



SHIRE OF JERRAMUNGUP

COUNCILLOR INFORMATION BULLETIN

JUNE/JULY – 2023

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1. DELEGATIONS

1.1 EXECUTIVE SERVICES

1.2 COMMON SEAL

Use of Common Seal under Delegated Authority – 1 July 2022 – 30 June 2023

DATE	DOCUMENT TITLE	PARTIES TO DOCUMENT	FILE NO	DELEGATED OFFICER
7 July 2022	Right of Entry	Shire of Jerramungup, Bremer Bay CRC, ETA Pharmacies Group P/L, Irek Chrenowski, Commonwealth Bank	CP.US.34	Martin Cuthbert, Chief Executive Officer
7 July 2022	Right of Entry	Shire of Jerramungup, ETA Pharmacies Group P/L, Irek Chrenowski, Commonwealth Bank	CP.US.52	Martin Cuthbert, Chief Executive Officer
7 July 2022	Lease Agreement	Electricity Networks Corporation T/AS Western Power	CP.US.80	Martin Cuthbert, Chief Executive Officer
29 September 2022	Licence Agreement	Licence Agreement for the Shared Use of the Pool at Jerramungup District High School	CS.SP.31	Martin Cuthbert, Chief Executive Officer
14 June 2023	Licence Agreement	Licence Agreement for the Construction, Maintenance and Use of Strategic Firebreaks – Lot 27 Ridgeway Drive, owned by Swifts Creek Pty Ltd	ES.SP.11	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
14 June 2023	Licence Agreement	Licence Agreement for the Construction, Maintenance and Use of Strategic Firebreaks – Lot 67 Native Dog Beach Road, owned by Jemma Lee Van Dongen and Jennifer Claire Van Dongen AND Notification Under Section 70A	ES.SP.11	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
14 June 2023	Licence Agreement	Licence Agreement for the Construction, Maintenance and Use of Strategic Firebreaks – Lot 111 Chuditch Close, owned by Teresa Helen Scott AND Notification Under Section 70A	ES.SP.11	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
14 June 2023	Licence Agreement	Licence Agreement for the Construction, Maintenance and Use of Strategic Firebreaks – Lot 62 Native Dog Beach Road, owned by Andrew James Patrick & Joe Rut-Thamnoon Chindarsi AND Notification Under Section 70A	ES.SP.11	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
14 June 2023	Licence Agreement	Licence Agreement for the Construction, Maintenance and Use of Strategic Firebreaks – Lot 24 Ridgeway Drive, owned by Emma-Kate Dowdell	ES.SP.11	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer

DATE	DOCUMENT TITLE	PARTIES TO DOCUMENT	FILE NO	DELEGATED OFFICER
14 June 2023	Licence Agreement	Licence Agreement for the Construction, Maintenance and Use of Strategic Firebreaks -Lot 1 Point Henry Road owned by Steven John Brittain	ES.SP.11	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
14 June 2023	Licence Agreement	Licence Agreement for the Construction, Maintenance and Use of Strategic Firebreaks – Lot 13 Point Henry Road, owned by Brent Norman Ritchie	ES.SP.11	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
14 June 2023	Licence Agreement	Licence Agreement for the Construction, Maintenance and Use of Strategic Firebreaks -Lot 141 Newbey Grove, owned by Kevin Russell Hopkinson and Rebecca Jane Hopkinson	ES.SP.11	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
14 June 2023	Licence Agreement	Licence Agreement for the Construction, Maintenance and Use of Strategic Firebreaks -Lot 102 Point Henry Road, owned by Emma Jade Day and Timothy Day	ES.SP.11	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
14 June 2023	Licence Agreement	Licence Agreement for the Construction, Maintenance and Use of Strategic Firebreaks – Lot 7 Horse Hill Road, owned by Nicholas Ian Ellis	ES.SP.11	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
14 June 2023	Licence Agreement	Licence Agreement for the Construction, Maintenance and Use of Strategic Firebreaks – Lot 50 Gneiss Hill Road, owned by Mark Raymond Ford	ES.SP.11	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
14 June 2023	Licence Agreement	Licence Agreement for the Construction, Maintenance and Use of Strategic Firebreaks – Lot 36 Gneiss Hill Road, owned by Robert James Roche and Karen Lucinda Whitney	ES.SP.11	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
14 June 2023	Licence Agreement	Licence Agreement for the Construction, Maintenance and Use of Strategic Firebreaks – Lot 21 Ridgeway Drive, owned by Gavin James Brandis and Ebony Louise Brandis-Vegar	ES.SP.11	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
14 June 2023	Licence Agreement	Licence Agreement for the Construction, Maintenance and Use of Strategic Firebreaks – Lot 112 Magpie Rise, owned by Jennifer Dale Yeo and Simon David Yeo	ES.SP.11	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
14 June 2023	Licence Agreement	Licence Agreement for the Construction, Maintenance and Use of Strategic Firebreaks -Lot 140 Newbey Grove, owned by John Lindsay Fugill	ES.SP.11	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer

DATE	DOCUMENT TITLE	PARTIES TO DOCUMENT	FILE NO	DELEGATED OFFICER
14 June 2023	Licence Agreement	Licence Agreement for the Construction, Maintenance and Use of Strategic Firebreaks – Lot 48 Point Henry Road, owned by Lorraine Jean Piercy	ES.SP.11	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
14 June 2032	Licence Agreement	Licence Agreement for the Construction, Maintenance and Use of Strategic Firebreaks – Lot 66 Native Dog Beach Road, owned by Angus James Duthie	ES.SP.11	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
14 June 2023	Licence Agreement	Licence Agreement for the Construction, Maintenance and Use of Strategic Firebreaks -Lot 63 Native Dog Beach Road, owned by Lyle Justin Cameron	ES.SP.11	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
14 June 2023	Licence Agreement	Licence Agreement for the Construction, Maintenance and Use of Strategic Firebreaks – Lot 105 Osprey Court, owned by Margaret Mary Jones	ES.SP.11	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
14 June 2023	Licence Agreement	Licence Agreement for the Construction, Maintenance and Use of Strategic Firebreaks – Lot 139 Newbey Grove, owned by Kenneth Jon Zilm and Leanne Gaye Zilm	ES.SP.11	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
14 June 2023	Licence Agreement	Licence Agreement for the Construction, Maintenance and Use of Strategic Firebreaks – Lot 84 Trevally Place, owned by Alexander Edward Cheshire and Janna-Marie Cheshire	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
06/07/2022	Martin Cuthbert	Jerramungup Bowling Club	\$250 donation to the 2022 Jerramungup Bowls Classic
30/11/2022	Martin Cuthbert	Jerramungup Occasional Childcare Committee	\$250 donation to the 2022 Jerramungup Christmas Tree
25/05/2023	Martin Cuthbert	Community Resource Centre	\$27.50 hall hire fees waived for Biggest Morning Tea 25 May 2023

DELEGATIONS

1.5 PLANNING – JUNE

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

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
24/05/2023	P23-032	Noel Myers	SIMONE SHEREE MITCHELL		TWO GROUPED DWELLINGS AND TWO ANCILLARY DWELLINGS	6 PEPPY AVE BREMER BAY 6338	Approved	09/06/2023
28/06/2023	P23-048	Noel Myers	BRUCE DIGBY LAKE		ADDITIONAL WATER TANK	19 BLACK ROCKS RD BREMER BAY 6338	Approved	30/06/2023

1.6 BUILDING AND DEMOLITION – JUNE

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

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
18/05/2023	BP23-024	Matt Bowen	ADAM & KIRSTIE MACKENZIE		NEW DWELLING	46 BREMER BAY RD, BREMER BAY 6338	Approved	01/06/2023
31/05/2023	BP23-026	Matt Bowen	ROHAN ENGLISH		PATIO	9 EUCLA CRT BREMER BAY 6338	Approved	15/06/2023
31/05/2023	BP23-027	Matt Bowen	DEAN & TANIA STONEY		VERANDAH	10 GUNN PL BREMER BAY 6338	Approved	22/06/2023
07/06/2023	BP23-028	Matt Bowen	BROCK & EMMA RAMSAY	WA COUNTRY BUILDERS	NEW TWO STOREY DWELLING	28 RODERICK ST BREMER BAY 6338	Approved	09/06/2023
12/06/2023	BP23-030	Matt Bowen	CLAIRE SCHLEUNIGER & TODD O'ROURKE		DWELLING, SHED AND WATER TANK	332 POINT HENRY RD, BREMER BAY	Approved	28/06/2023
08/06/2023	BP23-031	Matt Bowen	DAVID JOHN HARDER		INSTALL SWIMMING POOL, WADER AND FENCING	333 WELLSTEAD RD BREMER BAY 6338	Approved	20/06/2023
14/06/2023	BP23-032	Matt Bowen	SHANE & JUANITA O'DONNELL		FRONT PATIO DECKING	2 MELALEUCA CRT BREMER BAY 6338	Approved	23/06/2023

