



SHIRE OF JERRAMUNGUP

COUNCILLOR INFORMATION BULLETIN

OCTOBER – NOVEMBER 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 – OCTOBER

Planning application decisions under delegated authority up to 31 October 2024 – Nil.

1.6 BUILDING AND DEMOLITION – OCTOBER

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

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
05/09/2024	BP24-049	Martin Cuthbert	Simone Sheree Mitchell	Green Start Consulting	Solar System Only	1 Seadragon Avenue, BREMER BAY 6338	Approved	14/10/2024
24/09/2024	BP24-053	Martin Cuthbert	Jamie Duncan & Shaley Stewart		Retaining Wall Extending Along Rear of Lot 50 and Lot 51	14A Emma Street, BREMER BAY 6338	Approved	11/10/2024
24/09/2024	BP24-054	Martin Cuthbert	Keryn Lorraine Cooper	Burgess and Hobbs Welding and Engineering	Garage and Alfresco	21 McGlade Close, BREMER BAY 6338	Approved	09/10/2024
30/09/2024	BP24-055	Martin Cuthbert	Stuart & Ali Hocking	Ashley West	Deck and Patio	Emma Street, BREMER BAY 6338	Approved	21/10/2024
04/09/2024	BP24-056	Martin Cuthbert	Megatime Pty Ltd	Albany Sheds and Garages	Skillion Patio for Onsite Caravan	Site 112, Bremer Bay Caravan Park, BREMER BAY 6338	Approved	10/10/2024
07/10/2024	BP24-057	Martin Cuthbert	Brendon Ryan & Kelly Ann O'Neill	Poett Building Co. Pty Ltd	Two Storey Dwelling	18 Margaret Street, BREMER BAY 6338	Approved	28/10/2024
22/10/2024	BP24-062	Martin Cuthbert	Danielle & Mathew Campbell, Christopher & Elizabeth Stone, Christina & Wesley Harding	WA Country Builders	New Dwelling	18 Blossoms Avenue, BREMER BAY 6338	Approved	31/10/2024
20/09/2024	BP24-064	Martin Cuthbert	Paul Audin & Christine Soulier		Water Tank	11 Magpie Rise, BREMER BAY 6338	Approved	25/10/2024

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
25/09/2024	BAC24-001	Martin Cuthbert	Megatime Pty Ltd		Addition of Patio	Bremer Bay Caravan Park	Approved	31/10/2024
07/10/2024	BAC24-002	Martin Cuthbert	Bryan Bullock & Paula McLean		2X Dwellings (Strata Subdivision)	8 Margaret Street, BREMER BAY 6338	Approved	18/10/2024

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 6 November 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"> 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. 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. 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. 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. 	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.	Completed

			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).			
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 VFERS 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
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
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
23/10/24	Request for Quote RFQ 08/24 – Supply and Delivery of One Six Wheel Tip Truck and Trade or Outright Purchase of Existing Vehicle	OCM241008	That Council: <ol style="list-style-type: none"> a) Accept the quote submitted by WA Hino Sales & Service as the most advantageous quote for the Supply and Delivery of a new Hino 700 Series FS2848 6x4 Truck. b) Accept the quote submitted by WA Hino Sales & Service as the most advantageous quote for the trade of the Shire of Jerramungup’s existing UD CWB5E 6x4 Truck. 	WS	Letters and Purchase Order issued	31/10/24

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
23/10/24	Community Emergency Services Manager (CESM) – Memorandum of Understanding	OCM241009	That Council ENDORSE the Memorandum of Understanding for the Provision of a Local Government Employed Community Emergency Services Manager.	DCEO	MOU signed	31/10/24 Completed
23/10/24	Christmas/New Year Opening Hours 2024-25	OCM241011	That Council NOTES the closure of Council facilities as follows: 1. Shire Administration Centres at Jerramungup and Bremer Bay from 12.00pm on Tuesday, 24 December 2024 to Friday, 3 January 2025 inclusive; and 2. Shire Depot from Friday, 20 December 2024, to Friday, 3 January 2025 inclusive.	DCEO/EAO	Planning to advertise this is in place	In progress
23/10/24	Local Government Elections – Review of WALGA Advocacy Positions	OCM241012	That the Shire of Jerramungup recommends that WALGA adopt the following Local Government Election Advocacy Positions: 1. Participation – Council supports advocacy position (a) 2. Terms of Office – Council supports advocacy position (a) 3. Voting Methods – Council supports advocacy position (a) 4. Internal Elections – Council supports advocacy position (a) 5. Voting Accessibility – Council supports advocacy position (a) and (b) and (c) all to be available 6. Method of Election of Mayor – Council supports advocacy position (b)	EAO	Letter emailed to WALGA	25/10/24 Completed

3. CEO MEETINGS OF SIGNIFICANCE – OCTOBER/NOVEMBER 2024

MEETING DATE	LOCATION	DEPARTMENT	PURPOSE
24/10/24	Albany	South Coast Alliance and Great Southern Development Commission	Meeting to discuss key regional issues
1/11/24	Albany	City of Albany	National Anzac Centre 10 th Anniversary Celebration
5/11/24 – 7/11/24	Perth	Local Government Professionals	State Conference and CEO Connections Forum
8/11/24	Perth	WALGA and Department of Communities	Local Government GROH Workshop – consider current and future housing program build to lease model
13/11/24	Bremer Bay	Bremer Bay Community Development Committee	General Meeting
13/11/24	TEAMS	Great Southern Development Commission	GS Worker Housing Strategy
15/11/24	Albany	Local Government Professionals	Great Southern Branch Meeting
18/11/24	Mt Barker	South Coast Alliance	CEO Breakfast Catchup
18/11/24	Jerramungup	Works Staff	Meeting to discuss Works and Services Industrial Agreement 2024
19/11/24	Albany	South Coast Alliance and Great Southern Development Commission	Meeting to discuss key regional issues
22/11/24	Katanning	WALGA	Zone Meeting
26/11/24	Denmark	Reconciliation WA	Full Day Yarn – Great Southern Place-based Reconciliation Pilot