



# SHIRE OF JERRAMUNGUP

## COUNCILLOR INFORMATION BULLETIN

### MARCH – APRIL 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
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
20 March 2024	Contract for the Provision of Services	Contract for the provision of Bushfire Mitigation Activities - Shire of Jerramungup and Indiji Flora	GS.PR.43	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 – MARCH

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

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
24/10/2023	P23-069	Noel Myers	O'Beirne	Klopper & Davis Architects	Single Storey Dwelling and Garage	Lot 4 Point Henry Road, BREMER BAY 6338	Approved	19/03/2024
01/12/2023	P23-075	Noel Myers	Maroske	Michael Vincent Toovey	New Two Storey Dwelling with Garage, Ancillary Dwelling, Five Water Tanks	Lot 774 Freeman Drive, BREMER BAY 6338	Approved	27/03/2024
24/01/2024	P24-005	Noel Myers	Fraser	WA Country Builders	New Two Storey Dwelling	46 Margaret Street, BREMER BAY 6338	Approved	26/03/2024
06/02/2024	P24-011	Noel Myers	Campbell	Wesley George Harding	Dwelling and Retaining Wall	18 Blossoms Avenue, BREMER BAY 6338	Approved	28/03/2024
12/03/2024	P24-016	Noel Myers	Andrea & Carl Nordstrom		Clearing, Building Envelope and Driveway	Lot 47 Native Dog Beach Road, BREMER BAY 6338	Approved	12/03/2024

## 1.6 BUILDING AND DEMOLITION – MARCH

Building application decisions under delegated authority up to 31 March 2024.

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
12/02/2024	BP24-003	Martin Cuthbert	Rivenlea Investments Pty Ltd	Stephen Charles Turner	Shed and Lean-to for Boat	42 Bennett Street, BREMER BAY 6338	Approved	05/03/2024
02/02/2024	BP24-004	Martin Cuthbert	Clayton William Tucker	Mal Poett	Patio Addition to Existing Dwelling	19 Templetonia Road, BREMER BAY 6338	Approved	06/03/2024
05/02/2024	BP24-005	Martin Cuthbert	Ruairi Sinnott		Shed	28 McGlade Close, BREMER BAY 6338	Approved	15/03/2024
19/02/2024	BP24-007	Martin Cuthbert	Katrina Anne & Nathan Mouritz		New Dwelling, Shed and Water Tank	138 Gneiss Hill Road, BREMER BAY 6338	Approved	05/03/2024
19/02/2024	BP24-009	Martin Cuthbert	Simon Phillip Atkinson		Addition of Patio and Deck to Existing Ancillary Dwelling	147 Native Dog Beach Road, BREMER BAY 6338	Approved	11/03/2024
22/02/2024	BP24-010	Martin Cuthbert	Gavin James Brandis & Ebony Louise Brandis-Vegar		Addition of Deck to Existing Dwelling	Lot 21, 77 Ridgeway Drive, BREMER BAY 6338	Approved	30/03/2024
22/02/2024	BP24-011	Martin Cuthbert	Brendon Ryan & Kelly Ann O'Neill	Poett Building Co. Pty Ltd	Shed	18 Margaret Street, BREMER BAY 6338	Approved	12/03/2024
28/02/2024	BP24-012	Martin Cuthbert	Shire of Jerramungup		Construction of one Timber Framed, Metal Clad Building Including Two Accessible Toilet Facilities	Lot 117 (#95) Derrick Street, JERRAMUNGUP (Jerramungup Sports Club)	Approved	06/03/2024
13/03/2024	BP24-015	Martin Cuthbert	Clayton William Tucker	Ken Tucker	Shed	19 Templetonia Road, BREMER BAY 6338	Approved	29/03/2024
22/03/2024	BP24-017	Martin Cuthbert	Barbara Thomas	Pique Mod – Fox Modular	New Dwelling	3 Melaleuca Court, BREMER BAY 6338	Approved	25/03/2024

**1.7 BUILDING APPROVAL CERTIFICATES AND OCCUPANCY CERTIFICATES**

**Reg 30 (1) (c) Caravan Parks and Camping Grounds Regulations 1997**

<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>

**1.8 APPROVAL TO CONSTRUCT AN ANNEXE OR RELOCATE A PARK HOME**

**Reg 30 (1) (c) Caravan Parks and Camping Grounds Regulations 1997**

<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>

## 2. COUNCIL RESOLUTION STATUS REPORT

Register of Council resolutions progress report updated 15 April 2024.

COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
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. Have received a quote from a Consultant who will assist.	Ongoing
23/08/23	CSRFF Application – Jerramungup Sports Club	OCM230806	That Council: <ol style="list-style-type: none"> <li>1. Place the following priority on the project submitted for CSRFF funding:               <ol style="list-style-type: none"> <li>1) Jerramungup Sports Club.</li> </ol> </li> <li>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.</li> <li>3. Endorse the following completed CSRFF Small Grants Application Form – Project Assessment Sheet.</li> </ol>	DCEO	The CSRFF application was submitted to the Department of Local Government, Sport and Cultural Industries on the 25 August 2023. Shire advised funding application was successful. Contractor engaged to construct ablution facility and works to commence February 2024.	Ongoing
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"> <li>1. Accepts AFGRI Equipment Australia’s quotation for a John Deere 624K-11 Wheel Loader at \$318,000 ex GST.</li> <li>2. Accepts AFGRI Equipment Australia’s outright purchase for Council’s John Deere 624K Loader at \$82,500 ex GST.</li> <li>3. Delegates authority to the CEO to execute the transaction with AFGRI Equipment Australia.</li> </ol>	Works Supervisor/ DCEO	Order confirmed with AFGRI, awaiting delivery.	

**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>
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"> <li>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.</li> </ol>	DCEO	Works are currently underway. Project expected to be completed by early April 2024.	
20/12/23	St John WA – New Ambulance Depot, Bremer Bay	OCM231212	That Council: <ol style="list-style-type: none"> <li>1. Agrees to assume project ownership of the Bremer Bay St John Ambulance Depot project and submit a funding application to the Growing Regions Program Round 1 grant scheme;</li> <li>2. Authorises the Chief Executive Officer and Shire President to take all necessary actions to prepare, execute and finalise a Heads of Agreement with St John WA in respect to ongoing financial management of the completed building;</li> <li>3. Agrees to project manage the construction of the proposed facility and carry out the administration of grant funds if the application is successful;</li> <li>4. Authorises the Chief Executive Officer and Shire President to take all necessary actions to prepare, execute and finalise a lease agreement with St John WA for the occupation and use of the completed building.</li> </ol>	DCEO	Pending determination of Grant Application	
20/12/23	Road Train Routes through Jerramungup		Discuss signage options with MRWA aiming to reduce road train traffic within Jerramungup townsite. .	WS	In progress	



**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>
28/02/24	Annual General Meeting of Electors 7 February 2024 – Consideration of Motions	OCM240215	<p>That Council:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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. 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.</li> </ol>	CEO	<p>Awaiting funding round to submit application.</p> <p>Preliminary investigations commenced to enable costings to be prepared for budget consideration.</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>
28/02/24			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	Shire President wrote to Dept of Home Affairs.	Ongoing
27/03/24	Compliance Audit Return 2023	OCM240305	That Council: <ol style="list-style-type: none"> <li>1. ADOPTS the completed 2023 Compliance Audit Return for the period 1 January 2023 to 31 December 2023 as attached;</li> <li>2. AUTHORISES the Shire President and Chief Executive Officer to sign the joint certification; and</li> <li>3. SUBMITS the completed Compliance Audit Return, and any additional information explaining or quantifying the compliance audit, to the Department of Local Government, Sport and Cultural Industries by 31 March 2024.</li> </ol>	CEO/EA	Submitted 28/03/2024.	28/03/2024
27/03/24	Budget Review 2023/24	OCM240309	That Council adopt, by ABSOLUTE MAJORITY, the 2023/2024 budget review as attached and notes that the estimated closing funds are based on current revenue and expenditure trends.	FM	Submitted 2/04/2024	2/04/2024

### 3. CEO MEETINGS OF SIGNIFICANCE – MARCH/APRIL 2024

MEETING DATE	LOCATION	DEPARTMENT	PURPOSE
19 March 2024	Bremer Bay	DFES	Debrief following Roderick Street units fire
26 March 2024	Bremer Bay	Martin Aldridge MLC, National Party -	Meet and greet and update of Shire projects
3 April 2024	Bremer Bay	Shire of Jerramungup	Bushfire Mitigation information evening
5 April 2024	Jerramungup	Steve Martin MLC, Liberal Party	Meet and greet and update of Shire projects
5 April 2024	Jerramungup	Jerramungup Sports Club	Strategic Planning Meeting
8 April 2024	Teams	WALGA and Unions	Works Industrial Agreement Bargaining Meeting
9 April 2024	Albany	GSDC	Great Southern Worker Accommodation Roundtable
10 April 2024	Jerramungup	LGIS	3 Steps to Safety Assessment
10 April 2024	Jerramungup	Shire of Jerramungup	Staff member farewell
15 April 2024	Jerramungup	Shire of Jerramungup	Bush Fire Advisory Committee AGM
16 April 2024	Jerramungup	Grants Commission	Public Hearing
17 April 2024	Ravensthorpe	South East Fire Working Group	Strategic Steering Group Meeting and Operations Group Meeting
18 April 2024	Bremer Bay	Department of Biodiversity Conservation & Attractions	Meeting to discuss roads
19 April 2024	Denmark	WALGA	Great Southern Country Zone Meeting