



SHIRE OF JERRAMUNGUP

COUNCILLOR INFORMATION BULLETIN

JANUARY - FEBRUARY – 2024

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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 – Jerramungup Community Resource Centre	CS.LI.1	Cr Joanne Iffla, Shire President and Martin Cuthbert, Chief Executive Officer
17 November 2023	Contract for the Provision of Services	Contract for the Provision of Services: Library and Shire Branch Customer Services – Bremer Bay Community Resource and Visitor's Centre	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
11 December 2023	Martin Cuthbert	Jerramungup Community Resource Centre	Support for the Community Christmas Sundowner with Markets by waiving the Rootpickers Hall hire fee.

DELEGATIONS

1.5 PLANNING – DECEMBER

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

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
12/09/2023	P23-060	Noel Myers	Stephen Michael Down, South Water Cartage WA Pty Ltd		Retrospective application for building envelope, clearing, crossover, driveway and earthworks	Lot 153 Point Henry Road, Bremer Bay 6338	Approved	14/12/2023
13/09/2023	P23-061	Noel Myers	Paul Spanswick		Dwelling Extension	113 Native Dog Beach Road, Bremer Bay 6338	Approved	10/12/2023
16/10/2023	P23-066	Noel Myers	Black Rocks Road Pty Ltd	Fox Modular	New Dwelling	Unit – Lot 99 Black Rocks Road, Bremer Bay 6338	Approved	14/12/2023
26/10/2023	P23-070	Noel Myers	Stacey Peter Francis		Short Term Holiday Accommodation – Sandrift	60 Gneiss Hill Road, Bremer Bay 6338	Approved	01/12/2023

1.6 BUILDING AND DEMOLITION – DECEMBER

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

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
12/10/2023	BP23-059	Martin Cuthbert	Robert Huntley Nesbit & Andrea Paxton		Water Tank	Lot 49, 246 Point Henry Road, Bremer Bay 6338	Approved	12/12/2023
05/12/2023	BP23-069	Janna Cheshire	Stuart & Ali Hocking	Pique Mod Pty Ltd	New Dwelling	3 Emma Street, Bremer Bay 6338	Approved	22/12/2023

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

1.9 PLANNING – JANUARY

Planning application decisions under delegated authority up to 31 January 2024.

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
29/11/2023	P23-073	Noel Myers	Chloe Holtham & Dylan Obst	Evoke Living Homes	Dwelling With Shed/Garage	10 Hakea Close, Bremer Bay 6338	Approved	12/01/2024
18/01/2024	P24-003	Noel Myers	Robert Nesbit & Andrea Paxton	AMC Sheds	Shed and Awning	246 Point Henry Road, Bremer Bay 6338	Approved	18/01/2024

1.10 BUILDING AND DEMOLITION – JANUARY

Building application decisions under delegated authority up to 31 January 2024.

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
11/12/2023	BP23-040	Martin Cuthbert	Colin Peter Green		Dwelling	34564 South Coast Highway, Gairdner 6337	Approved	08/01/2024
18/12/2023	BP23-057	Martin Cuthbert	Colin Stuart & Jovita Amit Mann		Dome Storage Shelter	Lot 795 Freeman Drive, Bremer Bay 6338	Approved	08/01/2024
13/12/2023	BP23-071	Martin Cuthbert	Dianne Louise & Paul Spanswick		Addition to Existing Dwelling – Family Room	113 Native Dog Beach Road, Bremer Bay 6337	Approved	10/01/2024
23/01/2024	BP24-001	Martin Cuthbert	Robert Huntley Nesbit & Andrea Paxton	AMC Sheds	New Shed	246 Point Henry Road, Bremer Bay 6338	Approved	31/01/2024
08/01/2024	CP24-001	Noel Myers	Michael Robert McManus		Additional Gravel Crossover	Lot 6 (#270) Point Henry Road, Bremer Bay 6338	Approved	24/01/2024

1.11 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

1.12 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 21 February 2024.

