



SHIRE OF JERRAMUNGUP

COUNCILLOR INFORMATION BULLETIN

MARCH – APRIL 2025

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1. DELEGATIONS

1.1 EXECUTIVE SERVICES

1.2 COMMON SEAL

Use of Common Seal under Delegated Authority – 1 January 2025 – 30 June 2025

DATE	DOCUMENT TITLE	PARTIES TO DOCUMENT	FILE NO	DELEGATED OFFICER
1 April 2025	Contract for the Provision of Services	Contract for the Provision of Bushfire Mitigation Activities – Shire of Jerramungup and Indiji Flora	GS.PR.43	Martin Cuthbert, Chief Executive Officer
1 April 2025	Contract for the Provision of Services	Contract for the Provision of Bushfire Mitigation Activities – Shire of Jerramungup and Bremer Bay Civil	GS.PR.43	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 January 2025 – 30 June 2025

DATE	OFFICER	PERSON/ORGANISATION	DESCRIPTION
8 February 2025	Martin Cuthbert, CEO	Jerramungup Community Resource Centre	Donation of \$250 towards equipment for the Jerramungup Youth Group

DELEGATIONS

1.5 PLANNING – MARCH

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

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
16/10/2024	P24-039	Noel Myers	Natasha & Matthew Woods		Short Term Holiday Accommodation – Blue Dune A & B	12A Margaret Street BREMER BAY 6338	Approved	21/03/2025
08/01/2025	P25-001	Noel Myers	Clinton Butler		Short Term Holiday Accommodation - 15A George Street	15A George Street BREMER BAY 6338	Approved	25/03/2025
05/02/2025	P25-003	Noel Myers	Glen William Leenhouders		New Single Storey Dwelling and Garage	Lot 797 Freeman Drive BREMER BAY 6338	Approved	24/03/2025
07/02/2025	P25-004	Noel Myers	Paul Andrew Keley		Boat Storage Shed	14 Buck Street BREMER BAY 6338	Approved	19/03/2025
10/02/2025	P25-005	Noel Myers	Bryan Paul Bullock		Proposed Short Term Holiday Accommodation – Oceanview Retreat	511 Point Henry Road BREMER BAY 6338	Approved	24/03/2025
21/03/2025	P25-010	Noel Myers	Michele & Peter Brown	Bremer Bay Steelworks	New Shed	25 Osprey Court BREMER BAY 6338	Approved	24/03/2025
24/03/2025	P25-011	Noel Myers	Timothy Lipscombe	Bremer Bay Steelworks	New Shed	241 Black Rocks Road BREMER BAY 6338	Approved	24/03/2025

1.6 BUILDING AND DEMOLITION – MARCH

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

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
19/03/2025	BP24-066	Martin Cuthbert	Wayne Michael Pittard	Burgess and Hobbs Welding and Engineering Pty Ltd	New Gallery Building	8118 Borden-Bremer Bay Road BREMER BAY 6338	Approved	31/03/2025
03/02/2025	BP25-002	Martin Cuthbert	Lyle Justin Cameron		New Dwelling	126 Native Dog Beach Road BREMER BAY 6338	Approved	19/03/2025
05/03/2025	BP25-007	Martin Cuthbert	Allison Maroske & Michael Toovey		New Two Storey Dwelling with Garage	Lot 774 Freeman Drive BREMER BAY 6338	Approved	10/03/2025
25/02/2025	CP25-001	Noel Myers	Gary Ernest John & Janet Roberts		New Gravel Crossover	167 Ridgeway Drive BREMER BAY 6338	Approved	11/03/2025

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 15 April 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: 1. Express the Shire's concerns relating to the continuity and retention of critical nursing staff within the region; 2. 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 3. Encourage WACHS to investigate incentives to help retain and attract nursing staff to and in the region.	A/CEO	A/CEO met with a WACHS representative and received positive update which addressed issues in Council's resolution. Subsequently 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.	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: - Does not accept any Tender under the provisions of section 18 (5) of the Local Government (Functions and General) Regulations 1996; and - 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		Completed In Progress

COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
18/12/24	Emergency Expenditure	OCM241208	That Council, BY AN ABSOLUTE MAJORITY: 1. Accepts the situation resulting from the contaminated gravel supplies ("the Emergency") where specific, or sufficient budgeted funds are not available, as required, and where the Shire President may need to authorise such expenditure in advance, pursuant to section 6.8(1)(c) of the <i>Local Government Act 1995</i>. 2. Supports the exercise of such discretion by the Shire President, whilst noting that the Shire President should endeavour, where practicable, to consider the flowing hierarchy, before exercising the authority under s6.8(1)(c) of the <i>Local Government Act 1995</i>: (a) Put such requests to an Ordinary Meeting of the Council for consideration, and determination, where practicable, or (b) Put such requests to a Special Council Meeting, either in person, or an electronic meeting, or by electronic attendance for consideration, and determination. 3. Requests that during the Emergency, before determining any application from the Chief Executive Officer to approve expenditure in accordance with section 6.8(1)(c) of the <i>Local Government Act 1995</i>, the Shire President endeavour to contact all Councillors, seeking their views on the application, whilst acknowledging that circumstances and timeframes may prevent this occurring, and that in such an event the Shire President has absolute authority to determine the application from the Chief Executive officer. Where Councillors express their views on the application, the Shire President will give regard to, but not be bound by such responses, consistent with the provisions of s6.8 of the <i>Local Government Act 1995</i>.	DCEO		Ongoing

			4. Requests that any applications by the Chief Executive Officer to the Shire President seeking authority to incur expenditure during the Emergency, and which are to be referred to Councillors for comment, prior to determination, be based on specific proposed estimated expenditure. 5. Notes the requirement of s6.8(2)(b) of the <i>Local Government Act 1995</i>, that any expenditure authorised in advance by the Shire President, due to the Emergency, be reported to the following Ordinary Council Meeting. Such information is to include details of the date when the expenditure was incurred, payee/beneficiary, the goods or services delivered, the amount paid (with, or without GST), and whether the expenditure is complete, or if there is ongoing expenditure to be incurred. 6. Approves for the purposes of completing essential works during the Emergency, the Shire President to, under section 6.8(1)©, authorise the Chief Executive Officer to determine expenditure without the need to go to tender, or obtain quotes pursuant to regulation 11(2)(a) of the <i>Local Government (Functions and General) Regulations 1996</i>, subject to consideration of the practicality and timeliness of undertaking a formal tender process, but if not so, to report same to Council, as per the prior requirement, and consistent with section 6.8(2)(b) of the <i>Local Government Act 1995</i>. 7. Authorise expenditure incurred to date totalling \$121,425 for Licensed Asbestos Contractors to remediate Meechi Road to ensure the road can be reopened to the public. 8. Pursuant to section 6.11(3)(b) of the <i>Local Government Act 1995</i> and regulation 18 of the <i>Local Government (Financial Management) Regulations 1996</i>, authorises an amendment to the purpose of the Effluent Reserve to incorporate the temporary use of funds for undertaking essential remediation works arising from an emergency.			
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COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
26/03/25	Compliance Audit Return 2024	OCM250304	That Council: - Adopts the completed 2024 Compliance Audit Return for the period 1 January 2024 to 31 December 2024 as attached; - Authorises the Shire President and Chief Executive Officer to sign the joint certification; and - Submits the completed Compliance Audit Return, and any additional information explaining or quantifying the compliance audit, to the Department of Local Government, Sport and Cultural Industries by 31 March 2025.	CEO		Completed
26/03/25	Budget Review 2024/2025	OCM250308	That Council adopt by Absolute Majority the 2024/2025 mid year budget review as attached and notes that the estimated closing funds are based on current revenue and expenditure trends.	Finance Manager		Completed
		OCM250309	That Council adopt by Absolute Majority the following budget amendments to the 2024/2025 adopted annual budget. <i>Refer to Minutes for the table of budget amendments.</i>			
26/03/25	Tender Consideration – RFT 05-25 Bushfire Mitigation Activities	OCM250310	That Council: - Agree to award the works for the Delivery of the Chemical and Mechanical (minus Supplementary funding) component, as per the Request for Tender 05-25 Bushfire Mitigation Activities in Jerramungup and Bremer Bay, to Bremer Bay Civil as recommended in the Confidential evaluation report. - Agree to award the works for the Delivery of the Supplementary Funding and Prescribed Burning component, as per the Request for Tender 05-25 Bushfire Mitigation Activities in Jerramungup and Bremer Bay, to Indiji Flora as recommended in the Confidential evaluation report. - Agree the estimated start date for the Contract is the week commencing 31 March 2025, and all works outlined in the Schedule of Works must be completed by 28 November 2025.	DCEO/BRMC		Contracts issued to successful tenderers. Unsuccessful letters sent.

