



Ordinary Council Meeting

***Attachment Booklet
March 2025***

ATTACHMENT BOOKLET – March 2025

Item	Description
8.1	Ordinary Council Meeting Minutes – 25 February 2025
8.2	Agenda Forum Notes – 18 March 2025
FIN 01-03/25	Accounts for Payment – February 2025
FIN 02-03/25	Monthly Financial Statements for the Period Ended 31 January 2025
DEV 01-03/25	December 2024 and January 2025 Development Delegated and Authorised Authority Report
10.6.1	Work Health and Safety Committee Minutes – 5 February and 5 March 2025



Ordinary Council Meeting

25 March 2025

Item 8.1

Ordinary Council Meeting
Minutes – 25 February 2025



SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

MINUTES

ORDINARY COUNCIL MEETING

Tuesday 25 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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MINUTES

of the

ORDINARY COUNCIL MEETING

Tuesday, 25 February 2025

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President welcomed Councillors, Staff and Members of the Gallery then declared the Meeting open at 6.00pm.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Members

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

President
Deputy President

Staff

Mr S D Ivers
Miss P Machaka
Mr M Connell
Ms F Boksmati
Mr M Jones
Ms S Mearns

Chief Executive Officer
Manager Finance
Manager Development
Acting Manager Community Services
Manager Operations
Executive Assistant

Guests

Nil

Apologies

Mr S Stubbs

Community Emergency Services Manager

Approved Leave of Absence

Nil

Gallery

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. DECLARATIONS OF INTEREST

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. PETITIONS AND DEPUTATIONS

Nil

8. CONFIRMATION OF MINUTES AND TABLING OF AGENDA FORUM NOTES**8.1 Minutes of the Ordinary Council Meeting held 9 December 2024**

The Minutes of the Ordinary Council Meeting held 9 December 2024 are included in the *Attachment Booklet – February 2025*.

COUNCIL DECISION		020225
MOVED: Cr Tunbridge		SECONDED: Cr Summers
That Council confirms the Minutes of the Ordinary Council Meeting held 9 December 2024.		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom	
Against:	Nil	

8.2 Agenda Forum Notes – 18 February 2025

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

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

COUNCIL DECISION		030225
MOVED: Cr Scott		SECONDED: Cr Gillam
That Council confirms the Notes of the Agenda Forum held 18 February 2025.		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom	
Against:	Nil	

8.3 Minutes of the Special Council Meeting held 18 February 2025

The Minutes of the Special Council Meeting held 18 February 2025 are included in the *Attachment Booklet – February 2025*.

COUNCIL DECISION		040225
MOVED: Cr Melsom		SECONDED: Cr Wyse
That Council confirms the Minutes of the Special Council Meeting held 18 February 2025.		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom	
Against:	Nil	

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

11 December 2024	CEO attended Audit Exit Meeting with Pitcher Partners
13 January 2025	CEO and Shire President attended 'Dongara Bushfire Stakeholders Debrief'
16 January 2025	CEO and Shire President attended MWDC Catch up
22 January 2025	CEO and Shire President attended YSRC Rangers Site Visit
23 January 2025	CEO and Shire President met with Dongara Denison Lions Club
26 January 2025	CEO and Shire President attended Australia Day Celebrations
18 February 2025	CEO attended LEMC Meeting
19 February 2025	CEO and Shire President attended MEPAU Meeting
20 February 2025	CEO and Shire President attended MWDC Catch up

10. REPORTS OF OFFICERS AND COMMITTEES

10.1 Finance Reports

FIN 01-02/25 Accounts for Payment – December 2024 and January 2025	
Author:	S Clarkson, Senior Finance Officer
Responsible Officer:	P Machaka, Manager Finance
File Reference:	2.0057
Council Role:	Executive
Voting Requirements:	Simple Majority

Report Purpose:

For Council to receive the list of accounts paid under delegated authority during December 2024 and January 2025.

COUNCIL DECISION		050225
MOVED: Cr Summers		SECONDED: Cr Scott
That Council, by Simple Majority, receives the Accounts paid during December 2024 and January 2025 as contained in FIN01-02/25 Attachment 1 of the Attachment Booklet – February 2025 represented by:		
Payment Type/Numbers		Total Amount
EFT 32910 – 33180		\$1,312,456.63
Muni Cheques – 32222 – 32226		\$106,855.10
Direct Debit – Telstra		\$10,173.89
Direct Debit – WA Treasury Corporation		\$295,991.96
Direct Debit – Credit Card		\$31,444.77
Direct Debit – N-Able Pty Ltd		\$2,032.12
Direct Debit – Australian Phone Company		\$450.46
Direct Debit – Telair Pty Ltd		\$6,327.25
Direct Debit – Rental Charges		\$9,200.00
Direct Debit – Insurance Premium Repayments		\$137,789.04
Direct Debit – Vestone Capital Pty Ltd		\$10,554.20
Direct Debit – Bonds Administrator		\$1,220.00
Direct Debit – Superannuation		\$117,095.78
Grand Total		\$2,041,591.20
VOTING DETAILS:		CARRIED: 7/0
For: Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom		
Against: Nil		

Background:

A list of accounts paid under delegated authority is attached showing all payments made during the month of December 2024 and January 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 – February 2025

FIN01-02/25 Attachment 1: Accounts for Payment – December 2024 and January 2025

FIN 02-02/25 Monthly Financial Statements for the Period Ended 31 December 2024	
Author:	P Machaka, Manager Finance
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	2.0057
Council Role:	Executive
Voting Requirements:	Simple Majority

Report Purpose:

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

COUNCIL DECISION		060225
MOVED: Cr Wyse		SECONDED: Cr Summers
That Council, by Simple Majority, receives the Monthly Financial Statements for the period 1 July 2024 to 31 December 2024 as contained in FIN02-02/25 Attachment 1 of the Attachment Booklet – February 2025.		
VOTING DETAILS:		CARRIED: 7/0
For: Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom		
Against: Nil		

Background:

The Monthly Financial Statements to 31 December 2024 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 December 2024 is detailed in the attached report and summarised as per below:

31/12/2024		YTD Budget	YTD Actual	Variance YTD to Budget
Operating Revenue		9,337,413	9,293,314	0%
Operating Expenditure		(6,868,942)	(7,195,412)	5%
Net Operating		2,468,471	2,097,902	
Non-Operating Revenue		52,970	52,970	0%
Non-Operating Expenditure		(1,356,819)	(1,196,623)	-12%
Net Non-Operating		(1,303,849)	(1,143,653)	
Cash at Bank			3,733,202	
Cash at Bank Restricted			373,935	
Reserve Bank			1,327,126	
Total Cash Funds			5,434,263	

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 –February 2025

FIN 02-02/25 Attachment 2: Financial Statements for the Period Ended 31 December 2024.

10.2 Community Services Reports

Nil

10.3 Development Reports

DEV 01-02/25 December 2024 and January 2025 Development Delegated and Authorised Authority Report	
Author:	M Connell, Manager Development
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	3.00125
Council Role:	Executive
Voting Requirements:	Simple Majority

Report Purpose:

For Council to receive the December 2024 and January 2025 Development Delegated and Authorised Authority Report.

COUNCIL DECISION		070225
MOVED: Cr Tunbridge		SECONDED: Cr Gillam
That Council by Simple Majority, receives the December 2024 and January 2025 Development Delegated and Authorised Authority Report, as contained in DEV01-02/25 Attachment 1.		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom	
Against:	Nil	

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 months of December 2024 and January 2025, with 12 building permits, 2 single house applications and 10 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 – February 2025

DEV 01-02/25 Attachment 1: December 2024 and January 2025 Development Delegated and Authorised Authority Report

DEV 02-02/25 Disposal of Land by Lease – Port Denison Volunteer Sea Rescue Group	
Author:	M Connell, Manager Development
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	P24-59 / A7125
Council Role:	Executive
Voting Requirements:	Simple Majority

Report Purpose:

For Council to consider the disposal by way of a new lease of Reserve 22266 Point Leander Drive, Port Denison to the Port Denison Volunteer Sea Rescue Group.

COUNCIL DECISION		080225
MOVED: Cr Scott		SECONDED: Cr Summers
That Council, by Simple Majority:		
1. Dispose by way of lease Reserve 22266 (Lots 55 and 166) Point Leander Drive, Port Denison for purposes necessarily associated with and ancillary to the activities of a Volunteer Sea Rescue Group to the Port Denison Volunteer Sea Rescue Group. 2. Set the conditions of the lease as follows: a. An initial term of five (5) years commencing on the date the consent of the Minister for Lands is granted, with two further five (5) year options available; and b. A lease fee of \$1.00 per annum. 3. Authorise the Chief Executive Officer to execute all documents necessary for the lease.		
VOTING DETAILS:		CARRIED: 7/0
For: Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom		
Against: Nil		

Background:

Reserve 22266 comprises Lots 55 and 166 (No. 48) on Deposited Plan 226843 and is vested in the Shire for the purpose of “*Municipal Purposes and Recreation*”. The Shire has been granted care, control and management of the site under a Management Order with the power to lease for any term not exceeding 21 years, subject to the consent of the Minister for Lands.

The site is occupied by the Port Denison Volunteer Sea Rescue Group and was initially leased in July 2003. That lease expired on 30 June 2024 and now requires a new lease to be entered into.

Location Plan



Aerial Enlargement



Officer's Comment:

The draft lease is contained in DEV 02-02/25 Confidential Attachment 1 and key aspects of the lease are:

- The lease is for the site only as if it were unoccupied. It does not include any improvements made or effected to the premises by the lessee.
- The lease is for an initial term of 5 years, with two further 5 year terms available. Thus, having a potential overall term of 15 years.
- The proposed lease rent is to be \$1.00, which is the equivalent to the old 'peppercorn' lease term.
- The permitted purpose of the lease is for *purposes necessarily associated with and ancillary to the activities of a Volunteer Sea Rescue Group*.
- The lessee is required to pay all outgoings and charges.

Consultation:

Nil

Statutory Environment:

Section 3.58 the *Local Government Act 1995* details the process governing 'disposing of property' which includes disposal by way of lease.

Disposal would normally involve getting a valuation for the land and publicly advertising the disposal. However, there is an exemption under section 3.58(5)(d) of the Act which refers to "any other disposition that is excluded by regulations from the application of this section".

As the Port Denison Volunteer Sea Search Group is an incorporated body with charitable objects then the exemption from section 3.58 applies and advertising and valuation is not required.

Policy Implications:

Nil

Financial/Resource Implications:

The draft lease proposes the lease rent to be \$1.00 with no rent reviews. The preparation, execution and registration of the lease is estimated at \$2,200 with this cost to be borne by the Shire.

Strategic Implications:

Our Brilliant Future - Strategic Community Plan 2021 – 2031

Strategy 1.2.4 Acknowledge and celebrate volunteers and community advocates

Strategy 1.3.1 Partner with relevant agencies in relation to emergency services management

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles

Attachments:

Confidential Attachment Booklet – February 2025

DEV 02-02/25 Confidential Attachment 1: Draft Lease

DEV 03-02/25 Extending Pool Safety Barrier Requirements – Areas outside of the Dongara, Port Denison and Irwin townsites	
Author:	M Connell, Manager Development
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	3.00514
Council Role:	Advocacy
Voting Requirements:	Simple Majority

Report Purpose:

For Council to consider removing exclusions in the *Building Regulations 2012* so that safety barrier requirements for existing swimming pools apply throughout the entire Shire of Irwin district.

COUNCIL DECISION		090225
MOVED: Cr Tunbridge		SECONDED: Cr Wyse
That Council, by Simple Majority request the Department of Energy, Mines, Industry Regulation and Safety to remove the Shire of Irwin excluded areas in Schedule 5 of the <i>Building Regulations 2012</i>, thereby requiring those areas to comply with Part 8, Division 2 of the Regulations.		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom	
Against:	Nil	

Background:

All new swimming pools that contain a depth of water of more than 30cm on completion and regardless of location, are required to have safety barriers that comply with the applicable building standard, restricting access of young children to the swimming pool area.

Existing swimming pools are, in addition to the requirements for new swimming pools, required to maintain these safety barriers and ensure they remain compliant with the specified building standard. Local governments monitor the compliance of these safety barriers at maximum four-year intervals. However, existing swimming pools located in certain prescribed excluded areas of the State (typically regional or remote areas outside of townsites) are not subject to these same requirements.