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 reinstated 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. 	MoD	<p>Barrier fence was reinstated 31/10/2023.</p> <p>A public notice with a brief rationale was prepared and posted advising action had been taken with invitation for community to provide suggestions/ recommendations for the long-term management of the estuary by cob 1/12/2023.</p> <p>Submission period closed. Report to be tabled with officer recommendations in report to Council at December OCM.</p>	20/12/2023
20/12/203		OCM231208	<p>That Council:</p> <ol style="list-style-type: none"> 1. Receive submissions made in respect to future management options for the Wellstead Estuary; 2. Retain the barrier fence across the Wellstead Estuary in its current form to preserve the integrity of the habitat; and 3. Notify the parties who provided submissions regarding future management options for the Wellstead Estuary of this decision. 			

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. Have made initial contact with a Consultant to assist.	Ongoing
23/08/23	CSRFF Application – Jerramungup Sports Club	OCM230806	That Council: <ol style="list-style-type: none"> 1. Place the following priority on the project submitted for CSRFF funding: <ol style="list-style-type: none"> 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. Shire advised funding application was successful. Contractor engaged to construct ablution facility and works to commence February 2024.	Ongoing
27/09/23	Renewal of Jerramungup Library Service Level Agreement	OCM230911	That Council: <ol style="list-style-type: none"> 1. Endorse the service level agreement for Library Services with the Jerramungup Community Resource Centre for a term of three years. 2. Authorise the Chief Executive Officer and Shire President to execute the service level agreement with the Jerramungup Community Resource Centre. 	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.	Completed

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
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: 1. Accepts AFGRI Equipment Australia’s quotation for a John Deere 624K-11 Wheel Loader at \$318,000 ex GST. 2. Accepts AFGRI Equipment Australia’s outright purchase for Council’s John Deere 624K Loader at \$82,500 ex GST. 3. Delegates authority to the CEO to execute the transaction with AFGRI Equipment Australia.	Works Supervisor/ DCEO	Order confirmed with AGRI, awaiting delivery.	
25/10/23	Amendment to Minutes	OCM231002	That the Minutes of the Ordinary Council Meeting of the Shire of Jerramungup held in the Council Chamber, Jerramungup, on 27 September 2023 be CONFIRMED, subject to the Land Lists recited in Item 9.3.3 South West Settlement Land Lists 12650 and 12658 being amended as follows: 1. Report Title (Page 38) – Modify to delete reference to Land List No’s 12650 and 12658 and replace with Land Lists 1645 and 1411; 2. Summary (Page 38) – modify to delete reference to Land List No’s 12650 and 12658 and replace with Land Lists 1645 and 1411; 3. Comment: (Page 39) – modify to delete reference to Land List No’s 12650 and 12658 and replace with Land Lists 1645 and 1411; 4. Officer recommendation (page 42) – modify to delete reference to Land List No’s 12650 and 12658 and replace with Land Lists 1645 and 1411; 5. Resolution OCM230915 (page 42) – modify to delete reference to Land List No’s 12650 and 12658 and replace with Land Lists 1645 and 1411.	EA	Amendment completed and amended Minutes posted to Website	12/01/2024

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
25/10/23	Council Meeting Dates 2024	OCM231009	That Council, with respect to the 2024 Ordinary Meeting of Council Schedule: 1. Approve the following Ordinary Meeting of Council dates, times and venues for the year ahead. 2. Request that the Chief Executive Officer or his authorised officer advertise the approved dates by Public Notice and on the Shire of Jerramungup website and social media sites.	CEO	Notice in Council Buzz 30/11/23 Advertised on website and social media.	8/12/2023
25/10/23	Christmas/ New Year Opening Hours 2023-24	OCM231010	That Council NOTES the closure of Council facilities as follows: 1. Shire's Administration Centres at Jerramungup and Bremer Bay from 3.00pm Friday, 22 December 2023 to 8.30am on Monday, 8 January 2024; and 2. Shire's Depot from Thursday, 21 December 2023, to Tuesday, 2 January 2024.	CEO	Notice in Council Buzz 30/11/23 Advertised on website and social media.	18/12/2023
22/11/23	Bushfire Risk Mitigation Coordinator Grant Agreement and Business Plan	OCM231108	That Council endorse the Bushfire Risk Mitigation Coordinator Grant Agreement.	DCEO	Grant Agreement executed.	14/12/2023
22/11/23	Out of Budget Request – Bremer Bay Progress Association	OCM231110	That Council: 1. Provide in-principle support for the Bremer Bay Progress Association's proposed event being <i>Bombs, Beasts & Beauties Bremer Bay Car Show</i> on the condition that an Event Management Plan is provided to the Shire of Jerramungup by 1 December 2023; and 2. Consider a financial contribution towards the proposed event at the December 2023 Ordinary Meeting of Council, once the Event Management Plan has been granted approval and a detailed event budget has been provided to the Shire.	CEO	Correspondence emailed 24/11/23 advising of resolution.	22/12/2023
20/12/23		OCM231207	That Council, by an Absolute Majority, authorise the out of budget expense of \$1,500 ex GST Gold Sponsorship to the Bremer Bay			

