by s5.71 are required to submit this form to the CEO as soon as practicable.

CEO: _____ Signed: _____ Date: _____

OFFICE USE ONLY

Particulars recorded in Minutes Particulars recorded in Register

*** Declaring an Interest**



Local Government Act 1995 – Extract

s.5.60A - Financial Interest

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

s.5.60B – Proximity Interest

A person has a proximity interest in a matter if the matter concerns —

- (a) a proposed change to a planning scheme affecting land that adjoins the person's land; or
- (b) a proposed change to the zoning or use of land that adjoins the person's land; or
- (c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

5.65 - Members' interests in matters to be discussed at meetings to be disclosed.

(1) A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest:

(a) in a written notice given to the CEO before the meeting; or (b) at the meeting immediately before the matter is discussed. (Penalties apply).

(2) It is a defence to a prosecution under this section if the member proves that he or she did not know: (a) that he or she had an interest in the matter; or (b) that the matter in which he or she had an interest would be discussed at the meeting.

(3) This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

5.70 - Employees to disclose interests relating to advice or reports.

(1) In this section: 'employee' includes a person who, under a contract for services with the local government, provides advice or a report on a matter.

(2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.

(3) An employee who discloses an interest under this section must if required to do so by the council or committee, as the case may be, disclose the extent of the interest. (Penalties apply).

5.71 - Employees to disclose interests relating to delegated functions.

If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and:

- (a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter. (Penalties apply)

5.71A. - CEOs to disclose interests relating to gifts in connection with advice or reports

(1) A CEO who has an interest relating to a gift in a matter in respect of which the CEO proposes to provide advice or a report, directly or indirectly, to the council or a committee must disclose the nature of the interest in a written notice given to the council.

(2) A CEO who makes a disclosure under subsection (1) must not provide the advice or report unless the CEO is allowed to do so under section 5.71B(2) or (6).

(3) A CEO who has an interest relating to a gift in a matter in respect of which another employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when the advice or report is provided.

Local Government (Administration) Regulations 1996 – Extract - In this clause and in accordance with Regulation 19AA "Interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

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1. Declaration of Opening and Announcements

2. Attendance, Apologies and Approved Leave of Absence

Shire President M (Matthew) Niikkula
 Councillor J (Jackie) Brooks Deputy Shire President
 Councillor D (Darlene) Allston
 Councillor D (David) Gillespie
 Ben Lewis Chief Executive Officer
 Ziggy Wilk Chief Operations Officer
 Vikki Lauritsen Chief Financial Officer
 Michelle Head Minute Taker

Approved Leave of Absence

Councillor K (Kristy) Devereux (CD02-0825)

3. Response to Previous Public Questions Taken on Notice

The following question was part of a public question raised by Jade Bowra at the 31 July Ordinary Council meeting. The response provided in the minutes of the July Ordinary meeting minutes omitted to address part of the question and is therefore provided below:

Back in 2016, I initiated a petition signed by over 250 local rate payers, which ultimately lead to the reversal of the Shires decision to alter the rating strategy and the rate in the dollar. This demonstrated clear community concern and engagement on rating matters.

I would now like to confirm how many formal objections has the shire received each year since then in response to its annual notice of intention to impose differential rates?

Shire response:

Following is a table of the last 10 years of submissions:

Year	Number	Comments
2025	73	All submission provided to Council in the agenda item.
2024	0	
2023	0	
2022	0	
2021	2	
2020	0	
2019	0	
2018	3	1 rate payer asked a series of questions during public question time at the ordinary council meeting.
2017	0	
2016	25	A form of statement (not a formal petition) was submitted to Council listed 103 signatures. It was also recorded that there were a number of online comments = 230 in total.

4. Public Question Time

In accordance with section 5.24 of the *Local Government Act 1995*, a 15-minute public question time is made available to allow members of the public the opportunity of questioning Council on matters concerning them.

Council Consideration Towards Public

When public questions necessitate resolutions of Council, out of courtesy and at the Shire President’s discretion the matter is to be dealt with immediately to allow the public to observe the

determination of the matter (obviates the need for the public to wait an undetermined period of time).

When a matter is listed on the Agenda and member/s of the public are in attendance to observe the determination of the matter, out of courtesy and at the discretion of the Shire President the matter is to be brought forward on the agenda and dealt with immediately to allow the public to observe the determination of the matter (again this obviates the need for the public to wait an indeterminate period of time).