The Ombudsman WA tabled its report, *Investigation into ways to prevent or reduce deaths of children by drowning*, in Parliament in November 2017. This instigated a review by the Department of Energy, Mines, Industry Regulation and Safety (Building and Energy Division), of the safety barrier requirements for swimming pools within Western Australia. The Report highlighted the increased risk of drowning of young children in swimming pools that are not required to comply with the safety barrier requirements in Part 8 Division 2 of the *Building Regulations 2012* due to being located in an excluded area, and further recommended the consideration of extending the safety barrier requirements across all areas of the State.

As part of a review, Building and Energy recognised that with regard to excluded areas it is more appropriate for local governments to lead regulatory decisions for their local community. As such, Building and Energy decided not to amend the Regulations to extend the safety barrier requirements across currently excluded areas without local government direction.

Local governments with excluded areas have two options to consider:

Option 1: Extend the safety barrier requirements to currently excluded areas

Swimming pools will be required to have a safety barrier that complies with building standards. Swimming pools that do not currently have a safety barrier will need to have one installed.

Option 2: No change

No changes will be implemented and existing swimming pools located in those excluded areas will continue to be excluded from the regulatory requirements.

Building and Energy is now actively encouraging affected local governments to consider removing exclusions so that safety barrier requirements for existing swimming pools apply throughout their entire district (as per Option 1 above).

Officer's Comment:

The requirements for existing swimming pools to have safety barriers, and for those safety barriers to be inspected by local governments, only apply to areas of the State that are listed in Schedule 5. Areas not listed in the Schedule are excluded from these requirements.

Specifically for the Shire of Irwin all land outside of the gazetted townsites of Dongara, Port Denison and Irwin are excluded. Maps of the townsites are contained in DEV 03-02/25 Attachment 1. Currently the Shire has 172 private swimming pools in total, and of those 63 are located in excluded areas.

Anecdotally the Shire has been inspecting private swimming pools in the excluded areas for a period in excess of 15 years.

Essentially retaining the status quo would not pose any challenges to the current budget and resources of the Shire.

Consultation:

The Building and Energy Division have advised that as the Shire is already inspecting pools in excluded areas then no consultation is required. Residents in the excluded areas are already aware of their pool safety barrier requirements.

Statutory Environment:

Part 8, Division 2 of the *Building Regulations 2012*, details requirements for private swimming pools. Schedule 5 of the Regulations specifies those areas within a local government district that are required to comply with Part 8, Division 2.

For the Shire of Irwin Part 8, Division 2 applies to all townsites (being the townsites of Dongara, Port Denison and Irwin).

Policy Implications:

Nil.

Financial/Resource Implications:

For the current financial year an annual fee of \$62.50 is charged for pool inspections and all pool owners in excluded areas are currently charged this fee.

Strategic Implications:

Our Brilliant Future - Strategic Community Plan 2021 – 2031

Strategy 1.3.2 Support community safety and crime prevention initiatives

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles

Attachments:

Attachment Booklet – February 2025

DEV 03-02/25 Attachment 1: Maps of Townsites

DEV 04-02/25 Proposed Local Planning Scheme Amendment No. 22 – Rural Residential Rezoning Lot 9000 Hidden Valley Close, Dongara	
Author:	M Connell, Manager Development
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	P24-69 / A5633
Council Role:	Legislative
Voting Requirements:	Simple Majority

Report Purpose:

For Council to adopt a proposed amendment (Amendment No. 22) to the Shire of Irwin Local Planning Scheme No. 5 and to determine that Amendment No. 22 is a standard amendment.

COUNCIL DECISION		100225
MOVED: Cr Wyse		SECONDED: Cr Gillam
That Council, by Simple Majority:		
1. Adopts Amendment No. 22 to the Shire of Irwin Local Planning Scheme No. 5 which proposes to rezone Lot 9000 Hidden Valley Close, Dongara from “Residential R12.5” to “Rural Residential”; and 2. Determines that Amendment No. 22 is a standard amendment for the following reasons: a. The amendment relates to a zone that is consistent with the objectives identified in the scheme for that zone; b. The amendment is consistent with the local planning strategy for the scheme that has been endorsed by the Commission; c. The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment; and d. The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.		
VOTING DETAILS:		CARRIED: 7/0
For: Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom		
Against: Nil		

Background:

Amendment 22 seeks to rezone Lot 9000 Hidden Valley Close, Dongara from ‘Residential R12.5’ to ‘Rural Residential’.

Lot 9000 is located some 700m from the coast and approximately 2km north from the Dongara town centre. The site is generally rectangular and has an area of around 40ha, being 400m wide (east to west) and 1.1km long (north to south).

The site lies within a coastal band of dunes that have previously been partially cleared for agricultural purposes. The site is vacant, characterised by significant variations in topography throughout, with an elevated ridge running through the southern portion of the eastern boundary as well as a small ridge situated towards the south-western boundary.

The site abuts large areas of coastal reserve and conservation land to the north and west, with larger rural residential lots to the east. The land to the south is zoned Residential R12.5 but has not yet

been subdivided and will ultimately provide a transition from the existing North Shore residential estate further south.

Proposal

The amendment seeks to rezone Lot 9000 from Residential R12.5 to Rural Residential, which will enable the land to be developed for 1 hectare rural living lots. Under the existing R12.5 R-Code the site has the potential for subdivision to lots of an average size of 800m².

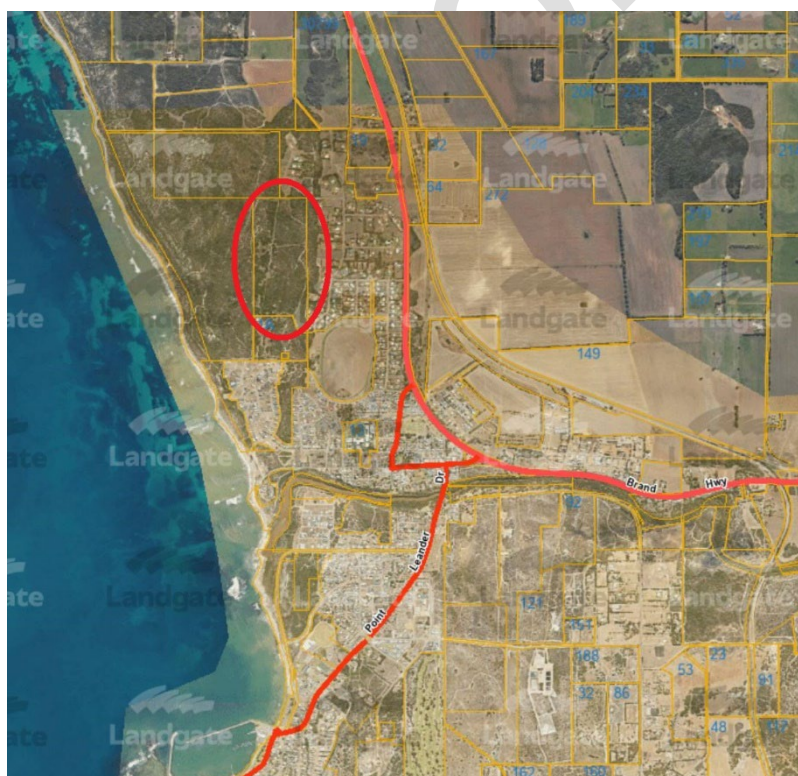
The site is located on the periphery of town in an area of transition between conservation and natural area reserves and existing / future low density residential and rural residential development.

The context of the site is such that the rezoning allows for the following opportunities:

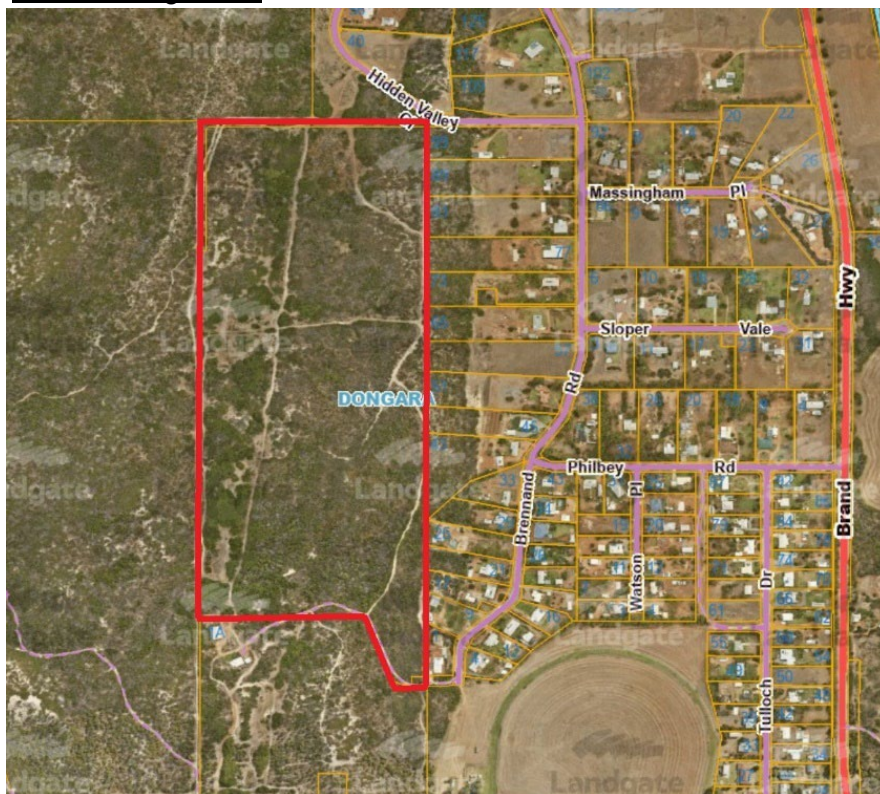
- The steep grades of the site (a vertical difference of over 32m between the highest and lowest portions of the site) would require extensive earthworks to level and retain traditional residential lots. Rural residential development of the site will reduce the extent of earthworks and retaining required and will deliver an appropriate and more sustainable site outcome that responds to the site topography which does not require wholesale clearing of the site.
- Sewer infrastructure is remote, and it is cost prohibitive to service the site for smaller residential lots. Development to the R12.5 density is therefore unviable.
- The Rural Residential zone will reduce the land use intensity of the site adjacent to the existing coastal and conservation reserves to improve separation distances and improve land use compatibility.
- The rezoning will not impact the ability for Dongara / Port Denison to accommodate future population growth and will facilitate timely subdivision to meet current and forecast future demand.
- The rezoning will facilitate an appropriate site responsive subdivision and development outcome in this location, further providing lifestyle and housing choice in the Dongara locality.

The amendment report is contained in DEV04-02/25 Attachment 1.

Location Plan



Aerial Enlargement



Officer's Comment:

Amendment 22 has been assessed against the following planning framework applicable to the amendment as detailed below.

Guilderton to Kalbarri Sub-regional Strategy

The primary purpose of this Strategy is to guide growth, future planning and development in the sub-region. The Strategy identifies Dongara – Port Denison as a sub-regional centre that aims to support population and economic activities within its hinterland through the provision of goods and services. Urban growth within the Dongara – Port Denison sub-regional centre is promoted and Amendment 22 is consistent with the strategic direction of the Strategy.

Local Planning Strategy

The Strategy sets out the long-term planning directions for the Shire and guides land use planning over the next 20 years. The Strategy promotes density infill of existing vacant residential zoned land as a priority. Lot 9000 is located in 'Policy Area B' and is identified for future development.

Section 3.1 'Population and Housing' of the Strategy indicates that there could be a shortfall of rural residential lots in the medium term, whereas there is sufficient land identified for Urban expansion and a significant supply of residential zoned land within the Shire. The strategic direction is to not proceed with the intensification of the low density Racecourse Estate residential lots but to leave the area for rural residential purposes based on the projected demand.

The Shire has recently prepared a new draft Local Planning Strategy (2024) which is waiting consent to be advertised. The draft Strategy reflects the existing residential zoning over the land. A key planning direction of the draft Strategy is to provide a range of residential densities, housing choice and compatible uses that are suitable for local conditions.

The rezoning proposal will facilitate a development outcome that is not explicitly stated within the current and new draft Local Planning Strategy but is considered to achieve the overall intent of the Strategy.

Local Planning Scheme

The amendment proposes to rezone the site to 'Rural Residential'. The objectives of this zone are:

- a) To provide for the use of land for residential purposes in a rural setting for alternative residential lifestyle.
- b) To preserve the amenity of such areas and control land use impacts.

