



Ordinary Council Meeting

***Attachment Booklet
April 2025***

ATTACHMENT BOOKLET – APRIL 2025

Item	Description
8.1	Ordinary Council Meeting Minutes – 25 March 2025
8.2	Agenda Forum Notes – 15 April 2025
FIN 01-04/25	Accounts for Payment – March 2025
FIN 02-04/25	Monthly Financial Statements for the Period Ended 28 February 2025
DEV 01-04/25	March 2025 Development Delegated and Authorised Authority Report
CEO 03-04/25	Adoption of Policy – CP48 Recording of Council Meetings
10.6.1	Community Assistance Scheme & Events (CASE) Meeting Minutes – 18 March 2025
10.6.2	Audit Committee Meeting Minutes – 8 April 2025
CEO 01-04/25	Compliance Audit Return (CAR) 2024



Ordinary Council Meeting

22 April 2025

Item 8.1

Ordinary Council Meeting
Minutes – 25 March 2025



SHIRE OF IRWIN
DONGARA-PORT DENISON

A BRILLIANT BLEND

MINUTES

ORDINARY COUNCIL MEETING

Tuesday 25 March 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

25 March 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
Ms S Mearns

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

Guests

Nil

Apologies

Mr S Stubbs
Mr M Jones

Community Emergency Services Manager
Manager Operations

Approved Leave of Absence

Nil

Gallery

Mr J Rossiter
Ms C Zaharopoulos
Mrs W Bishop
Ms P Clinch

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Question 1: Mrs W Bishop, Port Denison

There have been some changes with regards to funerals taking place on the Foreshore. Why have those changes taken place and why have changes occurred in a way that the community have not been informed about it?

Response: The Shire President advised that this question will be taken on notice.

Question 2: Mrs W Bishop, Port Denison

Why did the Shire charge a venue bond of \$454.55 and a venue hire fee of \$177.27 to hold a service on the Port Denison Foreshore, as appears on the Funeral Directors invoice?

Response: The Shire President advised that this question will be taken on notice.

Question 3: Mrs C Zaharopoulos, Seaspray Caravan Park Cafe

Would the Shire reconsider the removal of advertising signage previously located at the intersection of Moreton Terrace and Hunts Road and that signage be re-instated?

Response: The Shire President advised that this question would be taken on notice.

Question 4: Mr J Rossiter, Port Denison

Why is it that public facilities are decreasing such as the old pine bollard logs on the foreshore, parking, shade sails over playgrounds, seating and umbrella at Grannys Beach?

Response: The Shire President confirmed that the Council were working on a plan and a new design for the Foreshore with some significant development planned over the next 18 months. Some features have not been immediately replaced following removal however this was to ensure the Shire did not 'pay for something twice', when a Masterplan for the area was being created and significant funding being applied for. Parking bays (along) Moreton Terrace were modified to assist in ensuring the health of our Moreton Bay Fig Trees. However, seating within both Dongara and Port Denison will be reviewed.

Both the Shire President and Chief Executive Officer confirmed that parking areas in Port Denison had actually increased following recent works.

Question 5: Mr J Rossiter, Port Denison

Where is the (Josh Byrne & Associates) Foreshore Master Plan located on the Shire's website as previous email requests to be provided with the location of the Plan had elicited no response.

Response: The Shire President advised that this question would be taken on notice.

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 25 February 2024**

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

COUNCIL DECISION		010325
MOVED: Cr Scott	SECONDED: Cr Summers	
That Council confirms the Minutes of the Ordinary Council Meeting held 25 February 2025.		
VOTING DETAILS:	CARRIED: 7/0	
For:	Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom	
Against:	Nil	

8.2 Agenda Forum Notes – 18 March 2025

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

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

COUNCIL DECISION		020325
MOVED: Cr Wyse	SECONDED: Cr Tunbridge	
That Council confirms the Notes of the Agenda Forum held 18 March 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

5 March 2025 CEO attended Shire of Irwin WHS Committee Meeting

18 March 2025 CEO and Cr Gillam attended RRG Meeting in Geraldton

10. REPORTS OF OFFICERS AND COMMITTEES

10.1 Finance Reports

FIN 01-03/25 Accounts for Payment – February 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 February 2025.

COUNCIL DECISION		030325																										
MOVED: Cr Gillam	SECONDED: Cr Summers																											
<p>That Council, by Simple Majority, receives the Accounts paid during February 2025 as contained in FIN 01-03/25 Attachment 1 of the Attachment Booklet – March 2025 represented by:</p>																												
<table border="1"> <thead> <tr> <th>Payment Type/Numbers</th> <th>Total Amount</th> </tr> </thead> <tbody> <tr> <td>EFT 33181 – 33281</td> <td>\$368,184.84</td> </tr> <tr> <td>Muni Cheques – 32227 – 32229</td> <td>\$1,978.50</td> </tr> <tr> <td>Direct Debit – Telstra</td> <td>\$1,616.16</td> </tr> <tr> <td>Direct Debit – WA Treasury Corporation</td> <td>\$20,727.35</td> </tr> <tr> <td>Direct Debit – Credit Card</td> <td>\$19,014.14</td> </tr> <tr> <td>Direct Debit – N-Able Pty Ltd</td> <td>\$1,016.06</td> </tr> <tr> <td>Direct Debit – Australian Phone Company</td> <td>\$225.23</td> </tr> <tr> <td>Direct Debit – Telair Pty Ltd</td> <td>\$2,449.41</td> </tr> <tr> <td>Direct Debit – Rental Charges</td> <td>\$4,600.00</td> </tr> <tr> <td>Direct Debit – Insurance Premium Repayments</td> <td>\$45,929.68</td> </tr> <tr> <td>Direct Debit – Superannuation</td> <td>\$59,670.59</td> </tr> <tr> <td>Grand Total</td> <td>\$525,411.96</td> </tr> </tbody> </table>		Payment Type/Numbers	Total Amount	EFT 33181 – 33281	\$368,184.84	Muni Cheques – 32227 – 32229	\$1,978.50	Direct Debit – Telstra	\$1,616.16	Direct Debit – WA Treasury Corporation	\$20,727.35	Direct Debit – Credit Card	\$19,014.14	Direct Debit – N-Able Pty Ltd	\$1,016.06	Direct Debit – Australian Phone Company	\$225.23	Direct Debit – Telair Pty Ltd	\$2,449.41	Direct Debit – Rental Charges	\$4,600.00	Direct Debit – Insurance Premium Repayments	\$45,929.68	Direct Debit – Superannuation	\$59,670.59	Grand Total	\$525,411.96	
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VOTING DETAILS:	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 February 2025.