5. Declarations of Interest

6. Applications for Leave of Absence

The *Local Government Act 1995* (Section 2.25) provides that a Council may, by resolution, grant leave of absence to a member for Ordinary Council Meetings. A member who is absent, without first obtaining leave of the Council, throughout three consecutive Ordinary meetings of the Council is disqualified from continuing his or her membership of the Council.

Disqualification from membership of the Council for failure to attend Ordinary Meetings of the Council will be avoided so long as the Council grants leave prior to the member being absent. The leave cannot be granted retrospectively. An apology for non-attendance at a meeting is not an application for a leave of absence.

7. Confirmation of Minutes of Previous Meetings

That the Minutes and associated attachments of the Ordinary Council Meeting of the Shire of Exmouth held on 28 August 2025 be confirmed as a true and correct record of proceedings.

8. Announcements/ Reports of Elected Members

9. Announcements by the Presiding Person without Discussion

10. Petitions/ Deputation/Presentations/ Submissions

Nil

11. Matters Arising from Committees of Council

Nil

12. Reports of Officers

EXECUTIVE SERVICES

12.1.1 AFFIXING COMMON SEAL UNDER DELEGATED AUTHORITY

File Reference	GV.AU.1
Reporting Officer	Coordinator Governance
Responsible Officer	Chief Executive Officer
Date of Report	18 September 2025
Applicant/Proponent	Nil
Disclosure of Interest	Nil
Attachment(s)	Nil

Purpose

1. To advise Council of the documents that have had the Shire of Exmouth common seal affixed under delegated authority for the period 1 May 2025 to 30 August 2025.

Background

2. Four documents have had the Shire's common seal affixed under delegated authority for the period in question.

Comment

3.

Document	Details	Parties
Contract	RFT15-24/25 ICT Hardware Refresh	Shire of Exmouth and Market Creations Technology Pty Ltd trading as Integrated ICT
Contract	RFQ15-24/25 Website Redesign – Brand Update – Intranet Development	Shire of Exmouth and Market Creations Agency
Deed of Consent	Lot 320 (24) Maidstone Crescent	Shire of Exmouth and Westpac Banking Corporation
Contract	Employment Contract	Shire of Exmouth and Ben Lewis, Chief Executive Officer

Consultation

4. Nil

Statutory Environment

5. [Local Government Act 1995](#), Part 9, Division 3, s9.49A (1)(2) Execution of Documents
 - (1) A document is duly executed by a local government if —
 - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or
 - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
 - (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
 - (3) The common seal of the local government is to be affixed to a document in the presence of —
 - (a) the mayor or president; and
 - (b) the CEO,
 each of whom is to sign the document to attest that the common seal was so affixed.

Policy Implications

6. Nil

Financial Implications

7. Nil

Risk Management

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational) – That executed documents would be void if the common seal was not affixed in accordance with the requirements of the Local Government Act 1995	Almost Certain	Major	High	Council to endorse the use of the common seal

Risk Matrix

Consequence \ Likelihood	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (5)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Alternate Options

8. Nil

Strategic Alignment

9. This item is relevant to the Council's approved Strategic Community Plan and Corporate Business Plan 2023 – 2033.

Governance & Leadership	<p>Foster open, transparent & accountable leadership, working collaboratively and in partnership with our community and stakeholders</p> <p>5.1 Forward-thinking leadership for efficient and sustainable operations</p> <p>5.2 Continued focus on transparent, accountable leadership and community stakeholder engagement</p> <p>5.3 Council and administration plan and lead with good governance</p>
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Voting Requirements

10. Simple Majority

Officers Recommendation		Item 12.1.1
That Council accept that the common seal has been affixed under delegated authority to the following documents:		
Document	Details	Parties
Contract	RFT15-24/25 ICT Hardware Refresh	Shire of Exmouth and Market Creations Technology Pty Ltd trading as Integrated ICT
Contract	RFQ15-24/25 Website Redesign – Brand Update – Intranet Development	Shire of Exmouth and Market Creations Agency
Deed of Consent	Lot 320 (24) Maidstone Crescent	Shire of Exmouth and Westpac Banking Corporation
Contract	Employment Contract	Shire of Exmouth and Ben Lewis, Chief Executive Officer

