



# SHIRE OF JERRAMUNGUP

## COUNCILLOR INFORMATION BULLETIN

### JULY/AUGUST – 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

### 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 6: Donations 1 July 2023 – 30 June 2024

DATE	OFFICER	PERSON/ORGANISATION	DESCRIPTION

DELEGATIONS

**1.5 PLANNING – JULY**

Planning application decisions under delegated authority up to 31 July 2023.

<b>LODGED</b>	<b>APPLICATION NO.</b>	<b>OFFICER</b>	<b>OWNER</b>	<b>APPLICANT (If Different from Owner)</b>	<b>DESCRIPTION</b>	<b>ADDRESS</b>	<b>DELEGATED DECISION</b>	<b>DECISION DATE</b>
02/03/2023	P23-015	Noel Myers	PAUL & LESLEY MOLYNEUX		2X SEA CONTAINERS FOR STORAGE AND USE AS GARDEN SHEDS	LOT 34 RIDGEWAY DVE BREMER BAY 6338	Approved	17/07/2023
	P23-019	Noel Myers	NESBIT	FOX MODULAR	NEW DWELLING	LOT 49 POINT HENRY RD BREMER BAY 6338	Approved	03/07/2023
06/06/2023	P23-039	Noel Myers	MOLYNEUX	FOX MODULAR	NEW MAIN DWELLING, CHANGE EXISTING DWELLING TO ANCILLARY DWELLING	LOT 34 RIDGEWAY DVE BREMER BAY 6338	Approved	18/07/2023
19/06/2023	P23-043	Noel Myers	SHIRE OF JERRAMUNGUP	PLANNING SOLUTIONS	INSTALLATION OF AN ELECTRIC VEHICLE CHARGING STATION WITH TWO CHARGING UNITS	2 TOBRUK RD JERRAMUNGUP WA 6337	Approved	06/07/2023
22/06/2023	P23-046	Noel Myers	ALISON & RODNEY PETCHELL		SHORT TERM HOLIDAY ACCOMMODATION	3 QUALUP CRT BREMER BAY 6338	Approved	17/07/2023
28/06/2023	P23-047	Noel Myers	MELISSA & ISZAC SCHENK		PROPOSED NEW DWELLING	LOT 771 FREEMAN DR BREMER BAY 6338	Approved	19/07/2023
30/06/2023	P23-050	Noel Myers	HARDING	FOX MODULAR	NEW DWELLING	29 CORACKERUP RD NEEDILUP 6336	Approved	04/07/2023

## 1.6 BUILDING AND DEMOLITION – JULY

Building application decisions under delegated authority up to 31 July 2023.

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
17/07/2023	BP23-034	Martin Cuthbert	SIMON PHILLIP ATKINSON		ANCILLARY DWELLING	LOT 61 NATIVE DOG BEACH RD, BREMER BAY 6338	Approved	27/07/2023
05/07/2023	BP23-035	Martin Cuthbert	BVA INVESTMENTS PTY LTD	WAUTERS ENTERPRISES PTY LTD	NEW DWELLING	4 PEPPY AVE, BREMER BAY WA 6338	Approved	31/07/2023
17/07/2023	CP23-004	Noel Myers	RODNEY JAMES & VICKY EVELYN NICHOLSON		CONCRETE CROSSOVER	39 MCGLADE CL BREMER BAY 6338	Approved	17/07/2023

## 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 16 August 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"> <li>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;</li> <li>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;</li> <li>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 reinstalled on a semi-permanent basis;</li> <li>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.</li> </ol>	Manager of Development	<p>Outstanding. 15/08/2023</p> <p>Installation of temporary fence being held over by continuing high river levels that are affording the vulnerable areas protection. Situation continues to be regularly monitored by the Shire’s Environmental Officer. Situation re long term management options for area of estuary discussed at last meeting of Wellstead Estuary Group (12/06/2023). Release of survey had been held over for discussion with that group whilst a Conservation Action Plan is being developed. Group endorsed release of survey which accords with the groups specific interest in shorebird protection. Preparation and release of survey to be advanced prior to next reporting period.</p>	

**COUNCIL RESOLUTIONS**

<b>MEETING DATE</b>	<b>REPORT TITLE</b>	<b>RESOLUTION NO.</b>	<b>RESOLUTION</b>	<b>RESPONSIBLE OFFICER</b>	<b>CURRENT STATUS</b>	<b>DATE COMPLETED</b>
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	
28/06/23	Chief Executive Officer Annual Performance Review	OCM230607	<ol style="list-style-type: none"> <li>1. Notes that Mr Martin Cuthbert's Performance Review in his role as Chief Executive Officer for the Shire of Jerramungup for the 2022/23 appraisal period has been undertaken;</li> <li>2. Endorses Mr Cuthbert's overall rating of 'meets performance requirements';</li> <li>3. Schedules the next review of the Chief Executive Officer's performance to be completed by 31 July 2024;</li> <li>4. Endorses the performance criteria for the 2023/24 appraisal period;</li> <li>5. Reviews Mr Cuthbert's total reward package in accordance with the contractual requirements, and within the terms of the Determination of the Salaries and Allowances Tribunal of 6 April 2023 (effective 1 July 2023);</li> <li>6. Approves a 3.5% increase to the Chief Executive Officer's salary and superannuation co-contribution allowance effective as of 16 April 2023;</li> <li>7. Endorses the process to renew the Contract and finalise a remuneration package with the Chief Executive Officer, Martin Cuthbert, for a term of five (5) years, expiring 15 April 2029, as per section 5.39 of the Local Government Act 1995.</li> </ol>	CEO	<p>In progress</p> <p>Contract renewal documentation to be drafted for a term of five (5) years, expiring 15 April 2029 and considered by the CEO Review Committee.</p>	