The amendment and associated subdivision/development of the site is consistent with the above objectives.

Dongara – Port Denison District Structure Plan

This Plan provides a strategic framework to sustainably grow the townsites of Dongara and Port Denison in a manner that serves the needs of the community now and in the future. Lot 9000 is identified on the Plan as 'Existing Urban / Residential' and within the future urban area identified as the 'Race Course Estate Precinct'. The Plan acknowledges that there is significant land fragmentation that limits the potential for residential intensification.

Amendment 22 will facilitate housing diversity and retain the landform to optimise the physical elements of the landscape which is consistent with the Plan's objectives.

Planning and Development (Local Planning Schemes) Regulations 2015

The Regulations require that the local government resolution must specify whether, in the opinion of the local government an amendment is a basic, standard or complex amendment.

In essence a basic amendment is one that corrects an administrative error in the scheme or rectifies a zoning anomaly. A standard amendment is one that is consistent with a local planning strategy, would have minimal impact on land in the area and does not result in any significant impacts on the land. A complex amendment is one that is not consistent with a local planning strategy and is of a scale that will have an impact that is significant relative to the development in the locality.

Amendment 22 is considered to be a standard amendment for the following reasons:

- The amendment relates to a zone that is consistent with the objectives identified in the Scheme for that zone;
- The amendment is consistent with the local planning strategy for the scheme that has been endorsed by the Commission;
- The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment; and
- The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

Conclusion

The proposed rezoning will facilitate an appropriate site responsive subdivision and development outcome by significantly reducing the extent of earthworks and retaining that would otherwise be required for suburban residential development.

The Rural Residential zone will reduce the land use intensity of the site adjacent to the existing coastal and conservation reserves and provides for the retention of an increased amount of existing vegetation that will contribute to improved environmental and landscape protection.

It is considered that Amendment No. 22 complies with the planning framework applicable to the site and the requirements of orderly and proper planning. The amendment is considered to be a standard amendment that is consistent with the future planning context for the area.

Consultation:

As part of the amendment process and prior to public advertising, the Environmental Protection Authority is required to assess the amendment under Part IV of the *Environmental Protection Act 1986*.

Should Council adopt the amendment it is required to be publicly advertised for a period of not less than 42 days in accordance with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

At the conclusion of the public advertising period the matter must be presented back to Council which will include a schedule of submissions if any are received. A resolution must then be passed to either support the amendment (with or without modification) or not support the amendment.

Statutory Environment:

Part 5, Section 75 of the *Planning and Development Act 2005* provides for a local government to amend a local planning scheme.

Division 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015* sets out the process that must be followed for standard amendments to a local planning scheme.

Policy Implications:

Nil

Financial/Resource Implications:

Nil

Strategic Implications:

Our Brilliant Future - Strategic Community Plan 2021 – 2031
Strategy 2.1.1 Continuously improve approval processes.

Attachments:

Attachment Booklet – February 2025
DEV 04-02/25 Attachment 1: Amendment 22 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 Meeting held 12 December 2024 have been provided as Attachment 10.6.1 in Attachment Booklet – February 2025.

COUNCIL DECISION		110225
MOVED: Cr Tunbridge		SECONDED: Cr Summers
That Council by Simple Majority receives the minutes of the Shire of Irwin Work Health and Safety Committee Meeting held 12 December 2024.		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom	
Against:	Nil	

10.6.2 Audit Committee Meeting

The Minutes of the Shire of Irwin Audit Committee Meeting held 11 February 2025 have been provided as Attachment 10.6.2 in Attachment Booklet – February 2025.

COUNCIL DECISION		120225
MOVED: Cr Scott		SECONDED: Cr Summers
That Council by Simple Majority receives the minutes of the Shire of Irwin Audit Committee Meeting held 11 February 2025.		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom	
Against:	Nil	

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

13. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil

14. MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC

Nil

15. CLOSURE

There being no further business, the Presiding Member closed the meeting at 6.10pm.

Unconfirmed



Ordinary Council Meeting

25 March 2025

Item FIN 01-03/25
Accounts for Payment
February 2025

Shire of Irwin

*List of Accounts paid February 2025 for presentation to the
Council Meeting 25 March 2025*

MUNICIPAL/(TRUST) PAYMENTS				
EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
EFT33181	07/02/2025	ACCESS TO LEISURE AND SPORT INC (ATLAS)	BEACH AND GRASS MATTING FOR ACCESS FOR AUSTRALIA DAY EVENT 2025	-1,281.50
EFT33182	07/02/2025	AUTOMOTION PLUS	SOLAR POWERED BOOM GATE FOR TRANSFER STATION UPGRADE	-3,860.00
EFT33183	07/02/2025	CONSTRUCTION TRAINING FUND	CONSTRUCTION TRAINING FUND RECONCILIATION	-1,411.70
EFT33184	07/02/2025	DEPARTMENT OF ENERGY, MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY RECONCILIATION	-1,056.56
EFT33185	07/02/2025	FIRST HEALTH SERVICES	MEDICAL PRACTISE MANAGEMENT SUPPORT - MEDICAL CENTRE	-13,750.00
EFT33186	07/02/2025	MAURICE BATTILANA - LOCAL GOVERNMENT CONSULTANT	CONSULTANCY SERVICES	-2,475.00
EFT33187	07/02/2025	MCDONALD WHOLESALERS	REC CENTRE KIOSK SUPPLIES	-752.00
EFT33188	07/02/2025	TOURISM COUNCIL WESTERN AUSTRALIA LTD	MEMBERSHIP RENEWAL FOR VISITOR CENTRE	-1,650.00
EFT33189	07/02/2025	UNIVERSAL PICTURES INTERNATIONAL	FILM RENTAL FEES	-1,148.00
EFT33190	07/02/2025	THE WALT DISNEY COMPANY (AUSTRALIA) PTY LTD	FILM RENTAL FEES	-575.75
EFT33191	14/02/2025	AIRPORT ALLIANCE CONTRACTING	MATERIALS FOR AIRSTRIP LIGHTING	-193.60
EFT33192	14/02/2025	AUSSIE NATURAL	COOLER AND BOTTLE RACK ANNUAL RENTAL CHARGES FOR LIBRARY	-157.50
EFT33193	14/02/2025	AMY CHADBOURNE	COMMUNICATIONS AND MEDIA CONSULTANCY SERVICES	-1,080.00
EFT33194	14/02/2025	ATOM	MATERIALS	-170.46
EFT33195	14/02/2025	AUSTRALIA POST	POSTAGE & FREIGHT CHARGES	-126.87
EFT33196	14/02/2025	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION - ONEMUSIC AUSTRALIA	LICENCE FEES FOR DRIVE IN	-69.19
EFT33197	14/02/2025	AVON WASTE	FRONT LIFT AND 240LT WASTE COLLECTION	-19,967.60
EFT33198	14/02/2025	BLACKWOODS	TOOLS AND WORKSHOP CONSUMABLES	-2,639.87
EFT33199	14/02/2025	BRAND MECHANICAL SERVICES	WORKS FOR MOUNT ADAMS ROAD CONSTRUCTION INCLUDING GRAVEL SUPPLY	-29,797.35
EFT33200	14/02/2025	CARL SCUDDER	BUILDING MAINTENANCE REPAIRS	-5,982.00
EFT33201	14/02/2025	DAZFAB ENGINEERING	FABRICATE BRACKETS TO SUPPORT BOARDS FOR BURIAL AT CEMETERY	-247.50
EFT33202	14/02/2025	DONGARA FREIGHT	FREIGHT CHARGES	-2,112.00
EFT33203	14/02/2025	LANDGATE - WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY	MINING INTERIM SCHEDULE	-81.45
EFT33204	14/02/2025	DONGARA BOBCAT & CONTRACTING SERVICES	SUPPLY TRUCKS AND OPERATOR FOR KERBING REMOVAL ON POINT LEANDER DRIVE AND GRAVEL FOR INFILL WORKS AND SAND FOR REC CENTRE OVAL	-7,053.20
EFT33205	14/02/2025	DONGARA BUILDING & TRADE SUPPLIES	PARKS, GARDEN, BUILDING AND ROAD MAINTENANCE SUPPLIES	-461.85
EFT33206	14/02/2025	DONGARA DRILLING & ELECTRICAL	ELECTRICAL REPAIRS	-4,069.12
EFT33207	14/02/2025	DONGARA DENISON SMASH REPAIRS	EXCESS	-300.00
EFT33208	14/02/2025	TYREPOWER DONGARA	SUPPLY AND FIT TYRES ON FORD RANGER, PUNCTURE REPAIR ON DOLLY AND TYRE REPAIRS ON ZERO TURN MOWER	-1,727.38
EFT33209	14/02/2025	DONGARA LOCAL RAG	ADVERTISING	-278.00
EFT33210	14/02/2025	DONGARA DISTRICT HIGH SCHOOL P & C	DRIVE IN GATE CONTRIBUTION	-300.00
EFT33211	14/02/2025	DONGARA MIDWEST WASTE	PORTA LOO HIRE - GRANNIES BEACH	-1,611.00
EFT33212	14/02/2025	DONGARA HOTEL MOTEL	ACCOMMODATION FOR ENTERTAINERS FOR AUSTRALIA DAY EVENT 2025	-320.00
EFT33213	14/02/2025	DATA SIGNS PTY LTD	ANNUAL SUBSCRIPTION RENEWAL FOR PORTABLE TRAFFIC LIGHTS	-686.40
EFT33214	14/02/2025	DONGARA TREE SERVICES	LOP/RESHAPE OF OLIVE TREES ALONG WILLIAM STREET	-2,244.00
EFT33215	14/02/2025	DONGARA VOLUNTEER FIRE AND RESCUE	CONTRIBUTION FOR BART ANNUAL SUBSCRIPTION	-248.00
EFT33216	14/02/2025	FIRST HEALTH SERVICES	MEDICAL PRACTISE MANAGEMENT SUPPORT - MEDICAL CENTRE	-13,750.00
EFT33217	14/02/2025	FIRE & SAFETY WA	UNIFORMS AND PPE FOR BUSH FIRE BRIGADES	-1,500.52
EFT33218	14/02/2025	CITY OF GREATER GERALDTON	MERU WASTE DISPOSAL	-17,225.60
EFT33219	14/02/2025	REFUEL AUSTRALIA	FUEL CARD PURCHASES AND BULK DIESEL FUEL PURCHASES	-35,626.17
EFT33220	14/02/2025	GHD PTY LTD	PROGRESS PAYMENT - GRANNIES BEACH LAYOUT DESIGN	-5,052.30
EFT33221	14/02/2025	GLASS CO WA	BUILDING MAINTENANCE	-191.41
EFT33222	14/02/2025	THINK WATER GERALDTON	RETICULATION SUPPLIES FOR HENRY ROAD LANDSCAPING AND POINT LEANDER DRIVE WORKS	-5,229.30
EFT33223	14/02/2025	GRANDSTAND VENTURES PTY LTD	ENTERTAINMENT FOR AUSTRALIA DAY EVENT 2025	-3,630.00
EFT33224	14/02/2025	GLOBAL SPILL & SAFETY	SAFETY CONES	-4,336.75
EFT33225	14/02/2025	ILLION TENDERLINK	ADVERTISING	-363.00
EFT33226	14/02/2025	INTERFIRE AGENCIES	UNIFORM AND PPE FOR DONGARA AND IRWIN BUSH FIRE BRIGADES	-4,013.19
EFT33227	14/02/2025	IQTECH SOLUTIONS	PRINTER CHARGES	-653.10
EFT33228	14/02/2025	INSTANT RACKING & STEEL SHELVEING	LOCKABLE STORAGE CABINET, RACKING AND STORAGE TUBS FOR MECHANICS WORKSHOP	-1,574.00
EFT33229	14/02/2025	IRWIN SHIRE - RATES	PAYROLL DEDUCTIONS	-1,585.00
EFT33230	14/02/2025	ITANZ INFINITY PTY LTD	SOFTWARE LICENSE, CONTRACT SIGNING AND MOBILISATION	-54,752.50
EFT33231	14/02/2025	READYTECH - IT VISION AUSTRALIA PTY LTD	DATA EXPORT	-1,039.50
EFT33232	14/02/2025	JB HI-FI GROUP PTY LTD	IT EQUIPMENT	-1,494.33
EFT33233	14/02/2025	JCI LOCKSMITHS	BUILDING MAINTENANCE	-315.00
EFT33234	14/02/2025	KENNEDYS (AUSTRALASIA) PARTNERSHIP OFFICE ACCOUNT	LEGAL EXPENSES	-6,133.60
EFT33235	14/02/2025	KEVREK (AUSTRALIA) PTY LTD	PARTS FOR KEVREK CRANE	-153.12
EFT33236	14/02/2025	MIDWEST AUTO GROUP	SERVICE OF FORD EVEREST	-350.00
EFT33237	14/02/2025	LG BEST PRACTICES	OUTSOURCED PAYROLL FUNCTION	-4,290.00
EFT33238	14/02/2025	DONGARA DENISON LIONS CLUB INC	DONATION FOR AUSTRALIA DAY EVENT 2025	-250.00
EFT33239	14/02/2025	DONGARA DENISON LIONS CLUB INC (SOCIAL)	DRIVE IN GATE CONTRIBUTION	-350.00
EFT33240	14/02/2025	NODE 1 PTY LTD	NBN FIBRE CONNECTION FEE	-158.00
EFT33241	14/02/2025	SHIRE OF IRWIN - LOTTO FUND	PAYROLL DEDUCTIONS	-90.00
EFT33242	14/02/2025	MACS AUSTRALIA GROUP PTY LTD	HIRE CHARGES OF TRANSPORTABLE BUILDING	-1,298.53
EFT33243	14/02/2025	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	-4,302.05
EFT33244	14/02/2025	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS	-6,444.40
EFT33245	14/02/2025	MULLERMIND CREATIVE	PHOTOGRAPHY FOR AUSTRALIA DAY EVENT 2025	-1,446.50
EFT33246	14/02/2025	NESTLE AUSTRALIA LIMITED TRADING AS NESPRESSO	COFFEE PODS FOR ADMIN & DEPOT	-784.00
EFT33247	14/02/2025	NUTRIEN AG SOLUTIONS	CHEMICALS	-1,430.00
EFT33248	14/02/2025	OFFICEWORKS	STATIONERY CONSUMABLES	-1,043.23
EFT33249	14/02/2025	PIXIES SCREEN PRINTS	UNIFORM AND BOOTS	-2,933.00
EFT33250	14/02/2025	REMA TIP TOP AUSTRALIA PTY LTD	TYRE REPAIR KITS & TOOLS	-498.63

