



SHIRE OF JERRAMUNGUP

COUNCILLOR INFORMATION BULLETIN

JULY - AUGUST 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
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.

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

DELEGATIONS

1.5 PLANNING – JULY

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

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
14/05/2024	P24-023	Noel Myers	Shire of Jerramungup	Jerramungup Sports Club	Installation of one 25,000L and one 290,000L water tank	95 Derrick Street, Jerramungup 6337	Approved	02/07/2024
10/06/2024	P24-024	Noel Myers	Tara Pittard		Exhibition Centre / Tourist Development	8118 Borden-Bremer Bay Road, Bremer Bay 6338	Deferred	02/07/2024
24/06/2024	P24-025	Noel Myers	Sophie Makse & Paul Lang		Short term holiday accommodation - Gabion Cottage	30 Roderick Street, Bremer Bay 6338	Approved	18/07/2024
01/07/2024	P24-026	Noel Myers	Paul & Lisa Hislop	TR Homes	New dwelling	849 Cameron Road, Jerramungup 6337	Approved	01/07/2024
01/07/2024	P24-027	Noel Myers	Shire of Jerramungup	Jerramungup Sports Club	Extension to existing shed	95 Derrick Street, Jerramungup 6337	Approved	02/07/2024
16/07/2024	P24-030	Noel Myers	Taylor	Carlton Surveys	Subdivision into two lots - WAPC200516	4 Margaret Street, Bremer Bay 6338	Approved	23/07/2024
24/07/2024	P24-032	Noel Myers	Shire of Jerramungup		Bremer Bay Airstrip	Lot 1548 Don Ende Drive, Bremer Bay 6338	Approved	26/07/2024
26/07/2024	P23-014	Noel Myers	Michael-James & Nola Terry		Short term holiday accommodation - Terry Lodge (Ataahua)	3 John Street, Bremer Bay 6338	Extension Approved	26/07/2024

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
26/07/2024	P23-046	Noel Myers	Alison & Rodney Petchell		Short term holiday accommodation - Qualup Quarters	3 Qualup Court, Bremer Bay 6338	Extension Approved	26/07/2024
26/07/2024	P23-053	Noel Myers	Carey-Lyn & Matthew Markovic		Short term holiday accommodation – The Point Retreat	225 Point Henry Road, Bremer Bay 6338	Extension Approved	26/07/2024

1.6 BUILDING AND DEMOLITION – JULY

Building application decisions under delegated authority up to 31 July 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	Approved	03/07/2024
29/05/2024	BP24-030	Janna Cheshire	Shire of Jerramungup		Two water tanks	Reserve 25568, 95 Derrick Street, Jerramungup	Approved	03/07/2024
15/07/2024	BP24-032	Noel Myers	Sarah Donovan & Thomas Cannell	Pique Mod	New Dwelling	Lot 68 Native Dog Beach Road, Bremer Bay 6338	Approved	24/07/2024
19/06/2024	BP24-034	Noel Myers	Shire of Jerramungup	Albany Shed and Garages	Free standing gable roof & kitchen fit-out	Site 123, Bremer Bay Caravan Park	Approved	04/07/2024
26/06/2024	BP24-035	Noel Myers	Gareth Peter Lindegger		New Dwelling	16 Blossoms Avenue, Bremer Bay 6338	Approved	23/07/2024
08/07/2024	BP24-037	Noel Myers	Jordanne Paige Medlen	Plunkett Homes Pty Ltd	New Dwelling	20 Margaret Street, Bremer Bay 6338	Approved	22/07/2024

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

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 23 August 2024.

COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE 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>Preliminary investigations commenced to enable costings to be prepared for budget consideration.</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.			
28/02/24			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.	CEO	Currently liaising with RDA on gathering information	Ongoing
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: <ol style="list-style-type: none"> 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	
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. Councillors will be briefed regarding meeting.	

24/07/24	CEO Annual Performance Review	OCM240705	<p>That Council:</p> <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 <p>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>	DCEO	Contract sent to CEO 9/8 for execution.	
24/07/24	Review of Meeting Attendance and Member Allowances 2024/2025	OCM240710	<p>That Council endorse the following annual allowances and meeting attendance fees in the 2024/2025 Annual Budget, to be paid annually in October:</p> <ol style="list-style-type: none"> 1. Annual Attendance Fee of \$8,105 per Councillor. 2. Annual President's Attendance Fee of \$16,658. 3. An Annual ICT/Telecommunications Allowance of \$1,000 to all Councillors and the Shire President. 4. A Presidential Allowance of \$17,110 per annum. 	DCEO		Completed

