
FEBRUARY 2025

SHIRE OF JERRAMUNGUP

 COUNCIL BUZZ



WELCOME!

Welcome to the February edition of the Council Buzz.

As Autumn begins our works staff have been busy undertaking construction and maintenance activities on roads in various parts of the Shire, while Town Services staff have been working hard to ensure our towns are looking their best for the many tourists passing through.

The Shire's contractors have completed several bitumen seal projects across the Shire over the past few weeks. These include:

A 4km section of Cuiss Road from SLK 0.00-4.00. These works are funded by MainRoads WA Regional Road Group Program and are part of a plan to progressively seal from Cuiss Road to the entry of Fitzgerald River National Park.

A 5km section of Meechi Road from SLK 0.24-5.24. This road is the most popular route for tourists visiting Bremer Bay and the Fitzgerald River National Park. This project is part of a 5 year program to construct and seal Meechi Road through to Swamp Road and is also funded by MainRoads WA Regional Road Group Program.

The flood crossing on Rabbit Proof Fence Road from SLK 3.26-3.91. This work was funded by the Roads to Recovery Program.

The Shire would like to thank the community for their patience and understanding as we work to improve our road infrastructure.

Finally just a reminder to the community to follow the Shire of Jerramungup Facebook page. We do advertise on our website and in local newsletters, however the easiest way to stay up to date with the latest news including road works/closures, harvest and vehicle movement bans etc. is to follow our Facebook page.



IN THIS ISSUE:

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UPCOMING MEETINGS:

- Ordinary Council Meeting
1pm Wednesday 26
March 2025

Council Matters

26 February 2025

Amendments to the Terms of Reference of the Audit Committee

Due to amendments to the *Local Government Act 1995*, Council accepted the following new requirements for Local Governments 'Audit, Risk and Improvement Committees',

Council, BY AN ABSOLUTE MAJORITY:

- 1) Noted the change of title of the Council's 'Audit Committee' to the 'Audit, Risk and Improvement Committee (ARIC)';
- 2) Approved the changes to the Terms of Reference and membership of the ARIC in accordance with Attachment 7.4.2 a);
- 3) Authorised the Chief Executive Officer to advertise for an independent Presiding Member and independent Deputy Presiding Member for the Council's ARIC, with the meeting fee for either position being \$130 per meeting and with referral of all nominees to Council for consideration; and
- 4) Requested the Chief Executive Officer to ensure that the implementation of these amendments is completed by 30 June 2025 to comply with the Local Government Act 1995 and Local Government Amendment Regulations 2024.

Please see the following page for the above-mentioned advertisement.

Key Worker Housing Strategic Plan

Council adopted the Key Worker Housing Strategic Plan to provide administration with guidance from the Council on the allocation of Council housing and housing subsidies.

Appointment of Presiding Member and Deputy Presiding Member to Committees of Council

Due to amendments to the Local Government Act 1995, Council is required to appoint Presiding Members and Deputy Presiding Members for the Audit, Risk and Improvement Committee, Chief Executive Officer Performance Review Committee and the Bremer Bay Community Development Committee.

Council, BY AN ABSOLUTE MAJORITY:

- 1) Appointed the Shire President Cr Joanne Iffla as Presiding Member of the Audit, Risk and Improvement Committee;
- 2) Appointed the Deputy Shire President Cr Julie Leenhouders as Deputy Presiding Member of the Audit, Risk and Improvement Committee;
- 3) Appointed the Shire President Cr Joanne Iffla as Presiding Member of the Chief Executive Officer Review Committee;
- 4) Appointed the Deputy Shire President Cr Julie Leenhouders as Deputy Presiding Member of the Chief Executive Officer Review Committee;
- 5) Appointed the Shire President Cr Joanne Iffla as Presiding Member of the Bremer Bay Community Development Committee; and
- 6) Appointed the Deputy Shire President Cr Julie Leenhouders as Deputy Presiding Member of the Bremer Bay Community Development Committee.

Council Matters

26 February 2025



EXPRESSIONS OF INTEREST – INDEPENDENT MEMBERS TO SIT ON AUDIT, RISK AND IMPROVEMENT COMMITTEE

The Shire of Jerramungup invites expressions of interest for experienced professionals to join its Audit, Risk and Improvement Committee as Independent Members, in the positions of Presiding Member and Deputy Presiding Member. This committee supports the Shire in fulfilling its responsibilities for oversight in areas such as financial audit, risk management, and continuous improvement, in compliance with the *Local Government Act 1995* and associated regulations.

