



SHIRE OF JERRAMUNGUP

COUNCILLOR INFORMATION BULLETIN

AUGUST/SEPTEMBER – 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

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

DELEGATIONS

1.5 PLANNING – AUGUST

Planning application decisions under delegated authority up to 31 August 2023.

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
13/04/2023	P23-028	Noel Myers	BRAD & KIRSTEN SKRAHA		SHED	15 MARY RD BREMER BAY 6338	Approved	24/08/2023
03/05/2023	P23-035	Noel Myers	SEADUNES PTY LTD	WESTERN AUSTRALIAN PLANNING COMMISSION	SUBDIVISION OF LOT 1 BREMER BAY RD INTO 17 LOTS - WAPC163544	LOT 1 BREMER BAY RD BREMER BAY 6338	Approved	15/08/2023
01/06/2023	P23-037	Noel Myers	HILLBOI NOMINEES PTY LTD	LYONS ARCHITECTS	ALTERATIONS AND ADDITIONS TO EXISTING DWELLING, REPLACEMENT OF EXISTING ANCILLARY DWELLING, REPLACEMENT OF EXISTING GARAGE AND ADD WORKSHOP.	122 SHORT BEACH RD BREMER BAY WA 6338	Deferred until October	22/08/2023
01/06/2023	P23-038	Noel Myers	BROCK RAMSAY	MCB CONSTRUCTION	SHED	28 RODERICK ST BREMER BAY 6338	Approved	24/08/2023
12/06/2023	P23-041	Noel Myers	MICHAEL LUVERA		SHORT TERM HOLIDIA Y ACCOMMODATION	23 BARBARA ST BREMER BAY 6338	Approved	07/08/2023
12/06/2023	P23-042	Noel Myers	BRETT & NATHALIA CRABTREE	HUDSON YARD DESIGN	COLOURBOND SHED	382 POINT HENRY RD BREMER BAY 6338	Approved	09/08/2023
24/07/2023	P23-053	Noel Myers	CAREY-LYN & MATTHEW MARKOVIC		SHORT TERM HOLIDAY ACCOMMODATION	225 POINT HENRY RD BREMER BAY 6338	Approved	07/08/2023
28/08/2023	P23-057	Noel Myers	DAVID HARDER		STAFF ACCOMMODATION UNIT	333 WELLSTEAD RD BREMER BAY 6338	Approved	28/08/2023

1.6 BUILDING AND DEMOLITION – AUGUST

Building application decisions under delegated authority up to 31 August 2023.

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
27/06/2023	BP23-029	Martin Cuthbert	JACQUELIN SUZANNE & JOHN FRAZER CLEMENGER	LA ROSA CONSTRUCTIONS	NEW DWELLING, ANCILLARY DWELLING, SWIMMING POOL AND SHED	LOT 105 BLACK ROCKS RD BREMER BAY 6338	Approved	02/08/2023
19/07/2023	BP23-039	Martin Cuthbert	MARK URLWIN COLEMAN & BELINDA MARY DATSON	BELINDA DATSON & MARK COLEMAN	EXTENSION TO DWELLING, NEW SHED, NEW WATER TANK	24 TREVALLY PL, BREMER BAY 6338	Approved	08/08/2023
10/08/2023	BP23-042	Martin Cuthbert	KEMPRUST PTY LTD	LA ROSA CONSTRUCTIONS	SHED, WATER TANKS AND VERANDAH	LOT 801 MARY RD, BREMER BAY 6338	Approved	22/08/2023
14/08/2023	BP23-043	Martin Cuthbert	GAVIN JAMES BRANDIS & EBONY LOUISE BRANDIS-VEGAR	MURRAY RIVER NORTH PTY LTD T/A TR HOMES	NEW DWELLING	LOT 21, 77 RIDGEWAY DVE, BREMER BAY 6338	Approved	24/08/2023
25/07/2023	DP23-001	Martin Cuthbert	FETHERSTONHAUGH LANDHOLDINGS PTY LTD	CCS ASBESTOS REMOVAL & DEMOLITION PTY LTD	REMOVAL OF EXTERNAL ASBESTOS WALL LININGS TO SHEARERS QUARTERS, INTERNAL AND EXTERNAL ASBESTOS WALL LININGS TO THE UNUSED HOUSE AND REMOVAL OF AN ASBESTOS FENCE.	LOT 1508, 1727 SWAMP RD, GAIRDNER WA 6337	Approved	07/08/2023
27/06/2023	BP23-029	Martin Cuthbert	JACQUELIN SUZANNE & JOHN FRAZER CLEMENGER	LA ROSA CONSTRUCTIONS	NEW DWELLING, ANCILLARY DWELLING, SWIMMING POOL AND SHED	LOT 105 BLACK ROCKS RD BREMER BAY 6338	Approved	02/08/2023

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
12/07/2023	BP23-037	Matt Bowen	Megatime	RANTAM PTY LTD T/AS SHEDS DOWN SOUTH	PARK HOME AND ANNEXE	SITE 51, BREMER BAY CARAVAN PARK	Approved	03/08/2023

2. COUNCIL RESOLUTION STATUS REPORT

Register of Council resolutions progress report updated 16 August 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 insitu 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. 15/08/2023</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"> 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 6 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	<p>In progress</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>	

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
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: 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 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.	CEO	In Progress Cr Dawson registered as voting delegate and attendee	1 September 2023
23/08/23	CSRFF Application – Jerramungup Sports Club	OCM230806	That Council: 1. Place the following priority on the project submitted for CSRFF funding: 1) Jerramungup Sports Club. 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. 3. Endorse the following completed CSRFF Small Grants Application Form – Project Assessment Sheet.	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.	

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
23/08/23	Proposed Outbuilding – Lot 698 Roderick Street, Bremer Bay	OCM230807	<p>That Council approve the application for an outbuilding on Lot 698 (No.28) Roderick Street, Bremer Bay subject to the following conditions:</p> <ul style="list-style-type: none"> (a) Development shall be carried out in full and fully implemented in accordance with the approved plans and details submitted with the planning application; (b) The outbuilding being used for domestic storage only and not for commercial or industrial use or human habitation; (c) All stormwater from roofed and paved areas shall be collected and disposed of on-site to the satisfaction of Council; and (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 area to be submitted and approved by the Manager of Development prior to the Building Permit being lodged for approval. 	MoD	Completed – Development Approval issued P23-038.	24/08/2023

3. CEO MEETINGS OF SIGNIFICANCE –AUGUST/SEPTEMBER 2023

MEETING DATE	LOCATION	DEPARTMENT	PURPOSE
22 August 2023	Jerramungup	WA Electoral Commission	Met with Returning Officer for Local Government Election
24 August 2023	Jerramungup	Jerramungup District High School	NAIDOC Week event
25 August 2023	Albany	WALGA Great Southern Country Zone Meeting	
1 September 2023	Jerramungup	Main Roads WA	Annual catch up
1 September 2023	Jerramungup	DFES and Shire of Ravensthorpe	BRMC position
4 September 2023	Teams	CoastWA	
6 September 2023	Jerramungup	OIC Jerramungup Police	LEMC Desktop Exercise pre-planning
7 September 2023	Teams	South Coast Sustainable Waste Alliance	
11 September 2023	Jerramungup	LEMC Meeting	
18 September 2023	Bremer Bay	Department of Transport	Bremer Bay Boat Ramp
19 September 2023	Jerramungup	Fitzgerald River National Park Fire Working Group Meeting	
20 September 2023	Bremer Bay	Bremer Bay Sports Club	Carpark
20 September 2023	Bremer Bay	Bremer Bay Progress Association	Fisheries Beach