



Minutes

Ordinary Council Meeting

18 September 2025

Confirmation of Minutes

I hereby certify that the Minutes and Attachments of the Ordinary Council Meeting held on 18 September 2025 are a true and accurate record of the proceedings contained therein.

Shire President

Date

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.

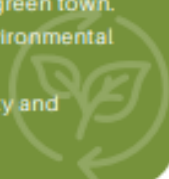
- Increase opportunities for smart and sustainable business ideas.
- Establish Exmouth as a vibrant, welcoming and environmentally aware destination.
- Promote Exmouth as a thriving economy based on its regional strength as a global environmental hotspot.



NATURAL ENVIRONMENT

Embrace natural sensitivities and promote positive change.

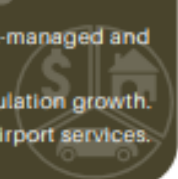
- Establish Exmouth as a clean and green town.
- Prepare Exmouth for changing environmental conditions.
- Increase awareness of sustainability and environmental issues.



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.



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1. Declaration of Opening and Announcements

The Shire President declared the meeting open at 4.02 pm.

The Shire President acknowledged the Traditional Owners of the land on which we meet, and paid respect to Elders past, present, and emerging.

The Shire President advised the gallery in adhering to the *Local Government (Administration) Regulations 1996* all Council meetings will be recorded, and the audio recording will be published on the Shires website with the publication of the meeting minutes.

The Shire President welcomed the gallery, noting the attendance of several candidate nominees for the upcoming Local Government Election.

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
Tom Carrol	Acting Chief Operations Officer
Vikki Lauritsen	Chief Financial Officer
Michelle Head	Minute Taker

Approved Leave of Absence

Councillor K (Kristy) Devereux (CD02-0825)	
Ziggy Wilk	Chief Operations Officer

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.
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4. Public Question Time

Question received from Jacqueline Hine

Thank you for your service as councillors and this opportunity to ask questions in Public Question time on 18th September 2025.

My question is regarding the draft minutes from the ordinary council meeting held on 25th August 2025 which states:

"Council's differential rating strategy and budgeting, the Council has instructed the Chief Executive Officer to discontinue allocating staff resources to continuously researching information based on these ongoing questions."

*Were all 5 council members consulted prior to this decision?
How many councillors provided endorsement for this decision?*

Shire Response:

The Shire President advised the decision was discussed with the Councillors who were present prior to the opening of the meeting to the public. Councillor Allston was an apology for this meeting.

It was explained to Councillors that due to the exorbitant amount of time being undertaken by Shire staff to collate 12 consecutive months of questions around the same topic, it was decided to direct the CEO to no longer accept any further questions on the matter. Following the adoption of the new budget and rating strategy, ample communications and questions answered about the topic have been provided. This was a direction and not a resolution of council.

Deputy President Brooks reiterated that Councillors were advised the proponents had been invited to have discussions with the Shire Administration relating to the particular matters, however the proponents had declined the offer.

5. Declarations of Interest

Nil

6. Applications for Leave of Absence

Nil

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.

COUNCIL RESOLUTION

ITEM 7

Res No: 01-0925

MOVED: Cr Gillespie

SECONDED: Cr Allston

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.