Shire of Irwin

List of Accounts paid February 2025 for presentation to the
Council Meeting 25 March 2025

MUNICIPAL/(TRUST) PAYMENTS				
EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
EFT33251	14/02/2025	REPLAS	BENCH SEATS	-4,227.30
EFT33252	14/02/2025	SARA SHARMAN	FACE PAINTER FOR AUSTRALIA DAY EVENT 2025	-310.00
EFT33253	14/02/2025	SOUTHERLYS HARBOUR VIEW BAR & RESTAURANT	CATERING	-737.50
EFT33254	14/02/2025	SUNSET TAKEAWAY DINER	DRIVE IN KIOSK SUPPLIES	-100.00
EFT33255	14/02/2025	STEWART & HEATON CLOTHING CO	UNIFORM AND PPE FOR BUSH FIRE BRIGADES	-840.74
EFT33256	14/02/2025	DONGARA IGA	MONTHLY CONSUMABLES	-1,011.02
EFT33257	14/02/2025	STATEWIDE VEHICLE HOIST SERVICE WA	HOIST INSTALLATION IN MECHANICS WORKSHOP	-4,950.00
EFT33258	14/02/2025	TAJ MECHANICAL	PARTS FOR CAT GRADER	-901.13
EFT33259	14/02/2025	T MORE	REFUND	-60.00
EFT33260	14/02/2025	DONGARA TENNIS CLUB	DRIVE IN GATE CONTRIBUTION	-300.00
EFT33261	14/02/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	-241.15
EFT33262	14/02/2025	TOTALLY WORKWEAR GERALDTON	PROTECTIVE CLOTHING	-779.62
EFT33263	14/02/2025	T-QUIP	SERVICE KIT FOR TORO MOWER	-248.95
EFT33264	14/02/2025	TRUCK CENTRE (WA) PTY LTD	PARTS FOR MECHANICAL REPAIRS	-73.02
EFT33265	14/02/2025	KM & SF RYAN-TAYLOR TRADING AS TRIBAL SAFETY SOLUTIONS	PROGRESS PAYMENT - WHS CONSULTING AND SUPPORT 2024/2025	-642.00
EFT33266	14/02/2025	ULTIMATE WATERSPORTS	WATERSPORTS FOR AUSTRALIA DAY EVENT 2025	-3,520.00
EFT33267	14/02/2025	VANGUARD PRINT	HOLIDAY PLANNER STORAGE AND TRANSPORT FEES	-173.33
EFT33268	14/02/2025	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKET SALES	-819.85
EFT33269	14/02/2025	AFGRI EQUIPMENT PTY LTD	PARTS FOR JOHN DEERE TRACTOR	-170.26
EFT33270	14/02/2025	WA NATURALLY PUBLICATIONS	VISITOR CENTRE STOCK	-89.70
EFT33271	14/02/2025	WELL DONE INTERNATIONAL	CALL CENTRE CHARGES	-454.59
EFT33272	14/02/2025	SYNERGY	ELECTRICITY CHARGES	-10,865.44
EFT33273	14/02/2025	WESTRAC EQUIPMENT	PARTS FOR CAT DOZER AND ANNUAL SUBSCRIPTION FOR PERFORMANCE CELLULAR ON CAT GRADER	-3,300.77
EFT33274	14/02/2025	ZETTAGRID PTY LTD	REMOTE IT BACKUP COSTS	-4,759.40
EFT33275	14/02/2025	WINC AUSTRALIA PTY LTD	PRINTER CHARGES	-267.49
EFT33276	17/02/2025	C HARKINS	REFUND	-405.00
EFT33277	17/02/2025	G SEARS	REFUND	-801.50
EFT33278	17/02/2025	M THORNTON	REFUND	-801.50
EFT33279	17/02/2025	DONGARA NETBALL CLUB INC (NORTH MIDLANDS)	DRIVE IN GATE CONTRIBUTION	-800.00
EFT33280	17/02/2025	P SYMONS	REFUND	-800.00
EFT33281	20/02/2025	AUSTRALIAN TAXATION OFFICE - BAS	BAS RECONCILIATION	-30,562.00
32227	04/02/2025	DEPARTMENT OF TRANSPORT	SHIRE OF IRWIN NUMBER PLATES	-200.00
32228	17/02/2025	R HOLLANDS	REFUND	-801.50
32229	17/02/2025	SHIRE OF IRWIN	PETTY CASH RECONCILIATION INCLUDING FUEL REIMBURSEMENT, DRIVE IN FLOATS, REGISTRATION RENEWAL & CHANGE OF PLATE FEES AND CONSUMABLES FOR LIBRARY	-977.00
DD23339.1	10/02/2025	TELSTRA AUSTRALIA	TELSTRA INTEGRATED MESSAGING	-1,526.16
DD23341.1	24/02/2025	TELSTRA AUSTRALIA	FREE WIFI DATA CHARGES	-90.00
DD23330.1	07/02/2025	WA TREASURY CORPORATION	LOAN 93 - RECREATION CENTRE	-20,727.35
CR 030225	03/02/2025	NAB BUSINESS VISA	NAB BUSINESS VISA TRANSACTIONS INCLUDING IT LICENCE/S, SUBSCRIPTION/S, SUPPLIES, REGISTRATION RENEWAL, EQUIPMENT, AND REC CENTRE EXPENSES	-19,014.14
DD23343.1	17/02/2025	N-ABLE PTY LTD	N-ABLE MONTHLY IT CHARGES	-1,016.06
DD23326.1	03/02/2025	AUSTRALIAN PHONE COMPANY PTY LTD	VOIP PHONE CHARGES - MEDICAL CENTRE	-225.23
DD23345.1	17/02/2025	TELAIR PTY LTD	MOBILE & DATA CHARGES	-1,394.51
DD23347.1	17/02/2025	TELAIR PTY LTD	FIBRE - ETHERNET ACCESS	-1,054.90
DD23328.1	06/02/2025	PAKLS PTY LTD	RENTAL CHARGES	-2,300.00
DD23336.1	20/02/2025	PAKLS PTY LTD	RENTAL CHARGES	-2,300.00
DD23353.1	28/02/2025	CLEARMATCH ORIGINATE PTY LTD	INSURANCE PREMIUM REPAYMENT	-45,929.68
DD23316.1	07/02/2025	AUSTRALIAN SUPER	SUPERANNUATION	-2,042.68
DD23316.2	07/02/2025	AWARE SUPER PTY LTD	SUPERANNUATION	-24,059.72
DD23316.3	07/02/2025	MERCER	SUPERANNUATION	-693.15
DD23316.4	07/02/2025	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-521.80
DD23316.5	07/02/2025	CBUS SUPER	SUPERANNUATION	-227.39
DD23316.6	07/02/2025	COLONIAL FIRST STATE FIRST CHOICE SUPER	SUPERANNUATION	-783.40
DD23316.7	07/02/2025	HESTA SUPER	SUPERANNUATION	-44.92
DD23316.8	07/02/2025	HOSTPLUS	SUPERANNUATION	-1,581.00
DD23316.9	07/02/2025	MLC SUPER FUND	SUPERANNUATION	-679.61
DD23348.1	21/02/2025	AWARE SUPER PTY LTD	SUPERANNUATION	-22,193.19
DD23348.2	21/02/2025	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-547.33
DD23348.3	21/02/2025	AUSTRALIAN SUPER	SUPERANNUATION	-2,198.58
DD23348.4	21/02/2025	MERCER	SUPERANNUATION	-693.15
DD23348.5	21/02/2025	HESTA SUPER	SUPERANNUATION	-81.04
DD23348.6	21/02/2025	HOSTPLUS	SUPERANNUATION	-1,645.23
DD23348.7	21/02/2025	MLC SUPER FUND	SUPERANNUATION	-679.61
DD23348.8	21/02/2025	COLONIAL FIRST STATE FIRST CHOICE SUPER	SUPERANNUATION	-791.34
DD23348.9	21/02/2025	CBUS SUPER	SUPERANNUATION	-207.45
				-525,411.96

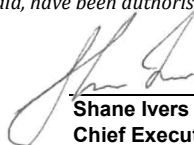
Sundry Creditors as at 28/02/2025

300,985.62

The Payments included in the above list of Accounts Paid, have been authorised by the Chief Executive Officer under delegation from Council.

12 March 2025

DATE


Shane Ivers
Chief Executive Officer

Shire of Irwin

Corporate Credit Card Expenditure - Payment Reference CR030225

S.IVERS CREDIT CARD EXPENSES

Date	Payee	Description	Amount
31/12/2024	Liberty Cataby	Fuel	\$ 146.14
03/01/2025	Google Gsuite	IT - Subscription	\$ 48.05
03/01/2025	Google Cloud	IT - Subscription	\$ 154.98
06/01/2025	Garmin	Subscription	\$ 50.00
07/01/2025	JAMF Software	IT - Subscription	\$ 624.45
08/01/2025	Spotify	Rec Centre Gym Music	\$ 13.99
10/01/2025	GoDaddy	Domain Renewal	\$ 24.67
16/01/2025	Links Modular	Program - Rec Centre	\$ 283.01
17/01/2025	Apple	IT - Subscription	\$ 1.49
23/01/2025	UBIQUITI	IT - Subscription	\$ 49.00
29/01/2025	Planning Institute of Australia	Registration Fee	\$ 335.00
29/01/2025	NAB	Card Fee	\$ 9.00
			\$ 1,739.78

P.MACHAKA CREDIT CARD EXPENSES

Date	Payee	Description	Amount
30/12/2024	Dropbox	IT - Subscription	\$ 283.25
30/12/2024	CodeTwo	IT - Subscription	\$ 132.03
03/01/2025	Amazon Web Services	Web Hosting	\$ 5,057.32
06/01/2025	Auvik Networks	Network Management	\$ 540.75
06/01/2025	Microsoft	Licence/s	\$ 296.34
13/01/2025	Microsoft	Licence/s	\$ 33.00
13/01/2025	Microsoft	Licence/s	\$ 29.59
13/01/2025	GO Fax Pty Ltd	E-Fax Service - Medical Centre	\$ 15.00
13/01/2025	Microsoft	Licence/s	\$ 13.20
13/01/2025	Microsoft	Licence/s	\$ 938.30
13/01/2025	Microsoft	Licence/s	\$ 271.59
13/01/2025	Microsoft	Licence/s	\$ 187.44
13/01/2025	Microsoft	Licence/s	\$ 167.97
21/01/2025	Zoom	IT - Subscription	\$ 4,912.44
22/01/2025	The Superpop Trust	Drive In Kiosk Supplies	\$ 400.83
23/01/2025	Landgate	Document	\$ 31.60
23/01/2025	Department of Transport	Registration Renewal	\$ 221.30
28/01/2025	CodeTwo	IT - Subscription	\$ 130.72
29/01/2025	NAB	Card Fee	\$ 9.00
			\$ 13,671.67

