



SHIRE OF JERRAMUNGUP

COUNCILLOR INFORMATION BULLETIN

NOVEMBER/DECEMBER – 2023

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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
11 August 2023	Licence Agreement	Licence Agreement for the Construction, Maintenance and Use of Strategic Firebreaks – Lot 9012 Wellstead Road owned by Ninaz Moradkhani and Mark William Swindells	ES.SP.11	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
11 August 2023	Licence Agreement	Licence Agreement for the Construction, Maintenance and Use of Strategic Firebreaks – Lot 8 Point Gordon Road, owned by Nils Christian Gunnar Matthews	ES.SP.11	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
27 September 2023	Contract for the Provision of Services	Contract for the Provision of Services: Jerramungup Public Library – Jerramungup Community Resource Centre	CS.LI.1	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
17 November 2023	Contract for the Provision of Services	Contract for the Provision of Services: Library and Shire Branch Customer Services – Bremer Bay Community Resource and Visitor's Centre	CS.LI.1	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
3 July 2023	Charmaine Solomon	Various Rates Write – off <\$5.00 – \$279.02	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 2023 – 30 June 2024

DATE	OFFICER	PERSON/ORGANISATION	DESCRIPTION
4 September 2023	Martin Cuthbert	Jerramungup Bowling Club	Support for the Bowls Classic
11 December 2023	Martin Cuthbert	Jerramungup Community Resource Centre	Support for the Community Christmas Sundowner with Markets by waiving the Rootpickers Hall hire fee.

DELEGATIONS

1.5 PLANNING – NOVEMBER

Planning application decisions under delegated authority up to 30 November 2023.

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
09/10/2023	P23-065	Noel Myers	Zane Mitchell	Harley Dykstra Planning & Surveying Solutions	Subdivision Into Two Lots – WAPC Reference 662-23	6 Peppy Avenue BREMER BAY 6338	Approved	20/11/2023
17/10/2023	P23-067	Noel Myers	Brendon & Kelly O’Neill	Benson Designs -Keiron Benson	New Two Storey Dwelling	18 Margaret Street BREMER BAY 6338	Approved	28/11/2023
17/10/2023	P23-068	Noel Myers	Bremer Bay Investments Pty Ltd		Temporary Housing and Ablution	Lot 9000 Barnes Drive BREMER BAY 6338	Approved	24/11/2023
02/11/2023	P23-072	Noel Myers	Deirdre Louw		Short Term Holiday Accommodation – Hakea House	8 Hakea Close BREMER BAY 6338	Approved	27/11/2023

1.6 BUILDING AND DEMOLITION – NOVEMBER

Building application decisions under delegated authority up to 30 November 2023.

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
25/10/2023	BP23-055	Martin Cuthbert	Robert Nesbit & Andrea Paxton	Fox Modular	New Dwelling	Lot 49, 246 Point Henry Road, BREMER BAY 6338	Approved	08/11/2023
24/10/2023	BP23-060	Martin Cuthbert	Brendan Boyle		New Dwelling and Garage	Lot 781 Garnett Road, BREMER BAY 6338	Approved	02/11/2023
01/11/2023	BP23-061	Janna Cheshire	Nathan McQuoid		Water Tank	Lot 101, 20 Short Beach Road, BREMER BAY 6338	Approved	10/11/2023
01/11/2023	BP23-062	Janna Cheshire	Gary Ernest John & Janet Roberts	Rantam Pty Ltd T/AS Sheds Down South	New Shed	Lot 30, 167 Ridgeway Drive, BREMER BAY 6338	Approved	10/11/2023

