



# SHIRE OF JERRAMUNGUP

## COUNCILLOR INFORMATION BULLETIN

### OCTOBER-NOVEMBER 2025

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## 1. DELEGATIONS

### 1.1 EXECUTIVE SERVICES

### 1.2 COMMON SEAL

Use of Common Seal under Delegated Authority – 1 July 2025 – 31 December 2025

DATE	DOCUMENT TITLE	PARTIES TO DOCUMENT	FILE NO	DELEGATED OFFICER
17 October 2025	Restrictive Covenant under S. 129BA	Wauters Building Company	LU.SU.1	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
29 October 2025	Landgate Section 70A Notification	BVA Investments Pty Ltd Shire of Jerramungup	LU.SU.1	Cr Nathan Brown, 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/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 July 2025 – 31 December 2025

DATE	OFFICER	PERSON/ORGANISATION	DESCRIPTION

## DELEGATIONS

### 1.5 PLANNING – OCTOBER

Planning application decisions under delegated authority up to 31 October 2025.

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
01/07/2025	P25-029	Richard Hindley	Paul Melvin Bignell		Holiday Home Application	40 Bremer Bay Road, BREMER BAY 6338	Approved	07/10/2025
04/09/2025	P25-035	Richard Hindley	Brenton Keith Richter		New Shed	15 McGlade Close, BREMER BAY 6338	Approved	13/10/2025
22/09/2025	P25-042	Richard Hindley		Adams Contractors	Proposed Caretakers Residence	8 Bennett Street, JERRAMUNGUP 6337	Approved	17/10/2025
22/09/2025	P25-043	Richard Hindley	Wayne Tomlinson		Proposed Short Term Holiday Accommodation	7 Qualup Court, BREMER BAY 6338	Approved	15/10/2025
01/10/2025	P25-044	Richard Hindley	Caroline Pell House		Proposed Short Term Holiday Accommodation	32 Margaret Street, BREMER BAY 6338	Approved	21/10/2025

### 1.6 BUILDING AND DEMOLITION – OCTOBER

Building application decisions under delegated authority up to 31 October 2025.

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
15/08/2025	BP25-024	Martin Cuthbert	Brenton Keith Richter		Shed	15 McGlade Close, BREMER BAY 6338	Approved	22/10/2025
16/09/2025	BP25-025	Martin Cuthbert	Jacquelin Suzanne & John Frazer Clemenger	La Rosa Constructions WA	Amendment to Shed	Lot 105 Black Rocks Rd, BREMER BAY 6338	Approved	13/10/2025
14/10/2025	BP25-031	Martin Cuthbert	Bryan Paul Bullock & Paula Kathleen McLean	Aussie Bush Cabins Pty Ltd	New Framed Transportable Ancillary Dwelling and Attached Patio	10 Margaret Street, BREMER BAY 6338	Approved	30/10/2025
28/10/2025	CP25-004	Richard Hindley		Poett Building Co Pty Ltd	Concrete Crossover	18 Margaret Street, BREMER BAY 6338	Approved	28/10/2025

### 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 17 November 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"> <li>Express the Shire's concerns relating to the continuity and retention of critical nursing staff within the region;</li> <li>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</li> <li>Encourage WACHS to investigate incentives to help retain and attract nursing staff to and in the region.</li> </ol>	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
26/03/25	Proposed Bush Fire Brigades Local Law – Commence-ment	OCM250316	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 invite submissions for a minimum six (6) 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.	EAO	Waiting on Department of Local Government response	In progress

			<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"> <li>• Sent to the Chief Executive Officer of the Department of Local Government, Sport and Cultural Industries, and the Commissioner for Fire and Emergency Services.</li> <li>• Made available to any other person requesting a copy.</li> </ul>			
26/03/25	Proposed Dogs Local Law – Commence-ment	OCM250317	<p>That:</p> <ol style="list-style-type: none"> <li>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 invite submissions for a minimum six (6) week period – 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. 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 non-compliance.</li> <li>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"> <li>• Sent to the Chief Executive Officer of the Department of Local Government, Sport and Cultural Industries;</li> <li>• Made available to any other person requesting a copy.</li> </ul> </li> <li>3. Clause 3.2(3)(a) be amended by replacing “three” with “two”.</li> </ol>	EAO	Waiting on Department of Local Government response	In progress



COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
26/03/25	Proposed Dust, Sand and Erosion Local Law – Commencement	OCM250318	<p>That:</p> <ol style="list-style-type: none"> <li>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 invite submissions for a minimum six (6) week period – 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. Effect – to provide for the controls of activities creating a nuisance from dust and sand, and those which may cause erosion, and impose penalties for non-compliance.</li> <li>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"> <li>• Sent to the Chief Executive Officer of the Department of Local Government, Sport and Cultural Industries;</li> <li>• Made available to any other person requesting a copy.</li> </ul> </li> </ol>	EAO	Waiting on Department of Local Government response	In progress

COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
26/03/25	Proposed Fencing Local Law – Commencement	OCM250319	<p>That –</p> <ol style="list-style-type: none"> <li>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 invite submissions for a minimum six (6) week period – Purpose – to prescribe sufficient fences, the standard for construction of fences and create offences for non-compliance. Effect – to establish the minimum requirements for fencing, provide for permitted and prohibited fencing, and create offences for non-compliance.</li> <li>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"> <li>• Sent to the Chief Executive Officer of the Department of Local Government, Sport and Cultural Industries;</li> <li>• Made available to any other person requesting a copy.</li> </ul> </li> </ol>	EAO	Waiting on Department of Local Government response	In progress
26/03/25	Proposed Public Places and Local Government Property Local Law – Commencement	OCM250320	<p>That –</p> <ol style="list-style-type: none"> <li>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 Public Places and Local Government Property Local Law, and invite submissions for a minimum six (6) week period – Purpose – to make provisions for the management of public places, thoroughfares and all local government property. Effect – to repeal existing local laws, establish necessary controls for public places, thoroughfares and local government property, provide for permitted and prohibited use and activities, and create offences for non-compliance.</li> </ol>	EAO	Waiting on Department of Local Government response	In progress

			<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"> <li>• Sent to the Chief Executive Officer of the Department of Local Government, Sport and Cultural Industries;</li> <li>• Made available to any other person requesting a copy.</li> </ul>			
26/03/25	Proposed Animals, Environment & Nuisance Local Law – Commencement	OCM250321	<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 invite submissions for a minimum six (6) week period – Purpose – to provide for the regulation, control and management of animals and the prevention of environmental damage and nuisances. 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"> <li>• Sent to the Chief Executive Officer of the Department of Local Government, Sport and Cultural Industries;</li> <li>• Made available to any other person requesting a copy.</li> </ul>	EAO	Waiting on Department of Local Government response	In progress

COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
26/03/25	Proposed Parking and Parking Facilities Amendment Local Law – Commence-ment	OCM250325	<p>That –</p> <ol style="list-style-type: none"> <li>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 invite submissions for a minimum six (6) week period – Purpose – to make amendments to the local law updating for use of disability parking permits, and modified penalties. Effect – to amend references to be consistent with legislation, and increase offences for non-compliance.</li> <li>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"> <li>• Sent to the Chief Executive Officer of the Department of Local Government, Sport and Cultural Industries;</li> <li>• Made available to any other person requesting a copy.</li> </ul> </li> </ol>	EAO	Waiting on Department of Local Government responses	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
1/10/25	Disposition of Property – 3 Spitfire Avenue, Jerramungup	OCM250908	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Approves the disposition of 3 Spitfire Avenue, Jerramungup, by way of lease to Skylar Early Learning for the purpose of operating a childcare centre;</li> <li>2. Authorises the Chief Executive Officer to advertise the proposed disposition in accordance with Section 3.58 of the <i>Local Government Act 1995</i> and, subject to no significant objections being received, draft a lease agreement with Skylar Early Learning;</li> <li>3. Endorses a proposed lease term of five (5) years, with a further term at Council's discretion;</li> <li>4. Agrees to a reduced annual lease amount of \$5,200 per annum, recognising the community benefit of the proposed use.</li> </ol>	DCEO	Lease being drafted	In progress
1/10/25	Christmas/ New Year Opening Hours 2025/26	OCM250909	<p>That Council NOTES the closure of Council facilities as follows:</p> <ol style="list-style-type: none"> <li>1. Shire Administration Centres at Jerramungup and Bremer Bay from 12.00pm on Wednesday, 24 December 2025 to Friday, 2 January 2026 inclusive; and</li> <li>2. Shire Depot from Friday, 19 December 2025, to Friday, 2 January 2026 inclusive.</li> </ol>	EAO	Advertising commenced	In progress

COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
1/10/25	Policy Manual Review – Work Health and Safety Policies	OCM250911	That Council, pursuant to section 27(2)(b) of the <i>Local Government Act 1995</i> , 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 year or such earlier date as Council may determine from time to time: WHS01 WHS02 WHS04 WHS05 WHS06 WHS07	EAO	Update Policies in Corporate Documents and on Website	Complete
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 the following 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	Advertising to be commenced	In progress

COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
29/10/25	Representation on Committees and Working Parties/Groups	OCM251009	1. That all Elected Member representation prior to 18 October 2025 on Council Committees, External Committees/Organisations, Internal Working Parties/Groups be dissolved. 2. That by an Absolute Majority, Council appoints all Elected Members to the CEO Performance Review Committee. 3. That by an Absolute Majority, Council appoints all Elected Members to the Audit, Risk and Improvement Committee.	EAO	All organisations notified of representatives	Complete
29/10/25	Representation on Committees and Working Parties/Groups	OCM251010	4. That by an Absolute Majority, Council approves the Shire President, Deputy Shire President and one Proxy to the Bremer Bay Community Development Committee. 5. That by an Absolute Majority, Council appoints the following Elected Members to the Bremer Bay Community Development Committee. Member 1: Cr Brown (Shire President) Member 2: Cr Barrett (Deputy Shire President) Proxy: Cr Zacher or any other Councillor	EAO	All organisation notified of representatives	Complete
29/10/25	Representation on Committees and Working Parties/Groups	OCM251011	6. That Council, by an Absolute Majority, approves the nomination of the following Elected Members to the external Committees/Organisations as detailed below:  Regional Road Group Delegate 1: Cr Barrett Delegate 2: Cr Brown Proxy: Cr Hall or any other Councillor  Great Southern Zone of WALGA Delegate 1: Cr Brown Delegate 2: Cr Barrett Proxy: Any other Councillor	EAO	All organisations notified of representatives	Complete

			<p>Bush Fire Advisory Committee  Delegate: Cr Foreman  Proxy: Any other Councillor</p> <p>Fitzgerald Biosphere Group  Delegate: Cr Hall  Proxy: Cr Zacher or any other Councillor</p> <p>Great Southern Recreation Advisory Group  Delegate: Cr Mair  Proxy: Cr Foreman or any other Councillor</p> <p>Jerramungup VES Unit Management Committee  Delegate: Cr Barrett  Proxy: Cr Foreman or any other Councillor</p> <p>Bremer Bay VES Unit Management Committee  Delegate: Cr Mair  Proxy: Cr Zacher or any other Councillor</p> <p>Development Assessment Panel  Delegate 1: Cr Hall  Delegate 2: Cr Zacher  Delegate 3: Cr Mair  Delegate 4: Cr Brown</p> <p>Fitzgerald River National Park Advisory Group  Delegate: Chief Executive Officer  Proxy: Any other Staff Member</p> <p>Local Emergency Management Committee  Delegate: Cr Brown (Shire President  Proxy: Cr Barrett or any other Councillor</p>			
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			South Coast Alliance Delegate: Cr Brown (Shire President) Delegate: Cr Barrett (Deputy Shire President) Delegate: Cr Foreman			
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### 3. CEO MEETINGS OF SIGNIFICANCE – OCTOBER – NOVEMBER 2025

MEETING DATE	LOCATION	DEPARTMENT	PURPOSE
30 October 2025	Albany	McLeod's Solicitors	Great Southern Compliance Workshop
11 November 2025	TEAMS	Great Southern Development Commission (GSDC)	Homes for Regional Workforce Growth
11 November 2025	Jerramungup	FBG	Trails Plan Project and Bird Hide Project
12 November 2025	TEAMS	CLWA	CLWA Workforce Grants final assessment meeting
13 November 2025	TEAMS		Waste and Recycling Services
14 November 2025	Gnowangerup	Great Southern Regional Road Group	Meeting
17 November 2025	TEAMS	Great Southern Treasures	CEO Quarterly Meeting
21 November 2025	Woodanilling	WA Local Government Association (WALGA)	Great Southern Zone Meeting