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 12 July 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 in situ 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 reinstalled 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>Outstanding. 15/07/2023</p> <p>Installation of temporary fence being held over by continuing high river levels that are affording the vulnerable areas protection.</p> <p>Situation continues to be regularly monitored by the Shire’s Environmental Officer.</p> <p>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.</p>	

					Preparation and release of survey to be advanced prior to next reporting period.	
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"> 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; 2. Endorses Mr Cuthbert's overall rating of 'meets performance requirements'; 3. Schedules the next review of the Chief Executive Officer's performance to be completed by 31 July 2024; 4. Endorses the performance criteria for the 2023/24 appraisal period; 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 16 April 2023 (effective 1 July 2023); 6. Approves a 3.5% increase to the Chief Executive Officer's salary and superannuation co-contribution allowance effective as of 16 April 2023; 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. 	CEO	In progress Contract renewal documentation to be drafted for a term of five (5) years, expiring 15 April 2029 and considered by the CEO review Committee.	

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
28/06/23	2023/2024 Proposed Fees and Charges	OCM230612	That Council: <ul style="list-style-type: none"> 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	2023/2024 Schedule of Fees and Charges will also form part of the 2023/2024 Annual Budget adoption at the Ordinary Meeting of Council to be held 26 July 2023.	
28/06/23	Proposed Seventeen Freehold Lot Residential Subdivision	OCM230613	That Council: <ul style="list-style-type: none"> 1. Support the proposed subdivision of Lot 1 Bremer Bay Road, Bremer Bay into seventeen residential freehold lots are proposed by way of WAPC Application No. 163641, subject to conditions as set by the Chief Executive Officer; and 2. By Absolute Majority, delegates authority to the Chief Executive Officer to submit the list of Conditions of Approval to the subdivision to the Western Australian Planning Commission. 	MoD	Completed	14/07/2023
28/06/23	Review of Corporate Business Plan 2021-2025	OCM230615	That Council adopts the review of the Shire of Jerramungup Corporate Business Plan 2021-2025 as contained within Attachment 9.4.2 a).	CEO	Reviewed Corporate Business Plan 2021-2025 published on Council's website and saved to Corporate Documents Register.	06/07/2023
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: <ul style="list-style-type: none"> 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 	CEO		

			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.			
28/06/23	Child Safe Awareness Policy	OCM230617	That with respect to the Royal Commission into Institutional Responses to Child Sexual Abuse – Recommendation 6.12, Council adopt the draft Policy “AP14 – Child Safe Awareness Policy” as attached to this report (9.4.4 a)).	CEO	Policy AP14 published on Council’s website and saved to Corporate Documents Register – Policy Manual.	06/07/2023
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: <ol style="list-style-type: none"> 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	Review of Elected member annual allowance and meeting attendance fees has been factored into the 2023/2024 Budget which will be considered at the Ordinary Meeting of Council to be held 26 July 2023.	

3. CEO MEETINGS OF SIGNIFICANCE –JUNE/JULY 2023

MEETING DATE	LOCATION	DEPARTMENT	PURPOSE
20 June 2023	Teams	National Housing Finance Investment Corporation	National Housing Australia Future Fund engagement with local government
21 June 2023	Teams	WALGA Employee Relations	Discuss Shire Works Enterprise Agreement and preparation for negotiations
21 June 2023	Jerramungup	DWER, Mark Lester, Paul Hislop	
23 June 2023	Mt Barker	WALGA Great Southern Country Zone Meeting	
27 June 2023	Albany	Department of Planning, Lands and Heritage	Aboriginal Cultural Heritage Act 2021 Workshop
4 July 2023	Jerramungup	Hon Shelley Payne MLC	