Officer's Comment:

Nil

Consultation:

Nil

Statutory Environment:

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

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

Policy Implications:

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

Financial/Resource Implications:

Nil

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles

Strategy 4.3.2 Adopt and follow better practice processes

Attachments:

Attachment Booklet – March 2025

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

FIN 02-03/25 Monthly Financial Statements - January 2025	
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 January 2025.

COUNCIL DECISION		040325
MOVED: Cr Tunbridge	SECONDED: Cr Gillam	
<p>That Council, by Simple Majority, receives the Monthly Financial Statements for the period 1 July 2024 to 31 January 2025 as contained in FIN 02-03/25 Attachment 1 of the Attachment Booklet – March 2025.</p>		
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 January 2025 are prepared in accordance with the requirements of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* and includes the following statutory reports:

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

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

Officer's Comment:

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

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

Consultation:

Nil

Statutory Environment:

Local Government Act 1995

- *Section 6.4 Financial report*

Local Government (Financial Management) Regulations

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

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

Policy Implications:

Nil

Financial/Resource Implications:

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

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles

Strategy 4.3.2 Adopt and follow better practice processes

Attachments:

Attachment Booklet – March 2025

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

Unconfirmed

10.2 Community Services Reports

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

Report Purpose:

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

COUNCIL DECISION		050325
MOVED: Cr Tunbridge		SECONDED: Cr Summers
That Council by Absolute Majority:		
<ol style="list-style-type: none"> 1) Supports the Dongara Golf Club's application for grant funding through the Department of Local Government, Sport and Cultural Industries (DLGSC), Community Sporting and Recreation Facilities Fund (CSRFF) Small Grants round for \$200,000 being the capped amount allowable under the grant program for the total project value \$424,461 for the purpose of upgrading the golf course reticulation, reticulation control system, water pumping system and the installation of an 10 metre by 10 metre shed to accommodate the new equipment. 2) Endorses the Dongara Golf Club's establishing a sinking fund where they set aside revenue to meet future capital expenses for maintenance, upgrades and/or replacement of the reticulation system, for the expected life of the asset. 3) Endorses the ranking of the golf course reticulation and control system upgrade and the shed installation as "A – Well planned and needed by the municipality" to be submitted with the application as per the CSRFF Local Government Assessment Sheet. 4) Commits a cash and in-kind contribution of \$87,231 in the 2025/26 Annual Budget, equating to approximately 20% of the total project value \$424,461. 		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom	
Against:	Nil	

Background:

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

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

1. **Outdated Technology:** The existing system is over 20 years old and lacks modern features such as smart scheduling and moisture sensing.
2. **High Water Usage:** Inefficient watering practices result in excessive water consumption, increasing costs and negatively impacting the environment.
3. **Maintenance Concerns:** Frequent breakdowns and costly repairs divert necessary resources and staff from standard club operations.

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

Expected benefits of the upgrade includes;

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

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

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

Officer's Comment:

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

Consultation:

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

Statutory Environment:

Local Government Act 1995

Policy Implications:

Nil

Financial/Resource Implications:

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

The Dongara Golf Club plan to submit an application through the CSRFF to complete the project, however, need Council's endorsement of the project as well as an agreement with the club to facilitate and fund the residual 20% of the total project cost. The Shire is expected to finance the remainder of the project through cash and in-kind for the remaining 20% should the application be successful. Council will need to endorse \$87,231 in cash and in-kind contributions in the 2025/26 Annual Budget.

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

Should the Dongara Golf Club's application be unsuccessful or should they be unable to meet the financial requirements of the grant, the Shire is not expected to proceed with a funding commitment in the 2025/26 budget. Similarly, if the Shire is unable to proceed with their funding commitment of \$87,231 in the 2025/26 Annual Budget, the CSRFF application cannot proceed unless the golf club can make up the balance of funding required. If the application is successful, the Shire will continue to actively seek opportunities to supplement and/or reduce the financial commitment.

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

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

Attachments:

Nil

10.3 Development Reports

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

COUNCIL DECISION		060325
MOVED: Cr Gillam	SECONDED: Cr Melsom	
<p>That Council by Simple Majority, receives the February 2025 Development Delegated and Authorised Authority Report, as contained in DEV 01-03/25 Attachment 1.</p>		
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 month of February 2025, with 12 building permits, 6 single house applications and 3 applications for development approval having been issued.

Consultation:

Nil

Statutory Environment:

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

Policy Implications:

Nil

Financial/Resource Implications:

Nil

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles

Strategy 4.3.2 Adopt and follow better practice processes

Attachments:

Attachment Booklet – March 2025

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

Unconfirmed

DEV 02-03/25 Application for Traders Permit – ‘Miss Springfield’	
Author:	M Connell, Manager Development
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	3.00325/96
Council Role:	Quasi-judicial
Voting Requirements:	Simple Majority

Report Purpose:

For Council to determine an application for a traders permit on Lot 5 on Diagram 1935 St. Dominics Road, Port Denison.

This report recommends approval of the application.

COUNCIL DECISION		070325
MOVED: Cr Melsom	SECONDED: Cr Wyse	
<p>That Council by Simple Majority, approve the application for a traders permit on Lot 5 of Diagram 1935 St. Dominics Road, Port Denison.</p>		
VOTING DETAILS:	CARRIED: 7/0	
For:	Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom	
Against:	Nil	

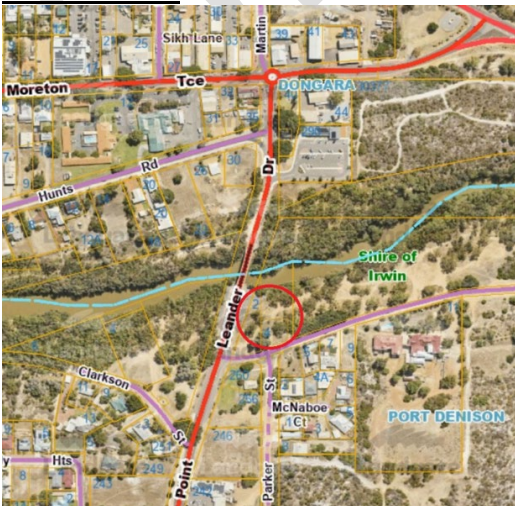
Background:

The Shire has received an application to amend a traders permit for the mobile coffee van operating as ‘Miss Springfield’. Approval is sought to trade on Wednesdays and Thursdays on Lot 5 on Diagram 1935 St. Dominics Road, Port Denison. The site is owned in freehold by the Shire of Irwin.

