



# SHIRE OF JERRAMUNGUP

## COUNCILLOR INFORMATION BULLETIN

### AUGUST - SEPTEMBER 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

### 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 – AUGUST

Planning application decisions under delegated authority up to 31 August 2024.

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
10/06/2024	P24-024	Noel Myers	Tara Pittard		Exhibition Centre – Tourist Development	8118 Borden-Bremer Bay Road, Bremer Bay 6338	Approved	28/08/2024
05/07/2024	P24-028	Noel Myers	Swifts Creek Pty Ltd		Short Term Holiday Accommodation – Little Blue Eco House	139 Ridgeway Drive, Bremer Bay 6338	Approved	14/08/2024
16/07/2024	P24-029	Noel Myers	Jen & Jemma & Paul Van Dongen		Short Term Holiday Accommodation – Lazeh Bremer Bay	66 Native Dog Beach Road, Bremer Bay 6338	Approved	14/08/2024
16/07/2024	P24-033	Noel Myers	Patrick John McLennan		Short Term Holiday Accommodation – Bremer Bay Holiday House	11 Melaleuca Court, Bremer Bay 6338	Approved	14/08/2024
29/07/2024	P24-034	Noel Myers	Raegan-Jean Zacher		Short Term Holiday Accommodation – Studio Jean	6 Gunn Place, Bremer Bay 6338	Approved	14/08/2024

## 1.6 BUILDING AND DEMOLITION – AUGUST

Building application decisions under delegated authority up to 31 August 2024.

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
15/07/2024	BP24-038	Noel Myers	Sarah Donovan & Thomas Jacob Cannell		Water Tank	Lot 68 Native Dog Beach Road, Bremer Bay 6338	Approved	12/08/2024
17/07/2024	BP24-039	Noel Myers	Melissa & Iszac Schenk		Dwelling With Garage	Lot 771 Freeman Drive, Bremer Bay 6338	Approved	07/08/2024
29/07/2024	BP24-041	Noel Myers	Shire of Jerramungup	Barry Smith	Free Standing Roof Cover Over Park Home	Site 120, Bremer Bay Caravan Park	Approved	12/08/2024
30/07/2024	BP24-042	Noel Myers	Jason Cronin		Shed	3A Emma Street, Bremer Bay 6338	Approved	29/08/2024
30/07/2024	BP24-043	Noel Myers	Jason Cronin		Retaining Wall	3A Emma Street, Bremer Bay 6338	Approved	29/08/2024
31/07/2024	BP24-044	Noel Myers	Gregory & Sarah Hyde	Modular WA	New Dwelling	806 Cardininup Road, Needilup 6336	Approved	07/08/2024
05/08/2024	BP24-045	Noel Myers	Gregory & Sarah Hyde		Water Tank	806 Cardininup Road, Needilup 6336	Approved	22/08/2024
09/08/2024	CP24-007	Noel Myers	Gordon & Mary Taylor		Concrete Crossover	4 Margaret Street, Bremer Bay 6338	Approved	09/08/2024

## 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 17 September 2024.

COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	COMPLETED
23/08/23	CSRFF Application – Jerramungup Sports Club	OCM230806	That Council: <ol style="list-style-type: none"> <li>1. Place the following priority on the project submitted for CSRFF funding:               <ol style="list-style-type: none"> <li>1) Jerramungup Sports Club.</li> </ol> </li> <li>2. Authorise a cash contribution of up to a maximum of \$33,200 ex GST, on the condition that the project is successful in achieving funding from the Department of Local Government, Sport and Cultural Industries.</li> <li>3. Endorse the following completed CSRFF Small Grants Application Form – Project Assessment Sheet.</li> </ol>	DCEO	Acquittal to be carried out on 26 September 2024.	Completed
28/02/24	Annual General Meeting of Electors 7 February 2024 – Consideration of Motions	OCM240215	That Council: <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> </ol>	CEO	Awaiting funding round to submit application.	

			<p>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.</p> <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>		Provision to undertake maintenance works on all coastal facilities included within 2024/25 budget. Completion dependent on contractor availability.	
26/06/24	2024 WA Local Government Convention and Appointment of Voting Delegates	OCM240616	<p>That with respect to the 2024 WA Local Government Convention, Council:</p> <ol style="list-style-type: none"> <li>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</li> <li>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.</li> </ol>	EAO	Delegates names registered.	Completed



**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	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"> <li>1. Express the Shire’s concerns relating to the continuity and retention of critical nursing staff within the region;</li> <li>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</li> <li>3. Encourage WACHS to investigate incentives to help retain and attract nursing staff to and in the region.</li> </ol>	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"> <li>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;</li> <li>2. Endorses Mr Cuthbert’s overall rating of ‘Meets Performance Requirements’;</li> <li>3. Schedules the next review of the Chief Executive Officer’s performance to be completed by 31 July 2025;</li> <li>4. Endorses the Performance Criteria for the 2024/25 appraisal period;</li> <li>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);</li> </ol>	DCEO	Contract sent to CEO 9/8 for execution.	

