



**SHIRE OF IRWIN**  
DONGARA-PORT DENISON  

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A BRILLIANT BLEND

# AGENDA FORUM

Tuesday 18 March 2025 – 5.00pm



## **NOTICE OF MEETING**

Notice is hereby given that the next Agenda Forum of the Shire of Irwin will be held in the Council Chambers, 11-13 Waldeck Street, Dongara at 5.00pm on Tuesday 18 February 2025.

Shane Ivers  
**CHIEF EXECUTIVE OFFICER**  
14 February 2025



## AGENDA & BUSINESS PAPERS

Agenda Forums and Ordinary Council Meetings for 2025 will be held on the following dates in the Council Chambers at 11-13 Waldeck Street, Dongara.

DATES	
Agenda Forum - 5.00pm	Ordinary Council Meeting – 6.00pm
18 March	25 March
15 April	22 April
20 May	27 May
17 June	24 June
15 July	22 July
19 August	26 August
16 September	30 September
21 October	28 October
18 November	25 November
2 December	8 December (Monday)

Members of the public are always welcome to attend the Agenda Forums and Ordinary Council Meetings.

Please note: The Shire of Irwin is a Class 3 Local Government. As such, and in line with Section 58 of the *Local Government Amendment Act 2023*, there is now a requirement that Council Meetings:

- are to be audio recorded; and
- the recording is to be published on the Shire's website within 14 days of the meeting taking place.

## 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

<b>Advocacy</b>	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<b>Executive</b>	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.
<b>Legislative</b>	Includes adopting local laws and local planning schemes.
<b>Review</b>	When Council reviews decisions made by Officers.
<b>Quasi-judicial</b>	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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# **AGENDA (Draft)**

of the

## **ORDINARY COUNCIL MEETING**

to be held

**25 March 2025**

Commencing at 6.00pm

### **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 P Summers

Councillor J Melsom

Councillor A J Gillam

#### **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

Ms S Mearns

Executive Assistant

#### **Guests**

#### **Apologies**

Mr S Stubbs

Community Emergency Services Manager

#### **Approved Leave of Absence**

#### **Gallery**

### **3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

**4. PUBLIC QUESTION TIME****5. DECLARATIONS OF INTEREST****6. APPLICATIONS FOR LEAVE OF ABSENCE****7. PETITIONS AND DEPUTATIONS****8. CONFIRMATION OF MINUTES AND TABLING OF AGENDA FORUM NOTES****8.1 Minutes of the Ordinary Council Meeting held 25 February 2024**

The Minutes of the Ordinary Council Meeting held 25 February 2025 are included in the *Attachment Booklet – March 2025*.

**Officer Recommendation:**

That Council confirms the Minutes of the Ordinary Council Meeting held 25 February 2025.

**8.2 Agenda Forum Notes – 18 March 2025**

At the Agenda Forum held 18 March 2025, Shire Officers presented background information and answered questions on items to be considered at the March 2025 Ordinary Council Meeting.

Notes from the Agenda Forum are included in the *Attachment Booklet – March 2025*.

**Officer Recommendation:**

That Council confirms the Notes of the Agenda Forum held 18 March 2025.

**9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

## 10. REPORTS OF OFFICERS AND COMMITTEES

### 10.1 Finance Reports

FIN 01-03/25 Accounts for Payment – February 2025	
<b>Author:</b>	<b>S Clarkson, Senior Finance Officer</b>
<b>Responsible Officer:</b>	<b>P Machaka, Manager Finance</b>
<b>File Reference:</b>	<b>2.0057</b>
<b>Council Role:</b>	<b>Executive</b>
<b>Voting Requirements:</b>	<b>Simple Majority</b>

**Report Purpose:**

For Council to receive the list of accounts paid under delegated authority during February 2025.

**Officer Recommendation:**

RECOMMENDED:	
That Council, by Simple Majority, receives the Accounts paid during February 2025 as contained in FIN 01-03/25 Attachment 1 of the Attachment Booklet – March 2025 represented by:	
<b>Payment Type/Numbers</b>	<b>Total Amount</b>
<b>EFT 33181 – 33281</b>	<b>\$368,184.84</b>
<b>Muni Cheques – 32227 – 32229</b>	<b>\$1,978.50</b>
<b>Direct Debit – Telstra</b>	<b>\$1,616.16</b>
<b>Direct Debit – WA Treasury Corporation</b>	<b>\$20,727.35</b>
<b>Direct Debit – Credit Card</b>	<b>\$19,014.14</b>
<b>Direct Debit – N-Able Pty Ltd</b>	<b>\$1,016.06</b>
<b>Direct Debit – Australian Phone Company</b>	<b>\$225.23</b>
<b>Direct Debit – Telair Pty Ltd</b>	<b>\$2,449.41</b>
<b>Direct Debit – Rental Charges</b>	<b>\$4,600.00</b>
<b>Direct Debit – Insurance Premium Repayments</b>	<b>\$45,929.68</b>
<b>Direct Debit – Superannuation</b>	<b>\$59,670.59</b>
<b>Grand Total</b>	<b>\$525,411.96</b>

**Background:**

A list of accounts paid under delegated authority is attached showing all payments made during the month of February 2025.