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
02/11/2023	BP23-063	Martin Cuthbert	John Richard Burt & Sally Anne Harding	Pique Mod Pty Ltd	New Dwelling	29 Corackerup Road, NEEDILUP 6336	Approved	16/11/2023
15/11/2023	BP23-064	Martin Cuthbert	Clare Wood & Martin Ibach		New Dwelling	Lot 126, 520 Wellstead Road, BREMER BAY 6338	Approved	30/11/2023
08/11/2023	BP23-066	Martin Cuthbert	Clare Wood & Martin Ibach		Water Tank	520 Wellstead Road, BREMER BAY 6338	Approved	23/11/2023
16/11/2023	BP23-067	Martin Cuthbert	Paul Molyneux	Pique Mod Pty Ltd	New Main Dwelling - Existing Dwelling to Become Ancillary	Lot 34 Ridgeway Drive, BREMER BAY 6338	Approved	21/11/2023

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 13 December 2023.

COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
21/12/22	Management Options – Wellstead Estuary, Bremer Bay	OCM221207	<p>That COUNCIL:</p> <ol style="list-style-type: none"> 1. Authorise staff to prepare information on the proposed installation of the barrier fencing across the bar to the Wellstead Estuary and for such information to be circulated for community feedback for a period of no less than 28 days; 2. Instructs that the matter be brought back to Council at the next available Council Meeting following the close of the consultation period for final determination as to whether to proceed with the retention of the fencing insitu on a semi-permanent basis or to adopt alternative solutions that may arise from the community consultation process; 3. Reserves the right to erect the barrier fencing as a temporary measure to preserve the integrity of the habitat in the eventuality that the bar to the Wellstead Estuary closes prior to Council making a final determination as to whether the barrier fence or alternative solution is to be reinstated on a semi-permanent basis; 4. Advises the Fitzgerald Biosphere Group that in providing its in-principal support does not bind the Council to the project should issues arise in the opinion of the Council prove to be fatal flaws from an environmental, engineering and financial perspective. 	Manager of Development	<p>Barrier fence was reinstated 31/10/2023.</p> <p>A public notice with a brief rationale was prepared and posted advising action had been taken with invitation for community to provide suggestions/recommendations for the long-term management of the estuary by cob 1/12/2023.</p> <p>Submission period closed. Report to be tabled with officer recommendations in report to Council at December OCM.</p>	
26/04/23	Local Law Review	OCM230411	That Council resolves to undertake a review of all of its Local Laws in accordance with section 3.16 of the Local Government Act 1995 and to give Statewide and local public notice of its intent to undertake the review.	CEO	In progress	

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
23/08/23	CSRFF Application – Jerramungup Sports Club	OCM230806	That Council: <ol style="list-style-type: none"> 1. Place the following priority on the project submitted for CSRFF funding: <ol style="list-style-type: none"> 1) Jerramungup Sports Club. 2. Authorise a cash contribution of up to a maximum of \$33,200 ex GST, on the condition that the project is successful in achieving funding from the Department of Local Government, Sport and Cultural Industries. 3. Endorse the following completed CSRFF Small Grants Application Form – Project Assessment Sheet. 	DCEO	The CSRFF application was submitted to the Department of Local Government, Sport and Cultural Industries on the 25 August 2023. Outcome is not expected to be announced until end of 2023 early 2024.	
27/09/23	Renewal of Jerramungup Library Service Level Agreement	OCM230911	That Council: <ol style="list-style-type: none"> 1. Endorse the service level agreement for Library Services with the Jerramungup Community Resource Centre for a term of three years. 2. Authorise the Chief Executive Officer and Shire President to execute the service level agreement with the Jerramungup Community Resource Centre. 	DCEO	The CEO and Shire President executed the service level agreement with the Jerramungup Community Resource Centre following the September Council meeting. The agreement has been forwarded to the CRC for their execution.	

