



SHIRE OF JERRAMUNGUP

COUNCILLOR INFORMATION BULLETIN

NOVEMBER – DECEMBER 2024

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1. DELEGATIONS

1.1 EXECUTIVE SERVICES

1.2 COMMON SEAL

Use of Common Seal under Delegated Authority – 1 July 2024 – 31 August 2024

DATE	DOCUMENT TITLE	PARTIES TO DOCUMENT	FILE NO	DELEGATED OFFICER
24 July 2024	Contract for the Provision of Medical Services	Shire of Jerramungup and Livingston Medical Pty Ltd	CA.CT.11	Cr Joanne Iffla, Shire President and Noel Myers, Acting Chief Executive Officer
25 September 2024	Deed of Extension and Variation of Lease	Lease of Portion of Reserve 37080, Jerramungup Depot, 9 Newton Street, Jerramungup Lessor: Shire of Jerramungup	CP.US.26	Cr Joanne Iffla, Shire President and Noel Myers, Acting Chief Executive Officer

1.3 WAIVER, GRANT CONCESSIONS OR DEBT WRITE OFF

Up to a maximum of \$500 or maximum of \$20 in respect to rates and service charges

DATE	OFFICER	DESCRIPTION	PERSONS AFFECTED/DEBTOR NO.
24 July 2024	Deputy Chief Executive Officer	Various Rates Write-off of interest– totalling \$542.86. Amounts between \$0.01 - \$17.98	Various

1.4 CEO DONATIONS

Approve sundry donations to the value of \$250. In assessing applications for the sundry donations, the assessor must apply the assessment criteria as outlined within Administration Policy 5: Donations 1 July 2024 – 30 June 2025

DATE	OFFICER	PERSON/ORGANISATION	DESCRIPTION
14 August 2024	Noel Myers, Acting CEO	Jerramungup Bowling Club	Donation of \$250 towards the Jerramungup Bowls Club – Bowls Classic 2024

DELEGATIONS

1.5 PLANNING – NOVEMBER

Planning application decisions under delegated authority up to 30 November 2024.

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
03/09/2024	P24-037	Noel Myers	Tozer	John Kinnear & Associates	Subdivision Into Two Lots - WAPC200712	Lot 54 Ocumup Road, BREMER BAY 6338	Approved	22/11/2024
13/11/2024	P24-040	Noel Myers	Viridis Ag Pty Ltd	WA Country Builders Pty Ltd	New Dwelling at Lot 1577, #937 Exchange Road	1661 Brook Road, JACUP 6337	Approved	14/11/2024

1.6 BUILDING AND DEMOLITION – NOVEMBER

Building application decisions under delegated authority up to 30 November 2024.

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
09/09/2024	BP24-050	Martin Cuthbert	Jamie Duncan & Shaley Coren Stewart	Jamie Duncan Stewart	New Dwelling	14B Emma Street, BREMER BAY 6338	Approved	22/11/2024
25/10/2024	BP24-052	Martin Cuthbert	Hilltop Family Trust Pty Ltd	Bron Enterprises Pty Ltd ATF IQ Constructions	New Transportable Dwelling With Attached Deck and Patio	Lot 52 Borden-Bremer Bay Road, BOXWOOD HILL 6338	Approved	10/11/2024
23/10/2024	BP24-059	Martin Cuthbert	Paul & Lisa Hislop	Murray River North Pty Ltd T/A TR Homes	New Dwelling	849 Cameron Road, JERRAMUNGUP 6337	Approved	25/11/2024
11/10/2024	BP24-060	Martin Cuthbert	Graeme & Elaine Hislop	Murray River North Pty Ltd T/A TR Homes	Extension to Existing Dwelling	644 Bokelup Road, JERRAMUNGUP 6337	Approved	05/11/2024
18/10/2024	BP24-061	Martin Cuthbert	Jade Elizabeth Michelle Joyce	Jade Joyce	Storage Shed	10 Melaleuca Court, BREMER BAY 6338	Approved	19/11/2024

22/10/2024	BP24-063	Martin Cuthbert	Shire of Jerramungup	RBD Building and Maintenance Pty Ltd	Repairs to Damaged Units	Units 1, 2, 3, 4 at 16 Roderick Street, BREMER BAY 6338	Approved	04/11/2024
18/11/2024	DP24-001	Martin Cuthbert	Chloe Alice May Hamilton	Batavia Building Services	Removal of Two Carports	Lot 101, 18A Emma Street, BREMER BAY 6338	Approved	29/11/2024

1.7 BUILDING APPROVAL CERTIFICATES AND OCCUPANCY CERTIFICATES

Reg 30 (1) (c) Caravan Parks and Camping Grounds Regulations 1997

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE

1.8 APPROVAL TO CONSTRUCT AN ANNEXE OR RELOCATE A PARK HOME

Reg 30 (1) (c) Caravan Parks and Camping Grounds Regulations 1997

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE

2. COUNCIL RESOLUTION STATUS REPORT

Register of Council resolutions progress report updated 9 December 2024.

COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	COMPLETED
28/02/24	Annual General Meeting of Electors 7 February 2024 – Consideration of Motions	OCM240215	<p>That Council:</p> <ol style="list-style-type: none"> Receive the following motion from the 7 February 2024 Annual General Meeting of Electors: Motion 1: That the Shire of Jerramungup provide a report on the construction and maintenance of footpaths for the past three years and future five years. Acknowledge that it has considered Motion 1 from the 7 February 2024 Annual General Meeting of Electors and resolve that the motion be noted, acknowledging the Shire will be submitting a funding application to develop a new Path Plan in the next round of funding under the State Government’s “WA Bicycle Network Grants Program”. Reason: The development of a new Path Plan is required to set the priority list of any new paths to be constructed in the next five years, it will also assist with any grant applications to be submitted. Receive the following motion from the 7 February 2024 Annual General Meeting of Electors: Motion 2: That the Shire prioritise installation of bins, upgrades to ablutions, and improved road access at Blossoms Beach. Acknowledge that is has considered Motion 2 from the 7 February 2024 Annual General Meeting of Electors and resolve that the motion be noted, and that Council request the Administration to undertake investigation into future options for the upgrade of the ageing ablutions, for consideration in the 2024/25 budget cycle. 	CEO	<p>Due to changes in funding guidelines the path plan will be developed in-house</p> <p>Provision to undertake maintenance works on all coastal facilities included within 2024/25 budget. Completion dependent on contractor availability.</p>	Ongoing

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	COMPLETED
26/06/24	Concerns with WACHS Nursing Staff	OCM240618	That Council resolves that the Chief Executive Officer write to the WA Country Health Service (WACHS) to: <ol style="list-style-type: none"> 1. Express the Shire’s concerns relating to the continuity and retention of critical nursing staff within the region; 2. Advise WACHS that it is the view of the Council that the current staffing arrangements are causing unreasonable and unsustainable fatigue and stress on community volunteers who are required to provide emergency services to the community during periods when WACHS staff are unavailable; and 3. Encourage WACHS to investigate incentives to help retain and attract nursing staff to and in the region. 	A/CEO	A/CEO met with a WACHS representative and received positive update which addressed issues in Council’s resolution. Subsequently letter has not been sent to WACHS. Ongoing Councillor briefings. Acting Director of Nursing gave update on nursing staff at LEMC meeting held 9/12/24.	Ongoing
24/07/24	Proposed Disposal of Land – Portion of Reserve 48293 John Street, Bremer Bay	OCM240719	That Council: <ol style="list-style-type: none"> 1. Confirms that the subject land, being portion of Reserve 48293, Lot 500 on DP2421657, 35 John Street, Bremer Bay as shown on the draft concept plan (Drawing VFRS Model V2.1) dated 16 June 2023 is surplus to its operational requirements and supports the transfer of those portions of land and buildings to the Department of Fire and Emergency Services and WA Police; 2. Advise the Department of Planning, Lands and Heritage that the Shire agrees to relinquish its Management Order and Interests in land and buildings over Portion of Reserve 48293 as described in 1 above; 	ACEO/MoD	Correspondence confirming Council’s decision issued to WA Police 02/08/2024. Contact with DFES representatives ongoing. Changes in staff at DFES and within DFES Planning Consultants has delayed confirmation of Shire decision being communicated.	

