



SHIRE OF JERRAMUNGUP

COUNCILLOR INFORMATION BULLETIN

SEPTEMBER – OCTOBER 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 – SEPTEMBER

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

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
26/08/2024	P24-035	Noel Myers	Brodie Lee & Isaac Peter Baum		Short Term Holiday Accommodation – The Bib Abode	32 Margaret Street, Bremer Bay 6338	Approved	27/09/2024
03/09/2024	P24-036	Noel Myers	Andrea & Carl Nordstrom		Proposed New Dwelling	Lot 47 Native Dog Beach Road, Bremer Bay 6338	Approved	16/09/2024

1.6 BUILDING AND DEMOLITION – SEPTEMBER

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

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
02/08/2024	BP24-046	Noel Myers	Nicholas Ross		New Shed	9 Barbara Street, Bremer Bay 6338	Approved	03/09/2024
20/08/2024	BP24-047	Noel Myers	Rodney & Vicky Nicholson		New Dwelling	39 McGlade Close, Bremer Bay 6338	Approved	09/09/2024
11/09/2024	BP24-051	Janna Cheshire	Ruth Reader & Michael Southern		Swim Spa With Decking and Glass Safety Barrier	111 Black Rocks Road, Bremer Bay 6338	Approved	30/09/2024
06/09/2024	CP24-008	Noel Myers	Jason & Julene Cronin		Concrete Crossover	3A Emma Street, Bremer Bay 6338	Approved	12/09/2024

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 11 October 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>Awaiting funding round to submit application.</p> <p>Provision to undertake maintenance works on all coastal facilities included within 2024/25 budget. Completion dependent on contractor availability.</p>	

			Reason: Given the scope of issues that need to be explored so as to establish costings, it would be financially imprudent to commit to the project now.			
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. Will reassess situation in October. Ongoing Councillor briefings.	Ongoing
24/07/24	CEO Annual Performance Review	OCM240705	That Council: <ol style="list-style-type: none"> 1. Notes that Mr Martin Cuthbert's Performance Review in his role as Chief Executive Officer for the Shire of Jerramungup for the 2023/24 appraisal period has been undertaken; 2. Endorses Mr Cuthbert's overall rating of 'Meets Performance Requirements'; 3. Schedules the next review of the Chief Executive Officer's performance to be completed by 31 July 2025; 4. Endorses the Performance Criteria for the 2024/25 appraisal period; 5. Reviews Mr Cuthbert's Total Reward Package in accordance with contractual requirements, and within the terms of the Determination of the Salaries and Allowances Tribunal of 5 April 2024 (effective 1 July 2024); 6. Approve an increase to the Chief Executive Officer's total reward package effective as of 1 July 2024; and 	DCEO	Contract sent to CEO 9/8 for execution.	

			<p>7. Approve and authorise the Shire President to execute Mr Cuthbert’s employment contract as detailed in confidential attachment 8.1(b) that offers base salary, superannuation, motor vehicle, housing and other benefits including regional allowance in accordance with contractual requirements and within the terms of the Determination of the Salaries and Allowances Tribunal of 5 April 2024 (effective 1 July 2024).</p>			
24/07/24	Proposed Disposal of Land – Portion of Reserve 48293 John Street, Bremer Bay	OCM240719	<p>That Council:</p> <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; 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; 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. 	ACEO/MoD	<p>Correspondence confirming Council’s decision issued to WA Police 02/08/2024.</p> <p>Contact with DFES representatives ongoing – changes in staff at DFES and within DFES Planning Consultants has delayed confirmation of Shire decision being communicated. Anticipated letter affirming Council decision will be able to be issued by 26/08/2024. Matter still in progress.</p>	

COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
28/08/24	Statutory Review of Local Laws	OCM280811	That Council: <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
28/08/24	Great Southern Treasures Memorandum of Understanding and Strategic Plan	OCM280812	That the Council: <ol style="list-style-type: none"> 1. Notes the Great Southern Treasures Strategic Plan 2024-2026; 2. Endorses the terms as outlined in the final draft Memorandum of Understanding and authorise the Shire President and Chief Executive Officer to execute the new Memorandum of Understanding; 3. By Absolute Majority, nominate Cr Raegan Zacher and any other Councillor as the proxy as the Shire's representatives on the Committee for Great Southern Treasures; 4. Authorises the nominated representative and proxy and Chief Executive Officer to negotiate on behalf of the Shire, the ongoing arrangements for the provision of marketing and liaison services, as required and necessary to give effect to the Memorandum. 	EA	MOU executed and provided to GST.	Completed
25/09/24	Request for Quote RFQ 06-24 – Supply of Bitumen Seals and Asphalt		That Council by ABSOLUTE MAJORITY: <ol style="list-style-type: none"> 1. Accept the quote submitted by Bitutek Pty Ltd as the most advantageous quote to form a Contract for the Supply and Delivery of bitumen and asphalt seals as part of the 2024/25 Works Program. 2. Delegates the formation and execution of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract. 3. Grant delegation to the Chief Executive Officer to negotiate with the successful contractor the option of entering into the two one year extension periods. 	EA	Letters sent and contract signed.	Completed

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
25/09/24	Genestreams Sculpture Project		That Council: <ol style="list-style-type: none"> 1. Accepts the gift of the Genestreams Sculpture from Gondwana link Ltd; and 2. Delegates to the Chief Executive Officer the authority to execute Genestreams Artwork Commission Agreement with Gondwana Link ltd for the Genestreams physical sculpture and supports the sculpture being installed within the Bremer Bay Skate Park, being a portion of Reserve 51951 (Lot 4) Yandil Street, Bremer Bay. 	EA	Notified of Council Resolution.	Completed
25/09/24	Application for Property to be Used as Short-Term Holiday Home		That Council, in accordance with the provisions of the Shire of Jerramungup Local Planning Scheme No. 2, approves the development application for a Holiday Home at No. 32 Margaret Street (Lot:732; D/P/219791), Bremer Bay, in accordance with the plans submitted with the application dated 26 August 2024, subject to the following conditions, with the associated determination advice notes.	AO	Advised stakeholders of outcome.	Completed

3. CEO MEETINGS OF SIGNIFICANCE – SEPTEMBER/OCTOBER 2024

MEETING DATE	LOCATION	DEPARTMENT	PURPOSE
26 September 2024	Cranbrook	Great Southern Treasures	Meeting
27 September 2024	Bremer Bay	FBG	Fitz Biosphere Community Collective photography exhibition and award presentation
1 October 2024	Ravensthorpe	DFES	South East Fire Working Group Meeting and Strategic Meeting
3 October 2024	Jerramungup	Main Roads WA	Annual Catch-up – Shire of Jerramungup and Main Roads Great Southern
4 October 2024	Albany	South Coast Alliance	CEO Breakfast
9 October 2024	Jerramungup	Jerramungup Sports Club	Annual General Meeting
11 October 2024	Bremer Bay	St Johns	Annual Review Meeting
14 October 2024	Jerramungup	Local Emergency Management Committee	Meeting
14 October 2024	Jerramungup	Bush Fire Advisory Committee	Meeting
15 October 2024	Teams	South Coast Alliance	Special Meeting – Australia’s South West Proposal
15 October 2024	Teams	Waste	Delivery of Waste Services Tender discussions
21 October 2024	Jerramungup	WALGA	Annual Catch-up
23 October 2024	Teams	South Coast Alliance	Meeting with Western Power