



## **Bremer Bay Community Development Committee**

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# **Minutes**

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Bremer Bay Community Resource Centre and Library,  
Bremer Bay Regional Trails Committee, Fitzgerald Biosphere Group

**Wednesday 13 November 2024**

Bremer Bay Town Hall  
Bremer Bay  
10:00am

## 1. OPENING AND WELCOME

Cr Joanne Iffla declared the meeting open at 10:01 am.

## 2. ATTENDANCE

### Members:

Cr Joanne Iffla	Shire of Jerramungup (Chairperson)
Cr Raegan Zacher	Shire of Jerramungup
Leonie McMahon	Fitzgerald Biosphere Group/Bremer Bay Trails Committee
Jen Harland	Bremer Bay CRC

### Support Staff/Observers:

Cr Julie Leenhouders	Shire of Jerramungup
Martin Cuthbert	Shire of Jerramungup
Noel Myers	Shire of Jerramungup
Janna Cheshire	Shire of Jerramungup (Minute Taker)
Jody Scott	Bremer Bay Progress Association

### Apologies:

Cr Gavin Mair

## 3. CONFIRMATION OF MINUTES

The Minutes of the Bremer Bay Community Development Committee held 7 August 2024 be confirmed.

**Moved: Raegan Zacher      Seconded: Leone McMahon**

**That the Minutes of the Bremer Bay Community Development Committee held 7 August 2024 be confirmed, subject to the first paragraph on page 4 being amended as follows:**

- **FBG Contribution (page 4) – Modify to delete “\$15k” and replace with “\$10k towards administration and running costs”.**

**CARRIED**

## 4. BUSINESS FROM PREVIOUS MINUTES

Nil

## **5. MEMBER ITEMS**

### **5.1 Bremer Bay Community Resource Centre and Library**

CRC are continuing to face staffing issues with the roles of both Acting Manager and Library Officer still being filled by Jen Harland. Additionally, the Bremer Bay Occasional Day Care has temporarily been closed for term 4 as no suitably qualified person has been found to fill the Centre Coordinator role.

Roles have previously been advertised locally as well as on job seeking platforms like "Seek" but so far not resulted in any recruitment. Next advertising campaign is planned for December/January period, to reach peak population.

### **5.2 Fitzgerald Biosphere Group**

As per report

### **5.3 Bremer Bay Regional Trails Committee**

Nil.

## **6. GENERAL BUSINESS**

### **6.1 Bremer Bay Progress Association (BBPA) request to join BBCDC**

The Shire received a letter from the BBPA (attached) advising that they had voted to join the BBCDC and have provided their nominated representatives.

In order for the BBPA to officially become members, the following steps now need to be carried out:

- The BBCDC are required to consider the letter from the BBPA;
- The Terms of Reference to be updated as a draft to include membership of the BBPA;
- A report would then be prepared for Council consideration to accept the membership of the BBPA and the draft Terms of Reference.

Once these steps have been completed the Shire will write to the BBPA confirming the Council resolution.

In the meantime, the BBPA are welcome to continue to attend BBCDC meetings as visitors.

The BBCDC is now required to consider the letter from the BBPA and resolve if the Terms of Reference should be updated to include membership by the BBPA.

A draft review of the Terms of Reference to include membership of the BBPA is attached for consideration.

Recommendation 1:

That the BBCDC endorse the request from the BBPA to join the BBCDC.

Recommendation 2:

That the BBCDC recommend to Council that the draft Terms of Reference be accepted to include membership of the Bremer Bay Progress Association.

Recommendation 3:

That the BBCDC recommend to Council that the following representatives of the BBPA be appointed as delegates on the BBCDC;

Member 1 – Jody Scott

Member 2 – Gail Hiilinen

Proxy 1 – Katrina Wellstead

**Moved: Raegan Zacher**

**Seconded: Leonie McMahon**

**That the BBCDC endorse the request from the BBPA to join the BBCDC.**

**CARRIED**

**Moved: Jen Harland**

**Seconded: Cr Raegan Zacher**

**That the BBCDC recommend to Council that the draft Terms of Reference be accepted to include membership of the Bremer Bay Progress Association.**

**CARRIED**

**Moved: Raegan Zacher**

**Seconded: Leonie McMahon**

**That the BBCDC recommend to Council that the following representatives of the BBPA be appointed as delegates on the BBCDC;**

**Member 1 – Jody Scott**

**Member 2 – Gail Hiilinen**

**Proxy 1 – Katrina Wellstead**

**CARRIED**

## **6.2 Bremer Bay Community Markets**

It has been brought to the Shire's attention that community markets are being planned to take place during the summer school holidays at Paperbarks Park in Bremer Bay.

Noel advised that the organiser proactively contacted the Shire to obtain an event permit to address responsibilities of an event holder. The location of the proposed markets was not discussed during this conversation.

The Shire is supportive of the facilitation of local markets. Due to concerns of public safety and increased traffic hazards due to congestion of peak holiday traffic Paperbarks Park cannot be supported as a suitable location.