S.STUBBS CREDIT CARD EXPENSES

Date	Payee	Description	Amount
09/01/2025	The Good Guys	Equipment	\$ 299.00
10/01/2025	Bunnings	Equipment	\$ 126.00
17/01/2025	Geraldton Parts	Equipment	\$ 169.09
21/01/2025	SP Oz-Xbull	Equipment	\$ 246.91
22/01/2025	Davis Instruments	Equipment	\$ 791.20
23/01/2025	Local Government Professionals	Training	\$ 1,960.00
28/01/2025	Apple	IT - Subscription	\$ 1.49
29/01/2025	NAB	Card Fee	\$ 9.00
			\$ 3,602.69

TOTAL PAYMENT TO CORPORATE CREDIT CARD ACCOUNT

\$ 19,014.14



Ordinary Council Meeting

25 March 2025

Item FIN 02-023/25
Financial Statement for the
Period ending 31 January 2025



SHIRE OF IRWIN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 January 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF IRWIN

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 JANUARY 2025

NATURE DESCRIPTIONS

REVENUE

RATES

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

EXPENSES

EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF IRWIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025

BY NATURE

	Adopted Annual Budget	Revised Annual Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
	\$	\$	\$	\$	\$	%		
Opening Funding Surplus (Deficit)	(159,084)	(366,280)	(366,280)	(366,280)	0	0%		
Revenue from operating activities								
Rates	6,981,939	6,981,937	6,965,032	6,962,637	(2,395)	(0%)	▼	
Operating Grants, Subsidies and Contributions	689,110	689,110	256,379	246,595	(9,784)	(4%)	▼	
Fees and Charges	2,568,150	2,568,150	1,942,905	1,949,693	6,788	0%	▲	
Interest Earnings	232,050	232,050	139,077	168,011	28,934	21%	▲	\$
Other Revenue	267,000	267,000	133,599	142,928	9,329	7%	▲	
Profit on Disposal of Assets	137,263	137,263	62,988	91,727	28,739	46%	▲	
	10,875,512	10,875,510	9,499,980	9,561,590				
Expenditure from operating activities								
Employee Costs	(4,161,974)	(4,161,974)	(2,428,314)	(2,596,411)	(168,097)	(7%)	▼	
Materials and Contracts	(3,367,490)	(3,367,490)	(1,976,990)	(2,285,570)	(308,580)	(16%)	▼	\$
Utility Charges	(531,371)	(531,371)	(314,210)	(320,616)	(6,406)	(2%)	▼	
Depreciation on Non-Current Assets	(4,850,548)	(4,850,548)	(2,829,428)	(2,954,111)	(124,683)	(4%)	▼	
Interest Expenses	(298,120)	(298,120)	(144,253)	(133,329)	10,925	8%	▲	
Insurance Expenses	(278,228)	(278,228)	(211,468)	(229,679)	(18,211)	(9%)	▼	
Other Expenditure	(188,728)	(188,728)	(100,173)	(101,925)	(1,752)	(2%)	▼	
Loss on Disposal of Assets	0	0	0	(14,289)	(14,289)		▼	\$
	(13,676,459)	(13,676,459)	(8,004,836)	(8,635,929)				
Operating activities excluded from budget								
Add back Depreciation	4,850,548	4,850,548	2,829,428	2,954,111	124,683	4%	▲	
Adjust (Profit)/Loss on Asset Disposal	(137,263)	(137,263)	(62,988)	(77,438)	(14,450)	(23%)	▼	\$
Movement in Leave Reserve (Added Back)	7,284	7,284	4,249	4,897	648	15%	▲	
Amount attributable to operating activities	1,919,622	1,919,620	4,265,833	3,807,231				
Investing activities								
Non-Operating Grants, Subsidies and Contributions	5,615,137	5,615,137	52,970	52,970	0	0%		
Proceeds from Disposal of Assets	176,263	176,263	141,688	93,727	(47,961)	(34%)	▼	\$
Land and Buildings	(415,000)	(415,000)	(51,844)	(47,574)	4,271	8%	▲	
Plant and Equipment	(372,199)	(372,199)	(353,950)	(376,497)	(22,547)	(6%)	▼	
Furniture and Equipment	(29,650)	(29,650)	(29,650)	(25,444)	4,206	14%	▲	
Infrastructure Assets - Roads	(2,210,092)	(2,210,092)	(829,580)	(624,187)	205,393	25%	▲	\$
Infrastructure Assets - Other	(5,434,500)	(5,434,500)	(221,364)	(240,531)	(19,167)	(9%)	▼	
Amount attributable to investing activities	(2,670,041)	(2,670,041)	(1,291,730)	(1,167,536)				
Financing Activities								
Proceeds from New Debentures	1,500,000	1,500,000	0	0	0			
Repayment of Debentures	(899,910)	(899,910)	(552,562)	(537,790)	14,772	3%	▲	
Repayment of Lease Financing	(34,370)	(34,370)	(20,041)	(22,741)	(2,700)	(13%)	▼	
Self-Supporting Loan Principal	58,625	58,625	17,285	17,286	1	(0%)	▲	
Transfer from Restricted Cash - Other	20,000	20,000	0	0	0			
Transfer from Reserves	325,000	325,000	0	0	0			
Transfer to Reserves	(55,086)	(55,086)	(32,116)	(36,383)	(4,267)	(13%)	▲	\$
Amount attributable to financing activities	914,259	914,259	(587,434)	(579,628)				
Closing Funding Surplus (Deficit)	4,756	(202,442)	2,020,388	1,693,787				

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2024/25 year is \$10,000 and 10%.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF IRWIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 January 2025

	30-Jun-24	31-Jan-25
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	2,541,970	4,830,938
Trade and other receivables	940,804	1,322,711
Other financial assets	44,571	27,286
Inventories	35,881	35,881
TOTAL CURRENT ASSETS	3,567,742	6,216,815
NON-CURRENT ASSETS		
Trade and other receivables	50,992	50,992
Other financial assets	342,432	342,432
Property, plant and equipment	41,769,414	41,431,611
Infrastructure	64,120,607	62,886,373
Right-of-use assets	179,698	156,760
TOTAL NON-CURRENT ASSETS	106,463,143	104,868,167
TOTAL ASSETS	110,030,885	111,084,983
CURRENT LIABILITIES		
Trade and other payables	857,014	624,608
Other liabilities	778,116	1,550,939
Lease liabilities	34,370	11,629
Borrowings	828,529	290,739
Employee related provisions	793,228	793,228
TOTAL CURRENT LIABILITIES	3,291,257	3,271,142
NON-CURRENT LIABILITIES		
Lease liabilities	70,350	70,350
Borrowings	5,074,737	5,074,737
Employee related provisions	52,258	52,258
TOTAL NON-CURRENT LIABILITIES	5,197,345	5,197,345
TOTAL LIABILITIES	8,488,602	8,468,487
NET ASSETS	101,542,283	102,616,496
EQUITY		
Retained surplus	36,701,393	37,643,641
Reserve accounts	1,295,984	1,332,367
Revaluation surplus	63,640,487	63,640,487
TOTAL EQUITY	101,637,864	102,616,496

This statement is to be read in conjunction with the accompanying notes.

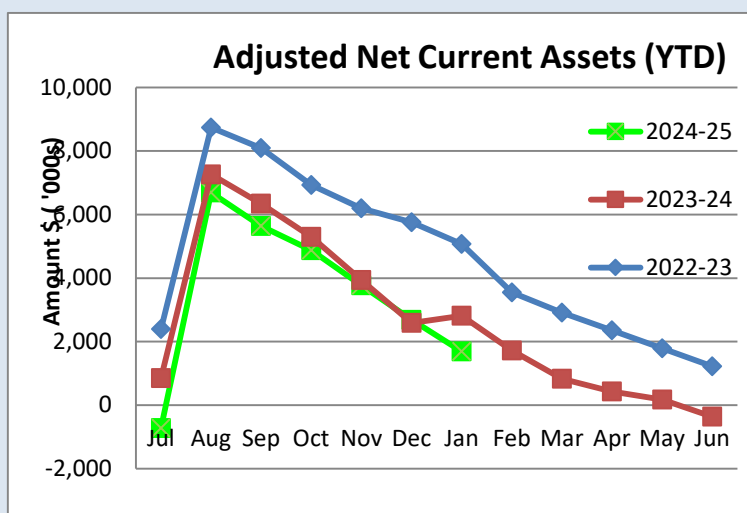
ADJUSTED NET CURRENT ASSETS

Adjusted Net Current Assets	Last Years Closing 30/06/2024	This Time Last Year 31/01/2024	Year to Date Actual 31/01/2025
	\$	\$	\$
Current Assets			
Cash Unrestricted	625,990	3,264,880	2,879,134
Cash Restricted - Reserves	1,295,984	1,643,225	1,332,367
Cash Restricted - General	373,935	373,935	373,935
Cash Restricted - Bonds & Deposits	246,060	330,572	245,502
Receivables - Rates	680,265	925,100	990,829
Receivables - Other	344,016	424,250	359,168
Inventories	35,881	32,618	35,881
	3,602,131	6,994,578	6,216,815 (9,796,776)
Less: Current Liabilities			
Payables	(610,954)	(291,366)	(379,106)
Contract Liabilities	(746,785)	(1,436,753)	(1,519,608)
Financial Liabilities	(31,331)	(31,331)	(31,331)
Bonds & Deposits	(246,060)	(330,572)	(245,502)
Loan and Lease Liability	(862,899)	(289,382)	(302,367)
Provisions	(793,228)	(602,946)	(793,228)
	(3,291,257)	(2,982,349)	(3,271,142)
Less: Cash Reserves	(1,295,984)	(1,643,225)	(1,332,367)
Add Back: Component of Leave Liability not Required to be funded	174,437	171,708	179,334
Add Back: Loan and Lease Liability	862,899	289,382	302,367
Less : Loan Receivable - clubs/institutions	(44,571)	(17,159)	(27,286)
Less : Restricted Cash General	(373,935)	0	(373,935)
Net Current Funding Position	(366,280)	2,812,935	1,693,787

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

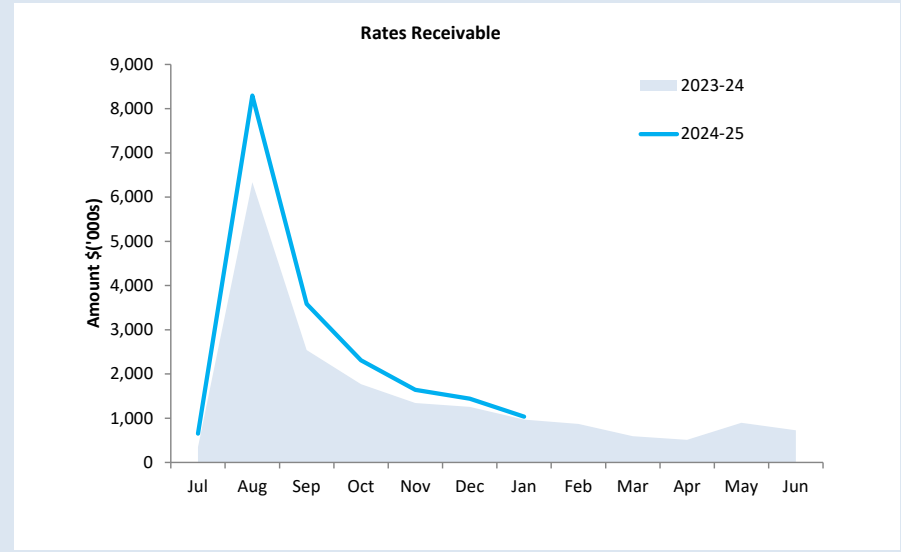
The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.