			<p>6. Approve an increase to the Chief Executive Officer's total reward package effective as of 1 July 2024; and</p> <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"> <li>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;</li> <li>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;</li> <li>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;</li> <li>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.</li> </ol>	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	Alteration to Council Meeting Dates September to December 2024 and Setting Council Meeting Dates 2025	OCM280806	That Council, with respect to the 2024 Ordinary Meeting of Council Schedule: <ol style="list-style-type: none"> <li>Approve the following Ordinary Meeting of Council dates, times and venues for September to December 2024, rescinding those approved on 25 October 2023 (OCM231009 refers): 25 September 2024 1.00pm 23 October 2024 1.00pm 27 November 2024 1.00pm 18 December 2024 1.00pm</li> <li>Request that the CEO or his authorised officer advertise the approved dates by Public Notice and on the Shire of Jerramungup website and social media sites.</li> </ol>	EA	Public Notice advising of change to 2024 meeting times advertised. Website updated. Bremer Bay Council Meetings booked into Bremer Bay Hall.	Completed
		OCM280807	That Council, with respect to the 2025 Ordinary Meeting of Council Schedule: <ol style="list-style-type: none"> <li>Approve the following Ordinary Meeting of Council dates, times and venues for the year ahead: 26 February – 17 December 1.00pm</li> <li>Request that the Chief Executive Officer or his authorised officer advertise the approved dates by Public Notice and on the Shire of Jerramungup website and social media sites.</li> </ol>		Public Notice advising of 2025 meeting dates advertised. Bremer Bay Council Meetings booked into Bremer Bay Hall.	Completed
28/08/24	Request for Tender 05-24 – Supply and Delivery of one Six Wheel Tip Truck and Trade of Existing Vehicle	OCM280808	That Council, by Absolute Majority: <ol style="list-style-type: none"> <li>Rejects the Tender submitted by Albany City Motors for the supply of one new six wheel tip truck as expected delivery of the vehicle prior to 30 June 2025 could not be guaranteed.</li> <li>Rejects the Tender submitted by Dronow Contracting (2005) Pty Ltd for the outright purchase of Council’s existing 2017 UD tip truck due to the financial impact on Council’s annual budget to dispose of the asset at the tendered price.</li> </ol>	EA	Unsuccessful letters sent to two tenderers. Tender Register updated.	Completed

**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>
28/08/24	Proposed Exhibition Centre – Unlisted Use	OCM280809	That Council, by Absolute Majority, and in accordance with the provisions of the Shire of Jerramungup Local Planning Scheme No. 2, approves the application for the Unlisted Use – Exhibition Centre on portion of No.8118 (Lot 202) Borden Bremer Bay Road, Bremer Bay in accordance with plans and application provided in Attachment 1, subject to conditions.	MoD	DA issued on 30 August 2024	Completed
28/08/24	Statutory Review of Local Laws	OCM280811	That Council: <ol style="list-style-type: none"> <li>1. Receive the Report on the Statutory Review of Local Laws;</li> <li>2. Approve by Absolute Majority the recommendations of the Report.</li> <li>3. Does not proceed with specific local laws listed.</li> </ol>	EA	Quote for Stage 2 received from Consultant and Purchase Order issued.	In Progress
28/08/24	Great Southern Treasures Memorandum of Understanding and Strategic Plan	OCM280812	That the Council: <ol style="list-style-type: none"> <li>1. Notes the Great Southern Treasures Strategic Plan 2024-2026;</li> <li>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;</li> <li>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;</li> <li>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.</li> </ol>	EA	Arrange execution of MOU and provide to GST.	In Progress

### 3. CEO MEETINGS OF SIGNIFICANCE – AUGUST/SEPTEMBER 2024

MEETING DATE	LOCATION	DEPARTMENT	PURPOSE
26 August 2024	Teams	Shire of Jerramungup	Caravan Park Lease
4 September 2024	Bremer Bay	Genestreams	Sculpture site meeting
4 September 2024	Teams	Shire of Jerramungup	Proposed Cross Runway Clearing – Bremer Bay Airstrip Project
4 September 2024	Teams	DFES	Australian Warning System
5 September 2024	Teams	Shire of Jerramungup	Caravan Park Lease
6 September 2024	Teams	South Coast Alliance	Meeting
10 September 2024	Bremer Bay	CoastWA – WALGA	Visit to South Coast
12 September 2024	Bremer Bay	Bremer Bay Progress Association	Site meeting with police and BBPA in relation to Bombs, Beasts and Beauties event
16 September 2024	Teams	GSDC	Housing
17 September 2024	Bremer Bay	Rick Wilson MP	Meeting with Shire President and Rick Wilson MP