**Action: Noel to contact the applicant and discuss alternative locations for proposed markets.**

## **6.3 Genestreams Songlines Sculpture Project**

Cr Zacher requested an update on the Genestreams Songlines Sculpture project. Noel shared information on a new delivery date being anticipated for February 2025. This is due to the project team currently seeking Lotterywest funding to support the filming of a complementary documentary during the delivery stage of the project. Reports from Carol Pettersen suggest the project has had international interest with an order of a sculpture to be supplied to Singapore.

## **6.4 Community Survey**

Noel advised that the Shire has recently finalised selecting questions for their upcoming public survey. The survey will focus on the Shire's future direction and include questions regarding Council's rebranding project and the town's entry statement. The intended launch for the survey is mid December 2024.

## **7. NEXT MEETING**

The next Bremer Bay Community Development Committee meeting will be held Wednesday, 5 February 2025 at 9:00am at the Bremer Bay Town Hall.

## **8. CLOSURE**

The Chairperson declared the meeting closed at 10:28am.

# **FBG Report to Bremer Bay Community Development Committee**

**Meeting: Wednesday 13<sup>th</sup> November 2024**

**Leonie McMahon, Bremer Projects Division Manager**



## **Shorebirds Project**

We are approaching the busiest time of the year on the estuary, for shorebirds and people. As has been the case for the last two summers I will be running a range of awareness raising activities throughout the school holidays including workshops, early morning walks and market days. Many people heeded our requests last year to stay off the estuary and well away from shorebirds and we hope the same will occur this year. I will also be organising a group to take part in BirdLife Australia's beach nesting birds biennial count in mid November and a survey of estuary users in December.

## **Photography Competition**

The highlight of the project this year was a photography competition inviting people to share what the Wellstead Estuary means to them, bird life they have observed on the estuary and Life in the Transition Zone – the area we live in around the Fitz River NP. I partnered with Annie Leitch from the Fitzgerald Biosphere Community Collective to run the competition, which was a fabulous success. We had 187 photographs from 72 entrants. More than 75 people came to the exhibition and awards night in Bremer Bay in September. We opened the exhibition each day for the week following the opening and received a lot of great feedback.

The competition was open to all amateur photographers and we wanted to showcase local talent, our local environment and the Fitz Biosphere. We had a prize pool of about \$3500, supported by local, regional and national businesses and organisations.

The funding for the shorebirds project comes to an end in January 2025.

## **New Projects**

### **Caring for Wellstead Estuary Coastal Vegetation - Coastwest**

October 2024 – September 2025

The objective of this project is to improve the overall condition of the fringing vegetation along the edge of the Wellstead Estuary between Borden-Bremer Rd and the walk track (opposite the Bremer Bay Caravan Park). We will manage three main issues: fragmentation, weed incursion and erosion, in partnership with the Shire of Jerramungup. Weeds will be sprayed or pulled, erosion points will be repaired, main paths will be signposted, minor tracks will be closed.

### **Strategic Weed Management in the Bremer Bay region – State NRM**

January 2025 – January 2027

The objective of this project is to manage environmental weeds in the greater Bremer Bay area in partnership with the Shire of Jerramungup, local contractors and volunteers through our Weed Action Group. Priority is given to those infestations closest to our highest value assets

including the Fitzgerald River NP, the Wellstead Estuary, large intact remnants and conduits to these assets (roads, waterways, corridors).

The project will involve on-ground works, the development of a mapping program using QGIS and a community engagement program. The on-ground works will be carried out by a combination of contractors, the Shire of Jerramungup Works Crew and volunteers from the Weed Action Group. The project coordinator will work with landholders and community members to manage weeds on private and public land.

Community engagement will include working with landholders on the peninsula to identify weeds and provide information about control methods to enable them to better manage weeds on their properties.

## 2025 Funding Applications

### **Wellstead Estuary Birdhide**

We now have a soil classification report for the birdhide site, which shows no major concerns with the site. I propose to submit a design for approval to Shire Councillors at the November Council meeting. Upon approval we shall have engineering drawings done and thereafter, quotes to build the approved structure and any other necessary planning approvals. I will also meet with Lotterywest in the coming weeks to discuss the project, with the view to submitting an application in the coming months.

### **Trail Development Plan for Back Beach track**

The Bremer Bay Regional Trails Committee has prioritised development of the **Beaches Caravan Park to Back Beach Marina Loop trail** on Point Henry Peninsula. It has three sections:

- a) Beaches Caravan Park to Back Beach
- b) Back Beach to Fishery Beach Marina
- c) Fishery Beach Marina to Beaches Caravan Park.

All are in Reserve 511, which is within the Shire's management authority. We will submit an application to fund a trail development plan in early 2025 through a grant program run by the Department of Local Government, Sport and Cultural Industries.



To : Noel Myers  
Shire of Jerramungup

23rd October, 2024

Dear Martin and Noel,

Thank you for welcoming our representatives Jody Scott and Gail Hiilinen at the last Bremer Bay Community Development Committee meeting. They both reported to our BBPA meeting, stating how welcoming the committee was to them and how productive they felt our membership of this group would be.

