



# SHIRE OF JERRAMUNGUP

## COUNCILLOR INFORMATION BULLETIN

### JUNE - JULY 2024

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## 1. DELEGATIONS

### 1.1 EXECUTIVE SERVICES

### 1.2 COMMON SEAL

Use of Common Seal under Delegated Authority – 1 July 2023 – 30 June 2024

DATE	DOCUMENT TITLE	PARTIES TO DOCUMENT	FILE NO	DELEGATED OFFICER
27 September 2023	Contract for the Provision of Services	Contract for the Provision of Services: Jerramungup Public Library – Jerramungup Community Resource Centre	CS.LI.1	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
17 November 2023	Contract for the Provision of Services	Contract for the Provision of Services: Library and Shire Branch Customer Services – Bremer Bay Community Resource and Visitor's Centre	CS.LI.1	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
20 March 2024	Contract for the Provision of Services	Contract for the provision of Bushfire Mitigation Activities - Shire of Jerramungup and Indiji Flora	GS.PR.43	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
22 May 2024	Lease	Lessor: Shire of Jerramungup Lessee: Megatime Pty Ltd	A20315 CP.US.36	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
31 May 2024	Landgate Form E3 – Removal of Expired Lease	Shire of Jerramungup Megatime Pty Ltd	A20315 CP.US.33	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
26 June 2024	Lease	Lease of Portion of Reserve 40436, 2A Tobruk Road, Jerramungup (Kokoda Op Shop) Lessor: Shire of Jerramungup Lessee: Mrs Allyson Ross	CP.US.30	Cr Joanne Iffla, Shire President

### 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.

## 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 2023 – 30 June 2024

DATE	OFFICER	PERSON/ORGANISATION	DESCRIPTION
4 September 2023	Martin Cuthbert	Jerramungup Bowling Club	Support for the Bowls Classic \$250 sponsorship
22 September 2023	Martin Cuthbert	Jerramungup District High School	\$250 donation towards Buddy Bench
11 December 2023	Martin Cuthbert	Jerramungup Community Resource Centre	Support for the Community Christmas Sundowner with Markets by waiving the Rootpickers Hall Hire fee
23 May 2024	Martin Cuthbert	Jerramungup Community Resource Centre	Support for the Biggest Morning Tea by waiving the Rootpickers Hall Hire fee and \$250 donation
14 June 2024	Martin Cuthbert	Bremer Bay Community Resource Centre	\$250 donation towards Paint and Sip community activity

## DELEGATIONS

### 1.5 PLANNING – JUNE

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

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
01/06/2023	P23-037	Noel Myers	Hillboi Nominees Pty Ltd	Lyons Architects	Alterations and additions to existing dwelling, replacement of existing ancillary dwelling, replacement of existing garage and add workshop	122 Short Beach Road, BREMER BAY WA 6338	Approved	04/06/2024
15/04/2024	P24-021	Noel Myers	Hyde	Modular WA	New dwelling	806 Cardininup Road, NEEDILUP WA 6336	Approved	20/06/2024

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
29/05/2024	P24-022	Noel Myers	Carpenter	Sally June Major	Short Term Holiday Accommodation – Bremer Beach House	18 Susan Street, BREMER BAY WA 6338	Approved	20/06/2024
	P23-008	Noel Myers	Ryan & Chloe Trott		Short Term Holiday Accommodation – Family Tides	14 Margaret Street, BREMER BAY WA 6338	Extended	26/06/2024
	P23-012	Noel Myers	Micheal & Julie Batchelor		Short Term Holiday Accommodation – Batchys on John	23 John Street, BREMER BAY 6338	Extended	30/05/2024
	P23-016	Noel Myers	Judith Rosemary Clough		Short Term Holiday Accommodation – Dolphin Cabin	27 McGlade Close, BREMER BAY WA 6338	Extended	04/06/2024
	P23-017	Noel Myers	Bryce Skinner		Short Term Holiday Accommodation – Windsprey	33 McGlade Close, BREMER BAY WA 6338	Extended	30/05/2024
	P23-022	Noel Myers	Rivenlea Investments Pty Ltd		Short Term Holiday Accommodation – 42 Bennett Street	42 Bennett Street, BREMER BAY WA 6338	Extended	29/05/2024
	P23-030	Noel Myers	John Joseph Alaouze		Short Term Holiday Accommodation – 7 Barbara Street	7 Barbara Street, BREMER BAY WA 6338	Extended	05/06/2024