Council at its meeting held on 27 August 2024 approved an application to renew the ‘Miss Springfield’ traders permit subject to trading being restricted to Wednesdays only and additionally resolved to:

Adopt the methodology for calculating the distance as prescribed in cl. 6.8(2)(a) of the Shire of Irwin Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000 as the distance measured along a direct and accessible pedestrian route from the main entrance of the shop or permanent place of business.

Location Plan



Officer's Comment:

In considering an application for a permit, cl. 6.5 of the *Shire of Irwin Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000* requires the local government to have regard to the following matters.

(a) Any relevant policies of the local government

There are no policies relevant to this application.

(b) The desirability of the proposed activity

The activity involves the trade of general refreshments (most commonly tea and coffee) and a small amount of snack foods (such as muffins, doughnuts and toasted sandwiches). This type of mobile coffee van trading is common in most local governments and adds to the existing food/beverage offerings in the Shire.

(c) The location of the proposed activity

Clause 6.8(2)(a) of the local law states:

(2) A stallholder or trader shall not –

(a) attempt to conduct a business within a distance of 300m of any shop or permanent place of business that is open for business and has for sale any goods or services of the kind being offered for sale by the stall holder or trader.

The location is compliant as per the Council determination of 27 August 2024.

(d) The principles set out in the Competition Principles Agreement

The guiding principle in this Agreement is that legislation (including local laws) should not restrict competition unless it can be demonstrated that:

- (a) the benefits of the restriction to the community as a whole outweigh the costs; and
- (b) the objectives of the legislation can only be achieved by restricting competition.

Refusing an application simply because of a perceived increase in competition to other businesses would be contrary to the Agreement.

(e) Such other matters as the local government may consider to be relevant in the circumstances of the case

As the location of the activity is now considered compliant with the local law there seems no need to restrict the trading days of the activity.

Consultation:

Nil

Statutory Environment:

The Shire of Irwin Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000 governs trading in thoroughfares and public places. In accordance with cl. 7.2(1) the local government may approve an application for a permit unconditionally or subject to any conditions or refuse to approve an application for a permit.

Policy Implications:

Nil

Financial/Resource Implications:

Nil, however costs may be imposed on the Shire should the applicant review Council's decision through the State Administrative Tribunal.

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 2.1.1 Continuously improve approval processes

Attachments:

Nil

Unconfirmed

10.4 Operations Reports

Nil

10.5 Office of the CEO Reports

Nil

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

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

COUNCIL DECISION		080325
MOVED: Cr Summers	SECONDED: Cr Gillam	
That Council by Simple Majority receives the minutes of the Shire of Irwin Work Health and Safety Committee Meetings held 5 February 2025 and 5 March 2025.		
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

FIN 03-03/25 Annual Budget Review 2024/25	
Author:	P Machaka, Manager Finance
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	3.00227
Council Role:	Executive
Voting Requirements:	Absolute Majority

Report Purpose:

For Council to consider and adopt the annual budget review for the 2024/25 financial year as presented in Attachment Booklet – March 2024.

COUNCIL DECISION		090325
MOVED: Cr Wyse	SECONDED: Cr Summers	
That Council by Absolute Majority:		
<ul style="list-style-type: none"> a) Adopts the 2024/25 Annual Budget Review presented as FIN 03-03/25 Attachment 1 in Attachment Booklet – March 2025. b) Amends the budget accordingly, by Nature as reflected in the estimated year amount column. c) Amends the capital budget as listed in the capital program details. 		
VOTING DETAILS:	CARRIED: 7/0	
For:	Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom	
Against:	Nil	

Background:

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires Council to conduct a review of its budget between 1 January and the last day of February in each financial year. The Regulation requires that the results be submitted to Council to determine whether to adopt the review and recommendations made. Within 14 days of the review a copy of the review and determination is to be provided to the Department of Local Government, Sport and Cultural Industries.

Officer's Comment:

This report provides information by nature and is based on the seven - month period from 1 July 2024 to 31 January 2025. The budget review projects the Shire's full year income and expenditure against full year original budget. Attachment 1 is an explanation of identified major expenditure and revenue variations and a review of the capital program – showing all budgeted items and any expected variation to the budget.

Noteworthy projected variations to the original budget include:

Revenue

- Lower Operating Grants Subsidies and Contributions of \$109,000, mostly due to lower Financial Assistance Grants
- Higher Capital Revenue due to:
 - Department of Transport Boat Ramp Grant \$365,000
 - Sea Rescue Boat Ramp Contribution \$150,000

- Carry forward adjustment for the Vegetation Program LRCI Grant \$52,000
- Labour Party Election Promise of \$400,000
- Includes the revenue reduction for deferring Point Leander Drive works (\$211,000)

Operating Expenditure

Overall Materials & Contracts are projected to increase by \$37,000. This is a net result of over and under expenditure in different areas. Notable increase in expenditure includes the following:

- Plant Operating Costs \$202,000
- Legal Costs \$51,000
- Contract Labour \$90,000
- Information Technology Costs \$82,000
- Councillor election \$35,000

The above expenses were offset by several smaller accounts which are expected to expend less than originally budgeted. Interest Expenses are forecast to decrease by \$33,700 as the Shire will not be applying for the Foreshore Loan in the current financial year.

