



SHIRE OF JERRAMUNGUP

COUNCILLOR INFORMATION BULLETIN

DECEMBER 2024 – FEBRUARY 2025

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1. DELEGATIONS

1.1 EXECUTIVE SERVICES

1.2 COMMON SEAL

Use of Common Seal under Delegated Authority – 1 January 2025 – 30 June 2025

DATE	DOCUMENT TITLE	PARTIES TO DOCUMENT	FILE NO	DELEGATED 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.

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 January 2025 – 30 June 2025

DATE	OFFICER	PERSON/ORGANISATION	DESCRIPTION
8 February 2025	Martin Cuthbert, CEO	Jerramungup Community Resource Centre	Donation of \$250 towards equipment for the Jerramungup Youth Group

DELEGATIONS

1.5 PLANNING – DECEMBER

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

NO APPLICATION DECISIONS FOR DECEMBER 2024.

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

1.6 PLANNING – JANUARY

Planning application decisions under delegated authority up to 31 January 2025.

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
12/12/2024	P24-042	Noel Myers	Aaron & Kirsty Nye		Short Term Holiday Accommodation – Augusta House	21 Mary Road, BREMER BAY 6338	Approved	17/01/2025
16/12/2024	P24-043	Noel Myers	Shenae & Matt Bowen		Short Term Holiday Accommodation – Paperbark Studio	9 Qualup Court, BREMER BAY 6338	Approved	16/01/2025
23/12/2024	P24-044	Noel Myers	Gulf Coast Properties Pty Ltd		Short Term Holiday Accommodation – Rustic Oceanfront Serenity	85 Point Gordon Road, BREMER BAY 6338 Lot 113 Banky Beach Road, BREMER BAY 6338	Approved	16/01/2025
24/01/2025	P25-002	Noel Myers	Wood Brothers Investments Pty Ltd		Subdivision Into 7 Lots - WAPC 201014	Lot 791 Garnett Road, BREMER BAY 6338	Approved	24/01/2025

1.7 BUILDING AND DEMOLITION – DECEMBER

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

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
25/11/2024	BP24-067	Martin Cuthbert	Lawson Grains	Elite Compliance	Verandah Addition to Existing Dwelling	26956 South Cost Hwy, JACUP 6337	Approved	06/12/2024
15/11/2024	BP24-068	Martin Cuthbert	Andrea Nordstrom		New Dwelling and Water Tank	Lot 47 Native Dog Beach Road, BREMER BAY 6338	Approved	04/12/2024
23/10/2024	CP23-006	Noel Myers	Brendon Boyle		Gravel Crossover	Lot 781 Garnett Rd, BREMER BAY 6338	Approved	11/12/2024

1.8 BUILDING AND DEMOLITION – JANUARY

Building application decisions under delegated authority up to 31 January 2025.

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
12/12/2024	BP24-058	Martin Cuthbert	Chloe Hamilton		Ancillary Dwelling	18A Emma Street, BREMER BAY 6338	Approved	07/01/2025
10/12/2024	BP24-065	Martin Cuthbert	Edward & Susan Astbury	La Rosa Constructions	Addition to Existing Dwelling Including Patio and Decking	9 Susan Street, BREMER BAY 6338	Approved	14/01/2025

1.9 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
Nil								

1.10 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
Nil								

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
26/06/24	Concerns with WACHS Nursing Staff	OCM240618	<p>That Council resolves that the Chief Executive Officer write to the WA Country Health Service (WACHS) to:</p> <ol style="list-style-type: none"> Express the Shire's concerns relating to the continuity and retention of critical nursing staff within the region; 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 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	<p>That Council:</p> <ol style="list-style-type: none"> 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; 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.	In progress

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	COMPLETED
			<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>			<p>Changes in staff at DFES and within DFES Planning Consultants has delayed confirmation of Shire decision being communicated.</p> <p>Matter still in progress.</p> <p>Also refer to Resolution of 18/12/24</p>
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