**This Year YTD****Surplus(Deficit)****\$1.69 M****Last Year YTD****Surplus(Deficit)****\$2.81 M**

Receivables - Rates & Rubbish	30 June 2024	31 Jan 25
	\$	\$
Opening Arrears Previous Years	373,069	726,082
Levied this year	7,200,649	7,910,808
Less Collections to date	(6,847,637)	(7,600,244)
Equals Current Outstanding	726,082	1,036,646
Net Rates Collectable	726,082	1,036,646
% Collected	90.41%	88.00%

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

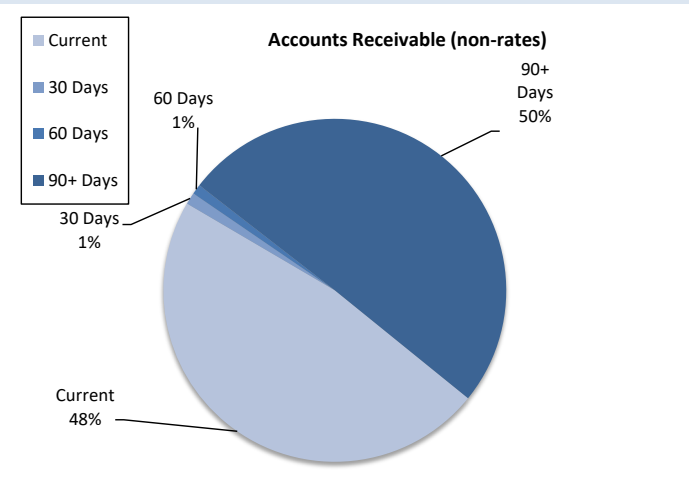


Collected	Rates Due
88%	\$1,036,646

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	103,287	2,407	2,045	109,204	216,942
Percentage	48%	1%	1%	50%	
Balance per Trial Balance					
Sundry Debtors					216,942
Receivables - Other					142,225
Total Receivables General Outstanding					359,168
Amounts shown above include GST (where applicable)					

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

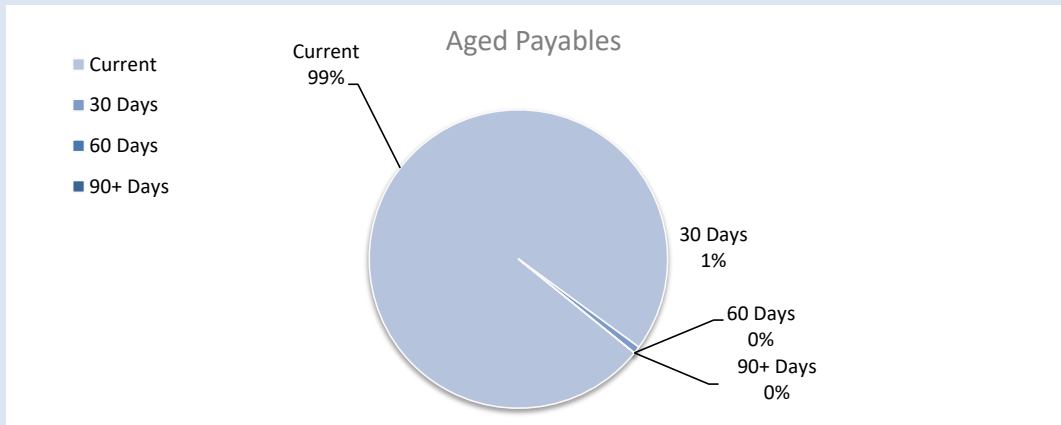


Debtors Due
\$359,168
Over 30 Days
52%
Over 90 Days
50%

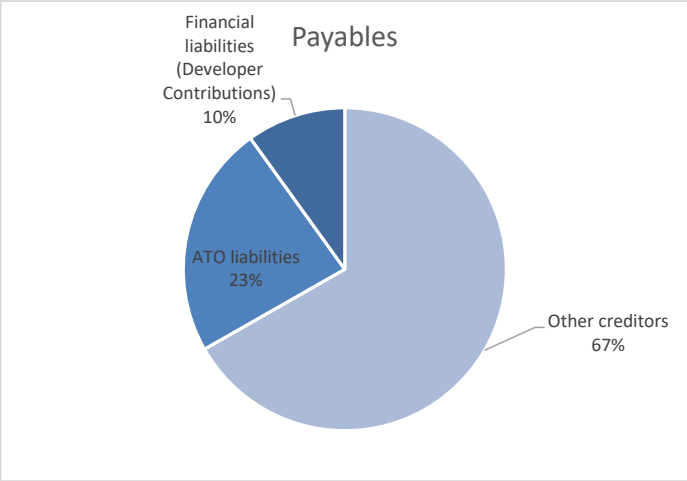
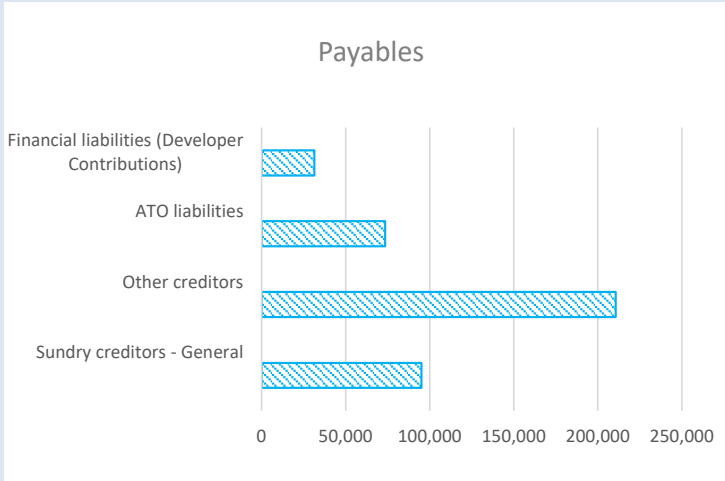
Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	94,331	738	0	0	95,069
Percentage	99.2%	0.8%	0%	0%	
Balance per Trial Balance					
Sundry creditors - General					95,069
Other creditors					210,533
ATO liabilities					73,504
Financial liabilities (Developer Contributions)					31,331
Total Payables General Outstanding					410,437
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.



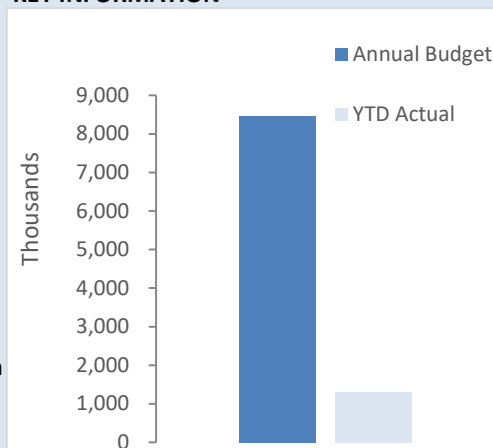
Creditors Due
\$410,437
Over 30 Days
1%
Over 90 Days
0%



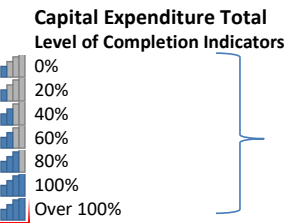
Capital Acquisitions	Adopted	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0
Land and Buildings	415,000	51,844	415,000	47,574	(4,271)
Plant and Equipment	372,199	353,950	372,199	376,497	22,547
Furniture and Equipment	29,650	29,650	29,650	25,444	(4,206)
Infrastructure Assets - Roads	2,210,092	829,580	2,210,092	624,187	(205,393)
Infrastructure Assets - Drainage	0	0	0	0	0
Infrastructure Assets - Footpaths	0	0	0	0	0
Infrastructure Assets - Public Facilities	0	0	0	0	0
Infrastructure Assets - Other	5,434,500	221,364	5,434,500	240,531	19,167
Capital Expenditure Totals	8,461,441	1,486,388	8,461,441	1,314,232	(172,156)
Capital acquisitions funded by:					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	5,615,137	52,970	5,615,137	52,970	0
Borrowings	1,500,000	0	1,500,000	0	0
Other (Disposals & C/Fwd)	176,263	141,688	176,263	93,727	(47,961)
Council contribution - Cash Backed Reserves					
Various Reserves		0	350,000	0	0
Council contribution - operations		1,291,730	820,041	1,167,536	(124,194)
Capital Funding Total		1,486,388	8,461,441	1,314,232	(172,156)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION

Acquisitions	Annual Budget	YTD Actual	% Spent
	\$8.46 M	\$1.31 M	16%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$5.62 M	\$0.05 M	1%

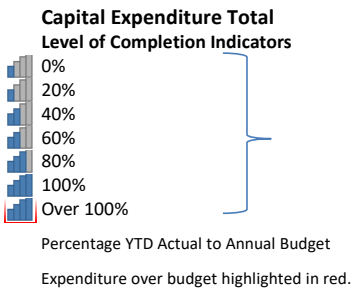


Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

% of
Completion

 Level of completion indicator, please see table at the top of this note for further detail.

Level of completion indicator, please see table at the top of this note for further detail.					Adopted		Amended				
				Account Number	Balance Sheet Category	Job Number	Annual Budget	Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
Assets											
							\$	\$	\$	\$	\$
Buildings											
Housing											
1.07			BUILDING - THE VILLAGE - RENEWAL	2584	1311	CJ02	(6,500)	(6,500)	(3,787)	(6,980)	(3,193)
0.90			MORETON TERRACE DEVELOPMENT	2585	1311	CJ169	(25,000)	(25,000)	(4,164)	(22,500)	(18,336)
Total - Housing							(31,500)	(31,500)	(7,951)	(29,480)	(21,529)
Community Amenities											
0.00			TRANSFER STATION GATEHOUSE	1944	1311	CJ137	(17,500)	(17,500)	(7,290)	0	7,290
Total - Community Amenities							(17,500)	(17,500)	(7,290)	0	7,290
Recreation And Culture											
0.06			DONGARA PUBLIC TOWN HALL	2404	1311	CJ130	(256,000)	(256,000)	(12,023)	(16,524)	(4,501)
0.00			IRWIN REC CENTRE ROOF UPGRADE - PARTIALLY GRANT FUNDED	2834	1311	CJ121	(85,000)	(85,000)	(7,083)	0	7,083
0.06			DENISON HOUSE - CAPITAL RENEWAL WORKS	3344	1311	C910	(25,000)	(25,000)	(14,581)	(1,570)	13,011
Total - Recreation And Culture							(366,000)	(366,000)	(33,687)	(18,094)	15,594
0.11			Total - Buildings				(415,000)	(415,000)	(48,928)	(47,574)	1,355
Plant & Equipment											
Fire Prevention											
1.66			STATIC VARIABLE MESSAGE BOARD UPGRADES	0784	1312	CJ157	(5,613)	(5,613)	(5,613)	(9,292)	(3,679)
0.00			CESM STORAGE	0784	1312	CJ160	(8,000)	(8,000)	0	0	0
1.00			MOBILE EMERGENCY GENERATOR	0784	1312	V854	(1,980)	(1,980)	(1,155)	(1,980)	(825)
0.69			FIREBREAK MANAGEMENT SYSTEM	0784	1312	CJ159	(21,000)	(21,000)	(14,500)	(14,500)	0
Total - Fire Prevention							(36,593)	(15,593)	(6,768)	(25,772)	(4,504)
Health											
0.30			DOCTORS VEHICLES	4975	1312	V950	(97,086)	(97,086)	(97,086)	(28,655)	68,431
Total - Health							(97,086)	(97,086)	(97,086)	(28,655)	68,431
Transport											
0.00			NEW ISUZU FTS 139-260	3534	1312	V884	(126,890)	(126,890)	(126,890)	(126,685)	205
0.71			MECHANIC EQUIPMENT	3584	1312	CJ170	(35,000)	(35,000)	(32,076)	(24,793)	7,283
1.02			GRADER - FINAL TRIM GPS	3534	1312	V901	(76,630)	(76,630)	(76,630)	(78,060)	(1,430)
Total - Transport							(238,520)	(126,890)	(126,890)	(229,538)	205
1.57			Total - Plant & Equipment				(372,199)	(239,569)	(230,744)	(376,497)	(28,400)
Furniture & Equipment											
Recreation & Culture											
0.00			REC CENTRE GYM MASTER	2824	1314	CJ144	(12,050)	(12,050)	(12,050)	0	12,050
Total - Recreation & Culture							(12,050)	(12,050)	(12,050)	0	12,050
Other Property & Services											
1.45			OFFICE / CHAMBERS FURNITURE & EQUIPMENT	0264	1314	CJ96	(17,600)	(17,600)	(17,600)	(25,444)	(7,844)
Total - Other Property & Services							(17,600)	(17,600)	(17,600)	(25,444)	(7,844)
0.86			Total - Furniture & Equipment				(29,650)	(29,650)	(29,650)	(25,444)	4,206
Roads											
Transport											
1.00			RURAL ROAD SHOULDER RECONSTRUCTION	6614	1317	CJ110	0	0	0	(9,842)	(9,842)
0.58			RRG GRANT - MT ADAMS ROAD - SLK 0.0 - SLK 12.0KM	6644	1317	CJ131	(663,612)	(663,612)	(375,079)	(386,974)	(11,895)
1.00			MOUNT HORNER WEST ROAD -SLK 0.00 - 0.000 8KM	6644	1317	CJ132	0	0	0	(3,768)	(3,768)
0.68			PIGGERY LANE -SLK 0.00 - 0.000 4KM	6644	1317	CJ135	(131,397)	(131,397)	(76,636)	(89,030)	(12,394)
0.25			VEGETATION PROGRAM	6644	1317	CJ136	(187,058)	(187,058)	(109,109)	(46,667)	62,442
1.00			R2R - PIGGERY LANE: SLK 9.09 TO 10.69	6664	1317	CJ125	0	0	0	(7,888)	(7,888)
0.92			ALLANOOKA SLK 0 - 8K	6614	1317	CJ166	(22,561)	(22,561)	(18,041)	(20,708)	(2,667)
0.03			RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SLK 3	6674	1317	CJ138	(326,423)	(326,423)	0	(8,240)	(8,240)
0.27			RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SLK 1	6674	1317	CJ139	(107,008)	(107,008)	(62,419)	(29,082)	33,337
0.00			RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SLK 0	6674	1317	CJ140	(438,924)	(438,924)	0	(424)	(424)
0.01			R2R - WATER SUPPLY ROAD -SLK 5 - 11KM	6754	1317	CJ162	(333,109)	(333,109)	(188,296)	(4,459)	183,837
1.00			GRANNY'S BEACH ROUNDABOUT	6754	1317	CJ167	0	0	0	(17,105)	(17,105)
Total - Transport							(2,210,092)	(2,210,092)	(829,580)	(624,187)	205,393
0.28			Total - Roads				(2,210,092)	(2,210,092)	(829,580)	(624,187)	205,393
Infrastructure - Other											
Law, Order & Public Safety											
1.00			WATER TANK, PUMP & BORE @ MT ADAMS	9733	1318	CJ127	0	0	0	(752)	(752)
Total - Law, Order & Public Safety							0	0	0	(752)	(752)
Housing											
0.00			THE VILLAGE - SOAKWELLS & DOWNPIPES	2585	1318	CJ46	(10,000)	(10,000)	(5,831)	0	5,831
0.27			TWO HENRY ROAD - LANDSCAPING	2585	1318	CJ113	(18,000)	(18,000)	(10,500)	(4,890)	5,610
Total - Housing							(28,000)	(28,000)	(16,331)	(4,890)	11,441
Community Amenities											
0.99			TRANSFER STATION CONCRETE BUND FOR OIL TANKS	1964	1318	CJ118	(20,000)	(20,000)	(20,000)	(19,875)	125
Total - Community Amenities							(20,000)	(20,000)	(20,000)	(19,875)	125
Recreation And Culture											
0.00			SURF BEACH STABILISATION	8054	1318	CJ87	(6,500)	(6,500)	(3,787)	0	3,787