Capital Expenditure

Total capital works are expected to increase by \$717,000, comprising of:

- Boat Ramp Works \$715,000 (Grant funded)
- Foreshore Project \$200,000 (Grant funded)
- Granny's Beach Playground \$60,000
- Allanooka Springs \$66,000
- Includes expenditure reduction for deferring Point Leander Drive works (\$201,000)

Reserve Movements

Forecast transfer from the leave reserve of \$27,000 to Municipal Funds for leave cash out payments.

Closing Balance

It is anticipated that the Shire will end the financial year with a deficit of approximately \$353,000, compared to \$4,800 surplus as originally budgeted. \$207,000 of this variance is attributed to a number of accrual's required as part of the annual auditing process and late invoices. The remaining \$150,000 is a combination of an increase and reduction in revenue and expenditure in different areas as outlined above.

Consultation:

Responsible officers have predicted the balances on their activities.

Statutory Environment:

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

33A. *Review of budget*

- (1) *Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must -*
 - (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *consider the local government's financial position as at the date of the review; and*
 - (c) *review the outcomes for the end of that financial year that are forecast in the budget.*

- (2) *The review is to be presented to council by 31 March in that financial year.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*
**Absolute majority required.*
- (4) *Within 14 days after a Council has made a determination, a copy of the review and determination is to be provided to the Department.*

Australian Accounting Standards

Policy Implications:

Nil

Financial/Resource Implications:

The adoption of this budget review will forecast the budget with an estimated deficit of \$320k.

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles

Strategy 4.3.2 Adopt and follow better practice processes

Attachments:

Attachment Booklet – March 2025

FIN 03-03/25 Attachment 1 – Annual Budget Review 2024/25

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

Nil

15. CLOSURE

There being no further business the Presiding Officer declared the meeting closed at 6.29pm.

Unconfirmed



Ordinary Council Meeting

22 April 2025

Item 8.2
Agenda Forum Notes
15 April 2025



Ordinary Council Meeting

22 April 2025

Item FIN 01-04/25
Accounts for Payment
March 2025

Shire of Irwin

List of Accounts paid March 2025 for presentation to the
Council Meeting 22 April 2025

