



SHIRE OF JERRAMUNGUP

COUNCILLOR INFORMATION BULLETIN

FEBRUARY 2026 – MARCH 2026

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1. DELEGATIONS

1.1 EXECUTIVE SERVICES

1.2 COMMON SEAL

Use of Common Seal under Delegated Authority – 1 January 2026 – 30 June 2026

| DATE | DOCUMENT TITLE | PARTIES TO DOCUMENT | FILE NO | DELEGATED 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. |
|-------------|----------------|--------------------|------------------------------------|
| | | | |
| | | | |

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 January 2026 – 30 June 2026

| DATE | OFFICER | PERSON/ORGANISATION | DESCRIPTION |
|-------------|----------------|----------------------------|--------------------|
| | | | |

DELEGATIONS

1.5 PLANNING – FEBRUARY

Planning application decisions under delegated authority up to 28 February 2026.

| LODGED | APPLICATION NO. | OFFICER | OWNER | APPLICANT (If Different from Owner) | DESCRIPTION | ADDRESS | DELEGATED DECISION | DECISION DATE |
|------------|-----------------|-----------------|--------------------------|--|---|--|--------------------|---------------|
| 17/12/2025 | P25-065 | Richard Hindley | Anthony & Cathryn Smith | Emma Smith | Extensions to Dwelling and Retrospective Approval for Dwelling and Deck | 3819 Swamp Road BREMER BAY 6338 | Approved | 02/02/2026 |
| 17/12/2025 | P25-067 | Richard Hindley | Joshua & Cara Fugill | | Proposed Short Term Holiday Accommodation | 20 Emma Street BREMER BAY 6338 | Approved | 02/02/2026 |
| 13/01/2026 | P26-001 | Richard Hindley | Black Rocks Road Pty Ltd | | Holiday Home | 279 Black Rocks Rd BREMER BAY 6338 | Approved | 02/02/2026 |
| 21/01/2026 | P26-003 | Richard Hindley | Michael & Sue Lance | | Proposed Fencing Enclosing Property Boundary | 15 Short Beach Road BREMER BAY 6338 | Approved | 03/02/2026 |
| 22/01/2026 | P26-004 | Richard Hindley | Michael Alan Shingleton | | Proposed Holiday Home | 31 McGlade Close BREMER BAY 6338 | Approved | 16/02/2026 |
| 05/02/2026 | P26-007 | Richard Hindley | Mark & Natasha Spinks | AUSPAN Building Systems Pty Ltd | Construction of a Machinery Storage Shed | 27756 South Coast Hwy JACUP 6337 | Approved | 19/02/2026 |

1.6 BUILDING AND DEMOLITION – FEBRUARY

Building application decisions under delegated authority up to 28 February 2026.

| LODGED | APPLICATION NO. | OFFICER | OWNER | APPLICANT (If Different from Owner) | DESCRIPTION | ADDRESS | DELEGATED DECISION | DECISION DATE |
|------------|-----------------|-----------------|---|-------------------------------------|---------------------------------|--|--------------------|---------------|
| 01/12/2025 | BP25-035 | Martin Cuthbert | Steve Anstee | | Installation of a Swimming Pool | Lot 153, 602 Point Henry Road BREMER BAY 6338 | | 02/02/2026 |
| 30/01/2026 | BP26-003 | Martin Cuthbert | Cameron J Williamson, M Rae, M & M Wellstead | Albany Sheds & Garages | Patio | 17B Mary Street BREMER BAY 6338 | | 18/02/2026 |
| 02/02/2026 | BP26-004 | Martin Cuthbert | Ray Healy | | Proposed Garage/Shed | 7 Mary Road BREMER BAY 6338 | | 19/02/2026 |
| 03/02/2026 | BP26-005 | Martin Cuthbert | Emma & Alexander Smith | WA Country Builders / RBC | Proposed Single Dwelling | 2 Kybra Close BREMER BAY 6338 | | 20/02/2026 |

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 5 December 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"> 1. Express the Shire's concerns relating to the continuity and retention of critical nursing staff within the region; 2. 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 3. Encourage WACHS to investigate incentives to help retain and attract nursing staff to and in the region. | 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 |
| 1/10/25 | Proposed Modification to Reserve Management Orders – Reserve 51949 | OCM250906 | That Council request the Minister under Section 46(2) of the <i>Land Administration Act 1997</i> to add a power to lease for 21 years to Reserve 51949. | MoD | Request has been sent to DPLH | In progress |

