



# SHIRE OF JERRAMUNGUP

## COUNCILLOR INFORMATION BULLETIN

### AUGUST-SEPTEMBER 2025

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## 1. DELEGATIONS

### 1.1 EXECUTIVE SERVICES

### 1.2 COMMON SEAL

Use of Common Seal under Delegated Authority – 1 July 2025 – 31 December 2025

DATE	DOCUMENT TITLE	PARTIES TO DOCUMENT	FILE NO	DELEGATED OFFICER
22 July 2025	Deed of Extension and Variation of Lease	Jerramungup Depot, Portion of Reserve 37080, 9 Newton St, Western Power	CP.US.26	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
28 July 2025	Deed of Extension and Variation of Lease	Jerramungup Pharmacy, 9 Memorial Rd, Jerramungup ETA Pharmacies Group	CP.US.52	Cr Joanne Iffla, Shire President and Martin Cuthbert, 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.
11 September 2025	Martin Cuthbert	Various debtor write-offs less than \$1.00 totalling \$1.57	Various
11 September 2025	Martin Cuthbert	Various rates or interest outstanding if balance under \$5 as at 30 June 2025, totalling \$229.92. Amounts between \$0.01 to \$4.77.	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 2025 – 31 December 2025

DATE	OFFICER	PERSON/ORGANISATION	DESCRIPTION
19 August 2025	Martin Cuthbert, CEO	Jerramungup Bowls Classic 2025	Donation of \$250 Silver Sponsorship

## DELEGATIONS

### 1.5 PLANNING – AUGUST

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

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
18/06/2025	P25-023			Joan Elizabeth London	Holiday Home	26 Osprey Court BREMER BAY 6338	Approved	11/08/2025
19/06/2025	P25-024		Zane Mitchell		Satellite Bar With Beer Garden and Retail Space	1 Seadragon Ave BREMER BAY 6338	Approved	07/08/2025
04/07/2025	P25-026			Co-operative Bulk Handling Ltd	Grain Storage Facility	33069 South Coast Hwy GAIRDNER 6337	Approved	05/08/2025
17/07/2025	P25-027			Powerhouse Architectural Drafting	Proposed New Dwelling	34 Black Rocks Rd BREMER BAY 6338	Approved	14/08/2025
30/07/2025	P25-028			Jessica Anne Bailey	Short Term Accommodation	8 Hakea Close BREMER BAY 6338	Approved	18/08/2025
15/08/2025	P25-031			Nanette Keen – From Design to Colour	Proposed Alteration and Addition to Existing Residence	25 Osprey Court BREMER BAY 6338	Approved	20/08/2025

## 1.6 BUILDING AND DEMOLITION – AUGUST

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

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
25/07/2025	BP25-021		Paul Andrew & Lynley Jane Keley		Boat Storage Shed	14 Buck Street BREMER BAY 6338	Approved	04/08/2025
04/08/2025	BP25-022		Black Rocks Road Pty Ltd	Helen Allsopp	Installation of a Rainwater Tank	Lot 99 Black Rocks Rd POINT HENRY PENINSULA 6338	Approved	07/08/2025

## 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 19 August 2025.

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"> <li>Express the Shire's concerns relating to the continuity and retention of critical nursing staff within the region;</li> <li>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</li> <li>Encourage WACHS to investigate incentives to help retain and attract nursing staff to and in the region.</li> </ol>	A/CEO	A/CEO met with a WACHS representative and received positive update which addressed issues in Council's resolution. Subsequently a 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 and LEMC meeting held 9/06/2025.	Ongoing
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:  - 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		In progress
26/03/25	Proposed Bush Fire Brigades Local Law – Commence-ment	OCM250316	That: 1. In accordance with the <i>Local Government Act 1995</i> s.3.12(2) and (3) and all other legislation enabling it, local public notice be given that Council intends to make a Bush Fire Brigades Local Law, and invite submissions for a minimum six (6) week period – Purpose – to revoke the <i>Shire of Jerramungup Bylaws Relating to the Establishment, Maintenance and Equipment of Bush Fire Brigades</i> published in the Government Gazette on 13 July 1990, and make provisions for establishment, management and administration of Bush Fire Brigades in accordance with the <i>Bush Fires Act 1954</i> . Effect – to align the requirements for bush fire brigades with legislation and local practice.	EAO	Waiting on Department of Local Government response	In progress