MUNICIPAL/(TRUST) PAYMENTS				
EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
EFT33282	06/03/2025	ACTIVEST WEST REAL ESTATE	AUCTION FEES FOR LAND PROCEEDING TO SALE	-1,650.00
EFT33283	06/03/2025	ATC WORK SMART	SCHOOL BASED WORK EXPERIENCE	-542.52
EFT33284	06/03/2025	ATOM	WORKSHOP SUPPLIES	-117.17
EFT33285	06/03/2025	AVON WASTE	FRONT LIFT AND 240LT WASTE COLLECTION	-19,929.26
EFT33286	06/03/2025	AWE PERTH PTY LTD - MITSUI E AND P AUST PTY LTD	REFUND	-192.00
EFT33287	06/03/2025	AUSTRALIAN WASTE MANAGEMENT PTY LTD	BIN STANDS	-696.00
EFT33288	06/03/2025	BABA MARDIA ROAD SERVICES	TRAFFIC MANAGEMENT FOR WORKS ON POINT LEANDER DRIVE	-8,685.77
EFT33289	06/03/2025	BB POWER SOLUTIONS PTY LTD	REPLACING FAULTY PCB IN UPS AT ADMIN	-4,593.49
EFT33290	06/03/2025	THE BUSINESS EXPERIENCE AUSTRALIA PTY LTD	SUBSCRIPTION RENEWAL	-22,835.27
EFT33291	06/03/2025	BLACKWOODS	TOOLS AND WORKSHOP CONSUMABLES	-1,819.67
EFT33292	06/03/2025	TARTS & CO	CATERING	-148.50
EFT33293	06/03/2025	BURSON AUTOMOTIVE PTY LTD	PARTS AND SERVICE KITS	-1,829.83
EFT33294	06/03/2025	CARL SCUDDER	BUILDING MAINTENANCE REPAIRS	-250.00
EFT33295	06/03/2025	CORSIGN WA	TRANSFER STATION SIGNAGE	-992.20
EFT33296	06/03/2025	DELTA CLEANING SERVICES	CONTRACT CLEANING	-19,662.53
EFT33297	06/03/2025	DONGARA BOBCAT & CONTRACTING SERVICES	WASTE REMOVAL FROM PONDS AT TRANSFER STATION, EXCAVATION OF PLOT AT CEMETERY AND SAND/GRAVEL SUPPLIES FOR POINT LEANDER DRIVE WORKS	-2,519.00
EFT33298	06/03/2025	DONGARA BODY BUILDERS	PARKS & REPAIRS TO DROP DECK AND SIDE TIPPER TRAILERS	-2,513.50
EFT33299	06/03/2025	DONGARA CONCRETE SERVICES	CONCRETE FOR GRANNIES BEACH AND FOOTPATH REPAIRS AT OBELISK AND POINT LEANDER DRIVE	-7,390.35
EFT33300	06/03/2025	DONGARA DRILLING & ELECTRICAL	ELECTRICAL REPAIRS	-886.38
EFT33301	06/03/2025	TYREPOWER DONGARA	SUPPLY AND FIT TYRES ON NISSAN PRIME MOVER AND FORD RANGERS	-7,024.80
EFT33302	06/03/2025	DONGARA DISTRICT HIGH SCHOOL P & C	BREAKFAST CONTRIBUTION AND DONATION FOR AUSTRALIA DAY EVENT 2025	-922.65
EFT33303	06/03/2025	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	EMERGENCY SERVICES LEVY QUARTER 3 - 2024/25	-89,728.04
EFT33304	06/03/2025	FIVE GUMS FAMILY MEDICAL PRACTICE	REIMBURSEMENT FOR MEDICAL REPAIRS ON EQUIPMENT	-1,397.00
EFT33305	06/03/2025	CITY OF GREATER GERALDTON	MERU WASTE DISPOSAL	-20,430.00
EFT33306	06/03/2025	REFUEL AUSTRALIA	BULK DIESEL FUEL PURCHASE	-8,040.43
EFT33307	06/03/2025	THINK WATER GERALDTON	RETICULATION PART	-81.35
EFT33308	06/03/2025	GERALDTON PARTS	PARTS FOR FORD RANGER, TORO MOWER AND SUNDRY PLANT	-1,670.66
EFT33309	06/03/2025	INFINITUM TECHNOLOGIES	INVESTIGATE REPAIRING FAULTY UPS	-115.50
EFT33310	06/03/2025	IN-SITU CONSTRUCTION AND MAINTENANCE	SUPPLY ROLLER FOR KERB PREPARATION ON POINT LEANDER DRIVE	-1,507.88
EFT33311	06/03/2025	IQTECH SOLUTIONS	PRINTER CHARGES ADMIN, LIBRARY & REC CENTRE	-640.05
EFT33312	06/03/2025	IVEY CONTRACTING	INSTALLATION OF GUIDE POSTS ON RURAL ROADS	-5,445.00
EFT33313	06/03/2025	MIDWEST AUTO GROUP	PARTS AND SERVICE OF FORD RANGERS	-490.49
EFT33314	06/03/2025	L OLSEN	REIMBURSEMENT	-200.00
EFT33315	06/03/2025	LO-GO APPOINTMENTS	CONTRACT LABOUR HIRE	-10,282.27
EFT33316	06/03/2025	MARKS WATERTRUCK	REFILL WATER TANKS AT TRANSFER STATION	-308.00