CARRIED 4/0

For: President Niikkula, Cr Brooks, Cr D Allston, Cr Gillespie

8. Announcements/ Reports of Elected Members

<p>Deputy Shire President Jackie Brooks</p>	<p>05/09 Attended a meeting with the Premier Roger Cook 13/09 Attended the Exmouth Eagles Presentation evening</p> <p>Deputy Shire President Brooks read the following: <i>Over the past month, I have had the privilege of attending a number of important community events.</i></p> <p><i>Over the past month, I had the opportunity to meet with Premier Roger Cook to discuss critical infrastructure priorities for Exmouth and the Ningaloo region. The discussion focused on the urgent need to expedite water and sewerage solutions, as well as accelerate housing and broader development projects to support our growing community and regional economy. This meeting reinforced the importance of continued advocacy and partnership with the State Government to deliver the infrastructure Exmouth urgently requires.</i></p> <p><i>I also attended the Exmouth Eagles Football Club Presentation Night. This was a fantastic evening that recognised the players, coaches, volunteers, and supporters who make the club such a success. The Eagles are more than just a football club – they are a family – and it is a humbling experience to witness the strength of their culture and the passion of their members. It was particularly inspiring to see the achievements of the girls’ team acknowledged, and to reflect on how far they have come in such a short time.</i></p> <p><i>As this may be my last Council meeting in this term, I would like to take the opportunity to express my gratitude. Thank you to the Exmouth community for entrusting me with the responsibility of representing you – it has truly been an honour. I also extend my appreciation to my fellow Councillors, past and present.</i></p> <p><i>During this term, Cr Lucas would have reached an extraordinary milestone of nearly 10 years of service as a Shire of Exmouth Councillor – a significant achievement that deserves recognition. A decade of service to local government is remarkable and should be acknowledged formally, whether through a badge, a medal, or another symbol of honour. I wanted to place on record the community’s appreciation for this dedication.</i></p>
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	<p><i>I also wish to acknowledge Cr Bennett, who, although unable to continue due to work commitments, was a passionate and dedicated Councillor whose contribution has left a strong mark on our community.</i></p> <p><i>To my current fellow Councillors, thank you for your collaboration, commitment, and service. Being a Councillor is not a role to be taken lightly – it requires time, dedication, and a deep care for our community.</i></p> <p><i>I would also like to sincerely thank all of the staff of the Shire of Exmouth. The organisation employs many hardworking people whose tireless efforts are the backbone of our community, keeping our town functioning and moving forward. Despite being a relatively small and often under-resourced local government, the Shire consistently achieves impressive outcomes – from delivering essential services and maintaining our facilities, to supporting major community events and projects. The dedication, professionalism, and “can-do” spirit of staff make a genuine difference every single day.</i></p> <p><i>Looking ahead, I believe one of the most important elements of success is effective communication. Clear, respectful, and consistent communication is vital to building trust, strengthening relationships, and achieving positive outcomes. To truly realise this, I would encourage the Shire and Councillors to work together on developing a communication policy – one that sets out clear practices both internally within the organisation and externally with the community. Such a policy would provide a framework for openness, accountability, and collaboration, ensuring that information flows both ways. With this in place, we could grow stronger, more connected, and more resilient as a community.</i></p> <p><i>Finally, I would like to acknowledge the Presidents, past Cr Darlene Alston and present Mr Mathew Nikkula This role carries enormous responsibility and requires a significant amount of work behind the scenes that is not always visible to the community. It is a very demanding position that deserves recognition and respect. My one piece of advice for the future is to ensure the Deputy President is fully utilised. The Deputy is there to provide the president with support, share the workload, and offer guidance and advice in this important leadership role. By working more closely together, the President and Deputy can strengthen Council’s leadership, provide greater stability, and ensure our community continues to benefit to from a strong, united team”.</i></p>
<p>Cr Darlene Allston</p>	<p>Councillor Allston read the following: <i>As this will be the last official council meeting, I would like to say a few words. The role of councillor comes with many community expectations. It can be a very rewarding, although at time’s extremely challenging.</i></p> <p><i>In my four years. I served two years a Shire President, during which time we navigated the Total Solar Eclipse, and I had the pleasure of performing community ceremonies, like Anzac Day, and citizenship ceremonies as well as being involved in many community projects.</i></p> <p><i>Another journey is learning, the Elected Member courses are invaluable, and I encourage those successful candidates to jump onboard and complete these sooner rather than later. I choose to continue after this study and achieved the</i></p>