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
23/10/24	CEO Review of Systems and Procedures (Reg 17)	OCM241004	That Council ADOPT the recommendations of the Audit Committee to: <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
27/11/24	Delivery of Waste Services	OCM241112	That COUNCIL: <ul style="list-style-type: none"> - 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		Completed In Progress
27/11/24	Proposed Bird Hide – Wellstead Estuary, Bremer Bay	OCM241114	That Council: <ol style="list-style-type: none"> 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; 2. Delegates authority to the Chief Executive Officer to issue deDevelopment 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. 	MoD	Public Notice completed and advertised No objections received so letter issued confirming Council decision.	Completed

COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
			<p>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;</p> <p>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</p> <p>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.</p>			
18/12/24	Acceptance of 2023/2024 Annual Financial Report	OCM241204	<p>That Council, BY AN ABSOLUTE MAJORITY:</p> <p>1. Adopts the 2023/2024 Annual Financial Report for the Shire of Jerramungup and the accompanying 2023/2024 Audit Report-Opinion, as attached to the Annual Report;</p> <p>2. Accepts the Auditor's "Report to the Audit Committee" for the year ended 20 June 2024 supplied by Council's Auditors, Lincolns Accountants and Business Advisors and the Office of the Auditor General.</p>	MoF		Completed
18/12/24	Emergency Expenditure	OCM241208	<p>That Council, BY AN ABSOLUTE MAJORITY:</p> <p>1. Accepts the situation resulting from the contaminated gravel supplies ("the Emergency") where specific, or sufficient budgeted funds are not available, as required, and where the Shire President may need to authorise such expenditure in advance, pursuant to section 6.8(1)(c) of the <i>Local Government Act 1995</i>.</p>	DCEO		Ongoing

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
			<p>2. Supports the exercise of such discretion by the Shire President, whilst noting that the Shire President should endeavour, where practicable, to consider the flowing hierarchy, before exercising the authority under s6.8(1)(c) of the <i>Local Government Act 1995</i>: (a) Put such requests to an Ordinary Meeting of the Council for consideration, and determination, where practicable, or (b) Put such requests to a Special Council Meeting, either in person, or an electronic meeting, or by electronic attendance for consideration, and determination.</p> <p>3. Requests that during the Emergency, before determining any application from the Chief Executive Officer to approve expenditure in accordance with section 6.8(1)(c) of the <i>Local Government Act 1995</i>, the Shire President endeavour to contact all Councillors, seeking their views on the application, whilst acknowledging that circumstances and timeframes may prevent this occurring, and that in such an event the Shire President has absolute authority to determine the application from the Chief Executive officer. Where Councillors express their views on the application, the Shire President will give regard to, but not be bound by such responses, consistent with the provisions of s6.8 of the <i>Local Government Act 1995</i></p> <p>4. Requests that any applications by the Chief Executive Officer to the Shire President seeking authority to incur expenditure during the Emergency, and which are to be referred to Councillors for comment, prior to determination, be based on specific proposed estimated expenditure.</p>			

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
			<p>5. Notes the requirement of s6.8(2)(b) of the <i>Local Government Act 1995</i>, that any expenditure authorised in advance by the Shire President, due to the Emergency, be reported to the following Ordinary Council Meeting. Such information is to include details of the date when the expenditure was incurred, payee/beneficiary, the goods or services delivered, the amount paid (with, or without GST), and whether the expenditure is complete, or if there is ongoing expenditure to be incurred.</p> <p>6. Approves for the purposes of completing essential works during the Emergency, the Shire President to, under section 6.8(1)©, authorise the Chief Executive Officer to determine expenditure without the need to go to tender, or obtain quotes pursuant to regulation 11(2)(a) of the <i>Local Government (Functions and General) Regulations 1996</i>, subject to consideration of the practicality and timeliness of undertaking a formal tender process, but if not so, to report same to Council, as per the prior requirement, and consistent with section 6.8(2)(b) of the <i>Local Government Act 1995</i>.</p> <p>7. Authorise expenditure incurred to date totalling \$121,425 for Licensed Asbestos Contractors to remediate Meechi Road to ensure the road can be reopened to the public.</p> <p>8. Pursuant to section 6.11(3)(b) of the <i>Local Government Act 1995</i> and regulation 18 of the <i>Local Government (Financial Management) Regulations 1996</i>, authorises an amendment to the purpose of the Effluent Reserve to incorporate the temporary use of funds for undertaking essential remediation works arising from an emergency.</p>			