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
27/09/23	Purchase of 1x New Construction Loader and/or Outright Purchase of 1x 2015 John Deere Loader 624K	OCM230919	That Council, by absolute majority: <ol style="list-style-type: none"> 1. Accepts AFGRI Equipment Australia’s quotation for a John Deere 624K-11 Wheel Loader at \$318,000 ex GST. 2. Accepts AFGRI Equipment Australia’s outright purchase for Council’s John Deere 624K Loader at \$82,500 ex GST. 3. Delegates authority to the CEO to execute the transaction with AFGRI Equipment Australia. 	Works Supervisor/ DCEO	Order submitted.	
25/10/23	Amendment to Minutes	OCM231002	That the Minutes of the Ordinary Council Meeting of the Shire of Jerramungup held in the Council Chamber, Jerramungup, on 27 September 2023 be CONFIRMED, subject to the Land Lists recited in Item 9.3.3 South West Settlement Land Lists 12650 and 12658 being amended as follows: <ol style="list-style-type: none"> 1. Report Title (Page 38) – Modify to delete reference to Land List No’s 12650 and 12658 and replace with Land Lists 1645 and 1411; 2. Summary (Page 38) – modify to delete reference to Land List No’s 12650 and 12658 and replace with Land Lists 1645 and 1411; 3. Comment: (Page 39) – modify to delete reference to Land List No’s 12650 and 12658 and replace with Land Lists 1645 and 1411; 4. Officer recommendation (page 42) – modify to delete reference to Land List No’s 12650 and 12658 and replace with Land Lists 1645 and 1411; 5. Resolution OCM230915 (page 42) – modify to delete reference to Land List No’s 12650 and 12658 and replace with Land Lists 1645 and 1411. 	EA	In progress	

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
25/10/23	Service Level Agreement – Bremer Bay CRC	OCM231007	That Council: <ol style="list-style-type: none"> 1. Endorse the Service Level Agreement for the Library and Shire Branch Services and Front Counter Services within the Bremer Bay Community Resource and Visitors Centre (Inc) for a term of three years at \$44,400 plus GST per annum. The contract price is to be increased by CPI and confirmed in Council’s annual budget. 2. Authorise the Chief Executive Officer and Shire President to execute the Service Level Agreement with the Bremer Bay Community Resource and Visitors Centre (Inc). 	DCEO	Service Level Agreement executed and Common Seal affixed.	
25/10/23	Council Meeting Dates 2024	OCM231009	That Council, with respect to the 2024 Ordinary Meeting of Council Schedule: <ol style="list-style-type: none"> 1. Approve the following Ordinary Meeting of Council dates, times and venues for the year ahead. 2. 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. 	CEO	Notice in Council Buzz 30/11/23. To be advertised on website and social media.	
25/10/23	Christmas/ New Year Opening Hours 2023-24	OCM231010	That Council NOTES the closure of Council facilities as follows: <ol style="list-style-type: none"> 1. Shire’s Administration Centres at Jerramungup and Bremer Bay from 3.00pm Friday, 22 December 2023 to 8.30am on Monday, 8 January 2024; and 2. Shire’s Depot from Thursday, 21 December 2023, to Tuesday, 2 January 2024. 	CEO	Notice in Council Buzz 30/11/23. To be advertised on website and social media.	

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
22/11/23	Bushfire Risk Mitigation Coordinator Grant Agreement and Business Plan	OCM231108	That Council endorse the Bushfire Risk Mitigation Coordinator Grant Agreement.		Grant Agreement executed.	
22/11/23	Out of Budget Request – Bremer Bay Progress Association	OCM231110	That Council: <ol style="list-style-type: none"> 1. Provide in-principle support for the Bremer Bay Progress Association’s proposed event being <i>Bombs, Beasts & Beauties Bremer Bay Car Show</i> on the condition that an Event Management Plan is provided to the Shire of Jerramungup by 1 December 2023; and 2. Consider a financial contribution towards the proposed event at the December 2023 Ordinary Meeting of Council, once the Event Management Plan has been granted approval and a detailed event budget has been provided to the Shire. 		Correspondence emailed 24/11/23 advising of resolution.	
22/11/23	Proposed Budget Amendment 2023/2024 – RR38 Doubtful Island Road	OCM231111	That Council, by an Absolute Majority, authorise a budget amendment to the 2023/2024 Road Construction Program; <ol style="list-style-type: none"> 1. Approve a budget amendment to reduce materials and contractors budget for RR37 Jacup North Road by \$41,960 and reallocate to RR38 Doubtful Island Road Flood Crossing. 	DCEO		
22/11/23	Temporary Accommodation – Lot 9000 Barnes Drive, Bremer Bay	OCM231112	That Council grant temporary planning approval for a transportable dwelling and two ablution blocks to be placed on a portion of Lot 9000 Barnes Drive, Bremer Bay as per the plans and planning application submitted by Bremer Bay Investments Pty Ltd dated 26 October 2023, subject to conditions.	MoD	Completed. DA issued 24/11/2023	