EFT33317	06/03/2025	MCDONALD WHOLESALERS	REC CENTRE KIOSK SUPPLIES	-642.40
EFT33318	06/03/2025	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	-5,500.00
EFT33319	06/03/2025	MIDWEST MOWERS & SMALL ENGINES	PARTS	-25.40
EFT33320	06/03/2025	MIDWEST SAFETY AND TRAINING PTY LTD	TRAINING COURSE FEES	-1,320.00
EFT33321	06/03/2025	MITCHELL & BROWN	OVEN FOR UNIT 37 THE VILLAGE	-1,970.00
EFT33322	06/03/2025	ML COMMUNICATIONS	PARTS FOR REPEATER RE-LOCATION	-2,727.01
EFT33323	06/03/2025	MIDWEST POWER SOLUTIONS	ELECTRICAL REPAIRS	-8,913.30
EFT33324	06/03/2025	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS	-814.00
EFT33325	06/03/2025	NOVUS AUTOGLASS REPAIRS & REPLACEMENT	INSTALL TINT ON DOOR OF TRANSFER STATION	-935.00
EFT33326	06/03/2025	LOCAL WORKS	STATIONERY CONSUMABLES	-96.96
EFT33327	06/03/2025	PERTH IRRIGATION CENTRE	RETICULATION PARTS	-3,882.65
EFT33328	06/03/2025	PIRTEK GERALDTON	PARTS FOR TELEHANDLER	-622.78
EFT33329	06/03/2025	PURMEC	ADDITIONAL REPAIRS TO ADMIN AIR CONDITIONER	-1,866.16
EFT33330	06/03/2025	TANGO IT	CONSULTANCY SERVICES	-7,238.00
EFT33331	06/03/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	-142.89
EFT33332	06/03/2025	TOOLS NORTH PTY LTD	TOOLS FOR MECHANIC WORKSHOP	-4,664.25
EFT33333	06/03/2025	TONY AND SONS NURSERIES	POINCIANA TREES	-6,270.00
EFT33334	06/03/2025	AFGRI EQUIPMENT PTY LTD	PARTS FOR JOHN DEERE TRACTOR	-2,460.15
EFT33335	06/03/2025	WA WILDLIFE DISPLAY	WILDLIFE DISPLAY FOR AUSTRALIA DAY EVENT 2025	-1,000.00
EFT33336	06/03/2025	WESTRAC EQUIPMENT	SERVICE KIT FOR CAT GRADER	-1,179.50
EFT33337	06/03/2025	WINC AUSTRALIA PTY LTD	PALLET OF PAPER AND PRINTER CHARGES DEPOT	-2,407.61
EFT33338	13/03/2025	ASM ECLIPSE PTY LTD	VISITOR CENTRE STOCK	-507.55
EFT33339	13/03/2025	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	LICENCE FEES	-115.00
EFT33340	13/03/2025	AUSTRALIA POST	POSTAGE & FREIGHT CHARGES	-1,361.44
EFT33341	13/03/2025	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION - ONEMUSIC AUSTRALIA	LICENCE FEES	-69.19
EFT33342	13/03/2025	AVON WASTE	FRONT LIFT AND 240LT WASTE COLLECTION	-22,442.22
EFT33343	13/03/2025	BABA MARDIA ROAD SERVICES	TRAFFIC MANAGEMENT FOR WORKS ON POINT LEANDER DRIVE	-12,643.09
EFT33344	13/03/2025	CONSTRUCTION TRAINING FUND	CONSTRUCTION TRAINING FUND RECONCILIATION	-392.45
EFT33345	13/03/2025	BRAND MECHANICAL SERVICES	GRAVEL FOR MOUNT ADAMS ROAD CONSTRUCTION	-43,120.00
EFT33346	13/03/2025	DEPARTMENT OF ENERGY, MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY RECONCILIATION	-3,303.32
EFT33347	13/03/2025	C MARRABLE	REFUND	-280.03
EFT33348	13/03/2025	CARL SCUDDER	BUILDING MAINTENANCE REPAIRS	-1,732.50
EFT33349	13/03/2025	CLEANPAK TOTAL SOLUTIONS	CLEANING PRODUCTS	-186.00
EFT33350	13/03/2025	CIVIC WORKFORCE MANAGEMENT	HR CONSULTANCY SERVICES	-1,938.75
EFT33351	13/03/2025	DMW SUPPLIES T/F YARDARINA P/L	GAS BOTTLES FOR RICHARDSON ROAD RESIDENCE	-414.00
EFT33352	13/03/2025	DONGARA FENCING	SUPPLY AND INSTALL FENCING AT SURF BEACH ALONG OCEAN DRIVE	-7,150.00
EFT33353	13/03/2025	DONGARA BOBCAT & CONTRACTING SERVICES	SAND FOR WORKS ON POINT LEANDER DRIVE	-418.00
EFT33354	13/03/2025	DONGARA BUILDING & TRADE SUPPLIES	PARKS, GARDENS, BUILDING AND ROAD MAINTENANCE SUPPLIES	-313.60

