



AGENDA

and

Notice of Special Council Meeting

to be held on

Tuesday 18 February 2025

at

6.00pm

in the

Shire of Irwin Council Chambers

11-13 Waldeck Street, Dongara

The purpose of this meeting is for Council to consider and accept the Shire of Irwin Annual Report for the year ended 30 June 2024.

Shane Ivers
Chief Executive Officer
12 February 2025

Disclaimer

The Shire of Irwin advises that the purpose of an Ordinary Council Meeting is to discuss and, where possible, make resolutions about items appearing in the agenda. No person should rely or act on the basis of any decision, advice or information provided by an Elected Member or Officer, or on the content of any discussion occurring during the course of the meeting. No person should rely on the decisions made by Council until formal written advice of the Council is received by that person.

The Shire of Irwin expressly disclaims any liability for any loss or damage whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Agenda Forums, Council or Committee Meetings.

Nature of Council's Role in Decision Making

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
Executive	The substantial direction setting and oversight role of the Council e.g., performance of the Local Government's function under law, administration of Local Laws, adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws and local planning schemes.
Review	When Council reviews decisions made by Officers.
Quasi-judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g., local planning applications, building permits, other permits/licences (e.g. under the Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

By allocating these roles, the Shire ensures that the Council's decision-making is structured and aligned with its legal responsibilities, allowing it to effectively govern, serve its community, and maintain compliance with applicable laws.

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SPECIAL COUNCIL MEETING

to be held on

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AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Members

Councillor M Leonard	President
Councillor B Wyse	Deputy President
Councillor I Scott	
Councillor E Tunbridge	
Councillor A Gillam	
Councillor P Summers	
Councillor J Melsom	

Staff

Mr S D Ivers	Chief Executive Officer
Miss P Machaka	Manager Finance
Mr M Connell	Manager Development
Ms F Boksmati	Acting Manager Community Services
Mr M Jones	Manager Operations
Mr S Stubbs	Community Emergency Services Manager
Ms S Mearns	Executive Assistant

Apologies

Approved Leave of Absence

3. DECLARATION OF PURPOSE OF MEETING

The purpose of this meeting is for Council to consider and accept the Shire of Irwin Annual Report for the year ended 30 June 2024.

4. DECLARATIONS OF INTEREST

5. PUBLIC QUESTION TIME

6. OFFICER REPORTS

CEO 01-02/25 2023/24 Annual Report and Auditor's Report	
Author:	P Machaka, Manager Finance
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	3.00337
Council Role:	Executive
Voting Requirements:	Absolute Majority

Report Purpose:

For Council to consider and accept the Shire of Irwin Annual Report for the year ending 30 June 2024.

Officer Recommendation:

RECOMMENDED:
<p>That Council, by Absolute Majority;</p> <ul style="list-style-type: none"> a) Receives the Audit Report from the Office of the Auditor General for the year ending 30 June 2024; b) Accepts the 2023/24 Annual Report as presented in Attachment Booklet – February 2025; and c) Holds the Annual Electors' Meeting at 5.00pm on Tuesday 25 March 2025 in the Shire of Irwin Council Chambers.

Background:

The *Local Government Act 1995* requires local governments to prepare and accept, by absolute majority, an Annual Report for each financial year by no later than 31 December after that financial year unless the report is not available. If unable to be accepted by 31 December, then the report must be accepted within two months of the audit report becoming available.

The *Local Government Act 1995* also requires local governments to hold a general meeting of electors once every financial year and not more than 56 days after accepting the annual report from Auditors. It is therefore proposed to hold the Annual Electors' Meeting on Tuesday 25 March 2025.

Officer's Comment:

The 2023/24 Annual Report, prepared in accordance with the requirements of the *Local Government Act 1995*, is presented as an attachment for Councillors' perusal, consideration and acceptance. The report contains the audited annual financial statements and highlights the Shire of Irwin's achievements throughout 2023-24.

The Shire of Irwin's auditors, Pitcher Partners, on behalf of the Office of the Auditor General, have completed an audit of the annual financial statements for the year ended 30 June 2024. The audit report and management letter have been provided to the Shire President and CEO. Pitcher Partners and OAG presented their 2023-24 Audit findings to the Shire of Irwin Audit Committee on 11 February 2025. Financial Statements, a Management Letter and Audit Opinion were provided to the Audit Committee on 11 February 2025.

Consultation:

Once the 2023-24 Annual Report has been accepted by Council, the Shire is required to give local public notice of the availability of the report as soon as practicable.

Statutory Environment:*Local Government Act 1995*

- Section 5.53
- Section 5.27
- Section 5.29
- Section 7.2
- Section 7.12A

Local Government (Administration) Regulations 1996

- Regulation 19B

Local Government (Audit) Regulations 1996

- Regulation 10

Policy Implications:

Nil

Financial/Resource Implications:

There are no financial or budget implications.

Risk Implications:

If Council does not accept the Annual Report within two months of the audit report becoming available, it could result in a breach of the *Local Government Act 1995*.

Strategic Implications:

Our Brilliant Future - Strategic Community Plan 2021 – 2031

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles.

Strategy 4.3.2 Adopt and follow better practice processes.

Attachments:

Attachment Booklet – February 2025

CEO01-02/25 Attachment 1: 2023/24 Annual Report

7. CLOSURE