**Officer's Comment:**

Nil

**Consultation:**

Nil

**Statutory Environment:**

The *Local Government (Financial Management) Regulations 1996* provides as follows:

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*
- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared*
- (a) *the payee's name;*
  - (b) *the amount of the payment;*
  - (c) *the date of the payment; and*
  - (d) *sufficient information to identify the transaction.*
- (3) *A list prepared under sub-regulation (1) or (2) is to be —*
- (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
  - (b) *recorded in the minutes of that meeting.*

**Policy Implications:**

Under Delegation CEO101 Council has delegated authority to the Chief Executive Officer to authorise payments from the municipal or trust fund.

**Financial/Resource Implications:**

Nil

**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 – March 2025*

FIN 01-03/25 Attachment 1: Accounts for Payment - February 2025



<b>FIN 02-03/25 Monthly Financial Statements - January 2025</b>	
<b>Author:</b>	<b>P Machaka, Manager Finance</b>
<b>Responsible Officer:</b>	<b>S Ivers, Chief Executive Officer</b>
<b>File Reference:</b>	<b>2.0057</b>
<b>Council Role:</b>	<b>Executive</b>
<b>Voting Requirements:</b>	<b>Simple Majority</b>

**Report Purpose:**

For Council to consider and receive the Monthly Financial Statements for the period 1 July 2024 to 31 January 2025.

**Officer Recommendation:**

<b>RECOMMENDED:</b>
<b>That Council, by Simple Majority, receives the Monthly Financial Statements for the period 1 July 2024 to 31 January 2025 as contained in FIN 02-03/25 Attachment 1 of the Attachment Booklet – March 2025.</b>

**Background:**

The Monthly Financial Statements to 31 January 2025 are prepared in accordance with the requirements of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* and includes the following statutory reports:

- Statement of Financial Activity by Nature
- Statement of Financial Position
- Explanation of Material Variances
- Net Current Funding Position

The Statements also include various other financial information not required by legislation, but for Council information.

**Officer's Comment:**

The financial position to the end of January 2025 is detailed in the attached report and summarised as per below:

31/01/2025	YTD Budget	YTD Actual
Operating Revenue	9,499,980	9,561,590
Operating Expenditure	(8,004,836)	(8,635,929)
Net Operating	1,495,144	925,661
Non-Operating Revenue	52,970	52,970
Non-Operating Expenditure	(1,486,338)	(1,314,232)
Net Non-Operating	(1,433,368)	(1,261,262)
Cash at Bank		3,122,536
Cash at Bank Restricted		373,935
Reserve Bank		1,332,367
Total Cash Funds		4,828,838

**Consultation:**

Nil

**Statutory Environment:**

*Local Government Act 1995*

- *Section 6.4 Financial report*

*Local Government (Financial Management) Regulations*

- *Section 34 Financial activity statement report provides as follows:*

- (1) *A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail -*
  - (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
  - (b) *budget estimates to the end of the month to which the statement relates;*
  - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
  - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
  - (e) *the net current assets at the end of the month to which the statement relates.*
- (2) *Each statement of financial activity is to be accompanied by documents containing -*
  - (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
  - (b) *an explanation of each of the material variances referred to in sub-regulation (1)(d); and*
  - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity must be shown according to the nature classification.*
- (4) *A statement of financial activity, and the accompanying documents referred to in sub-regulation (2), are to be -*
  - (a) *presented to the council - at an ordinary meeting of the council within 2 months after the end of month to which the statement relates; and*
  - (b) *recorded in the minutes of the meeting at which it is presented.*

**Policy Implications:**

Nil

**Financial/Resource Implications:**

Any issues in relation to expenditure and revenue allocations or variance trends are identified and addressed each month.

**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 – March 2025*

FIN 02-03/25 Attachment 1: Financial Statements for the Period Ended 31 January 2025.

