



# SHIRE OF JERRAMUNGUP

## COUNCILLOR INFORMATION BULLETIN

### SEPTEMBER/OCTOBER – 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	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

## DELEGATIONS

### 1.5 PLANNING – SEPTEMBER

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

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
29/05/2023	P23-034	Noel Myers	Hassell	Nanette Keen	New two storey dwelling with carport	17A Mary St BREMER BAY 6338	Approved	11/09/2023
30/05/2023	P23-036	Noel Myers	Moradkhani	Western Australian Planning Commission	Subdivision of Lot 9012 Wellstead Road into 2 Lots - WAPC163641	LOT 9012 Wellstead Rd BREMER BAY 6338	Approved	08/09/2023
12/06/2023	P23-040	Noel Myers	Cronin	Evoke Living Homes	New single storey modular home	3A Emma St BREMER BAY 6338	Withdrawn	28/09/2023
19/06/2023	P23-044	Noel Myers	Hocking	Fox Modular	New dwelling	3 Emma St BREMER BAY 6338	Approved	13/09/2023
30/06/2023	P23-049	Noel Myers	Brendon Boyle		New dwelling	LOT 781 Garnett Rd BREMER BAY 6338	Approved	05/09/2023
18/07/2023	P23-052	Noel Myers	Raymel Enterprises Pty Ltd	Harrison Joy	Home Business – Personal training sessions	3 Prideaux Link BREMER BAY 6338	Approved	06/09/2023
25/07/2023	P23-054	Noel Myers	Young	Plunkett Homes Pty Ltd	New dwelling	19 Mary Rd BREMER BAY 6338	Approved	26/09/2023
14/08/2023	P23-055	Noel Myers	Roberts	Albany Sheds and Garages	Shed	167 Ridgeway Drive BREMER BAY 6338	Approved	28/09/2023
18/08/2023	P23-056	Noel Myers	Mantachi	La Rosa Constructions WA Pty Ltd	New residential dwelling with garage and alfresco	LOT 204, 2100 Wellstead Rd BREMER BAY 6338	Approved	07/09/2023
04/09/2023	P23-058	Noel Myers	Colin Green		New dwelling to replace existing dwelling	34564 South Coast Hwy GAIRDNER 6337	Approved	06/09/2023

## 1.6 BUILDING AND DEMOLITION – SEPTEMBER

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

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
29/08/2023	BP23-025	Janna Cheshire	Rodney James & Vicky Evelyn Nicholson		Shed and Lean To	39 McGlade Cl BREMER BAY	Approved	14/09/2023
06/09/2023	BP23-033	Martin Cuthbert	Shire of Jerramungup		Retaining Wall	95 Derrick St JERRAMUNGUP	Approved	07/09/2023
16/08/2023	BP23-044	Janna Cheshire	Kerrie Aileen & Neville Robert Veitch		Separate Games Room	27 George St BREMER BAY 6338	Approved	14/09/2023
24/08/2023	BP23-045	Janna Cheshire	Ronald & Julie Anne Stuurstraat		Remove existing Deck and replace with a new one	15 George St BREMER BAY 6338	Approved	14/09/2023

## 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 October 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

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	
28/06/23	Chief Executive Officer Annual Performance Review	OCM230607	<ol style="list-style-type: none"> <li>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>Endorses Mr Cuthbert's overall rating of 'meets performance requirements';</li> <li>Schedules the next review of the Chief Executive Officer's performance to be completed by 31 July 2024;</li> <li>Endorses the performance criteria for the 2023/24 appraisal period;</li> <li>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>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>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>Completed</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> <p>Contract to be presented to Council at the OCM to be held 27 September 2023.</p> <p>Item presented to OCM held 27 September 2023.</p>	27 September 2023

### 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"> <li>Place the following priority on the project submitted for CSRFF funding:  <ol style="list-style-type: none"> <li>Jerramungup Sports Club.</li> </ol> </li> <li>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>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. Outcome is not expected to be announced until end of 2023 early 2024.	
27/09/23	Chief Executive Officer – Contract Renewal	OCM230906	That Council, by an Absolute Majority: <ol style="list-style-type: none"> <li>In accordance with section 5.36 and 5.39(4) of the Local Government Act 1995, and clause 2.23 of the Chief Executive Officer’s employment contract, endorse the new Contract, as attached to this report, with the current Chief Executive Officer Martin Cuthbert for a term of 5 years, commencing on 16 April 2024 and expiring 15 April 2029.</li> <li>Upon expiry of the current contract, Council authorises the Shire President and Chief Executive Officer to sign and affix the Shire’s Common Seal to the new Chief Executive Officer contract 16 April 2024 – 15 April 2029.</li> </ol>	CEO	Completed	27 September 2023



### COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
27/09/23	Renewal of Jerramungup Library Service Level Agreement	OCM230911	That Council: <ol style="list-style-type: none"> <li>1. Endorse the service level agreement for Library Services with the Jerramungup Community Resource Centre for a term of three years.</li> <li>2. Authorise the Chief Executive Officer and Shire President to execute the service level agreement with the Jerramungup Community Resource Centre.</li> </ol>	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.	
27/09/23	Proposed Write Off of Rates and Interest	OCM230912	That Council, by absolute majority, write off the outstanding debt associated with A1606243 – Exploration Licence E70/4529 – totalling \$792.68 as at 7 September 2023.	DCEO	The outstanding debt associated with A1606243 – Exploration Licence E70/4529 – totalling \$792.68 as at 7 September 2023 has been written off.	18 October 2023
27/09/23	CBH Gairdner – Amended Development Approval	OCM230913	That Council approve the application lodged by Cooperative Bulk Handling for two (2) permanent open storage bulkheads (Industry Rural) at Lot 55 South Coast Highway, Gairdner.	MoD	Completed	5 October 2023

### COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
27/09/23	CBH Jacup – Amended Development Approval	OCM230914	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Approve the application lodged by Cooperative Bulk Handling (CBH) for permanent retention and expansion of an open bulkhead (Industry-Rural) at Lot 10 South Coast Highway, Jacup subject to the following condition: <ol style="list-style-type: none"> <li>a) Development shall be carried out and fully implemented in accordance with the approved plan numbered as follows: 594-ENG-C1-DC0-002 Rev B.</li> </ol> </li> <li>2. Delegate authority to the Chief Executive Officer to issue the Development Approval upon receipt of formal advice from Main Roads Western Australia, on the basis that: <ol style="list-style-type: none"> <li>a) There is no substantial objection to the proposal from MRWA;</li> <li>b) Any condition required by MRWA could be reasonably applied without having to make substantive amendments to the plans considered by Council in support of the application;</li> <li>c) Should there be any issues that cannot be satisfactorily resolved between the parties then the matter be referred back to Council for determination.</li> </ol> </li> </ol>	MoD	Completed	5 October 2023
27/09/23	South West Settlement Land Lists 12650 and 12658	OCM230915	That Council endorses the comments provided in Table 1 in respect to the possible transfer of the thirteen nominated land parcels detailed in Land Lists 12650 and 12658 to the Noongar Boodja Trust as its formal response to the Department of Planning, Lands and Heritage (DPLH).	MoD	Completed	4 October 2023

### COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
27/09/23	Proposed Modification to Restrictive Covenant DP76616	OCM230916	<p>That Council advise the applicant that it provides in-principle support to the modification of restrictive covenant as shown on Deposited Plan 76616 and as it applies to the Lots 151 to 157 Point Henry Road, Bremer Bay, subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1. All costs associated with the modification being for the care of the applicant/beneficiaries;</li> <li>2. The responsibility to fulfil all actions required to modify the restrictive covenant as required will be for the care of the applicant/landowners;</li> <li>3. The Shire does not warrant that the action to modify the restrictive covenant would be finalised or be successful and that the applicants/landowners proceed at their own cost and risk; and</li> <li>4. Council preserves its right to review its support towards the modification if further unforeseen matters arise from the process that is required to be followed as set out under the Transfer of Land Act 1893 or any other matter that the Council believes relevant. Should such circumstances arise, a further report would be provided to Council for consideration.</li> </ol>	MoD	Completed – Council resolution communicated to applicant for their attention and progress.	2 October 2023

### COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
27/09/23	Proposed Outbuilding – Lot 30 (No. 167) Ridgeway Drive, Bremer Bay	OCM230917	That Council approve the application for an outbuilding on Lot 30 (No. 167) Ridgeway Drive, Bremer Bay subject to the following conditions: <ul style="list-style-type: none"> <li>a) Development shall be carried out in full and fully implemented in accordance with the approved plans and details submitted with the planning application;</li> <li>b) The outbuilding being used for domestic storage only and not for commercial or industrial use of human habitation;</li> <li>c) All stormwater from roofed and paved areas shall be collected and disposed of on-site to the satisfaction of Council; and</li> <li>d) The outbuilding is to be finished in colours and materials compatible with those approved for the future dwelling and colour pallets to be used are to be submitted and approved by the Manager of Development prior to the Building Permit being lodged for approval.</li> </ul>	MoD	Completed	28 September 2023
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		

### COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
27/09/23	Work Health and Safety Policies	OCM230920	<p>That Council, pursuant to section 2.7(2)(b) of the Local Government Act 1995 reaffirm the continued application and operation of each of the following current Council Policies as amended in the report and attached to this report for a further two (2) years or such earlier date as Council may determined from time to time:</p> <p>WHS01 – Work, Health, and Safety Policy  WHS02 – Fitness for Work Policy  WHS04 – Workplace Bullying, Harassment and Discrimination Policy  WHS05 – Sexual Harassment Policy  WHS06 – Injury Management and Rehabilitation Policy  WHS07 – Contractor Work Health and Safety Policy</p>	CEO	Policy Manual updated.	27 September 2023

### 3. CEO MEETINGS OF SIGNIFICANCE –SEPTEMBER/OCTOBER 2023

MEETING DATE	LOCATION	DEPARTMENT	PURPOSE
21 September 2023	Teams	WALGA	Works IA Compliance Review
22 September 2023	Perth	LG Professionals WA	Board Meeting
28 September 2023	Teams	WALGA	Works IA Compliance Review
29 September 2023	Teams	South Coast Alliance	Climate Dashboard
5 October 2023	Teams	WALGA	Works IA Compliance Review
5 October 2023	Jerramungup	Water Corporation	Annual Catch-up Meeting
6 October 2023	Teams	WALGA	Works IA Compliance Review
9 October 2023	Albany	South Coast Alliance	CEO Breakfast
10 October 2023	Bremer Bay	Waste	Interview – Waste Facility Attendant
11 October 2023	Jerramungup	Works	Interview – Works Crew staff
11 October 2023	Bremer Bay	Bremer Bay Community Development Committee	Meeting
11 October 2023	Jerramungup	Jerramungup Sports Club	AGM
12 October 2023	Teams	WALGA	Works IA Compliance Review

MEETING DATE	LOCATION	DEPARTMENT	PURPOSE
16 October 2023	Teams	Great Southern Treasures	Meeting
16 October 2023	Jerramungup	Bush Fire Advisory Committee	Meeting
17 October 2023	Teams	South Coast Alliance	Climate Dashboard
19 October 2023	Jerramungup	WALGA	Works IA Compliance Review
20 October 2023	Jerramungup	WALGA	Works IA Compliance Review