COUNCIL RESOLUTIONS

| MEETING DATE | REPORT TITLE | RESOLUTION NO. | RESOLUTION | RESPONSIBLE OFFICER | CURRENT STATUS | DATE COMPLETED |
|---------------------|---|-----------------------|---|----------------------------|---------------------------|-----------------------|
| 29/10/25 | Adoption Subject to Modification – Structure Plan – Lot 9500 Borden-Bremer Bay Road, Bremer Bay | OCM251006 | That Council support, in accordance with Clause 20(1)(c) and 20(2) of the Deemed Provisions, that the Proposed Structure Plan for Lot 9500 Borden-Bremer Bay Road, Bremer Bay should be supported by the Commission subject to modifications: (a)-(k). | MoD | Lodged with DPLH | In progress |
| 29/10/25 | Proposed Local Planning Policy – Ancillary Accommodation | OCM251007 | That Council, in accordance with Clause 4 of the Deemed Provisions (set out in the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2) prepare the Local Planning Policy – Ancillary Accommodation as contained in attachment 9.3.2a). | MoD | To March OCM for adoption | In progress |
| 26/11/25 | Proposed Council Policy OP5 – Temporary Accommodation | OCM251107 | That Council, by an Absolute Majority: 1. Adopt Policy OP5 – Temporary Accommodation and Guidelines as Council Policy as per Attachments a) and b). 2. Adopt and advertise under local public notice a new fee of \$125 for temporary accommodation for greater than 5 days to a maximum of 30 days. 3. Adopt and advertise under local public notice a new fee of \$600 for temporary accommodation for greater than 30 days to a maximum of 24 consecutive months. 4. Adopt and advertise under local public notice a new temporary accommodation renewal fee of \$300. | MoD | Advertised new fees | Completed |

COUNCIL RESOLUTIONS

| MEETING DATE | REPORT TITLE | RESOLUTION NO. | RESOLUTION | RESPONSIBLE OFFICER | CURRENT STATUS | DATE COMPLETED |
|---------------------|--|-----------------------|---|----------------------------|-----------------------|-----------------------|
| 26/11/25 | Disposition of Interest in Property – Portion Reserve 51778 Pt. Lot 9001 Bremer Bay Road/ Seadragon Avenue, Bremer Bay | OCM251108 | That Council: <ol style="list-style-type: none"> 1. Formally relinquish its interest in the 3,500m2 parcel of land described as Portion Reserve 51778 Pt. Lot 9001 Bremer Bay Road/Seadragon Avenue, Bremer Bay, identified on Diagram 1. 2. Surrender Management Order M847850 and M847851 as set out on Certificate of Title Volume LR3164 Folio 965 in relation to Reserve 51778 over the portion of land to be excised, as identified in Diagram 1. | MoD | In progress | In progress |
| 17/12/25 | Proposed Road Dedication – Proposed Lots 501 and 502 Borden-Bremer Bay Road, Boxwood Hill | OCM251209 | That Council: <ol style="list-style-type: none"> 1. Request the Minister of Lands to dedicate a portion of Lot 47 and a portion of UCL proposed as lots 501 and 502 Borden-Bremer Bay Road, Boxwood Hill as road reserve under Section 56(1)(a) of the <i>Land Administration Act 1997</i>. 2. Instruct the Chief Executive Officer: <ol style="list-style-type: none"> a) To provide public notice seeking submissions on the proposal to dedicate proposed lots 501 and 502 Borden-Bremer Bay Road, Boxwood Hill pursuant to Section 56 of <i>Land Administration Act 1997</i> and Regulation 8 of <i>Land Administration Regulations 1998</i>; and b) Consider and respond to any submissions or objections received. 3. Advise the Minister of Lands that in accordance with Section 56(4) of the <i>Land Administration Act 1997</i> that the Shire recognises that it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request. | MoD | In progress | In progress |

COUNCIL RESOLUTIONS

| MEETING DATE | REPORT TITLE | RESOLUTION NO. | RESOLUTION | RESPONSIBLE OFFICER | CURRENT STATUS | DATE COMPLETED |
|---------------------|---|-----------------------|--|----------------------------|---|-----------------------|
| 25/02/26 | Tender Consideration – RFT 01-26 Bushfire Mitigation Activities | OCM260109 | That Council: a) Agree to award the works to Indiji Flora for the Delivery of the Chemical, Mechanical and Prescribed Burning components as per the Request for Tender Bushfire Mitigation Activity Fund 3Y 2025-2028 Bushfire Mitigation Program as recommended in the Confidential Evaluation Report. b) Agree the estimated start date for the contract is the week commencing 2 March 2026, and all works outlined in the Schedule of Works must be completed by 10 November 2028. c) Delegates the formation and execution of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract. d) Should a Contract not be formed within thirty (30) business days with Indiji Flora for the Delivery of the Chemical, Mechanical and prescribed Burning components, that the Chief Executive Officer may review alternative options, within the same price range as that provided by Indiji Flora. | EAO / BRMC | Letter of Award and Contract formed and unsuccessful letters sent. | Completed |
| 25/02/26 | Draft Lease – 3 Spitfire Avenue, Jerramungup | OCM260110 | That COUNCIL: 1. Enter into the proposed lease (as per Attachment 12.2.6 a)) with Purple Butterfly Pty Ltd Trading as Skylar Early Learning for a term of five (5) years commencing from 1 January 2026. 2. Delegates authority to the Shire President and Chief Executive Officer to execute and affix the Common Seal of the Shire of Jerramungup to the lease agreement between the Shire of Jerramungup and Purple Butterfly Pty Ltd Trading As Skylar Early Learning. 3. Authorises the Chief Executive Officer to seek Ministerial approval for the proposed lease once the document has been fully executed. | AM | Lease to be executed and lodged for Ministerial approval. Pending power to lease provision refer March OCM. | In progress |