% of Completion		Level of completion indicator, please see table at the top of this note for further detail.				Adopted		Amended		Total YTD	Variance (Under)/Over
Assets		Account Number	Balance Sheet Category	Job Number	Annual Budget	Annual Budget	YTD Budget				
					\$	\$	\$		\$	\$	
1.00		PLAYGROUNDS REPLACEMENT	8064	1318	CJ148	0	0	0	(40,110)	(40,110)	
0.00		FORESHORE - PRECINCT	2864	1318	CJ153	(5,000,000)	(5,000,000)	0	0	0	
Total - Recreation And Culture					(5,006,500)	(5,006,500)	(3,787)		(40,110)	(36,323)	
Transport											
0.63		TECHNICAL STUDIES - INFRASTRUCTURE RENEWAL	6794	1318	CJ112	(30,000)	(30,000)	0	(18,863)	(18,863)	
0.41		MILO CROSSING UPGRADE	6794	1318	CJ124	(350,000)	(350,000)	(181,246)	(143,052)	38,194	
Total - Transport					(380,000)	(380,000)	(181,246)		(161,916)	19,330	
0.04		Total - Infrastructure - Other			(5,434,500)	(5,434,500)	(221,364)		(240,531)	(19,167)	
0.16		Grand Total			(8,461,441)	(8,328,811)	(1,360,266)		(1,314,232)	163,387	

EXPLANATION OF SIGNIFICANT VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2024/25 year is \$10,000 and 10%.

Reporting Nature or Type	Var. \$	Var. %	Var. pq	Significant Var. S	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
Interest Earnings	28,934	21%	▲	S	Permanent	Favourable interest rates have resulted in higher interest earnings.
Profit on Disposal of Assets	28,739	46%	▲	S	Timing	Year to date proceeds are higher than originally expected, resulting in higher Profit on Disposal of Assets.
Expenditure from operating activities						
Materials and Contracts	(308,580)	(16%)	▼	S	Timing	Materials and Contracts expenditure is higher than ytd budget mostly due to Plant & Equipment Operating Costs, Legal Cost and Contract Labour Cost. These accounts will be reviewed as part of the annual budget review and budget amendments will be processed accordingly.
Loss on Disposal of Assets	(14,289)	(100%)	▼	S	Timing	The variance is attributed to the disposal of Granny's Beach playground equipment which was not originally budgeted for. A budget amendment will be processed as part of the Annual Budget Review.
Investing Activities						
Proceeds from Disposal of Assets	(47,961)	(34%)	▼	S	Timing	Proceeds from disposal of Assets are less than year to date budget as some assets have not been disposed as scheduled. The variance should reduce as assets are disposed.
Infrastructure Assets - Roads	205,393	25%	▲	S	Timing	The variance is partly because of deferred works and partly because of timing of construction works. A budget amendment will be processed for the deferred works as part of the annual budget review.



Ordinary Council Meeting

25 March 2025

Item DEV 01-03/25
Development Delegated and
Authorised Authority Report

February 2025 Development Delegated and Authorised Authority Report (Records of exercise of delegated and authorised powers or duties)

Function	Officer	Date of decision	Decision	Description	Address
Building Permit	Environmental Health Officer / Building Surveyor	10 February 2025	Granted	Dwelling	Strata Lot 12 (No. 123) Point Leander Drive, Port Denison
		12 February 2025	Granted	Patio	Lot 42 (No. 6) Canny Place, Port Denison
		12 February 2025	Granted	Dwelling	Lot 607 (No. 16) Poole View, Dongara
		18 February 2025	Granted	Dwelling	Lot 113 (No. 375) Bonniefield Road East, Bonniefield
		18 February 2025	Granted	Carport	Lot 2 (No. 30205) Brand Highway, Dongara
		19 February 2025	Granted	Demolition	Lot 561 (No. 44) Ocean Drive, Port Denison
		24 February 2025	Granted	Swimming Pool	Lot 524 (No. 15) Emily Way, Dongara
		24 February 2025	Granted	Swimming Pool	Lot 42 (No. 3) Bungaru Road, Port Denison
		24 February 2025	Granted	Occupancy Permit – Workshop	Lot 106 (No. 27) Moore Road, Dongara
		24 February 2025	Granted	Occupancy Permit – Transportable Building	Lot 6 (No. 11) St Dominics Road, Port Denison
		25 February 2025	Granted	Patio	Lot 48 (No. 1) Canny Place, Port Denison
		26 February 2025	Granted	Patio	Lot 33 (No. 81) Padbury Road, Bookara
Single House Application	Manager Development	3 February 2025	Granted	Outbuilding	Lot 4 (No. 101) Point Leander Drive, Port Denison
		7 February 2025	Granted	Carport	Lot 212 (No. 19) Mason Crescent, Port Denison
		14 February 2025	Granted	Single House	Lot 607 (No. 16) Poole View, Dongara
		14 February 2025	Granted	Outbuilding (Amended Plans)	Lot 4 (No. 101) Point Leander Drive, Port Denison
		24 February 2025	Granted	Carport	Lot 95 (No. 15) Pickering Drive, Dongara
		25 February 2025	Granted	Outbuilding	Lot 601 (No. 5) McCarley Walk, Port Denison
Development Approval	Manager Development	5 February 2025	Granted	Holiday Accommodation	Lot 54 (No. 7) Reeve Terrace, Port Denison
		20 February 2025	Granted	Holiday Accommodation	Lot 2 (No. 4) Samuel Street, Port Denison
		27 February 2025	Granted	Holiday Accommodation	Lot 120 (No. 1) Bond Street, Port Denison



Ordinary Council Meeting

25 March 2025

Item 10.6.1
WHS Committee Minutes
5 February 2025
5 March 2025



Shire of Irwin Safety Committee Meeting

Wednesday 5th February 2025

MINUTES

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chair welcomed attendees and declared the meeting open at 10.59am.

Discussion was held with regards to nominating a new chairperson for the start of 2025, however a decision was made that the current chairperson remain in the position.

2. RECORD OF ATTENDANCE/ APOLOGIES/ LEAVE OF ABSENCE

Committee Members

Shane Ivers	Chief Executive Officer (CEO)
Suzanne Mearns	Executive Assistant to the CEO (Secretary)
Mark Jones	Manager Operations (MO)
Rochelle Vermeer	Workplace Health & Safety Coordinator (Chair)
Jodey Edwards	Leading Hand Parks + Gardens (DSR)
Lynwen Olsen	Transfer Station Officer (TSR)

Guests

Peter Wennekes	LGIS - Risk Specialist – Regional Midwest
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Apologies

Davina Sandhu	HR Consultant
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3. CONFIRMATION OF PREVIOUS MINUTES

Moved: Lynwen Olsen

Seconded: Mark Jones

4. MATTERS / ACTIONS ARISING FROM PREVIOUS MINUTES

ITEM	MEETING ACTIONS	RESPONSIBLE OFFICER	DUE DATE	COMPLETED DATE
1	PPE Compliance: Presented the draft PPE Procedure and feedback. DS to address the comments which have been received from the CEO. DS will review over the next few weeks then return to the CEO and make sure draft is ready to go to staff. DS will discuss with the CEO, whether the lightweight summer shirts could be trialled over the summer period. DS will get back to RV as soon as possible. 05/02/25 - Davina away this week, has all different work teams been consulted, to be consulted and finalised at next toolbox, print out prior to next toolbox? Class N reflective vests to be added into working of	DS	05/03/25	

ITEM	MEETING ACTIONS	RESPONSIBLE OFFICER	DUE DATE	COMPLETED DATE
	new policy. Phase out yellow hi vis jackets to stick with 1 colour – orange. 05/02/2025 – Discussion around removal of all bomber jackets, removal of Class N work shirts and insertion of reflective class N yellow hi vis vests. Fixed confirmed colour for Hi vis day wear is orange. Fixed confirmed colour for wet weather gear is orange. with reflective strips. RV to revise PPE order form to support changes. Changes to be raised at the next Toolbox Meeting for final worker approval.			
2	Creation of DRAFT Dealing with Difficult Customers Policy has been drafted and currently with the CEO for review. In the process of organising dealing with difficult customers training – due to be held in early February 2025 05/02/25 – Training scheduled for the end of March. Pushed out to 05/03/25.	DS	30/11/24	
3	Fire Extinguisher training – Postponed until early 2025 to accommodate all wardens. 05/02/25 - Update: Course available 16th April – which ties in with restricted burning end date of 7th April. Recommend this date to undertake fire extinguisher training and fire warden training. RV to collate numbers.	RV	31/03/25	Postponed
4	RV to action Pound hazard to Russell Morecroft and Shane Ivers (CEO). MJ advised aircon recommended as it could quickly drop the temp by up to 10deg. Action: Pound Yard requires tidying up. MJ to raise MEX request to include within the maintenance program.	RV	30/12/24	Completed
5	RV to coordinate correspondence for working in the heat. 05/02/25 – Discussion had around alternative work duties for outdoor workers when too hot outside, up to 41-42deg ok pending humidity. 42+ deg shut works down for outdoor workers, suggest workers come indoors and review/ create SOPs, SWMS, etc. Suggest 1 page Heat Management Policy be added to the Policies to create register. Action: WHS to add Heat Management Policy to creation register	RV	30/12/24	Completed

5. CORRESPONDENCE

In: RV - Cyber security seminars via LGIS, WorkSafe - Medicinal cannabis in the workplace, various emergency works – Water Corp, LGIS workers comp correspondence, general newsletters. MJ – Chemical decanting correspondence with LGIS.