About the Successful Candidate

The Independent Members will preside over the Committee meetings (approximately three (3) per annum) and will be required to have experience and knowledge in the following areas:

- Financial reporting;
- Audit and assurance;
- Principles of good organisational governance;
- Risk management and internal control.



Additional desirable skills and experience include:

- Strong leadership qualities to guide effective committee discussions;
- Analytical skills to assess complex information;
- Knowledge of the local government sector;
- Familiarity with meeting procedures; and
- Awareness of emerging risks such as climate adaptation and cyber security.

To be classed as an Independent Member, applicants must meet these criteria:

- a) Must not be employed by the Shire of Jerramungup;
- b) Must not be an Elected Member of the Shire of Jerramungup or any other local government authority; and
- c) Must not be related to any person in categories a) or b).

What We Offer

The role includes remuneration aligned with determinations by the Salaries and Allowances Tribunal for Band 4 local governments. The Council has set the fee at \$130 per meeting. Reimbursement of expenses for training, travel, and meals is also available as applicable.

How to Apply

Applications should include a statement of interest and a brief outline (no more than three pages) demonstrating experience in the Key Areas listed above. Applications should be marked 'Private & Confidential – Independent Members for Audit, Risk and Improvement Committee' in the subject heading and be addressed to council@jerramungup.wa.gov.au.

Application Deadline:

Submissions close at 4:30 PM AWST, Friday, 28 March 2025.

Should you require further information or clarification on the above, contact Glenda Forbes, Executive Administration Officer, via email council@jerramungup.wa.gov.au or telephone 9835 1022.

Staff Update

We'd like to extend a warm thank you and goodbye to our long serving Millers Point camp host Frank. For over 7 years Frank has been welcoming visitors to Millers Point, keeping the facilities clean and in good order and ensuring all camp fees are collected.

Shire CEO Martin Cuthbert thanked Frank for his hard work and efforts looking after the camp sites, always going above and beyond to assist our campers and making them feel welcome when visiting Millers Point.



Miller Point camp host Frank with Town Services Officer Jamie Turner



Frank with outgoing Shire Ranger Mark Cruickshank

The Shire has also farewelled Ranger Mark Cruickshank. Mark has been at the Shire for 7 years, first starting as a Plant Operator before commencing as the Ranger in February 2023. During his time as Ranger he assisted the community and educated visitors with a diverse range of issues including illegal camping, parking, stray stock and pets and ensured public safety for everyone.

Thank her for your efforts Mark and we wish you all the very best for the future.

Welcome!

The Shire would like to welcome David Myers who has recently commenced as the Ranger and Graham Meade who has commenced in the Town Services position. Please give David and Graham a warm welcome when you see them out and about.



Tenders



The Shire of Jerramungup invites Tenders for the following:

RFT 05-25 Bushfire Mitigation Activities

Tender documents should be obtained from Glenda Forbes on (08) 9835 1022 or council@jerramungup.wa.gov.au

Tenders clearly marked "RFT 05-25 Bushfire Mitigation Activities" may be lodged by email to tenders@jerramungup.wa.gov.au, hand delivered to 8 Vasey Street, or posted to PO Box 92, Jerramungup WA 6337.

Tenders close at 4:00pm, Wednesday, 12 March 2025.

MARTIN CUTHBERT
CHIEF EXECUTIVE OFFICER



REQUEST FOR TENDER

RFT 01-25

OUTRIGHT PURCHASE OF 1 X 2022 TOYOTA PRADO

The Shire of Jerramungup invites Tenders for the outright purchase of the following vehicle:

Description:
2022 Toyota Prado GXL

Registration No:
1ICO 579

Year:
2022

Approximate Kms:
70,005km

Additional Features:
Bull bar, spotlights, tow bar, floor mats



**Tenders close at 4:00pm (AWST), Friday,
14 March 2025**

Tender documents should be obtained from Glenda Forbes on (08) 9835 1022 or council@jerramungup.wa.gov.au

Tenders clearly marked "RFT 01-25 Outright Purchase of 2022 Toyota Prado" may be lodged by email to tenders@jerramungup.wa.gov.au, or hand delivered to 8 Vasey Street, Jerramungup.