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| 25/02/26 | Proposed Dwelling and Outbuilding – Lot 201 Mary Rd, Bremer Bay | OCM260111 | That Council approve Development Application P25-058 for a dwelling and outbuilding and associated works at Lot 201 (17) Mary Road, Bremer Bay, subject to the following conditions: Conditions 1-13 as set out in the Minutes and Advice Notes 1-7. | MoD | Approve DA. | Completed |
| 25/02/26 | Adoption of AP21 – Privacy and Responsible Information Sharing Policy | OCM260113 | That Council ADOPTS new Council Policy AP21 – Privacy and Responsible Information Sharing Policy, as attached to this Report. | EAO | New Policy to be filed in Corporate Documents and Website updated. | Completed |
| 25/02/26 | Proposed Bush Fire Brigades Local Law – Re-Commencement | OCM260114 | 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 inviting submissions for a minimum six 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. 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"> - Sent to the CEO of the Department of Local Government, Industry Regulation and Safety, and the Commissioner for Fire and Emergency Services; - Made available to any other person requesting a copy. | EAO | Local Public Notice to be given end of March | In progress |

COUNCIL RESOLUTIONS

| MEETING DATE | REPORT TITLE | RESOLUTION NO. | RESOLUTION | RESPONSIBLE OFFICER | CURRENT STATUS | DATE COMPLETED |
|--------------|---|----------------|--|---------------------|--|----------------|
| 25/02/26 | Proposed Dogs Local Law – Re-Commencement | OCM260115 | <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 a Dogs Local Law, and inviting submissions for a minimum six (6) week period –</p> <p>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.</p> <p>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 no-compliance.</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"> - Sent to the CEO of the Department of Local Government, Industry Regulation and Safety; - Made available to any other person requesting a copy. | EAO | Local Public Notice to be given end of March | In progress |
| 25/02/26 | Proposed Dust, Sand and Erosion Local Law – Re-Commencement | OCM260116 | <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 a Dust, Sand and Erosion Local Law, and inviting submissions for a minimum six (6) week period –</p> <p>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.</p> <p>Effect – to provide for the controls of activities creating a nuisance from dust and sand, and those which may</p> | EAO | Local Public Notice to be given end of March | In progress |

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| | | | <p>cause erosion, and impose penalties for non-compliance.</p> <p>2. In accordance with the <i>Local Government Act</i> s.3.12(3), copies of the proposed local law be –</p> <ul style="list-style-type: none"> - Sent to the CEO of the Department of Local Government, Industry Regulation and Safety; - Made available to any other person requesting a copy. | | | |
| 25/02/26 | Proposed Fencing Local Law – Re-Commencement | OCM260117 | <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 a Fencing Local Law, and inviting submissions for a minimum six (6) week period –</p> <p>Purpose – to prescribe sufficient fences, the standard for construction of fences and create offences for non-compliance.</p> <p>Effect – to establish the minimum requirements for fencing, provide for permitted and prohibited fencing, and create offences for non-compliance.</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"> - Sent to the CEO of the Department of Local Government, Industry Regulation and Safety; - Made available to any other person requesting a copy. | EAO | Local Public Notice to be given end of March | In progress |
| 25/02/26 | Proposed Parking and Parking Facilities Amendment Local Law – Re-Commencement | OCM260118 | <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 a Parking and Parking Facilities Amendment Local Law, and inviting submissions for a minimum six (6) week period –</p> <p>Purpose – to make amendments to the local law updating for use of disability parking permits, and modified penalties.</p> | EAO | Local Public Notice to be given end of March | In progress |

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| | | | <p>Effect – to amend references to be consistent with legislation, and increase offences for non-compliance.</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"> - Sent to the CEO of the Department of Local Government, Industry Regulation and Safety; - Made available to any other person requesting a copy. | | | |
| 25/02/26 | Proposed Animals, Environment and Nuisance Local Law – Re-Commencement | OCM260119 | <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 inviting submissions for a minimum six (6) week period –</p> <p>Purpose – to provide for the regulation, control and management of animals and the prevention of environmental damage and nuisances.</p> <p>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"> - Sent to the CEO of the Department of Local Government, Industry Regulation and Safety; - Made available to any other person requesting a copy. | EAO | Local Public Notice to be given end of March | In progress |

3. CEO MEETINGS OF SIGNIFICANCE – MARCH 2026

| MEETING DATE | LOCATION | DEPARTMENT | PURPOSE |
|---------------|--------------|--------------------------------------|---|
| 4 March 2026 | Ravensthorpe | DBCA/DFES/Shire | Fire meeting |
| 11 March 2026 | Albany | South Coast Alliance | CEO meeting |
| 12 March 2026 | Bremer Bay | Shire of Jerramungup – Town Services | Pelican Park Playground meeting with stakeholders |
| 13 March 2026 | Teams | Office of the Auditor General | Audit Entrance Meeting |
| 16 March 2026 | Jerramungup | Shire of Jerramungup | Local Emergency Management Committee (LEMC) Meeting |