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
18/12/24	Shire of Jerramungup Bushfire Risk Management Plan 2024-2027	OCM241212	That Council ENDORSE the Final Draft Shire of Jerramungup Bushfire Risk Management Plan 2024-2027 to proceed with gaining Office of Bushfire Risk Management endorsement.	BRMC		Completed
18/12/24	Annual Report 2023/2024	OCM241213	That Council, by an ABSOLUTE MAJORITY: <ol style="list-style-type: none"> 1. Pursuant to section 5.54 of the <i>Local Government Act 1995</i>, ACCEPTS the Annual Report for the 2023/2024 financial year, as attached to this report; 2. Pursuant to section 5.55 of the <i>Local Government Act 1995</i>, GIVES local public notice of the availability of the 2023/2024 Annual Report. 	CEngO	Present Annual Report to Annual Meeting of Electors Publish on website within 14 days of acceptance Local public notice of availability of the Annual Report	Completed Completed Completed
18/12/24	Annual Meeting of Electors	OCM241214	That Council: <ol style="list-style-type: none"> 1. Pursuant to section 5.27 of the <i>Local Government Act 1995</i>, CONVENES the Annual General Meeting of Electors on Wednesday, 5 February 2025 commencing at 8.30am at the Council Chambers, Jerramungup; and 2. ADVERTISE the Annual General Meeting of Electors in accordance with section 5.29 of the <i>Local Government Act 1995</i>. 	EAO/CEngO	Advertise the Annual General Meeting of Electors Convene Annual General Meeting of Electors on 5 February at 8.30am	Completed Completed

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
18/12/24	Request for Quote Consideration – RFQ09/24 Replacement of Soft Fall Material at Roe Park, Jerramungup	OCM241215	That Council: a) Accept the quote submitted by Retech Rubber as the most advantageous quote to form a Contract for the Replacement of Soft Fall Material as part of the 2024/25 Works Program. b) 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.	WM/EAO	Successful and Unsuccessful letters Form and execute a Contract with Retech Rubber	Completed
18/12/24	Request for Tender Consideration – RFT 11/24 Various Civil Construction Projects in Jerramungup and Bremer Bay	OCM241216	That Council: a) Agree to award the works the subject of Request for Tender 11/24 Various Civil Construction Projects in Jerramungup and Bremer Bay to the Contractor as recommended in the Confidential evaluation report. b) Due to budget constraints, grant delegation to the Chief Executive Officer to enter into negotiations with the successful contractor to revise the scope of works to reflect a reduced number of individual projects able to be completed and some minor revisions to the scope of the remaining projects where necessary.	WM/EAO	Successful and Unsuccessful letters. Negotiate with successful contractor to revise the scope of works to reflect a reduced number of individual projects	Completed
18/12/24	South West Native Title Settlement – Land Based Consultation – Land Lists 1767 and 1768	OCM241217	That COUNCIL endorses the comments provided in Table 1 in respect to the possible transfer of Land Lists 1767 and 1768 to the Noongar Boodja Trust as its formal response to the Department of Planning, Lands and Heritage (DPLH).	MoD	Advise DPLH Decision of Council resolution sent to DPLH	Completed