			A Deputy Presidential Allowance of \$4,277 per annum.			
24/07/24	Renewal of Agreement – Medical Services Provider	OCM240711	That Council: 1. Endorse the Renewal of Contract for the Provision of Medical Services between the Shire of Jerramungup and Livingston Medical, as presented within the confidential agenda attachment. Authorise and Delegate the Shire President and Acting Chief Executive Officer to execute the Renewal of Contract for the Provision of Medical Services commencing 1 September 2024 expiring 31 August 2029 with a further term option of five (5) years.	DCEO	Contract executed by Shire of Jerramungup and Livingston Medical.	Completed
24/07/24	Council Representation on Shire of Jerramungup Bushfire Risk Management Plan Stakeholder Working Group	OCM240712	That Council approves the nomination of the following Elected Members to the Shire of Jerramungup Bushfire Risk Management Plan Stakeholder Working Group as detailed below: Delegate 1: Cr Iffla Delegate 2: Cr Barrett Proxy: Cr Mair or Cr Leenhouders or any other Councillor	DCEO	DCEO advised Bio Diverse Solution of nominated Shire Delegates.	Completed
24/07/24	Adoption of Budget for the Financial Year 2024/2025	OCM240713	That Council adopts: a. Adoption of Rates – General Rate, Effluent Rate - Townsite of Jerramungup, Point Henry Fire Levy. b. Impose Refuse Collection and Recycling Charges for the Shire of Jerramungup for the 2024/2025 financial year. c. Council adopt the Budget as contained in the agenda attachment for the Shire of Jerramungup for the 2024/2025 financial year. d. Maintain the following reserves detailed in the 2024/2025 Budget. The due dates for payment of Rates and Rubbish Collection Charges for 2024/2025 financial year.	DCEO		Completed

24/07/24		OCM240714	That Council impose rates and charges to provide for administration and interest charges on Rating, Rubbish, Waste, Recycling, Effluent and General Debtor Collection Charges for the 2024/2025 financial year.			Completed
24/07/24		OCM240715	<p>That Council adopt:</p> <ul style="list-style-type: none"> • Shire President annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees, be set at \$16,658. • Deputy Shire President and Councillor annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees, be set at \$8,105. • Annual allowance for the Shire President be set at \$17,110. • Annual allowance for the Deputy Shire President be set at \$4,277. • Annual allowance for ICT expenses for the Shire President, Deputy Shire President and Councillors be set at \$1,000. <p>Annual Travel and Accommodation Allowance (allowable claims will be reimbursed).</p>			Completed
24/07/24		OCM240716	That Council adopts a material variance level of 10% with a minimum \$10,000 variance for the 2024/2025 financial year for monthly reporting purposes	DCEO		Completed
24/07/24		OCM240717	Pursuant to Section 6.16 of the <i>Local Government Act 1995</i> and other relevant legislation, Council adopts the Fees and Charges forming part of the 2024/2025 budget.	DCEO		Completed
24/07/24		OCM240718	<p>The Council confirms that it is satisfied that the services and facilities it provides in accordance with section 3.18(3) of the <i>Local Government Act 1995</i>:</p> <ul style="list-style-type: none"> • Integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body; 	DCEO		Completed

			<ul style="list-style-type: none"> Do not duplicate, to an extent that the local government considered inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and <p>Are managed efficiently and effectively..</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"> 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; 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>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>	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 able to be issued by 26/08/2024.</p>	
24/07/24	Bremer Bay Airstrip – Cross Runway	OCM240720	That Council issue Development Approval for the Bremer Bay Airstrip Cross Runway development project, including associated infrastructure and incidentals, located on	ACEO/MoD	DA issued	Completed

	Construction Project, Bremer Bay		portion of Reserve No. 24521, Lot 1548 on DP94377 Don Ende Drive, Bremer Bay as shown on attached Drawing No. BMR-181-DR-001.			
24/07/24	Adoption of Updated BAL Contour Mapping	OCM240721	That Council: 1. Adopt the updated Jerramungup and Bremer Bay Townsite Bushfire Prone Vegetation Mapping and BAL Contour Plan Review prepared by BioDiverse Solutions; and Update Local Planning Policy No.22 – BAL Contour Plan for Jerramungup and Bremer Bay Planning Policy by adopting the updated mapping referred to in item 1 above.		Updated Mapping has been loaded onto Shire website and Planning Policy 22 Updated	Completed
24/07/24	Meet and Greet		Organise a meet and greet for new professionals with the Council and Executive (eg, Doctor, FBG, Police)	ACEO	Meet and greet has been scheduled for 12pm Wednesday 25 September.	

3. CEO MEETINGS OF SIGNIFICANCE – JULY/AUGUST 2024

MEETING DATE	LOCATION	DEPARTMENT	PURPOSE
25 July 2024	Teams	Council	2024 State of the Regions Dataset Update
29 July 2024	Teams	DBCA	Little White Whale Project Org's Great Southern Signage Project
30 July 2024	Teams	City of Albany and DBCA	Discussion: Little White Whale Signage Project
30 July 2024	Teams	Shire of Jerramungup	E-Waste to Landfill Ban
31 July 2024	Teams	Lotterywest	Grant Opportunity Discussion
1 August 2024	Jerramungup	MRWA	Discussion regarding safety issues around Jerramungup
6 August 2024	Bremer Bay	FBCC	FBCC Strategic workshops meeting
6 August 2024	Bremer Bay	Wagyl Kaip Southern Noongar Aboriginal Corporation and DBCA	Meeting
7 August 2024	Bremer Bay	Shire of Jerramungup	BBCDC Meeting
7 August 2024	Bremer Bay	Shire of Jerramungup	Stakeholder Work Bushfire Risk Management Plan
15 August 2024	Albany	DPLH	Discussion regarding Scheme and Policy review
23 August 2024	Jerramungup	WALGA	Great Southern Country Zone Meeting