Out: Working in the heat correspondence for workers, Contractor TMP approvals and Generic TMP expiry reminders. Email sent out to request for nominations for the Admin HS Rep position, unfortunately but no one volunteered.

6. TOOLBOX MEETING MINUTES

6.1 Arising Safety Concerns from Toolbox Meetings:

- Ramp required for CDS container storage area.

6.2 Additional Safety Rep reported Concerns:

- Suggest relocating pit light switch in mechanics shed as currently located below ground level in actual pit. Switch to be relocated to shed switch board.
- Visitors fueling up at the depot are not wearing enclosed footwear. The compulsory PPE signage needs to be updated at the depot entrance to enforce the requirements for high-visibility clothing and enclosed footwear. This requirement does not apply to staff walking from the internal staff car park to the office.

7. CURRENT WHS PROGRESS OVERVIEW

7.1 WHS Project Plan Updates: Just before Christmas, we completed the chemical audit and uploaded the new SDS to the SiteDocs portal. Workers will need to resync their devices. We've been collaborating with Tribal Safety on contractor management, with the contractor induction in progress. Contractor forms have been uploaded to their location for trialing. All first aid certifications have been uploaded to worker portals. A draft of the out-of-service procedure has been created, and we are working with HR to finalize the Uniform Policy. All new workers have completed Site inductions and SiteDocs training. Robert Skewes' SiteDocs training is yet to be scheduled. I also conducted a site visit to review contractor paperwork for the new foreshore project, including SWMS, JHAs, etc. One contractor had no documentation requiring action, while the other had a completed JHA.

8. REPORTS AND UPDATES

8.1 Take 5 completed:
2024 – Since SiteDocs rollout: 2321
2025 – Last 30 days: 330 new

8.2 Hazard Reports 0 new / 4 open:

Date reported	Hazard	Status	Action to date
11th Dec 24	Extreme heat in Dog Pound	In progress	Actioned to Ranger to investigate cooling options.
29th November 24	Desk arrangement ergonomic concerns for minute taker in Chambers	In Progress	RV to liaise with Sue and IT for ergonomic requirements
27th November 24	Asbestos fencing located next to fence corner of Parker and St Dominics Roads. Still requires removal. Check MEX ticket has been raised.	In Progress	Area taped off, Asbestos still onsite.
4th Sept 24	Open sump in lever park	In progress	Fencing installed, quotes sourced, now budget pending.

8.3 Incident Reports 3 new since last meeting / 4 open:

Date reported	Incident Type	Incident	Status
31 st Jan 25	Damage to Personal Health	Worker was hit in the face with a pair of Stilson's whilst undoing an intake valve of a water tank. Worker to attend medical centre for assessment.	New
19 th Dec 24	Medical treatment Injury	Injury to back whilst lifting corner of an aluminum ramp. Advised can be closed out.	New.
18 th Dec 24	Medical treatment injury	Worker tripped on lip of concrete @ Transfer Station. Worker to book progress medical assessment. Action: Gravel to be installed where lip of ground meets concrete to eliminate tripping hazard.	New
9 th December	Damage to Personal Health	Assaulting a public officer.	Open
5 th Dec 24	Property damage	Damage to passenger side front wing on 502IR	Open
4 th Dec 24	Property damage	Damage to rear bumper of 506IR, getting fixed next week.	Open
1 st Nov 24	Property damage	Damage to driver front and quarter panel of 510IR. Booked to go in for repairs.	Open

9. WHS WORKPLACE INSPECTIONS

- 9.1** Updates on inspections:
 Transfer Stn: Out of Service tag procedure still outstanding – DRAFT complete and submitted to CEO for review.
 Works Depot: Line marking required to all 3 shed walkways and require revised evacuation diagrams to sheds.

10. WHS TRAINING

- 10.1** Update on WHS Training
- Keira scheduled for Telehandler training 19th Feb with Midwest Safety and Training. Jodey Edwards to be added to training schedule. MJ to check whether Daniel requires Telehandler training.
 - 6 workers BWTM due to expire early Feb – WHS has reached out to Tafe, Desert to Coast, Midwest Safety + Training and ATM. Tafe are arranging to accommodate us by May for a 1 day refresher prior to 3 month grace period.
 - 31 qualified first aiders now within the Shire of Irwin as of December. First aid boards have been updated. Russell Taylor, Laurie Smith and Matt Henry still require first aid training.
 - LGIS sourcing quotes and dates with providers for the provision of Remote Site first aid training, working at heights training and chainsaw training. RV to email LGIS with expression of interest for all.

11. GENERAL BUSINESS

11.1 Any additional items raised by WHS committee members.

- Designated smoking area signs have been installed, muster point signs to follow. RV to reapply paint where muster point signs are to be installed.
- Preferred source of communication for remote outdoor workers, BFB volunteers, etc. Is it radio, ipad, or mobile phone? Discussion around purchase of additional PLBs. Require numbers for Lone Workers who require them.
 - Update on fatality within Mingenew Shire. Mingenew have received a letter from WorkSafe advising they will not be pursuing prosecution.

12. NEXT MEETING DATE

There being no further business, the meeting closed at 12:01pm

13. CLOSURE

ITEM	MEETING ACTIONS	RESPONSIBLE OFFICER	DUE DATE
1	Pound Yard requires tidying up. MJ to raise MEX request to include within the maintenance program.	MJ	5/3/25
2	WHS to add Heat Management Policy to creation register	RV	5/3/25
3	Gravel to be installed where lip of ground meets concrete to eliminate tripping hazard - MJ to raise MEX request	MJ	5/3/25



Shire of Irwin Safety Committee Meeting

Wednesday 5th March 2025

MINUTES

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chair welcomed attendees and declared the meeting open at 10:59am

2. RECORD OF ATTENDANCE/ APOLOGIES/ LEAVE OF ABSENCE

Committee Members

Shane Ivers	Chief Executive Officer (CEO)
Suzanne Mearns	Executive Assistant to the CEO (Secretary) via Zoom
Mark Jones	Manager Operations (MO)
Rochelle Vermeer	Workplace Health & Safety Coordinator (Chair)
Jodey Edwards	Leading Hand Parks + Gardens (DSR)
Lynwen Olsen	Transfer Station Officer (TSR)

Guests

Peter Wennekes	LGIS - Risk Specialist – Regional Midwest
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Apologies

Davina Sandhu	HR Consultant
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3. CONFIRMATION OF PREVIOUS MINUTES

Moved: Jodey Edwards **Seconded:** Lynwen Olsen

4. MATTERS / ACTIONS ARISING FROM PREVIOUS MINUTES

ITEM	MEETING ACTIONS	RESPONSIBLE OFFICER	DUE DATE	COMPLETED DATE
1	PPE Compliance: Presented the draft PPE Procedure and feedback. The PPE Procedure was provided to WHS Committee for final review and adoption. Procedure adopted 05/03/25.	DS	02/04/25	05/03/2025
2	Creation of DRAFT Dealing with Difficult Customers Policy has been drafted and currently with the CEO for review. Training penciled in 2 & 3 April 2025.	DS	30/11/24	
3	Fire Extinguisher training – Course available 16 th April – which ties in with restricted burning end date of 7 th April. Action: RV to collate numbers.	RV	31/03/25	Postponed
4	Pound Yard requires tidying up. MJ to raise MEX request to include within the maintenance program.	MJ	05/03/25	Completed

ITEM	MEETING ACTIONS	RESPONSIBLE OFFICER	DUE DATE	COMPLETED DATE
5	Gravel to be installed where lip of ground meets concrete to eliminate tripping hazard. MJ to raise MEX request.	MJ	05/03/25	Completed

5. CORRESPONDENCE

5.1 In: RV - General newsletters, Letter from Lions Club President to report hazard – Pot holes in town park carpark resulting in incident where lady fell and grazed herself, Contractor TMPs.

Out: Basic TMP approvals, abundance of training correspondence.

6. TOOLBOX MEETING MINUTES

6.1 Arising Safety Concerns from Toolbox Meetings:

- NIL to report.

6.2 Additional Safety Rep reported Concerns:

- NIL to report.

7. CURRENT WHS PROGRESS OVERVIEW

7.1 WHS Project Plan Updates:

- Finalizing procedures for review and adoption
- Coordinate training for Operations staff up until end of financial year
- Traffic management planning for Carson Road closure/ Mt Adams Resheeting works + Water Supply Rd.

8. REPORTS AND UPDATES

8.1 Take 5 completed: 335 new – Rural roads leading the way this month!

8.2 Hazard Reports 0 new / 4 open:

Date reported	Hazard	Action to date	Status
27 th Feb 25	Limestone Paver loose in between Library and Admin Building walkway.	Limestone pavers have now been repaired to eliminate trip hazard.	Closed
10 th Feb 25	Uneven surface resulting in potential trip hazard (loose pavers)	Pavers have been rectified after removal of tree roots.	Closed
11th Dec 24	Extreme heat in Dog Pound	Actioned to Ranger to investigate cooling options.	Open
29th Nov 24	Desk arrangement ergonomic concerns for minute taker in Chambers	Recommendations have been provided for inclusion in 25/26 budget.	Open
27th Nov 24	Asbestos fencing located next to fence corner of Parker and St Dominics Roads. Still requires removal.	Area taped off, Asbestos still onsite. Check MEX ticket has been raised. Contractor has been arranged for removal.	In Progress
4th Sept 24	Open sump in lever park	Budget pending. Can be closed out as in MEX.	In

			progress
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8.3 Incident Reports 1 new since last meeting / 4 open:

Date reported	Incident Type	Incident	Status
3 rd Mar 25	Damage to Property	540IR hit an emu whilst working on rural road damaging front left headlight.	New
31 st Jan 25	Damage to Personal Health	Worker was hit in the face with a pair of Stilson's whilst undoing an intake valve of a water tank. Worker to attend medical centre for assessment.	Open
19 th Dec 24	Medical treatment Injury	Injury to back whilst lifting corner of an aluminum ramp. Advised can be closed out. Reopened as worker requires further assessment.	Open
9 th Dec 24	Damage to Personal Health	Assaulting a public officer.	Open
1 st Nov 24	Property damage	Damage to driver front and quarter panel of 510IR. Booked to go in for repairs.	Open

9. WHS WORKPLACE INSPECTIONS

9.1 Updates on inspections:

- Transfer Station: Nil new, awaiting adoption of Out of Service Tag procedure.
- Works Depot: Chemical Storage areas - Mandatory chemical signage required.

10. WHS TRAINING

10.1 Update on WHS Training

- Peter T – MetroCount Software training - y 11th March
- BWMT Refresher Training - Thursday 13th March
- Kurt and Daniel – Telehandler Training Wednesday 9th April
- Russell T – First Aid Training Thursday 10th April
- BWMT 3 day training – Brendan, Dave + Wozza, 10th to 12th June

**** First Aid Kit servicing to all departments Thursday 3rd April 2025 - WHS to liaise with relevant departments for return of all kits for servicing ****

11. GENERAL BUSINESS

11.1 Any additional items raised by WHS committee members.

- Process around injured worker seeking medical assessment – who covers the medical expenses if not claiming workers compensation?
- LGIS enquired whether we would be interested in the upcoming Kidsafe Playground Inspections workshop? LGIS to provide operational checklist to MJ.
- Rapid Clean – Free online training for Cleaners, Peter W to send through link.
- Peter discussed the importance of contractor management and sub contractors of contractors. Advised to ensure all workers are inducted and contractors have provided relevant certs of currency.

11.2 Documents for review:

- Out of Service Tag Procedure
- WHS Policy

11.3 Nomination of new Safety Committee Chair: Discussion had around new

chairperson, no nominations came forward. Chairperson to sit with HR by default.
Congratulations Davina.

12. NEXT MEETING DATE

The next meeting date is TBC due to Dealing with Difficult Customers training being held on 2 and 3 April 2025.

13. CLOSURE

There being no further business, the meeting closed at 11:47am.

ITEM	MEETING ACTIONS	RESPONSIBLE OFFICER	DUE DATE