**10.2 Community Services Reports**

<b>COM 01-03/25 CSRFF Small Grants Application for Dongara Golf Club Inc.</b>	
<b>Author:</b>	<b>F Boksmati, Acting Manager Community Services</b>
<b>Responsible Officer:</b>	<b>S Ivers, Chief Executive Officer</b>
<b>File Reference:</b>	<b>3.00484</b>
<b>Council Role:</b>	<b>Executive</b>
<b>Voting Requirements:</b>	<b>Absolute Majority</b>

**Report Purpose:**

For Council to consider the Dongara Golf Club’s request to renew and upgrade the existing Dongara Golf Course reticulation and control system, and to support the Club’s application for grant funding through the Department of Local Government, Sport and Cultural Industries (DLGSC), Community Sporting and Recreation Facilities Fund (CSRFF) Small Grants round for the project.

**Officer Recommendation:**

<b>RECOMMENDED:</b>
<p><b>That Council by Absolute Majority,</b></p> <ol style="list-style-type: none"> <li><b>1) Supports the Dongara Golf Club’s application for grant funding through the Department of Local Government, Sport and Cultural Industries (DLGSC), Community Sporting and Recreation Facilities Fund (CSRFF) Small Grants round for \$188,000 being 50% of the total project value \$376,000 for the purpose of upgrading the golf course reticulation, reticulation control system, water pumping system and the installation of 8 metre by 8 metre shed to accommodate the new equipment.</b></li> <li><b>2) Endorses the Dongara Golf Club’s establishing a sinking fund where they set aside revenue to meet future capital expenses for maintenance, upgrades and/or replacement of the reticulation system, for the expected life of the asset.</b></li> <li><b>3) Endorses the ranking of the golf course reticulation and control system upgrade and the shed installation as “A – Well planned and needed by the municipality” to be submitted with the application as per the CSRFF Local Government Assessment Sheet.</b></li> <li><b>4) Commits a cash and in-kind contribution of \$94,000 in the 2025/26 Annual Budget, equating to 25% of the total project value \$376,000.</b></li> </ol>

**Background:**

The Dongara Golf Club, established in 1932, has been a central part of the community for over 90 years. It is a vital community asset that provides recreational opportunities, promotes physical health, and fosters social connections for those interested in the sport of golf or as a function venue available to the general public. With over 130 regular members, omitting visitation by tourists and local visitors which has also steadily increased annually, maintaining a quality golf course is essential to operations and ensuring the club’s sustainability locally and to support local tourism.

The existing reticulation and control system is heavily contributing to inefficiencies, and presents the following three (3) key contributory challenges;

1. **Outdated Technology:** The existing system is over 20 years old and lacks modern features such as smart scheduling and moisture sensing.

2. **High Water Usage:** Inefficient watering practices result in excessive water consumption, increasing costs and negatively impacting the environment.
3. **Maintenance Concerns:** Frequent breakdowns and costly repairs divert necessary resources and staff from standard club operations.

The upgrade plan includes replacement of controller valves and wiring, upgrade to the pumping system, installation of a commercial plus water meter, and the supply and installation of an 8 metre by 8metre shed to house the upgraded system.

Expected benefits of the upgrade includes;

1. **Water Savings:** Estimated reduction in water usage by up to 30% annually
2. **Cost Reduction:** Decreased operational costs and a reduction in water, electricity and maintenance bills
3. **Environmental Impact:** Provides the opportunity to align with the club's and environmental sustainability goals including improved compliance with regulations
4. **Enhanced experience:** Improved course conditions results in increased member satisfaction and the likelihood of returning visitors.

In order to assist with the evaluation of submissions and to ensure projects are viable and appropriate, CSRFF have developed a Local Government Assessment Sheet. All submissions require the Local Government Authority to rate and prioritise submissions utilising the following guide and present the assessment as supporting documentation to the application.

RATING	DESCRIPTION
A	Well planned and needed by the municipality
B	Well planned and needed by the applicant
C	Needed by the municipality, more planning required
D	Needed by the applicant, more planning required
E	Idea has merit, more preliminary work needed
F	Not recommended

#### **Officer's Comment:**

The renewal and upgrade of the Dongara Golf Club reticulation control system is essential for the sustainability and quality of the club, and the satisfaction of all members and visitors. The course itself is renowned for its spectacular reviews and quality greens, providing recreational opportunities to not only members, but to the general public, and is highly popular with visiting tourists. With the reticulation system at end of life, there is risk of losing the course. Investing in an upgrade and more modern technology represents a crucial step towards supporting a sustainable and successful future for the Dongara Golf Club with water usage and maintenance costs also anticipated to reduce significantly.

#### **Consultation:**

- Craig Vinci, Regional Manager Mid West - Gascoyne for Department of Local Government Sport and Cultural Industries (DLGSCI)
- Golf WA have provided a letter of support for this project

#### **Statutory Environment:**

*Local Government Act 1995*

**Policy Implications:**

Nil

**Financial/Resource Implications:**

In support of producing a quality application with high chance of success, the Shire has engaged a consultant to assist writing the Grant Application. This is an out of budget and unplanned expense for the Community Services Department to a value of \$7,980 exc gst.