MARTIN CUTHBERT
CHIEF EXECUTIVE OFFICER

Employment Opportunity



Administration Officer

Full-Time or Part-Time (minimum of 3 days per week)

Salary: Hourly rate of \$32 - \$34

The Shire of Jerramungup is seeking an enthusiastic, motivated and customer-focused individual to fill the position of Administration Officer.

The Application Information Package and Position Description is available by visiting the website <https://www.jerramungup.wa.gov.au/council/our-shire/employment-opportunities.aspx> or contacting the Shire Administration Office on (08) 9835 1022.

The successful applicant will provide a high level of internal and external customer service and administrative support to Executive Staff, and help facilitate operational needs for the Development Services Unit, Finance team, or other areas as required. More information regarding the role specific requirements is provided in the Position Description on our website.

This position will have the flexibility of being full-time or part-time (minimum of 3 days per week).

Depending on the suitable applicant's location, this position will have the below options:

- If based in Jerramungup, subsidised staff housing is a possibility, or a staff housing allowance (pro rata) will be provided if providing own accommodation.
- If based in Bremer Bay, the successful applicant will have to provide their own accommodation, and a staff housing allowance (pro rata) will be provided. There will be a minimum of one (1) month training in the Jerramungup office on commencement, and then would be working 1 day per week in Jerramungup and then the remaining days in the Bremer Bay office.

Other benefits this position offers, include:

- 11.5% employer contributed superannuation;
- A personable team environment;
- Training and development opportunities; and,
- A great employee Health and Wellbeing Program including flu shots, skin cancer checks and an Employee Assistance Program.

Dependent on qualifications, skills and experience, an hourly rate of \$32 to \$34 will be offered to the suitable applicant.

Conditions of employment are in accordance with the Local Government Industry Award 2020.

PROSPECTIVE APPLICANTS

A copy of the **Application Information Package** and **Position Description** **MUST** be obtained to assist in preparation of your application. The Information Package and Position Description is available by visiting the website www.jerramungup.wa.gov.au or contacting the Shire Administration Office on (08) 9835 1022.

For further job specific enquiries please contact Noel Myers, Manager of Development on 0499 351 108.

APPLICATIONS

Applications close at **12pm on Tuesday, 18 March 2025** and are to be addressed to the **Chief Executive Officer, Shire of Jerramungup, PO Box 92, JERRAMUNGUP WA 6337**. Applications **must** contain all requirements listed in the Application Information Package. They may be submitted in hard copy or by email to hr@jerramungup.wa.gov.au.

The Shire of Jerramungup is a family friendly and equal opportunity employer committed to workplace equality and diversity. We value the unique diversity that Aboriginal and Torres Strait Islander people, people with disability, people from culturally diverse backgrounds, and members of our LGBTQIA+ community, women and youth bring to our workforce.

We strongly encourage people from diverse backgrounds to apply.

People with disability will be provided with reasonable adjustments in our recruitment processes and in the workplace.

Martin Cuthbert
Chief Executive Officer
Shire of Jerramungup

25 February 2025

Community News

Final Rates Instalment due 16 April 2025



The fourth and final Rates Instalment for 2024/2025 is due for payment in full by 16 April 2025.

If you are unable to meet this payment deadline or have any queries regarding your rates, please contact the Shire's Rates Officer by phone on 9835 1022 or by email at rates@jerramungup.wa.gov.au.



Council Feedback

Questions, feedback and comments are always welcome at the Shire of Jerramungup!

You can visit us in person, give us a call on (08) 9835 1022 or email us at council@jerramungup.wa.gov.au.

Next Council Meeting

26 March 2025

An Ordinary Meeting of Council is to be held on 26 March 2025 at 1.00pm in the Council Chambers, Jerramungup.

A full copy of the meeting's Agenda can be viewed at the Shire office, or downloaded from the Shire website; <https://www.jerramungup.wa.gov.au/council-meetings/> 72 hours prior to the meeting.

The minutes from the last council meeting held 26 February 2025 can be found on the Shire's website.

For further enquiries with regards to Council meeting times and processes please contact Executive Administration Officer Glenda Forbes on (08)9835 1022 or via email council@jerramungup.wa.gov.au.

Community News