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
22/11/23	Delegation of Authority Review 2023/2024	OCM231114	That Council, by an Absolute Majority pursuant to the <i>Local Government Act 1995</i> and the various provisions of other State Legislation as listed: <ol style="list-style-type: none"> 1. Notes completion by Council as the Delegator, the 2023/2024 annual statutory review of the Register of Delegations of Authority, in accordance with sections 5.18 and 5.46 of the <i>Local Government Act 1995</i>, section 47(2) of the <i>Cat Act 2011</i> and section 10AB of the <i>Dog Act 1976</i>. 2. Adopt the delegations and limitations thereto with respect to the Chief Executive Officer, Chief Bushfire Control Officer and Shire President as designated in the attached Register of Delegations of Authority; and 3. Notes the delegations that the CEO has determined with respect to other officers, pursuant to section 5.44 of the <i>Local Government Act 1995</i>. 	CEO	Completed	
22/11/23	Information Statement Review 2023/2024	OCM231115	That Council adopt the Shire of Jerramungup 2023/2024 Information Statement as presented and attached to this agenda and publish in accordance with the <i>Freedom of Information Act 1992</i> .	CEO	Mailed to the Office of the Information Commissioner	
22/11/23	Policy Review – Policy CP3 Elected Member Continuing Professional Development	OCM231116	That Council acknowledge a review has been undertaken of Policy CP3 – Elected Member Continuing Professional Development Policy, pursuant to section 5.128 of the <i>Local Government Act 1995 (5)</i> and that no changes are recommended.	CEO	No action required.	
22/11/23	Representation on Committees and Working Parties/ Groups	OCM231117	That all Elected Member representation prior to 21 October 2023 on Council Committees, External Committees/Organisations, Internal Working Parties/Groups be dissolved. Election of Elected Members to Committees and Working Parties/Groups.	CEO	All Committees have been advised of new delegates.	

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
22/11/23	Requests by Cr Iffla		Requested that the Roads 2040 document be circulated to all Councillors. Requested that the South Coast Highway document be circulated to new Councillors.	CEO	Added to Docs on Tap.	

3. CEO MEETINGS OF SIGNIFICANCE – NOVEMBER/DECEMBER 2023

MEETING DATE	LOCATION	DEPARTMENT	PURPOSE
21 November 2023	Albany	Great Southern Recreation Advisory Group	
22 November 2023	Broomehill-Tambellup	WALGA Zone	
27 November 2023	Teams	SCA CEO Group with Marie Kerr	Approval to go live with South Coast Climate Dashboard
1 December 2023	Perth	Local Government Professionals WA Board Meeting	
4 December 2023	Zoom	Office of the Auditor General and Lincolns	Audit Exit Meeting
5 December 2023	Teams	St John Ambulance	Bremer Bay Ambulance Depot project
7 December 2023	Teams	South Coast Sustainable Waste Alliance	
8 December 2023	Plantagenet	South Coast Alliance AGM and General Meeting	
11 December 2023	Bremer Bay	Local Emergency Management Committee Meeting	