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
18/12/24	Proposed Disposal of Land – Reserve 36259 John Street, Bremer Bay (Emergency Services Precinct)	OCM241218	That COUNCIL: <ol style="list-style-type: none"> 1. Confirms by ABSOLUTE MAJORITY that the subject land being Reserve 36259, Lot 158 on DP214143, 31F John Street Bremer Bay is surplus to its operational requirements and supports the transfer of the Reserve to WA Police; 2. Advises the Department of Planning, Lands and Heritage that the Shire agrees to relinquish its Management Order and Interest in Reserve 36259; 3. Authorises 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 that may be required by the Department of Planning Lands and Heritage to facilitate the transfer of the land; 4. Supports WA Police being granted access over a portion of Unallocated Crown Land being Lot 810 on DP422210; and 5. Notify WA Police that as the transfer of the Reserve is for the primary benefit of WA Police, any costs incurred in the transfer of this Reserve would be the responsibility of WA Police. 	MoD	Advise DPLH of agreement to relinquish MO. CEO and Shire President to execute documentation Notify WA police of costs responsibility Letter notifying WA Police of Council resolution issued.	Completed
18/12/24	Proposed Seven Lot Residential Subdivision – Lot 791 Garnett Road, Bremer Bay	OCM241220	That COUNCIL: <ol style="list-style-type: none"> 1. Recommend that the Western Australian Planning Commission approve the application for seven (7) lots on Lot 791 Garnett Road, Bremer Bay subject to conditions; 2. By Absolute Majority, delegates authority to the Chief Executive Officer to submit the list of Conditions of approval to the Western Australian Planning Commission. 	MoD	Submit list of conditions of approval to the WAPC Council response to application submitted via online WAPC Portal	Completed

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
18/12/24	Provision of Medical Services in Rural and Regional WA	OCM241221	That Council: <ol style="list-style-type: none"> 1. For the purpose of advocating for an improved outcome associated with medical services, endorses the Shire of Jerramungup becoming part of the group of Band 3 and 4 local governments who are currently funding medical services. 2. Supports the engagement of 150 Square to investigate the Tasmanian State Government General Practice Sustainability and Visibility Initiative and provide an advocacy position. 3. Notes that subsidising medical services is the responsibility of Federal and State Governments. 	MoD	\$5,000 to 150 Square Notice of Council's support issued to CEO Shire of Lake Grace	Completed
18/12/24	Proposed New Policy – Recording of Council Meetings Policy	OCM241223	That Council ADOPT the draft policy “CP7 – Recording of Council Meetings Policy” as attached to this report.	EAO	Publish Policy on website	Completed
18/12/24	Proposed New Policy – Electoral Caretaker Period Policy	OCM241224	That Council ADOPT the draft policy “CP8 – Electoral Caretaker Period Policy” as attached to this report.	EAO	Publish Policy on website	Completed

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
18/12/24	Australia Day Awards	OCM241226	<p>That Council Award the 2024 Citizenship Award, to be presented at the Australia Day Breakfast Event.</p> <p>That Council Award the 2024 Community Group or Event Award, to be presented at the Australia Day Breakfast Event.</p> <p>That Council Award the 2024 Senior Sportsperson Award, to be presented at the Australia Day Breakfast Event.</p> <p>That Council Award the 2024 Junior Sportsperson Award, to be presented at the Australia Day Breakfast Event.</p>	CEngO	Awards to be organised for presentation at the Australia Day Breakfast Event.	Completed

3. CEO MEETINGS OF SIGNIFICANCE – NOVEMBER/DECEMBER 2024

MEETING DATE	LOCATION	DEPARTMENT	PURPOSE
17 December 2024	TEAMS	Great Southern Development Commission	Great Southern Worker Housing – Draft Strategy Presentation
19 December 2024	Webinar	DLGSC	Local Government Reform Webinar
17 January 2025	Millers Point	Shire of Jerramungup	Onsite Meeting at Millers Point
26 January 2025	Bremer Bay	Shire of Jerramungup	Australia Day Event
29 January 2025	Jerramungup	RoadWise	RoadWise Catchup
5 February 2025	Jerramungup	Annual General Meeting of Electors	Adopt the 2023/2024 Annual Report
11 February 2025	TEAMS	Great Southern Development Commission	Homes for Regional Workforce Growth
11 February 2025	Bremer Bay	Shire of Jerramungup	IMT Debrief for the Bremer Bay Bushfire Incident #707462
13 February 2025	TEAMS	Advocacy Group	Provision of GP Services – Local Government
14 February 2025	Shire of Kent	WALGA	WALGA Great Southern Country Zone Meeting
20 February 2025	Bremer Bay	Volunteer Marine Rescue	Meeting
24 February 2025	TEAMS	South Coast Alliance CEOs	Waste Contracts
25 February 2025	Gnowangerup	Great Southern Treasures	Quarterly GST Update Meeting