## 1.6 BUILDING AND DEMOLITION – JUNE

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

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
09/05/2024	BP24-026	Janna Cheshire	Shire of Jerramungup	Bremer Bay Sports Club	Demolish Concrete Water Tank and Replace with New Steel Water Tank	Lot 3000 Frantom Way, BREMER BAY WA 6338	Approved	05/06/2024
10/06/2024	BP24-029	Janna Cheshire	Brendon Ryan & Kelly Ann O'Neill	Poett Building Co. Pty Ltd	Limestone Retaining Wall	18 Margaret Street, BREMER BAY WA 6338	Approved	20/06/2024
19/06/2024	BP24-033	Janna Cheshire	Michael Alan Shingleton	Wauters Enterprises Pty Ltd	New Dwelling	31 McGlade Close, BREMER BAY WA 6338	Approved	26/06/2024
19/06/2024	CP24-005	Noel Myers	Michael Alan Shingleton	Wauters Enterprises Pty Ltd	Brick Paving Crossover	31 McGlade Close, BREMER BAY WA 6338	Approved	26/06/2024
25/06/2024	CP24-006	Noel Myers	Chloe Holtham & Dylan Obst		Concrete Crossover	10 Hakea Close, BREMER BAY WA 6338	Approved	26/06/2024

## 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***

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

## 2. COUNCIL RESOLUTION STATUS REPORT

Register of Council resolutions progress report updated 15 July 2024.

COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
20/12/23	Road Train Routes through Jerramungup		Discuss signage options with MRWA aiming to reduce road train traffic within Jerramungup townsite.	WS	Signs have been installed on Vasey, Tobruk and Memorial Streets 'no heavy vehicles longer than 19m'	30/06/2024
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"> <li>1. 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.</li> <li>2. 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.</li> <li>3. 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.</li> </ol>	CEO	Awaiting funding round to submit application.	



			<p>4. 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. 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.</p>		Preliminary investigations commenced to enable costings to be prepared for budget consideration.	
28/02/24			<p>The Great Southern Zone of WALGA has requested each local government in the Zone to write to the Department of Home Affairs regarding the Great Southern DAMA. Get testimonials from local businesses to evidence the urgent regional need for a DAMA.</p>	CEO	Currently liaising with RDA on gathering information	Ongoing
26/06/24	Proposed Budget Amendment 2023/2024	OCM240609	<p>That Council, by an Absolute Majority, authorise the following 2023/2024 budget amendments:</p> <ol style="list-style-type: none"> <li>1. Approve a budget amendment to increase interest of \$38,243.79 received on reserve funds and transfer the interest of \$38,243.79 into the various Reserve accounts as listed.</li> <li>2. Approve a budget amendment to increase the transfer of \$61,100 to the Building Reserve and reduce the capital expenditure for Buildings by \$61,100.</li> <li>3. Approve a budget amendment to reduce the transfer of \$300,000 from Capital Works Reserve to nil and reduce Materials and Contracts expenditure by \$300,000.</li> <li>4. Approve a budget amendment to defer the proposed \$900,000 loan and reduce the capital expenditure for the Bremer Bay Airstrip project by \$900,000 due to timing.</li> </ol>	Finance Manager	Completed	30/06/2024

COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
26/06/24	Sundry Debtor Write-off – June 2024	OCM240610	That Council, pursuant to Section 6.12(1)(c) of the <i>Local Government Act 1995</i> , by Absolute Majority, approve the write-off of bad debts to the value of \$2,527.67 for Debtors 269, 503 and 574	DCEO	Debt has been written off - batch 5441	26/06/2024
26/06/24	2024/2025 Proposed Fees and Charges	OCM240611	That Council, by an Absolute Majority: 1. Adopt the 2024/2025 Schedule of Fees and Charges as presented; and 2. Endorse the adopted 2024/2025 Schedule of Fees and Charges to be implemented and effective from 1 July 2024.	DCEO	Completed	26/06/2024
26/06/24	AP1 – Equal Opportunity Policy Review	OCM240612	That Council: 1. Pursuant to section 2.7(2)(b) of the <i>Local Government Act 1995</i> reaffirm the continued application and operation of the following current Council Policy as amended in the report and attached to this report for a further two (2) years or such earlier date as Council may determine from time to time: AP1 – Equal Opportunity Policy 2. Notes the attached associated Shire of Jerramungup Equal Employment Opportunity Management Plan 2024-2029.	DCEO	Policy updated on website and circulated to staff.	28/06/2024
26/06/24	FP4 – Sport and Recreation Grants Policy Review	OCM240613	That Council: 1. Pursuant to section 2.7(2)(b) of the <i>Local Government Act 1995</i> reaffirm the continued application and operation of the FP4 - Sport and Recreation Grants Policy as amended for a further year or such earlier date as Council may determine.	DCEO	Policy updated on website.	28/06/2024