Our membership was notified of a motion to join the BBCDC and it was put to a vote at our meeting. The result was a majority vote in support of us joining the BBCDC.

Would it be possible for two representatives to attend meetings? Both Jody and Gail are excited to attend and where one of them cannot, I would like to attend in their place.

My apologies for the late response. Each of us had thought that the other had done so. Again, thank you for inviting us to join and we look forward to productive meetings in the future.

Kind regards,

Katrina Wellstead  
SECRETARY



# BREMER BAY COMMUNITY DEVELOPMENT COMMITTEE

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## TERMS OF REFERENCE

### FUNCTIONS

#### 1.0 NAME

The name of the Committee shall be the Bremer Bay Community Development Committee.

#### 2.0 DISTRICT

The Bremer Bay Community Development Committee shall operate within the local government boundaries of the Shire of Jerramungup.

#### 3.0 PURPOSE

To provide opportunity for various community groups in Bremer Bay to make recommendations to Council on matters which aim to improve the community of Bremer Bay.

#### 4.0 GUIDING PRINCIPLES

This committee is established with the guiding principles in accordance with the *Local Government Act 1995*.

#### 5.0 ESTABLISHMENT

The Committee is established pursuant to the *Local Government Act 1995, Section 5.8*.

#### 6.0 MEMBERSHIP

##### Council Representation

Member 1     Shire President  
Member 2     Deputy Shire President  
Proxy 1       Any other Councillor

##### Bremer Bay Community Resource Centre

Member 1     Manager  
Member 2     \_\_\_\_\_  
Proxy 1       \_\_\_\_\_

##### Bremer Bay Regional Trails Committee

Member 1     \_\_\_\_\_  
Member 2     \_\_\_\_\_  
Proxy 1       \_\_\_\_\_

**Fitzgerald Biosphere Group**

Member 1 \_\_\_\_\_

Member 2 \_\_\_\_\_

Proxy 1 \_\_\_\_\_

**Bremer Bay Progress Association**

Member 1 \_\_\_\_\_

Member 2 \_\_\_\_\_

Proxy 1 \_\_\_\_\_

**6.1 Tenure of Membership**

The membership will be reviewed on an ad hoc basis and also in accordance with the *Local Government Act 1995*, Section 5.11.

(1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person’s membership of the committee continues until—*

- a. *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO’s representative, as the case may be;*
- b. *the person resigns from membership of the committee;*
- c. *the committee is disbanded; or*
- d. *the next ordinary elections day,*
- e. *whichever happens first.*

(2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person’s membership of the committee continues until—*

- a. *the term of the person’s appointment as a committee member expires;*
- b. *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;*
- c. *the committee is disbanded; or*
- d. *the next ordinary elections day,*
- e. *whichever happens first.*

**7.0 DELEGATED AUTHORITY OF**

Nil – this committee will make recommendations to Council.

## **8.0 COMMITTEE**

### **8.1 Chairperson**

The Shire President will undertake the role of Presiding Member of the Committee. The Deputy Shire President will undertake the role of Presiding Member in the Shire President's absence.

### **8.2 Secretary**

An officer of the Shire of Jerramungup will act as secretary of the meetings.

### **8.3 Standing Ex-Officio Members**

Nil

## **9.0 MEETINGS**

### **9.1 Annual General Meeting**

Nil

### **9.2 Committee Meetings**

The committee is required to hold four (4) meetings per year.

### **9.3 Quorum**

At least half of the voting delegates are required to attend the meeting for a quorum.

### **9.4 Voting**

Each participating Community Group and the Presiding Member will have one vote on items requiring a decision.

### **9.5 Minutes**

Shall be in accordance with the *Local Government Act 1995, Section 5.22*.

#### ***5.22 Minutes of council and committee meetings***

- (1) The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.*
- (2) The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*
- (3) The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

### **9.6 Who acts if no presiding member?**

Shall be in accordance with the *Local Government Act 1995, Section 5.14*.

**5.14 Who acts if no presiding member**

- (1) *If, in relation to the presiding member of a committee —*
  - (a) *the office of presiding member and the office of deputy presiding member are vacant; or*
  - (b) *the presiding member and the deputy presiding member, if any, are not available or are unable or willing to perform the functions of presiding member,*
- (1) *then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

**9.7 Meetings**

Meetings shall generally be open to the public pursuant to the *Local Government Act 1995, Section 5.23(2)* and is not required to have questions from the public as there are no Council delegations.

**9.8 Members Interests to be Disclosed**

Members of the Committee are bound by the provisions of the *Local Government Act 1995, Section 5.65* with respect to disclosure of financial, impartiality or proximity interests.

**10.0 REPORTING REQUIREMENTS**

- 10.1** Recommendations arising from this Committee’s operation will be presented to the next Ordinary Council Meeting for endorsement.
- 10.2** Each community group is required to present relevant items requiring a decision to the Shire one (1) week prior to a committee meeting in the following format;

<b>Committee Name</b>	
<b>Meeting Date:</b>	<b>Resolution Reference:</b>
<b>Mover:</b>	<b>Seconder:</b>
<b>Details of the Motion:</b>	