Shire of Irwin

List of Accounts paid March 2025 for presentation to the
Council Meeting 22 April 2025

MUNICIPAL/(TRUST) PAYMENTS				
EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
EFT33355	13/03/2025	DONGARA DRILLING & ELECTRICAL	ELECTRICAL REPAIRS	-648.13
EFT33356	13/03/2025	DONGARA MIDWEST WASTE	EMPTY SEPTICS AT COASTAL NODES	-5,750.00
EFT33357	13/03/2025	DONGARA TREE SERVICES	REMOVAL OF XMAS BANNERS ON MORETON TERRACE	-759.00
EFT33358	13/03/2025	FIRST HEALTH SERVICES	MEDICAL PRACTISE MANAGEMENT SUPPORT - MEDICAL CENTRE	-13,750.00
EFT33359	13/03/2025	GERALDTON TROPHY & ENGRAVING CENTRE	NICHE WALL PLAQUE	-415.80
EFT33360	13/03/2025	REFUEL AUSTRALIA	FUEL CARD PURCHASES AND GREASE, OIL AND OIL PUMPS	-4,053.28
EFT33361	13/03/2025	GLASS CO WA	BUILDING MAINTENANCE REPAIRS	-219.34
EFT33362	13/03/2025	MOORE AUSTRALIA (WA) PTY LTD	PROFESSIONAL SERVICES	-2,200.00
EFT33363	13/03/2025	IRWIN SHIRE - RATES	PAYROLL DEDUCTIONS	-1,585.00
EFT33364	13/03/2025	BRYAN HENDRICK KLEINSMAN	SWEeper FOR KERB PREPARATION ON POINT LEANDER DRIVE	-2,288.00
EFT33365	13/03/2025	LEE-ANNE OBER	CONSULTANCY SERVICES	-11,132.00
EFT33366	13/03/2025	LO-GO APPOINTMENTS	CONTRACT LABOUR HIRE	-7,810.39
EFT33367	13/03/2025	NODE 1 PTY LTD	NBN FIBRE CONNECTION FEE	-158.00
EFT33368	13/03/2025	SHIRE OF IRWIN - LOTTO FUND	PAYROLL DEDUCTIONS	-90.00
EFT33369	13/03/2025	MARSDEN'S BECKENHAM TRANSPORT PTY LTD	FREIGHT CHARGES	-1,188.00
EFT33370	13/03/2025	MAURICE BATTILANA - LOCAL GOVERNMENT CONSULTANT	CONSULTANCY SERVICES	-7,050.00
EFT33371	13/03/2025	MCDONALD WHOLESALERS	REC CENTRE KIOSK SUPPLIES	-546.05
EFT33372	13/03/2025	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	-7,724.70
EFT33373	13/03/2025	MIDWEST FIRE PROTECTION & SAFETY SERVICES	FIRE EQUIPMENT SERVICING INCLUDING REPLACING OF EQUIPMENT	-11,543.33
EFT33374	13/03/2025	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS	-3,150.40
EFT33375	13/03/2025	PITCHER PARTNERS	AUDIT CERTIFICATION	-2,090.00
EFT33376	13/03/2025	RHINE RIVER HOLDINGS PTY LTD	REIMBURSEMENT	-275.00
EFT33377	13/03/2025	R VERMEER	REIMBURSEMENT	-385.00
EFT33378	13/03/2025	SIMPLY STONE	SUPPLY AND LAY LIMESTONE BLOCKS TO HENRY ROAD	-8,150.00
EFT33379	13/03/2025	SUNSET TAKEAWAY DINER	CATERING	-160.00
EFT33380	13/03/2025	SUPAGAS PTY LIMITED	GAS CYLINDER YEARLY RENTAL CHARGES	-594.00
EFT33381	13/03/2025	VISIMAX SAFETY	ANIMAL CONTROL EQUIPMENT	-187.68
EFT33382	13/03/2025	WELL DONE INTERNATIONAL	CALL CENTRE CHARGES	-350.46
EFT33383	13/03/2025	SYNERGY	ELECTRICITY CHARGES	-30,158.36
EFT33384	20/03/2025	AUSTRALIAN TAXATION OFFICE - BAS	BAS RECONCILIATION	-34,911.00
EFT33385	27/03/2025	CR GILLAM	MEMBERS ATTENDANCE FEES JANUARY TO MARCH 2025	-1,922.00
EFT33386	27/03/2025	AMPAC DEBT RECOVERY (WA) PTY LTD	RATE DEBT RECOVERY SERVICES	-759.00
EFT33387	27/03/2025	ANYTRACK PTY LTD	MINI GPS TRACKERS	-550.00
EFT33388	27/03/2025	ATC WORK SMART	SCHOOL BASED WORK EXPERIENCE	-696.23
EFT33389	27/03/2025	ATOM	WORKSHOP SUPPLIES	-1,139.24
EFT33390	27/03/2025	AVDATA AUSTRALIA	STANDPIPE TOKENS	-497.53
EFT33391	27/03/2025	AVON WASTE	FRONT LIFT AND 240LT WASTE COLLECTION	-21,544.12
EFT33392	27/03/2025	BABA MARDA ROAD SERVICES	TRAFFIC MANAGEMENT FOR WORKS ON POINT LEANDER DRIVE	-2,765.57
EFT33393	27/03/2025	CR WYSE	MEMBERS ATTENDANCE FEES JANUARY TO MARCH 2025	-1,922.00
EFT33394	27/03/2025	BLACKWOODS	TOOLS AND WORKSHOP CONSUMABLES	-170.12
EFT33395	27/03/2025	BLACKWOODS	NEWSPAPER PUBLICATIONS	-135.40
EFT33396	27/03/2025	BURSON AUTOMOTIVE PTY LTD	PARTS FOR JCB TELEHANDLER	-487.92
EFT33397	27/03/2025	CENTRAL REGIONAL TAFE	TRAINING COURSE FEES	-1,400.00
EFT33398	27/03/2025	CARL SCUDDER	BUILDING MAINTENANCE REPAIRS	-1,668.25
EFT33399	27/03/2025	C LEONARD	REFUND	-665.00
EFT33400	27/03/2025	CORSIGN WA	NUMBERS FOR RURAL LOT SIGNAGE	-165.00
EFT33401	27/03/2025	CENTRAL WEST PEST CONTROL	INVESTIGATE ONGOING RODENT SMELL AT DEPOT	-180.00
EFT33402	27/03/2025	DATA#3 LIMITED	MICROSOFT LICENCES	-7,001.20
EFT33403	27/03/2025	DAZFAB ENGINEERING	WORKS AT THE VILLAGE	-390.50
EFT33404	27/03/2025	DONGARA BASKETBALL ASSOCIATION	DRIVE IN GATE CONTRIBUTION	-300.00
EFT33405	27/03/2025	DONGARA FREIGHT	FREIGHT CHARGES	-1,160.00
EFT33406	27/03/2025	DELTA CLEANING SERVICES	CONTRACT CLEANING	-19,556.93
EFT33407	27/03/2025	LANDGATE - WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY	GRV INTERIM SCHEDULE	-198.97
EFT33408	27/03/2025	DONGARA CONCRETE SERVICES	SUPPLY CONCRETE WELL LINER AND TRAFFICABLE LID FOR DEPOT WASH BAY UPGRADE	-1,265.00
EFT33409	27/03/2025	DONGARA DRILLING & ELECTRICAL	ELECTRICAL REPAIRS	-3,855.68
EFT33410	27/03/2025	DONGARA DENISON SMASH REPAIRS	INSURANCE EXCESS CLAIM	-300.00
EFT33411	27/03/2025	TYREPOWER DONGARA	SUPPLY TYRES FOR CASCADIA PRIME MOVER	-11,592.80
EFT33412	27/03/2025	DONGARA LOCAL RAG	ADVERTISING	-405.00
EFT33413	27/03/2025	DONGARA HOTEL MOTEL	LAND USE AGREEMENT	-3,125.01
EFT33414	27/03/2025	DONGARA TREE SERVICES	PRUNING OF TREES ALONG MOUNT ADAMS ROAD AND REEVE TERRACE	-3,256.00
EFT33415	27/03/2025	E BARRETT	REFUND	-230.43
EFT33416	27/03/2025	CR TUNBRIDGE	MEMBERS ATTENDANCE FEES JANUARY TO MARCH 2025	-1,922.00
EFT33417	27/03/2025	CITY OF GREATER GERALDTON	MERU WASTE DISPOSAL	-13,552.40
EFT33418	27/03/2025	REFUEL AUSTRALIA	BULK DIESEL FUEL PURCHASES AND ADBLUE, GREASE AND TRANSMISSION FLUID	-24,468.95
EFT33419	27/03/2025	GERALDTON AND MIDWEST E-WASTE	E-WASTE DISPOSAL	-153.00
EFT33420	27/03/2025	THINK WATER GERALDTON	RETICULATION PARTS	-4,764.70
EFT33421	27/03/2025	GREENFIELD TECHNICAL SERVICES	ROAD SUBMISSIONS, TRAFFIC ASSESSMENT ON BRAND HIGHWAY/ELLERY ROAD INTERSECTION AND ANNUAL BRIDGE INSPECTION	-25,734.28
EFT33422	27/03/2025	MOORE AUSTRALIA (WA) PTY LTD	TRAINING COURSE FEES	-616.00
EFT33423	27/03/2025	HERSEY'S SAFETY	PROTECTIVE EQUIPMENT & TOOLS	-747.12
EFT33424	27/03/2025	CR SCOTT	MEMBERS ATTENDANCE FEES JANUARY TO MARCH 2025	-1,922.00
EFT33425	27/03/2025	IN-SITU CONSTRUCTION AND MAINTENANCE	REPAIRS AT SKATE PARK AND REMOVE AND REPLACE DRAINAGE PIT ON POINT LEANDER DRIVE	-12,390.80
EFT33426	27/03/2025	INSIDE OUT CLEAN	CLEANING OF RICHARDSON ROAD FOR NEW TENANCY	-150.00
EFT33427	27/03/2025	IQTECH SOLUTIONS	PRINTER CHARGES ADMIN, LIBRARY & REC CENTRE	-790.75