	<p><i>nationally recognised Diploma in Local Government after receiving the Jaci Dodd scholarship in 2023.</i></p> <p><i>I wish to thank the wider community, CEO, Ben Lewis, the administration staff, Shire President Matt Nikkula and council, for their support throughout my term, and wish all those candidates that have put their hand up, all the best for the upcoming election.</i></p> <p><i>As a councillor, the decisions you make will have a lasting impact, and influence the path of the community, not just now, but for many years into the future.</i></p> <p><i>I look forward to seeing the new council form, with renewed enthusiasm, and look forward to witnessing your achievements for our community.</i></p>
<p>Cr David Gillespie</p>	<p>Councillor Gillespie read the following:</p> <p><i>I would like to take this opportunity to express my sincere thanks to the administration team and the Shire executives for all their efforts and support. These past few years have been a very challenging period, with rising costs, the ongoing challenge of staff retention, and the many difficulties that come with running a Shire in a small community. Your dedication and resilience have not gone unnoticed.</i></p> <p><i>In particular, I want to acknowledge Michelle for her hard work and diligence in supporting not only council members but also her colleagues across the Shire. Your commitment has made a real difference. I would also like to thank Ben, our CEO, for his unwavering support and for holding the Shire together during these challenging times.</i></p> <p><i>To my fellow council members, both current and past, I extend my heartfelt gratitude. It has been an honour to serve alongside you, and I wish both you and those who have signed off during my time, all the very best for the future; Councillor Bennett, Lucas, Brooks and Devereux.</i></p> <p><i>As I reflect on the past four years as a council member, I would also like to thank our past President, Darlene Alston, and extend my best wishes to our current President Matt Niikkula. I wish you every success in your role as President and thank you for your continued support.</i></p> <p><i>As a business owner, I quickly came to realise that local government operates quite differently from a business, particularly in its governance and financial reporting. It takes time to understand the workings of the administration, the processes of financial management and the requirements of reporting, all of which are subject to strict oversight and auditing. Local government is guided by a strong framework of checks, balances and regulations to ensure everything stays on course. I found the ongoing training invaluable in my building my understanding of local government operations and the policies that guide them.</i></p> <p><i>To the community, I would like to extend my heartfelt thanks for your support and for giving me the opportunity to engage local residence and business owners. Together, we have achieved important outcomes including, the approval of the new waste transfer station, listening to community feedback</i></p>

	<p><i>by readjusting rates and delivering a \$1 million reduction to the budget to provide financial relief for the ratepayers along with other projects including, providing community services.</i></p> <p><i>I would also like to share that I will be putting my hand up for another term as a councillor. It has been a privilege to serve, and I sincerely hope to once again earn your trust and support in the upcoming election.</i></p>
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9. Announcements by the Presiding Person without Discussion

The Shire President read the following to the gallery:

Today marks the final Council meeting for my three colleagues completing their four year term.

I would like to publicly thank Deputy President Jackie Brooks, Councillor Darlene Allston and Councillor David Gillespie for the incredible passion and effort they have delivered to this Council during the last four years. It has been an absolute privilege to work alongside such dedicated members of the community, making many tough decisions in order get the organisation on track for years to come.

It is wonderful to see that we have nine excellent candidates nominated for the five council positions, and I wish each and every one of them the very best of luck. Just by nominating they have proven to the community that they are passionate about the future of Exmouth and the good governance of the Shire.

Now, it is up to the electors to reward their bravery and vote.

You should have received in the post this week, your ballot papers. Please, act immediately, number the boxes, and post it back. Don't leave it on the fridge for weeks. We all owe it to these nine candidates to make our vote count and show they have their communities support in this election.

Let's aim for the highest response in the State; to once again show we are a town that is engaged, supportive dedicated to our future.

I am looking forward to the next Ordinary Council Meeting on October 23 where we welcome the successful candidates. Good Luck.

10. Petitions/ Deputation/Presentations/ Submissions

Nil

11. Matters Arising from Committees of Council

Nil

12. Reports of Officers

EXECUTIVE SERVICES

COUNCIL RESOLUTION

ITEM 12.1.1, 12.1.2, 12.3.1, 12.3.2

Res No: 02-0925

President Niikkula **MOVED** a motion that the officer recommendations contained in the following reports be moved enbloc:

12.1.1 - AFFIXING COMMON SEAL UNDER DELEGATED AUTHORITY

12.1.2 - SHIRE CHRISTMAS/NEW YEAR CLOSURE

12.3.1 - FINANCIAL STATEMENT FOR PERIOD ENDING 31 AUGUST 2025

12.3.2 – FINANCIAL STATEMENT FOR PERIOD ENDING 31 AUGUST 2025

SECONDED: Cr Gillespie

CARRIED by SIMPLE MAJORITY 4/0

For: President Niikkula, Cr Allston, Cr Brooks, Cr Gillespie

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

- 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

- 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.
 - 1.
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.
 - 2.
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.
 - 3.
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.
 - 4.

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.
- 5.

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

Nil

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

Nil

15. Matters to be considered Behind Closed Doors

Nil

16. Closure of Meeting

The Shire President closed the meeting at 4.18pm, thanked everyone for their attendance and wished the candidate nominees the best of luck for the upcoming election.