			<p>3. Authorise the Chief Executive Officer and Shire President to execute documentation consistent with the Council's decision to dispose of the Shire's interests in the land and buildings that may be required by the Department of Planning, Lands and Heritage to facilitate the transfer of the land and buildings;</p> <p>4. Authorise the Chief Executive Officer to negotiate a cost sharing arrangement with the Department of Fire and Emergency Services and WA Police for survey and documentation costs as is necessary for the transfer/disposal of land to be finalised.</p>		Matter still in progress.	
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COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
28/08/24	Statutory Review of Local Laws	OCM280811	<p>That Council:</p> <ol style="list-style-type: none"> 1. Receive the Report on the Statutory Review of Local Laws; 2. Approve by Absolute Majority the recommendations of the Report. 3. Does not proceed with specific local laws listed. 	EA	Consultant actioning.	In Progress
23/10/24	Financial Management Systems Review – Audit Report	OCM241003	That Council ADOPT the recommendations of the Audit Committee to receive the report prepared by Australian Audit on the appropriateness and effectiveness of the Shire of Jerramungup's systems and procedures in relation to financial management.	CEO		Ongoing
23/10/24	CEO Review of Systems and Procedures (Reg 17)	OCM241004	<p>That Council ADOPT the recommendations of the Audit Committee to:</p> <ol style="list-style-type: none"> 1. Accept the Chief Executive Officer's Regulation 17 review of the appropriateness and effectiveness of the Shire of Jerramungup systems and procedures in relation to risk management, internal control and legislative compliance, and 2. Request that the Chief Executive Officer provide regular updates to the Audit Committee on the progress of the recommendations for improvement identified as part of the review. 	CEO		Ongoing

COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
23/10/24	Christmas/New Year Opening Hours 2024-25	OCM241011	That Council NOTES the closure of Council facilities as follows: 1. Shire Administration Centres at Jerramungup and Bremer Bay from 12.00pm on Tuesday, 24 December 2024 to Friday, 3 January 2025 inclusive; and 2. Shire Depot from Friday, 20 December 2024, to Friday, 3 January 2025 inclusive.	DCEO/EAO	Advertising ongoing	Completed
27/11/24	BBCDC Terms of Reference	OCM241108	That Council ADOPT the Terms of Reference for the Bremer Bay Community Development Committee as amended and attached to this report.	CEO/EA	Correspondence emailed to BBPA	Completed 4/12/24
27/11/24	Delivery of Waste Services	OCM241112	That COUNCIL: - Does not accept any Tender under the provisions of section 18 (5) of the Local Government (Functions and General) Regulations 1996; and - Seek formal quotations for the services generally in accordance with the Tender Documents from select suppliers under the provisions of section 11 (2) (c) of the Local Government (Functions and General Regulations) 1996.	DCEO	Letters drafted	
27/11/24	South West Native Title Settlement – Land Based Consultation – Land Lists 1760 and 1760	OCM241113	That COUNCIL endorses the comments provided in Table 1 in respect to the possible transfer of Land Lists 1760 and 1761 to the Noongar Boodja Trust as its formal response to the Department of Planning, Lands and Heritage (DPLH).	MoD		Completed
27/11/24	Proposed Bird Hide – Wellstead Estuary, Bremer Bay	OCM241114	That Council: 1. Approves the revised plans dated 22 October 2024 for the Wellstead Estuary Bird Hide project subject to the satisfactory conclusion of a 21-day Community Consultation process;	MoD	Public Notice completed and advertised	In Progress

			<ol style="list-style-type: none"> 2. Delegates authority to the Chief Executive Officer to issue Development Approval post the conclusion of the Community Consultation process on the basis there are no sustainable objections or matters raised from that process that cannot be reasonably resolved without material modifications to the plans considered by Council. In the event there were matters arising from the consultation that could not be reasonably be determined or resolved, the matter is to be referred back to the next available Council Meeting for determination; 3. Advises the proponent that final detailed engineering plans are to be submitted for approval and be to the satisfaction of the Shire prior to the commencement of construction; and 4. Advises the proponent that in approving the Revised Plans as per Condition 1. Above, this does not bind the Council to the project should issues arise which in the opinion of the Council prove to be fatal flaws from an environmental, engineering and financial perspective. 			
27/11/24	Information Statement Review 2024/2025	OCM241116	That Council ADOPT the Shire of Jerramungup 2024/2025 Information Statement as presented and attached to this agenda and publish in accordance with the <i>Freedom of Information Act 1992</i> .	EA	Sent to Information Commissioner and published on website	Completed

3. CEO MEETINGS OF SIGNIFICANCE – NOVEMBER/DECEMBER 2024

MEETING DATE	LOCATION	DEPARTMENT	PURPOSE
29 November 2024	Cranbrook	Great Southern Regional Road Group	Meeting
6 December 2024	Mt Barker	South Coast Alliance	AGM and General Meeting
9 December 2024	Bremer Bay	Local Emergency Management Committee (LEMC)	Meeting
10 December 2024	Jerramungup	Jerramungup District High School	Presentation Evening
13 December 2024	Perth	LG Professionals WA	Board Meeting
13 December 2024	Jerramungup	Community	Community Sundowner