			Progress Association to fund the proposed event being Bombs, Beasts & Beauties Bremer Bay Car Show on 20 January 2024.		Event approval emailed to applicant 13/12/23. Correspondence emailed to applicant 22/12/23 advising of Council Resolution.	
22/11/23	Proposed Budget Amendment 2023/2024 – RR38 Doubtful Island Road	OCM231111	That Council, by an Absolute Majority, authorise a budget amendment to the 2023/2024 Road Construction Program; 1. Approve a budget amendment to reduce materials and contractors budget for RR37 Jacup North Road by \$41,960 and reallocate to RR38 Doubtful Island Road Flood Crossing.	DCEO	Works to be completed in February 2024.	
22/11/23	Delegation of Authority Review 2023/2024	OCM231114	That Council, by an Absolute Majority pursuant to the <i>Local Government Act 1995</i> and the various provisions of other State Legislation as listed: 1. Notes completion by Council as the Delegator, the 2023/2024 annual statutory review of the Register of Delegations of Authority, in accordance with sections 5.18 and 5.46 of the <i>Local Government Act 1995</i> , section 47(2) of the <i>Cat Act 2011</i> and section 10AB of the <i>Dog Act 1976</i> . 2. Adopt the delegations and limitations thereto with respect to the Chief Executive Officer, Chief Bushfire Control Officer and Shire President as designated in the attached Register of Delegations of Authority; and 3. Notes the delegations that the CEO has determined with respect to other officers, pursuant to section 5.44 of the <i>Local Government Act 1995</i> .	CEO	Review completed.	24/22/2024
20/12/23	Review of Terms of Reference – Bremer Bay Community Development Committee	OCM231202	That Council Adopt the Terms of Reference for the Bremer Bay Community Development Committee as amended and attached to this report (Attachment 8.1a))	CEO	Amended Terms of Reference emailed to members on 18/01/24. Added to Docs on Tap 12/02/24.	12/02/2024

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
20/12/23	Acceptance of 2022/2023 Annual Financial Report	OCM231203	That Council, by an Absolute Majority: 1. Adopts the 2022/2023 Annual Financial Report for the Shire of Jerramungup and the accompanying 2022/2023 Audit Report Opinion, as attached to this report; 2. Accepts the Auditor’s “Report to the Audit Committee”, as attached to this report, for the year ended 30 June 2023 supplied by Council’s Auditors, Lincolns Accountants and Business Advisors and Office of the Auditor General.	DCEO	Completed	20/12/2023
20/12/23	South West Native Title Settlement – Land Based Consultation	OCM231209	That Council endorses the comments provided in Table 1 in respect to the possible transfer of Land List 1297 to the Noongar Boodja Trust as its formal response to the Department of Planning, Lands and Heritage (DPLH).	MoD	Completed	08/01/2024
20/12/23	Corporate Business Plan Scorecard – Quarterly Report	OCM231211	That Council receives the Shire of Jerramungup Corporate Scorecard Progress Report for July to November 2023, as attached to this report.	CEO	Completed	20/12/2023
20/12/23	St John WA – New Ambulance Depot, Bremer Bay	OCM231212	That Council: 1. Agrees to assume project ownership of the Bremer Bay St John Ambulance Depot project and submit a funding application to the Growing Regions Program Round 1 grant scheme; 2. Authorises the Chief Executive Officer and Shire President to take all necessary actions to prepare, execute and finalise a Heads of Agreement with St John WA in respect to ongoing financial management of the completed building; 3. Agrees to project manage the construction of the proposed facility and carry out the administration of grant funds if the application is successful; 4. Authorises the Chief Executive Officer and Shire President to take all necessary actions to prepare, execute and finalise a lease agreement with St John WA for the occupation and use of the completed building.	DCEO	Pending determination of Grant Application	