			<p>2. In accordance with the <i>Local Government Act 1995</i> s.3.12(3), copies of the proposed local law be –</p> <ul style="list-style-type: none"> <li>• Sent to the Chief Executive Officer of the Department of Local Government, Sport and Cultural Industries, and the Commissioner for Fire and Emergency Services.</li> <li>• Made available to any other person requesting a copy.</li> </ul>			
26/03/25	Proposed Dogs Local Law – Commence-ment	OCM250317	<p>That:</p> <ol style="list-style-type: none"> <li>1. In accordance with the <i>Local Government Act 1995</i> s.3.12(2) and (3) and all other legislation enabling it, local public notice be given that Council intends to make a Dogs Local Law, and invite submissions for a minimum six (6) week period – Purpose – to make provisions about the impounding, the number that may be kept on premises, the manner of keeping dogs and create offences for non-compliance. Effect – to repeal the existing Dogs Local Law published in the Government Gazette on 7 February 2003 and provide for the controls of dogs within the district and impose penalties for non-compliance.</li> <li>2. In accordance with the <i>Local Government Act 1995</i> s.3.12(3), copies of the proposed local law be – <ul style="list-style-type: none"> <li>• Sent to the Chief Executive Officer of the Department of Local Government, Sport and Cultural Industries;</li> <li>• Made available to any other person requesting a copy.</li> </ul> </li> <li>3. Clause 3.2(3)(a) be amended by replacing “three” with “two”.</li> </ol>	EAO	Waiting on Department of Local Government response	In progress



COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
26/03/25	Proposed Dust, Sand and Erosion Local Law – Commencement	OCM250318	<p>That:</p> <ol style="list-style-type: none"> <li>1. In accordance with the <i>Local Government Act 1995</i> s.3.12(2) and (3) and all other legislation enabling it, local public notice be given that Council intends to make a Dust, Sand and Erosion Local Law, and invite submissions for a minimum six (6) week period – Purpose – to repeal the <i>Shire of Jerramungup Dust and Sand Local Law 2011</i>, and make provisions about the control of dust and sand, and activities causing erosion on land and create offences for non-compliance. Effect – to provide for the controls of activities creating a nuisance from dust and sand, and those which may cause erosion, and impose penalties for non-compliance.</li> <li>2. In accordance with the <i>Local Government Act 1995</i> s.3.12(3), copies of the proposed local law be – <ul style="list-style-type: none"> <li>• Sent to the Chief Executive Officer of the Department of Local Government, Sport and Cultural Industries;</li> <li>• Made available to any other person requesting a copy.</li> </ul> </li> </ol>	EAO	Waiting on Department of Local Government response	In progress

COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
26/03/25	Proposed Fencing Local Law – Commencement	OCM250319	<p>That –</p> <ol style="list-style-type: none"> <li>1. In accordance with the <i>Local Government Act 1995</i> s.3.12(2) and (3) and all other legislation enabling it, local public notice be given that Council intends to make a Fencing Local law, and invite submissions for a minimum six (6) week period – Purpose – to prescribe sufficient fences, the standard for construction of fences and create offences for non-compliance. Effect – to establish the minimum requirements for fencing, provide for permitted and prohibited fencing, and create offences for non-compliance.</li> <li>2. In accordance with the <i>Local Government Act 1995</i> s.3.12(3), copies of the proposed local law be – <ul style="list-style-type: none"> <li>• Sent to the Chief Executive Officer of the Department of Local Government, Sport and Cultural Industries;</li> <li>• Made available to any other person requesting a copy.</li> </ul> </li> </ol>	EAO	Waiting on Department of Local Government response	In progress
26/03/25	Proposed Public Places and Local Government Property Local Law – Commencement	OCM250320	<p>That –</p> <ol style="list-style-type: none"> <li>1. In accordance with the <i>Local Government Act 1995</i> s.3.12(2) and (3) and all other legislation enabling it, local public notice be given that Council intends to make a Public Places and Local Government Property Local Law, and invite submissions for a minimum six (6) week period – Purpose – to make provisions for the management of public places, thoroughfares and all local government property. Effect – to repeal existing local laws, establish necessary controls for public places, thoroughfares and local government property, provide for permitted and prohibited use and activities, and create offences for non-compliance.</li> </ol>	EAO	Waiting on Department of Local Government response	In progress

			<p>2. In accordance with the <i>Local Government Act 1995</i> s.3.12(3), copies of the proposed local law be –</p> <ul style="list-style-type: none"> <li>• Sent to the Chief Executive Officer of the Department of Local Government, Sport and Cultural Industries;</li> <li>• Made available to any other person requesting a copy.</li> </ul>			
26/03/25	Proposed Animals, Environment & Nuisance Local Law – Commencement	OCM250321	<p>That –</p> <p>1. In accordance with the <i>Local Government Act 1995</i> s.3.12(2) and (3) and all other legislation enabling it, local public notice be given that Council intends to make an Animals, Environment and Nuisance Local Law, and invite submissions for a minimum six (6) week period – Purpose – to provide for the regulation, control and management of animals and the prevention of environmental damage and nuisances. Effect – to establish the requirements with which any person keeping animals, or undertaking activities that have the potential to impact the environment or create nuisance must comply.</p> <p>2. In accordance with the <i>Local Government Act 1995</i> s.3.12(3), copies of the proposed local law be –</p> <ul style="list-style-type: none"> <li>• Sent to the Chief Executive Officer of the Department of Local Government, Sport and Cultural Industries;</li> <li>• Made available to any other person requesting a copy.</li> </ul>	EAO	Waiting on Department of Local Government response	In progress

COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
26/03/25	Proposed Parking and Parking Facilities Amendment Local Law – Commence-ment	OCM250325	<p>That –</p> <ol style="list-style-type: none"> <li>1. In accordance with the <i>Local Government Act 1995</i> s.3.12(2) and (3) and all other legislation enabling it, local public notice be given that Council intends to make a Parking and Parking Facilities Amendment Local Law, and invite submissions for a minimum six (6) week period – Purpose – to make amendments to the local law updating for use of disability parking permits, and modified penalties. Effect – to amend references to be consistent with legislation, and increase offences for non-compliance.</li> <li>2. In accordance with the <i>Local Government Act 1995</i> s.3.12(3), copies of the proposed local law be – <ul style="list-style-type: none"> <li>• Sent to the Chief Executive Officer of the Department of Local Government, Sport and Cultural Industries;</li> <li>• Made available to any other person requesting a copy.</li> </ul> </li> </ol>	EAO	Waiting on Department of Local Government responses	In progress
28/05/25	Bush Fire Advisory Committee AGM	OCM250506	That the appointments of BFAC officebearers for the Shire of Jerramungup be confirmed and gazetted as required.	CESM/EAO/CEngO	Government Gazette and local public notice	In progress
28/05/25	Bush Fire Advisory Committee AGM	OCM250507	That the Restricted and Prohibited burning period dates for the 2025/2026 fire season be confirmed.	CESM/CEngO	Local public notice and Fire Information brochure	Completed

COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
30/07/25	WALGA Local Government Convention and Appointment of Voting Delegates	OCM250718	That with respect to the 2025 WA Local Government Convention, Council: <ol style="list-style-type: none"> <li>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 Tuesday, 23 September 2025; and</li> <li>2. APPOINT Councillor Raegan Zacher and Councillor Nathan Brown as proxy voting delegates for the Western Australian Local Government Association's Annual General Meeting, to be held on Tuesday, 23 September 2025.</li> </ol>	EA	Register Councillors when registrations open	Completed
27/08/25	Amendment to 2025/2026 Fees and Charges	OCM250812	That Council, BY AN ABSOLUTE MAJORITY: <ol style="list-style-type: none"> <li>1. Adopt the Amended 2025/2026 Schedule of Fees and Charges as presented; and</li> <li>2. Endorse the adopted Amended 2025/2026 Schedule of Fees and Charges to be implemented and effective from 1 July 2025.</li> </ol>	DCEO	Publish amended Fees and Charges on Shire website and notify staff	Completed
27/08/25	Long Term Financial plan	OCM250813	That, by ABSOLUTE MAJORITY, Council adopt the Shire of Jerramungup Long Term Financial Plan 2025-2040.	DCEO	To be published on Shire Website	Completed

COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
27/08/25	Alteration to Council Meeting Dates 2025	OCM250815	That Council, with respect to the 2025 Ordinary Meeting of Council Schedule: <ol style="list-style-type: none"> <li>APPROVE the following rescheduling of Ordinary Meeting of Council dates for September and October 2025:   Wednesday – 1 October 2025 (September Meeting)  Wednesday – 29 October 2025 (October Meeting)</li> <li>Request that the Chief Executive Officer or his authorised officer advertise the approved dates by Public Notice and on the Shire of Jerramungup website and social media sites.</li> </ol>	EAO	Public Notice Notify staff	Completed
27/08/25	Designation of Senior Employees	OCM250816	That Council: <ol style="list-style-type: none"> <li>Approves the designation of the Chief Executive Officer (CEO) as the only senior employee for the purposes of the <i>Local Government Act 1995</i>.</li> <li>Notes that existing senior employees have been consulted and support the proposed changes.</li> <li>Acknowledges that the designation aligns with contemporary local government practices and aims to enhance role clarity and operational efficiency.</li> </ol>	CEO	No action required.	Completed
27/08/25	Adoption of AP20 – Use of Artificial Intelligence (AI) Policy	OCM250817	That Council: <ol style="list-style-type: none"> <li>ADOPTS new Council Policy AP20 – Use of Artificial Intelligence Policy as attached to this Report.</li> </ol>	DCEO	Notify staff Publish on website	Completed
27/08/25	Adoption of CP9 – Council Forum Policy	OCM250818	That Council ADOPTS new Council Policy CP9 – Council Forum Policy, as attached to this Report.	CEO	Publish on website	Completed

### 3. CEO MEETINGS OF SIGNIFICANCE – AUGUST - SEPTEMBER 2025

MEETING DATE	LOCATION	DEPARTMENT	PURPOSE
27 August 2025	Jerramungup	Great Southern Recreation Advisory Group	Meeting
8 September 2025	Bremer Bay	Local Emergency Management Committee	Quarterly Meeting
10 September 2025	Ravensthorpe	Great Southern Regional Operations Advisory Committee	Meeting
22 September 2025	Jerramungup	Peter Rundle MLA	Catch up