



SHIRE OF JERRAMUNGUP

COUNCILLOR INFORMATION BULLETIN

APRIL - MAY 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
20 March 2024	Contract for the Provision of Services	Contract for the provision of Bushfire Mitigation Activities - Shire of Jerramungup and Indiji Flora	GS.PR.43	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/DEBTOR NO.
3 July 2023	Charmaine Solomon, DCEO	Various Rates Write – off <\$5.00 – \$279.02	Various
April 2024	Martin Cuthbert, CEO	\$40.00 – Tip fees invoiced after payment	110
April 2024	Martin Cuthbert, CEO	\$431.80 – Fine for illegal rubbish dumping – unrecoverable	385
April 2024	Martin Cuthbert, CEO	\$250.00 – Cat 2 infringement – unrecoverable	435
April 2024	Martin Cuthbert, CEO	\$152.00 – Standpipe water – records search not worthwhile	462
April 2024	Martin Cuthbert, CEO	\$130.00 – Food business fees – overcharged	463
April 2024	Martin Cuthbert, CEO	\$50.00 – Tip fees – unrecoverable	604
April 2024	Martin Cuthbert, CEO	\$50.00 – Dog fine – unrecoverable	610
April 2024	Martin Cuthbert, CEO	\$245.00 – Tip fees invoiced after payment	612
April 2024	Martin Cuthbert, CEO	\$20.00 – Millers Point camping – uncontactable	618
April 2024	Martin Cuthbert, CEO	\$452.58 – Unpaid utilities - unrecoverable	634
April 2024	Martin Cuthbert, CEO	\$62.28 – Tip fees – unrecoverable	650
April 2024	Martin Cuthbert, CEO	\$100.00 – Illegal camping – unrecoverable	663
April 2024	Martin Cuthbert, CEO	\$100.00 – Illegal camping – unrecoverable	664
April 2024	Martin Cuthbert, CEO	\$100.00 – Illegal camping – unrecoverable	679
April 2024	Martin Cuthbert, CEO	\$100.00 – Illegal camping – unrecoverable	680
April 2024	Martin Cuthbert, CEO	\$17.04 – Credit in lieu of bin collection error	80061
April 2024	Martin Cuthbert, CEO	\$250.00 – Cat 2 infringement – unrecoverable	95598
April 2024	Martin Cuthbert, CEO	\$250.00 – Cat 2 infringement – unrecoverable	96013
April 2024	Martin Cuthbert, CEO	\$100.00 – Illegal camping – unrecoverable	96471
April 2024	Martin Cuthbert, CEO	\$100.00 – Illegal camping – unrecoverable	96500
April 2024	Martin Cuthbert, CEO	\$100.00 – Illegal camping – unrecoverable	96525
April 2024	Martin Cuthbert, CEO	\$100.00 – Illegal camping - unrecoverable	96526

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 \$250 sponsorship
22 September 2023	Martin Cuthbert	Jerramungup District High School	\$250 donation towards Buddy Bench
11 December 2023	Martin Cuthbert	Jerramungup Community Resource Centre	Support for the Community Christmas Sundowner with Markets by waiving the Rootpickers Hall Hire fee
23 May 2024	Martin Cuthbert	Jerramungup Community Resource Centre	Support for the Biggest Morning Tea by waiving the Rootpickers Hall Hire fee and \$250 donation

DELEGATIONS

1.5 PLANNING – APRIL

Planning application decisions under delegated authority up to 30 April 2024.

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
01/02/2024	P24-010	Noel Myers	Antonia & Joyce Caramia		WAPC164527 – Subdivision into 8 Lots	Lot 811 Barnes Drive, Bremer Bay	Approved	24/04/2024
19/02/2024	P24-013	Noel Myers	Donovan	Fox Modular	New Dwelling	Lot 68 Native Dog Beach Road, Bremer Bay	Approved	10/04/2024
05/04/2024	P24-019	Noel Myers	Stanich	Gareth Lindegger	New Dwelling	16 Blossoms Avenue, Bremer Bay	Approved	10/04/2024

1.6 BUILDING AND DEMOLITION – APRIL

Building application decisions under delegated authority up to 30 April 2024.

LODGED	APPLICATION NO.	OFFICER	OWNER	APPLICANT (If Different from Owner)	DESCRIPTION	ADDRESS	DELEGATED DECISION	DECISION DATE
08/03/2024	BP23-065	Martin Cuthbert	Geoffrey William & Rosemary Jan Cugley	Simon Cugley	New Dwelling	45 Trevally Place, Bremer Bay	Approved	04/04/2024
25/03/2024	BP24-002	Martin Cuthbert	Stephen Michael Down South Water Cartage Pty Ltd	Ben Ryan Building	Dwelling	Lot 153 Point Henry Road, Bremer Bay	Approved	09/04/2024
10/04/2024	BP24-013	Janna Cheshire	Banjelungup Aboriginal Corporation		Honey Processing Shed	261 Dillon Bay Road, Bremer Bay	Approved	24/04/2024
06/03/2024	BP24-014	Martin Cuthbert	Jade Elizabeth Michelle Joyce		Addition of Verandah to Existing Dwelling	10 Melaleuca Court, Bremer Bay	Approved	04/04/2024
25/03/2024	BP24-018	Janna Cheshire	Michelle Ellen Gray & Philip James Shilcock	MCB Construction	Shed	Lot 64, 112 Native Dog Beach Road, Bremer Bay	Approved	24/04/2024
09/04/2024	BP24-019	Janna Cheshire	Jeffrey Kevin Major	Murray River North Pty Ltd T/A TR Homes	Ancillary Dwelling	Lot 1705, 3011 West River Road, Fitzgerald	Approved	24/04/2024
10/04/2024	BP24-020	Janna Cheshire	Keryn Lorraine Cooper	Murray River North Pty Ltd T/A TR Homes	New Dwelling	21 McGlade Close, Bremer Bay	Approved	18/04/2024
25/03/2024	CP24-003	Noel Myers	Stephen Michael Down South Water Cartage WA Pty Ltd	Steve Anstee	Gravel Crossover	Lot 153 Point Henry Road, Bremer Bay	Approved	08/04/2024

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 7 May 2024.