12.1.2 SHIRE CHRISTMAS/NEW YEAR CLOSURE

File Reference	GV.CM.0
Reporting Officer	Coordinator Governance
Responsible Officer	Chief Executive Officer
Date of Report	18 September 2025
Applicant/Proponent	Nil
Disclosure of Interest	Nil
Attachment(s)	Nil

Purpose

1. That Council consider the closing period for Shire departments during the annual Christmas and New Year period.

Background

2. In previous years Council has resolved to close the Shire Office over the Christmas and New Year period. Shire staff will take annual or accumulated leave for the days on which the office is closed.
3. This year, the days in question are Monday 29 December, Tuesday 30 December and Wednesday 31 December 2025 and Friday 2 January 2026.
4. Generally, the town is very quiet at this time of the year, and previous closure periods of this nature have not been an inconvenience to the community. A senior officer of the Shire will be in town during this period should an emergency arise.
5. It is anticipated that the Shire Administration Office, Library and Depot will be closed from 2.00 pm Wednesday 24 December 2025 and reopen Monday 5 January 2026.

Comment

6. The following table identifies the specific dates Shire departments will be closed during the Christmas and New Year period.

	Shire Office	Ningaloo Visitors Centre	Library	Swimming Pool	Waste Facility	Depot	Airport
Wed 24/12	8.30 – 2.00	8.30 – 2.00	8.30 – 2.00	11.00 – 2.00	8.00 – 12.00 1.00 – 2.00	8.00 – 2.00	Normal operating hours will apply during this period.
Thurs 25/12*	Closed	Closed	Closed	Closed	Closed	Closed	
Fri 26/12*	Closed	Closed	Closed	Closed	Closed	Closed	
Sat 27/12	Closed	9.00 – 1.00	Closed	10.00 – 5.00	8.00 – 12.00 1.00 – 3.00	Closed	
Sun 28/12	Closed	9.00 – 1.00	Closed	10.00 – 5.00	Closed	Closed	
Mon 29/12	Closed	8.30 – 4.30	Closed	11.00 – 5.00	8.00 – 12.00 1.00 – 3.00	Closed	
Tues 30/12	Closed	8.30 – 4.30	Closed	11.00 – 5.00	8.00 – 12.00 1.00 – 3.00	Closed	
Wed 31/12	Closed	8.30 – 4.30	Closed	11.00 – 5.00	8.00 – 12.00 1.00 – 3.00	Closed	
Thurs 01/01*	Closed	Closed	Closed	Closed	Closed	Closed	
Fri 02/01	Closed	8.30 – 4.30	Closed	11.00 – 5.00	8.00 – 12.00 1.00 – 3.00	Closed	
Sat 03/01	Closed	9.00 – 1.00	Closed	10.00 – 5.00	8.00 – 12.00 1.00 – 3.00	Closed	
Sun 04/01	Closed	9.00 – 1.00	Closed	10.00 – 5.00	Closed	Closed	
Mon 05/01	All departments return to normal operating hours.						

* Public holiday

7. No early morning swimming (6 am –7.30 am) Fri 26 December 2025
8. Minimal depot staff will continue to operate during this time to maintain to services.

Consultation

9. Executive Leadership Team

Statutory Environment

10. Nil

Policy Implications

11. Nil

Financial Implications

12. Nil

Risk Management

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Service Interruption	Almost certain	Minor	High	A senior staff member in town and contactable. Skelton depot crew for town amenities and waste collection.
Financial Impact	Almost Certain	Minor	High	Reviewed previous years' income vs expenses while being open during this period is insignificant.

Risk Matrix

Consequence \ Likelihood	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (5)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Alternate Options

13. The Shire Offices only close for the public holidays, Thursday 25 December 2025, Friday 26 December 2025 and Thursday 1 January 2026.