**COUNCIL RESOLUTIONS**

<b>MEETING DATE</b>	<b>REPORT TITLE</b>	<b>RESOLUTION NO.</b>	<b>RESOLUTION</b>	<b>RESPONSIBLE OFFICER</b>	<b>CURRENT STATUS</b>	<b>DATE COMPLETED</b>
28/06/23	2023/2024 Proposed Fees and Charges	OCM230612	That Council: 1. Adopt the 2023/2024 Schedule of Fees and Charges as presented; and 2. Endorse the adopted 2023/2024 Schedule of Fees and Charges to be implemented and effective from 1 July 2023.	DCEO	Completed	26 July 2023
28/06/23	2023 WA Local Government Convention and Appointment of Voting Delegates	OCM230616	That with respect to the 2023 WA Local Government Convention, Council: 1. Appoint President Jo 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 Monday, 18 September 2023; and 2. Appoint Chief Executive Officer Martin Cuthbert and Councillor Drew Dawson as proxy voting delegates for the Western Australian Local Government Association's Annual General Meeting, to be held on Monday, 18 September 2023.	CEO	Completed	15 August 2023
28/06/23	Review of Meeting Attendance and Member Allowances 2023/2024	OCM230618	That Council, by an absolute majority, endorse the following annual allowances and meeting attendance fees for inclusion in the drafting of the 2023-2024 annual budget, to be paid annually in October. Allowances and fees are to be calculated at 80 per cent of the maximum determined by the Salaries and Allowances Tribunal for Band 4 Councils, as follows: 1. Annual Attendance Fee of \$7,794 per Councillor. 2. Annual President's Attendance Fee of \$16,018. 3. An Annual ICT/Telecommunications Allowance of \$1,000 to all Councillors and the Shire President. 4. A Presidential Allowance of \$16,452 per annum. 5. A Deputy Presidential Allowance of \$4,113 per annum.	DCEO	Completed	26 July 2023



**COUNCIL RESOLUTIONS**

<b>MEETING DATE</b>	<b>REPORT TITLE</b>	<b>RESOLUTION NO.</b>	<b>RESOLUTION</b>	<b>RESPONSIBLE OFFICER</b>	<b>CURRENT STATUS</b>	<b>DATE COMPLETED</b>
26/07/23	Adoption of Budget for the Financial Year 2023/2024	OCM230706 OCM230707 OCM230708 OCM230709	Adoption of Rates – Section 6.32 LG Act 1995 Effluent Rate – Townsite of Jerramungup Point Henry Fire Levy Refuse Collection and Recycling Charges Adopt the Budget for the 2023/2024 financial year Maintain the Reserves Due dates for payment of Rates and Rubbish Collection Charges for 2023/2024 financial year Impose Rates and Charges to provide for Administration and Interest Charges on Rating, Rubbish, Waste, Recycling, Effluent and General Debtor Collection Charges for the 2023/2024 financial year Shire President annual attendance fees, Deputy Shire President and Councillor annual attendance fees, Shire President annual allowance, Deputy Shire President annual allowance, ICT expenses allowance for Shire President, Deputy Shire President and Councillors, and Annual Travel and Accommodation Allowance. Adopts a material variance level of 10% with a minimum \$10,000 variance. Adopts the Fees and Charges.	DCEO	Completed	26 July 2023

### 3. CEO MEETINGS OF SIGNIFICANCE –JULY/AUGUST 2023

MEETING DATE	LOCATION	DEPARTMENT	PURPOSE
24 July 2023	Jerramungup	Office of Bushfire Risk Management	Discussion around BRMC and CESM
1 August 2023	Bremer Bay	Department of Fire & Emergency Services	Emergency Service Precinct
1 August 2023	Teams	Great Southern Treasures Board Meeting	
2 August 2023	Teams	South Coast Alliance – WA Climate Alliance Program	
4 August 2023	Albany	Department of Planning Lands and Heritage	Aboriginal Cultural Heritage Act – Education Session
4 August 2023	Bremer Bay	Ospreys and Canapes	
8 August 2023	Jerramungup	Meeting with Murray Carter	
10 August 2023	Jerramungup	Meeting with CEO and DCEO, Shire of Gnowangerup	
10 August 2023	Jerramungup	Local Government Professionals Great Southern Branch Meeting	
16 August 2023	Teams	South Coast Alliance Climate Dashboard Update	
16 August 2023	Teams	Department of Transport	Update on Bremer Bay Marina works