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. Consultant appointed to assist.	Ongoing
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: <ol style="list-style-type: none"> 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 AFGRI, awaiting delivery.	
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; <ol style="list-style-type: none"> 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 are currently underway. Project expected to be completed by early April 2024.	

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
20/12/23	St John WA – New Ambulance Depot, Bremer Bay	OCM231212	<p>That Council:</p> <ol style="list-style-type: none"> 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	
20/12/23	Road Train Routes through Jerramungup		Discuss signage options with MRWA aiming to reduce road train traffic within Jerramungup townsite.	WS	In progress	

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
28/02/24	Annual General Meeting of Electors 7 February 2024 – Consideration of Motions	OCM240215	<p>That Council:</p> <ol style="list-style-type: none"> 1. Receive the following motion from the 7 February 2024 Annual General Meeting of Electors: Motion 1: That the Shire of Jerramungup provide a report on the construction and maintenance of footpaths for the past three years and future five years. 2. Acknowledge that it has considered Motion 1 from the 7 February 2024 Annual General Meeting of Electors and resolve that the motion be noted, acknowledging the Shire will be submitting a funding application to develop a new Path Plan in the next round of funding under the State Government’s “WA Bicycle Network Grants Program”. Reason: The development of a new Path Plan is required to set the priority list of any new paths to be constructed in the next five years, it will also assist with any grant applications to be submitted. 3. Receive the following motion from the 7 February 2024 Annual General Meeting of Electors: Motion 2: That the Shire prioritise installation of bins, upgrades to ablutions, and improved road access at Blossoms Beach. 	CEO	Awaiting funding round to submit application.	

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
			<p>4. Acknowledge that is has considered Motion 2 from the 7 February 2024 Annual General Meeting of Electors and resolve that the motion be noted, and that Council request the Administration to undertake investigation into future options for the upgrade of the ageing ablutions, for consideration in the 2024/25 budget cycle.</p> <p>Reason: Given the scope of issues that need to be explored so as to establish costings, it would be financially imprudent to commit to the project now.</p>		Preliminary investigations commenced to enable costings to be prepared for budget consideration.	
28/02/24			The Great Southern Zone of WALGA has requested each local government in the Zone to write to the Department of Home Affairs regarding the Great Southern DAMA. Get testimonials from local businesses to evidence the urgent regional need for a DAMA.	CEO	Currently liaising with RDA on gathering information	Ongoing
24/04/24	BFAC AGM	OCM240407	<p>Appointments to be confirmed and gazetted:</p> <p>Chief Bush Fire Control Officer</p> <p>Deputy Chief Bush Fire Control Officers</p> <p>Chief Fire Weather Officer</p> <p>Deputy Chief Fire Weather Officers</p> <p>Brigade Fire Weather Officers</p> <p>Fire Control Officers for 2024/25 season</p> <p>Restricted and Prohibited burning period dates for 2024/25 season</p>	EA	Sent for Gazettal –will be published on 10 May 2024.	06/05/2024

COUNCIL RESOLUTIONS

MEETING DATE	REPORT TITLE	RESOLUTION NO.	RESOLUTION	RESPONSIBLE OFFICER	CURRENT STATUS	DATE COMPLETED
24/04/24	WALGA RoadWise Council	OCM240412	That Council: 1. Accept WALGA’s invitation to register as a RoadWise Council; and 2. Nominate the following to be the primary points of contact for road safety matters: (a) Cr Julie Leenhouders (b) Cr Paul Barrett (c) Martin Cuthbert, Chief Executive Officer (d) Gordon Capelli, Works Supervisor (e) Jamie Turner, Town Services	EA	Registered with WALGA RoadWise as per their requirements.	29/04/2024

3. CEO MEETINGS OF SIGNIFICANCE – APRIL/MAY 2024

MEETING DATE	LOCATION	DEPARTMENT	PURPOSE
23 April 2024	Quaalup	DBCA and Quaalup Residents	Discussion regarding issues affecting Quaalup-area residents
25 April 2024	Jerramungup	Shire of Jerramungup	ANZAC Dawn Service and Gunfire Breakfast
26 April 2024	Tambellup	Main Roads WA	Great Southern Regional Road Group Meeting
2-3 May 2024	Esperance	LG Professionals	Goldfields Branch Forum
8 May 2024	Bremer Bay	Bremer Bay Community Development Committee	Meeting
9 May 2024	Jerramungup	Jerramungup Community Discussion	Discussion regarding Sports Club playground, old bowling green, and Pavilion playground.
13 May 2024	Teams	WALGA and Unions	Works Industrial Agreement Bargaining Meeting