Strategic Alignment

14. This item is relevant to the Council's approved Strategic Community Plan and Corporate Business Plan 2023 – 2033.

Governance & Leadership	<p>Foster open, transparent & accountable leadership, working collaboratively and in partnership with our community and stakeholders</p> <p>5.1 Forward-thinking leadership for efficient and sustainable operations</p> <p>5.2 Continued focus on transparent, accountable leadership and community stakeholder engagement</p> <p>5.3 Council and administration plan and lead with good governance</p>
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Voting Requirements

15. Simple Majority

Officers Recommendation

Item 12.1.1

That Council approve the closing period for Shire departments during the annual Christmas and New Year period as listed below:

	Shire Office	Ningaloo Visitors Centre	Library	Swimming Pool	Waste Facility	Depot	Airport
Wed 24/12	8.30 – 2.00	8.30 – 2.00	8.30 – 2.00	11.00 – 2.00	8.00 – 12.00 1.00 – 2.00	8.00 – 2.00	Normal operating hours will apply during this period.
Thurs 25/12*	Closed	Closed	Closed	Closed	Closed	Closed	
Fri 26/12*	Closed	Closed	Closed	Closed	Closed	Closed	
Sat 27/12	Closed	9.00 – 1.00	Closed	10.00 – 5.00	8.00 – 12.00 1.00 – 3.00	Closed	
Sun 28/12	Closed	9.00 – 1.00	Closed	10.00 – 5.00	Closed	Closed	
Mon 29/12	Closed	8.30 – 4.30	Closed	11.00 – 5.00	8.00 – 12.00 1.00 – 3.00	Closed	
Tues 30/12	Closed	8.30 – 4.30	Closed	11.00 – 5.00	8.00 – 12.00 1.00 – 3.00	Closed	
Wed 31/12	Closed	8.30 – 4.30	Closed	11.00 – 5.00	8.00 – 12.00 1.00 – 3.00	Closed	
Thurs 01/01*	Closed	Closed	Closed	Closed	Closed	Closed	
Fri 02/01	Closed	8.30 – 4.30	Closed	11.00 – 5.00	8.00 – 12.00 1.00 – 3.00	Closed	
Sat 03/01	Closed	9.00 – 1.00	Closed	10.00 – 5.00	8.00 – 12.00 1.00 – 3.00	Closed	
Sun 04/01	Closed	9.00 – 1.00	Closed	10.00 – 5.00	Closed	Closed	
Mon 05/01	All departments return to normal operating hours.						

* Public holiday

CORPORATE AND COMMERCIAL SERVICES

12.3.1 FINANCIAL STATEMENT FOR PERIOD ENDING 31 AUGUST 2025

File Reference	FM.FI.0
Reporting Officer	Manager Finance
Responsible Officer	Chief Financial Officer
Date of Report	8 September 2025
Applicant/Proponent	Nil
Disclosure of Interest	Nil
Attachment(s)	1. Monthly Financial Report for period ending 31 August 2025

Purpose

1. That Council accepts the financial report for the financial period ending 31 August 2025.

Background

2. The provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* Regulation 34 require a statement of financial activity be presented at ordinary meeting of council within 2 months of the period end date (Attachment 1).

Comment

3. As of 31 August 2025, the operating revenue is above budget by \$126,379 (1.29%). The variance mainly relates to revenue from airport operations being higher than anticipated, partially offset by the timing of interest earned on term deposit maturities.
4. Operating expenditure is below budget by \$198,156 (4.58%). This variance relates to timing of maintenance and operational projects and timing of utilities invoicing. Year to date Employee Costs is higher than budget due to the timing of payroll payments (three payroll periods in August), partially offset by year-to-date underspend on staff training.
5. Capital expenditure is below budget. Council has expended \$190,038 of the proposed capital budget of \$8.9M and is awaiting invoices for completed projects. Further details of capital projects can be found in Note 4 of the Monthly Financial Report.
6. 2025/26 Rates were levied on 11 August 2025 and are due on 15 September 2025. Rates collected as of 31 August 2025 was 25.9%, relating to further collection of balances brought forward from 2024/25 and early payments of 2025/26 rates.
7. End of financial year processing continues, and adjustments are still being finalised. The 2024/25 Annual Financial Statements will be finalised and audited with presentation due to Council in December 2025. At this time, the final 2024/25 result will be determined and any further impact on the 2025/26 opening surplus will be addressed at the Budget Review.

Consultation

8. Nil

Statutory Environment

9. Section 6.4 of the [Local Government Act 1995](#) provides for the preparation of financial reports.
10. In accordance with [Local Government \(Financial Management\) Regulations 1996](#) Regulation 34 (5), a report must be compiled on variances greater than the materiality threshold adopted by Council of \$25,000 or 10% whichever is greater. As this report is composed at a nature/type level, variance commentary considers the most significant items that comprise the variance.