**COUNCIL RESOLUTIONS**

<b>MEETING DATE</b>	<b>REPORT TITLE</b>	<b>RESOLUTION NO.</b>	<b>RESOLUTION</b>	<b>RESPONSIBLE OFFICER</b>	<b>CURRENT STATUS</b>	<b>DATE COMPLETED</b>
26/06/24	Renewal of Lease – Kokoda Op Shop	OCM240615	That Council: 1. Acknowledge that the disposition is an exempt disposition in accordance with <i>Local Government (Functions and General) Regulations 1996</i> Section 30(2)(b)(i). 2. Approve the Renewal of Lease for Portion of Reserve 40436, 2A Tobruk Road, Jerramungup for a lease term of five (5) years commencing 1 June 2024 and expiring on 31 May 2029 with a further term of five (5) years at the Shire’s discretion. 3. Delegates authority to the Shire President and Chief Executive Officer to execute and affix the Common Seal of the Shire of Jerramungup to the lease agreement between the Shire of Jerramungup and Mrs Allyson Ross for Portion of Reserve 40436, 2A Tobruk Road, Jerramungup.	CommEngOff	Completed	26/06/2024
26/06/24	2024 WA Local Government Convention and Appointment of Voting Delegates	OCM240616	That with respect to the 2024 WA Local Government Convention, Council: 1. Appoint President Joanne Iffla and Deputy Shire President Julie Leenhouders to represent the Shire of Jerramungup as voting delegates at the Western Australian Local Government Association’s Annual General Meeting, to be held on Wednesday, 9 October 2024; and 2. Appoint Chief Executive Officer Martin Cuthbert and any other Councillor as proxy voting delegates for the Western Australian Local Government Association’s Annual General Meeting, to be held on Wednesday, 9 October 2024.	EAO	Waiting on WALGA to release the link through which to submit names of delegates	

**COUNCIL RESOLUTIONS**

<b>MEETING DATE</b>	<b>REPORT TITLE</b>	<b>RESOLUTION NO.</b>	<b>RESOLUTION</b>	<b>RESPONSIBLE OFFICER</b>	<b>CURRENT STATUS</b>	<b>DATE COMPLETED</b>
26/06/24	End of Live Sheep Export – Impact on the Upper Great Southern	OCM240617	That Council: 1. For the purposes of advocating for an improved outcome associated with the banning of live sheep exports, endorses the Shire of Jerramungup becoming part of the group of Shires known as Central Great Southern Alliance of Councils. (plus 9 other points)	CEO	Completed. Central Great Southern Alliance of Councils had submitted letter. Media Release and copy of report previously published on Shire website.	30/06/2024
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: 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. Councillors will be briefed regarding meeting.	

### 3. CEO MEETINGS OF SIGNIFICANCE – JUNE/JULY 2024

MEETING DATE	LOCATION	DEPARTMENT	PURPOSE
24 June 2024	Jerramungup	Council	Budget Workshop
24 June 2024	Teams	Outdoors Great Southern	Presentation – Yoorn Trail
25 June 2024	Albany	Department of Transport	Regional Freight Strategy: DoT and LGAs discussion
3 July 2024	Teams	Shire of Jerramungup	Bremer Bay Caravan Park Lease
4 July 2024	Tambellup	Great Southern Treasures	Quarterly Meeting and Update
10 July 2024	Jerramungup	Jerramungup Sporting Clubs	Strategic Meeting with Caroline Robinson from 150 Square
15 July 2024	Teams	Shire of Jerramungup and Biodiverse Solutions	Proposed cross runway clearing at Bremer Bay Airfield
16 July 2024	Bremer Bay	Bremer Bay Sports Club	Bremer Bay Sports Club Meeting
17 July 2024	Teams	WALGA	Review of the Regional Migration Settings
18 July 2024	Albany	Education Department	Evening with the Minister for Education