The Dongara Golf Club plan to submit an application through the CSRFF to complete the project, however, need Council's endorsement of the project as well as an agreement with the club to facilitate and fund the residual 25% of the total project cost. The Shire is expected to finance the remainder of the project through cash and in-kind for the remaining 25% should the application be successful. Council will need to endorse \$94,000 in cash and in-kind contributions in the 2025/26 Annual Budget.

A requirement of the application is to ensure a sinking fund is established by setting aside revenue over a period of time to meet future capital expenses and to cover costs at the assets end of life. The Dongara Golf Club have committed to creating a sinking fund using the anticipated cost savings once the upgrade is complete to fund any future maintenance / upgrades required due to normal system wear and tear.

Should the Dongara Golf Club's application be unsuccessful or should they be unable to meet the financial requirements of the grant, the Shire is not expected to proceed with a funding commitment in the 2025/26 budget. Similarly, if the Shire is unable to proceed with their funding commitment of \$94,000 in the 2025/26 Annual Budget, the CSRFF application cannot proceed unless the golf club can make up the balance of funding required. If the application is successful, the Shire will continue to actively seek opportunities to supplement and/or reduce the financial commitment.

**Strategic Implications:**

Our Brilliant Future – Strategic Community Plan 2021 – 2031:

- Strategy 1.1.1 Identify and support services, events and programs for building capacity, social inclusion and wellbeing (including those catering for families, youth and seniors)
- Strategy 1.1.2 Advocate for retention of existing and enhanced facilities and health and social support services
- Strategy 1.2.2 Support the strong sporting culture that shapes the Shire of Irwin's identity and lifestyle
- Strategy 1.2.3 Support community-initiated projects and activities
- Strategy 3.1.1 Prepare for and manage natural disasters and environmental risks
- Strategy 3.1.3 Identify, provide and manage Shire assets (including community infrastructure, Shire controlled reserves and freehold land) in accordance with agreed service levels
- Strategy 4.1.1 Enhance the Shire's profile through marketing initiatives and community engagement
- Strategy 4.1.3 Maintain effective working relationships with relevant stakeholders

**Attachments:**

Nil

### 10.3 Development Reports

DEV 01-03/25 February 2025 Development Delegated and Authorised Authority Report	
<b>Author:</b>	<b>M Connell, Manager Development</b>
<b>Responsible Officer:</b>	<b>S Ivers, Chief Executive Officer</b>
<b>File Reference:</b>	<b>3.00125</b>
<b>Council Role:</b>	<b>Executive</b>
<b>Voting Requirements:</b>	<b>Simple Majority</b>

#### Report Purpose:

For Council to receive the February 2025 Development Delegated and Authorised Authority Report.

#### Officer Recommendation:

<b>RECOMMENDED:</b>
<b>That Council by Simple Majority, receives the February 2025 Development Delegated and Authorised Authority Report, as contained in DEV 01-03/25 Attachment 1.</b>

#### Background:

Local governments utilise levels of delegated authority to undertake day-to-day statutory functions, thereby allowing Council to focus on policy development, representation, strategic planning and community leadership, with the organisation focussing on the day-to-day operations of the Shire.

The use of delegated authority means the large volume of routine work can be effectively managed and acted on promptly, which in turn facilitates efficient service delivery to the community.

In addition, as of 1 July 2024, the determination of development applications for single houses or any development associated with a single house (excluding development associated with a heritage place), can now only be done by the CEO or authorised employees of the local government.

#### Officer's Comment:

This report presents the details of development functions made under delegated or authorised authority for the month of February 2025, with 12 building permits, 6 single house applications and 3 applications for development approval having been issued.

#### Consultation:

Nil

#### Statutory Environment:

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- *Planning and Development (Local Planning Schemes) Regulations 2015*

#### Policy Implications:

Nil

#### Financial/Resource Implications:

Nil

#### 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 – March 2025*

DEV 01-03/25 Attachment 1: February 2025 Development Delegated and Authorised Authority Report.

**10.4 Operations Reports**

Nil

**10.5 Office of the CEO Reports**

Nil

**10.6 Committee Reports****10.6.1 Work Health and Safety Committee Meeting**

The Minutes of the Shire of Irwin Work Health and Safety Committee Meetings held 5 February 2025 and 5 March 2025 have been provided as Attachment 10.6.1 in Attachment Booklet – March 2025.

**OFFICER RECOMMENDATION:**

That Council by Simple Majority receives the minutes of the Shire of Irwin Work Health and Safety Committee Meetings held 5 February 2025 and 5 March 2025.

**11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****12. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN****13. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION****14. MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC****15. CLOSURE**