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
20/12/23	Annual Report 2022/2023	OCM231213	That Council, by an Absolute Majority: 1. Pursuant to section 5.54 of the Local Government Act 1995, accepts the Annual Report for the 2022/2023 financial year, as attached to this report; 2. Pursuant to section 5.55 of the Local Government Act 1995, gives local public notice of the availability of the 2022/2023 Annual Report.	DCEO	Local Public Notice of Annual Report provided from 21/12/23	21/12/2023
20/12/23	Annual Meeting of Electors	OCM231214	That Council: 1. Pursuant to section 5.27 of the Local Government Act 1995, convenes the Annual General Meeting of Electors on Wednesday 7 February 2024 commencing at 8.30am at the Town Hall, Bremer Bay; and 2. Advertise the Annual General Meeting of Electors in accordance with section 5.29 of the Local Government Act 1995.	CEO	Electors Meeting advertised on website from 21/12/23, in January Council Buzz, on Facebook during January, and emailed notification together with Annual Report to all groups in the Shire on 19/1/24. Electors meeting held 7/02/24.	07/02/2024
20/12/23	Confidential – Australia Day Awards 2023	OCM231216	1. That Council Award the 2023 Citizenship Award to EMBARGOED, with it being presented to the recipient on 26 January 2024 at the Australia Day Breakfast Event. 2. That Council Award the 2023 Community Group or Event Award to EMBARGOED, with it being presented to the recipient on 26 January 2024 at the Australia Day Breakfast Event. 3. That Council Award the 2023 Senior Sportsperson Award to EMBARGOED, with it being presented to the recipient on 26 January 2024 at the Australia Day Breakfast Event. 4. That Council Award the 2023 Junior Sportsperson Award to EMBARGOED, with it being presented to the recipient on 26 January 2024 at the Australia Day Breakfast Event.	CEO	Awards presented at Australia Day event on 26/01/24.	26/01/2024

20/12/23	Road Train Routes through Jerramungup		Discuss signage options with MRWA aiming to reduce road train traffic within Jerramungup townsite. Review Roads 2040 map – Point Henry Road incorrect.	WS DCEO	In progress.	
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3. CEO MEETINGS OF SIGNIFICANCE – JANUARY/FEBRUARY 2024

MEETING DATE	LOCATION	DEPARTMENT	PURPOSE
30 January 2024	Teams	WALGA	Works Industrial Agreement Discussions
30 January 2024	Teams	KidSport Regional Pools	Local Government Information Session
3 February 2024	Albany	Minister Beazley MLA (Minister for Local Government)	Introductory Lunch to meet and discuss current issues and priorities
5 February 2024	Teams	WALGA and Unions	Works Industrial Agreement Bargaining Meeting
7 February 2024	Bremer Bay	Shire of Jerramungup	Annual General Meeting of Electors
7 February 2024	Teams	Great Southern Secondary Freight Network	Proposed framework for distribution of funds
9 February 2024	Perth	LG Professionals	Meeting with Minister Beazley – LG Reform
13 February 2024	Teams	WALGA	Works Industrial Agreement Discussions
14 February 2024	Teams	DBCA	South Coast Marine Park draft management plan briefing
15 February 2024	Phone Call	GSDC	CEO Catch-up
16 February 2024	Katanning	LG Professionals Great Southern Branch	AGM and Meeting
19 February 2024	Teams	Great Southern Treasures	CEO Update Meeting
23 February 2024	Cranbrook	WALGA Great Southern Country Zone	Meeting