



SHIRE OF JERRAMUNGUP

COUNCILLOR INFORMATION BULLETIN

FEBRUARY – MARCH 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 – FEBRUARY

Planning application decisions under delegated authority up to 28 February 2025.

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
04/12/2024	P24-041	Noel Myers	Clare Elizabeth Wood		Short Term Holiday Accommodation – Bremer Hilltop Cabin	520 Wellstead Road, BREMER BAY 6338	Approved	06/02/2025
08/01/2025	P25-001	Noel Myers	Clinton Butler		Short Term Holiday Accommodation - 15A George Street	15A George Street, BREMER BAY 6338	Approved	11/02/2025

1.6 BUILDING AND DEMOLITION – FEBRUARY

Building application decisions under delegated authority up to 28 February 2025.

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
22/01/2025	BP25-001	Martin Cuthbert	Jed James Mitchell		Internal Dividing Walls	30 Native Dog Beach Road, BREMER BAY 6338	Approved	10/02/2025
10/02/2025	BP25-003	Martin Cuthbert	Barry George & Veronica Georgina Smoker	Bremer Bay Steelworks	New Shed	9 Mary Road, BREMER BAY 6338	Approved	26/02/2025
13/02/2025	BP25-005	Martin Cuthbert	Black Rocks Road Pty Ltd	Pique Mod – Fox Modular	New Dwelling	Lot 99 Black Rocks Road, BREMER BAY 6338	Approved	24/02/2025
22/01/2025	DP25-001	Martin Cuthbert	Jenny Anne Gliddon & Bradley John Tapscott		Removal of Old Timber and Steel Shearing Shed	Lot 770 Freeman Drive, BREMER BAY 6338	Approved	14/02/2025

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
Nil								

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
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	That Council resolves that the Chief Executive Officer write to the WA Country Health Service (WACHS) to: <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. Director of Nursing gave update on nursing staff at LEMC meeting held 10/03/25.	Ongoing
28/08/24	Statutory Review of Local Laws	OCM280811	That Council: <ol style="list-style-type: none"> Receive the Report on the Statutory Review of Local Laws; Approve by Absolute Majority the recommendations of the Report. Does not proceed with specific local laws listed. 	EA	Refer to reports in OCM Agenda for 26 March 2025.	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: 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: - 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

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
18/12/24	Emergency Expenditure	OCM241208	<p>That Council, BY AN ABSOLUTE MAJORITY:</p> <ol style="list-style-type: none"> 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>. 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>: <ol style="list-style-type: none"> (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. 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 199.5</i> 	DCEO		Ongoing

			<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> <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>			
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			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.			
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COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
26/02/25	Amendments to the Terms of Reference of the Audit Committee	OCM250211	<p>That, with respect to amendments to the <i>Local Government Act 1995</i> relating to the requirements for Local Governments to have 'Audit, Risk and Improvement Committees', Council, BY AN ABSOLUTE MAJORITY:</p> <ol style="list-style-type: none"> 1) Note the change of title of the Council's 'Audit Committee' to the 'Audit, Risk and Improvement Committee (ARIC)'; 2) Approve the changes to the Terms of Reference and membership of the ARIC in accordance with Attachment 7.4.2 a); 3) Authorise the Chief Executive Officer to advertise for an independent Presiding Member and independent Deputy Presiding Member for the Council's ARIC, as detailed in Attachment 7.4.2 b), with the meeting fee for either position being \$130 per meeting and with referral of all nominees to Council for consideration; and <p>Request the Chief Executive Officer to ensure that the implementation of these amendments is completed by 30 June 2025 to comply with the <i>Local Government Act 1995</i> and <i>Local Government Amendment Regulations 2024</i>.</p>	CEO		Completed

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
26/02/25	Appointment of Presiding Member and Deputy Presiding Member to Committees of Council	OCM250212	<p>That with respect to amendments to the <i>Local Government Act 1995</i> relating to the appointment of Presiding Members and Deputy Presiding Members, Council, by an Absolute Majority:</p> <ol style="list-style-type: none"> 1) Appoint the Shire President Cr Joanne Iffla as Presiding Member of the Audit, Risk and Improvement Committee; 2) Appoint the Deputy Shire President Cr Julie Leenhouders as Deputy Presiding Member of the Audit, Risk and Improvement Committee; 3) Appoint the Shire President Cr Joanne Iffla as Presiding Member of the Chief Executive Officer Review Committee; 4) Appoint the Deputy Shire President Cr Julie Leenhouders as Deputy Presiding Member of the Chief Executive Officer Review Committee; 5) Appoint the Shire President Cr Joanne Iffla as Presiding Member of the Bremer Bay Community Development Committee; and <p>Appoint the Deputy Shire President Cr Julie Leenhouders as Deputy Presiding Member of the Bremer Bay Community Development Committee.</p>	CEO		Completed
26/02/25	Key Worker Housing Strategic Plan	OCM250213	That Council ADOPT the Key Worker Housing Strategic Plan.	CEO		Completed

3. CEO MEETINGS OF SIGNIFICANCE – FEBRUARY/MARCH 2025

MEETING DATE	LOCATION	DEPARTMENT	PURPOSE
5 March 2025	Jerramungup	Shire of Jerramungup	Re-branding Workshop
6 March 2025	Bremer Bay	Shire of Jerramungup	Re-branding Workshop
7 March 2025	Bremer Bay	South Coast Alliance Inc	General Meeting
14 March 2025	Gingin	LG Professionals WA	Board of Management Meeting