			d) Delegates the formation and execution of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract. e) Should a Contract not be formed within thirty (30) business days with Bremer Bay Civil for the Delivery of the Chemical and Mechanical (minus Supplementary funding) component that the Chief Executive Officer may review alternative options, within the same price range as that provided by Bremer Bay Civil. f) Should a Contract not be formed within thirty (30) business days with Indiji Flora for the Delivery of the Supplementary Treatments and Prescribed Burning component that the Chief Executive Officer may review alternative options, within the same price range as that provided by Indiji Flora.			
26/03/25	Tender Consideration – RFT 01-25 Outright Purchase of Toyota Prado	OCM250311	That Council: 1) Accepts the Tender Offer submitted by Michael Sage for the purchase of Council's 2022 Toyota Prado GXL, registration 1ICO 579 for \$50,001, inclusive of GST.	DCEO/EAO		Completed and unsuccessful letters sent
26/03/25	Proposed Outbuilding – Lot 770 Freeman Drive, Bremer Bay	OCM250312	That Council: 1. Approve the application for an outbuilding on Lot 770 Freeman Drive, Bremer Bay subject to the following conditions: (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.	MoD	Advertising in progress	In progress

			(d) The outbuilding is to be clad in factory applied colour finished sheet metal and final details of external materials and colour pallets to be used are to be submitted and approved by the Manager of Development prior to the Building Permit being submitted for approval. Note, the use of reflective building materials and colour pallets is not permitted unless otherwise approved by the Council. 2. Authorises the administration to advertise the proposal in accordance with the provisions of Local Planning Scheme No.2 for a minimum of 14 days; 3. By Absolute Majority, delegates authority to the Chief Executive Officer to issue Planning Approval with conditions following the conclusion of the advertising period on the condition that no substantive objections are received from the advertising period.			
26/03/25	Application for Retrospective Planning Approval – Concrete Batching Plant – Lot 1566 Borden-Bremer Bay Road, Bremer Bay	OCM250313	That Council: 1. In accordance with the provisions of Local Planning Scheme No.2, determine that the application for retrospective approval to establish a Batching Plant on a portion of No.5495 (Lot 1566) Borden-Bremer bay Road, Bremer Bay is consistent with the Scheme Objectives for the Rural Zone; 2. Authorise the administration to advertise the proposal in accordance with the provisions of Local Planning Scheme No.2 for a minimum of 14 days; 3. By Absolute Majority, delegate authority to the Chief Executive Officer to issue Planning Approval with conditions and for a maximum period of two years following the conclusion of the advertising period, on the condition that no substantive objections are received during advertising.	MoD	Advertising in progress	In progress

COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
26/03/25	Disability Access and Inclusion Plan Review	OCM250315	That Council: - Endorses the Draft Shire of Jerramungup Disability Access and Inclusion Plan 2024-2029 as presented and attached to this Agenda; and - Advertise the Draft Disability Access and Inclusion Plan 2024-2029 for a period of four weeks and consider any submissions received.	WSH		Completed
26/03/25	Proposed Bush Fire Brigades Local Law – Commence-ment	OCM250316	That: - 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. - In accordance with the <i>Local Government Act 1995</i> s.3.12(3), copies of the proposed local law be – - Sent to the Chief Executive Officer of the Department of Local Government, Sport and Cultural Industries, and the Commissioner for Fire and Emergency Services. - Made available to any other person requesting a copy.	EAO	Public advertising to commence 23 April – 13 June	

COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
26/03/25	Proposed Dogs Local Law – Commence-ment	OCM250317	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 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. 2. In accordance with the <i>Local Government Act 1995</i> s.3.12(3), copies of the proposed local law be – • Sent to the Chief Executive Officer of the Department of Local Government, Sport and Cultural Industries; • Made available to any other person requesting a copy. 3. Clause 3.2(3)(a) be amended by replacing “three” with “two”.	EAO	Public advertising to commence 23 April – 13 June	
26/03/25	Proposed Dust, Sand and Erosion Local Law – Commence-ment	OCM250318	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 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.	EAO	Public advertising to commence 23 April – 13 June	

			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. 2. In accordance with the <i>Local Government Act 1995</i> s.3.12(3), copies of the proposed local law be – • Sent to the Chief Executive Officer of the Department of Local Government, Sport and Cultural Industries; • Made available to any other person requesting a copy.			
26/03/25	Proposed Fencing Local Law – Commence-ment	OCM250319	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 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. 2. In accordance with the <i>Local Government Act 1995</i> s.3.12(3), copies of the proposed local law be – • Sent to the Chief Executive Officer of the Department of Local Government, Sport and Cultural Industries; • Made available to any other person requesting a copy.	EAO	Public advertising to commence 23 April – 13 June	
26/03/25	Proposed Public Places and Local Government Property Local Law –	OCM250320	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 Public Places and Local Government Property Local Law, and invite submissions for a minimum six (6) week period –	EAO	Public advertising to commence 23 April – 13 June	

	Commence- ment		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. 2. In accordance with the <i>Local Government Act 1995</i> s.3.12(3), copies of the proposed local law be – • Sent to the Chief Executive Officer of the Department of Local Government, Sport and Cultural Industries; • Made available to any other person requesting a copy.			
26/03/25	Proposed Animals, Environment & Nuisance Local Law – Commence- ment	OCM250321	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 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. 2. In accordance with the <i>Local Government Act 1995</i> s.3.12(3), copies of the proposed local law be – • Sent to the Chief Executive Officer of the Department of Local Government, Sport and Cultural Industries; • Made available to any other person requesting a copy.	EAO	Public advertising to commence 23 April – 13 June	

COUNCIL RESOLUTIONS						
MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
26/03/25	Adoption of AP15 – Whistleblower Policy	OCM250322	That Council: 1. Adopts new Council Policy AP15 – Whistleblower Policy, as attached to this Report.	EAO		Published on website. Staff informed.
26/03/25	Adoption of AP16 – Legislative Compliance Policy	OCM250323	That Council: 1. Adopts new Council Policy AP16 – Legislative Compliance Policy, as attached to this Report. 2. Notes the Management Procedure – Legislative Compliance, as attached to this Report.	EAO		Published on website. Staff informed.
26/03/25	Proposed Parking and Parking Facilities Amendment Local Law – Commence-ment	OCM250325	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 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. 2. In accordance with the <i>Local Government Act 1995</i> s.3.12(3), copies of the proposed local law be – - Sent to the Chief Executive Officer of the Department of Local Government, Sport and Cultural Industries; - Made available to any other person requesting a copy.	EAO	Public advertising to commence 23 April – 13 June	

3. CEO MEETINGS OF SIGNIFICANCE – MARCH/APRIL 2025

MEETING DATE	LOCATION	DEPARTMENT	PURPOSE
19 March 2025	Bremer Bay	Shire of Jerramungup	Bush Fire Brigade Captains' Circle
20 March 2025	Jerramungup	Fitzgerald Biosphere Group (FBG)	Housing Options
21 March 2025	Jerramungup	Shelley Payne MLC	Catch up
24 March 2025	Bremer Bay	Shire of Jerramungup	Emergency Management Precinct Planning
2 April 2025	Jerramungup	Fitzgerald Biosphere Community Collective (FBCC)	Quarterly Catch up
4 April 2025	TEAMS	Shire of Jerramungup	Rebranding Presentation
11 April 2025	Kojonup	WALGA	Great Southern Country Zone Meeting
24 April 2025	TEAMS	GSDC	Water for Future - Project
25 April 2025	Jerramungup	Shire of Jerramungup	ANZAC Dawn Service
30 April 2025	TEAMS	Auditors	Audit Entrance Meeting