Policy Implications

11. Nil

Financial Implications

12. Nil

Risk Management

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational – That Council does not receive the financial activity statements as required by S6.4 of the LG Act 1995.	Rare	Insignificant	Low	That Council receives the financial activity statements as required by legislation.

Risk Matrix

Consequence \ Likelihood	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (5)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Alternate Options

13. Nil

Strategic Alignment

14. This item is relevant to the Council’s approved Strategic Community Plan and Corporate Business Plan 2023 – 2033.

Governance & Leadership	<p>Foster open, transparent & accountable leadership, working collaboratively and in partnership with our community and stakeholders</p> <p>5.1 Forward-thinking leadership for efficient and sustainable operations</p> <p>5.2 Continued focus on transparent, accountable leadership and community stakeholder engagement</p> <p>5.3 Council and administration plan and lead with good governance</p>
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Voting Requirements

15. Simple Majority

16.

Officers Recommendation	Item 12.3.1
That Council receives the financial report for the financial period ending 31 August 2025.	

12.3.2 LIST OF ACCOUNTS FOR PERIOD ENDING 31 AUGUST 2025

File Reference	FM.FI.0
Reporting Officer	Manager Finance
Responsible Officer	Chief Financial Officer
Date of Report	8 September 2025
Applicant/Proponent	Nil
Disclosure of Interest	Nil
Attachment(s)	1. List of Accounts for period ending 31 August 2025

Purpose

1. That Council receives a list of payments made since the prior Ordinary Council Meeting list of payments report.

Background

2. *Local Government (Financial Management) Regulations 1996*, Regulation 13 (3) requires a list of payments to be presented to Council at the next ordinary meeting of council.
3. It has been customary practice that whilst being a leader in the community, we meet our terms of credit as established between suppliers and aspire to obtain discounts where practicable. Payments have been approved by authorised officers in accordance with agreed delegations and policy frameworks.

Comment

4. Council has given delegated authority that allows the Chief Executive Officer to approve payments from Council's bank accounts either via cheque or electronic lodgement (Attachment 1).

Payments

Municipal Fund totalling \$1,625,042.26
Incorporating cheques, direct debits, electronic payments and credit cards.

Trust Fund totalling \$NIL
Incorporating electronic payments.

Total Payments: \$1,625,042.26

Consultation

5. Nil

Statutory Environment

6. Payments are to be made in accordance with Part 6, Division 4 of the [Local Government Act 1995](#).
7. In accordance with Regulation 13 of the [Local Government \(Financial Management\) Regulations 1996](#) payments are to be made through the municipal fund, trust fund or reserve funds. Payments are to be in accordance with approved systems as authorised by the Chief Executive Officer.

Policy Implications

8. CS001 (Procurement)
9. CS002 (Regional Price Preference Policy)
10. CS004 (Corporate Transaction Cards)
11. CS005 (Investments)
12. CS009 (Reserve Funds)

Financial Implications

13. Payments are made under delegated authority and are within defined and approved budgets.
 Payment is made within agreed trade terms and in a timely manner.

Risk Management

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational – That Council does not receive the list of payments.	Rare	Insignificant	Low	That Council receives the list of payments as required by legislation.

Risk Matrix

Consequence \ Likelihood	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (5)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Alternate Options

14. Nil

Strategic Alignment

15. This item is relevant to the Council’s approved Strategic Community Plan and Corporate Business Plan 2023 – 2033.

Governance & Leadership	<p>Foster open, transparent & accountable leadership, working collaboratively and in partnership with our community and stakeholders</p> <p>5.1 Forward-thinking leadership for efficient and sustainable operations</p> <p>5.2 Continued focus on transparent, accountable leadership and community stakeholder engagement</p> <p>5.3 Council and administration plan and lead with good governance</p>
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Voting Requirements

16. Simple Majority

Officers Recommendation	Item 12.3.2
That Council receives the report of payments made from the Municipal and Trust bank accounts during the month of August 2025 (totalling \$1,625,042.26).	

13. Elected Members Motions of which Previous Notice has Been Given

14. New Business of an Urgent nature introduced by Decision of Meeting

15. Matters to be considered Behind Closed Doors

16. Closure of Meeting