Shire of Irwin

List of Accounts paid March 2025 for presentation to the
Council Meeting 22 April 2025

MUNICIPAL/(TRUST) PAYMENTS				
EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
EFT33428	27/03/2025	INSTANT RACKING & STEEL SHELVING	WORKSHOP SUPPLIES	-674.00
EFT33429	27/03/2025	IRWIN SHIRE - RATES	PAYROLL DEDUCTIONS	-3,170.00
EFT33430	27/03/2025	ITANZ INFINITY PTY LTD	GAP ANALYSIS WORKSHOPS	-26,972.96
EFT33431	27/03/2025	JMH GROUP	PARTS FOR JCB TELEHANDLER	-277.75
EFT33432	27/03/2025	CR MELSOM	MEMBERS ATTENDANCE FEES JANUARY TO MARCH 2025	-1,922.00
EFT33433	27/03/2025	CR LEONARD	PRESIDENT ATTENDANCE FEES JANUARY TO MARCH 2025	-2,500.00
EFT33434	27/03/2025	L WILLIAMS	REIMBURSEMENT	-297.30
EFT33435	27/03/2025	LG BEST PRACTICES	OUTSOURCED PAYROLL FUNCTION	-4,389.00
EFT33436	27/03/2025	LO-GO APPOINTMENTS	CONTRACT LABOUR HIRE WEEK	-1,687.70
EFT33437	27/03/2025	SHIRE OF IRWIN - LOTTO FUND	PAYROLL DEDUCTIONS	-180.00
EFT33438	27/03/2025	MACS AUSTRALIA GROUP PTY LTD	HIRE CHARGES OF TRANSPORTABLE BUILDING	-1,298.53
EFT33439	27/03/2025	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	-6,188.38
EFT33440	27/03/2025	METRO COUNT VEHICLE CLASSIFIER SYSTEMS	TRAINING COURSE FEES	-1,320.00
EFT33441	27/03/2025	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS	-1,359.00
EFT33442	27/03/2025	OFFICEWORKS	STATIONERY CONSUMABLES	-131.14
EFT33443	27/03/2025	PIXIES SCREEN PRINTS	UNIFORMS	-330.00
EFT33444	27/03/2025	SUNSET TAKEAWAY DINER	CATERING	-160.00
EFT33445	27/03/2025	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	REPLACEMENT OF BATTERY, PADS AND CONSUMABLES FOR DEFIBRILLATOR AT	-448.85
EFT33446	27/03/2025	CR SUMMERS	MEMBERS ATTENDANCE FEES JANUARY TO MARCH 2025	-1,922.00
EFT33447	27/03/2025	CANCELLED		0.00
EFT33448	27/03/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	-271.34
EFT33449	27/03/2025	T SMITH	REFUND	-60.00
EFT33450	27/03/2025	TOOL KIT DEPOT	TOOLS AND TOOL BOXES	-2,428.35
EFT33451	27/03/2025	VANGUARD PRINT	HOLIDAY PLANNER STORAGE AND TRANSPORT FEES	-153.14
EFT33452	27/03/2025	WA COUNTRY BUILDERS	REFUND	-2,000.00
EFT33453	27/03/2025	AFGRI EQUIPMENT PTY LTD	PARTS FOR JOHN DEERE TRACTOR	-302.45
EFT33454	27/03/2025	WESTRAC EQUIPMENT	PARTS AND SERVICE KITS	-1,088.63
EFT33455	27/03/2025	WHITNEY CONSULTING	GRANT WRITING SUPPORT	-8,778.00
EFT33456	27/03/2025	WREN OIL	EMPTYING OF WASTE OIL TANK	-165.00
EFT33457	27/03/2025	ZETTAGRID PTY LTD	REMOTE IT BACKUP COSTS	-4,759.35
32230	05/03/2025	DEPARTMENT OF TRANSPORT	SHIRE OF IRWIN NUMBER PLATES	-600.00
32231	05/03/2025	SHIRE OF IRWIN	CONTAINER DEPOSIT SCHEME	-7,440.40
32232	27/03/2025	WATER CORPORATION	VARIOUS WATER CHARGES	-92,614.16
DD23389.1	03/03/2025	TELSTRA AUSTRALIA	VARIOUS MOBILE & DATA CHARGES	-3,311.55
DD23393.1	13/03/2025	TELSTRA AUSTRALIA	TELSTRA INTEGRATED MESSAGING	-251.09
DD23401.1	23/03/2025	TELSTRA AUSTRALIA	FREE WIFI DATA CHARGES	-90.00
DD23404.1	31/03/2025	TELSTRA AUSTRALIA	VARIOUS MOBILE & DATA CHARGES	-2,249.41
DD23377.1	07/03/2025	WA TREASURY CORPORATION	LOAN 93 - RECREATION CENTRE	-20,727.35
DD23375.1	18/03/2025	WA TREASURY CORPORATION	LOAN 105 - SELF SUPPORTING LOAN	-13,745.16
CR 050325	05/03/2025	NAB BUSINESS VISA	NAB BUSINESS VISA TRANSACTIONS INCLUDING IT LICENCE/S, SUBSCRIPTION/S, CESM EXPENSES, ADVERTISING, EQUIPMENT, AND REC CENTRE EXPENSES	-13,948.86
DD23399.1	17/03/2025	N-ABLE PTY LTD	N-ABLE MONTHLY IT CHARGES	-1,118.50
DD23384.1	04/03/2025	AUSTRALIAN PHONE COMPANY PTY LTD	VOIP PHONE CHARGES - MEDICAL CENTRE	-225.23
DD23395.1	15/03/2025	TELAIR PTY LTD	MOBILE & DATA CHARGES	-1,395.01
DD23397.1	15/03/2025	TELAIR PTY LTD	FIBRE - ETHERNET ACCESS	-1,054.90
DD23379.1	06/03/2025	PAKLS PTY LTD	RENTAL CHARGES	-2,300.00
DD23381.1	20/03/2025	PAKLS PTY LTD	RENTAL CHARGES	-2,300.00
DD23405.1	31/03/2025	CLEARMATCH ORIGINATE PTY LTD	INSURANCE PREMIUM REPAYMENT	-45,929.65
DD23391.1	03/03/2025	VESTONE CAPITAL PTY LTD	GYM EQUIPMENT RENTAL	-10,554.20
DD23363.9	07/03/2025	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-310.56
DD23363.1	07/03/2025	AUSTRALIAN SUPER	SUPERANNUATION	-1,938.94
DD23363.2	07/03/2025	AWARE SUPER PTY LTD	SUPERANNUATION	-23,064.11
DD23363.3	07/03/2025	CBUS SUPER	SUPERANNUATION	-259.31
DD23363.4	07/03/2025	COLONIAL FIRST STATE FIRST CHOICE SUPER	SUPERANNUATION	-878.18
DD23363.5	07/03/2025	HESTA SUPER	SUPERANNUATION	-51.75
DD23363.6	07/03/2025	HOSTPLUS	SUPERANNUATION	-1,813.78
DD23363.7	07/03/2025	MERCER	SUPERANNUATION	-699.53
DD23363.8	07/03/2025	MLC SUPER FUND	SUPERANNUATION	-679.61
DD23368.7	21/03/2025	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-547.01
DD23368.2	21/03/2025	AUSTRALIAN SUPER	SUPERANNUATION	-2,037.16
DD23368.1	21/03/2025	AWARE SUPER PTY LTD	SUPERANNUATION	-22,102.61
DD23368.9	21/03/2025	CBUS SUPER	SUPERANNUATION	-260.01
DD23368.5	21/03/2025	HESTA SUPER	SUPERANNUATION	-47.84
DD23368.4	21/03/2025	HOSTPLUS	SUPERANNUATION	-1,537.35
DD23368.3	21/03/2025	MERCER	SUPERANNUATION	-693.15
DD23368.6	21/03/2025	MLC SUPER FUND	SUPERANNUATION	-713.41
DD23368.8	28/03/2025	COLONIAL FIRST STATE FIRST CHOICE SUPER	SUPERANNUATION	-755.77
				-1,085,923.00

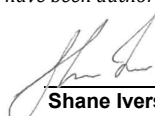
Sundry Creditors as at 31/03/2025

670.31

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

11 April 2025

DATE



Shane Ivers
Chief Executive Officer

Shire of Irwin

Corporate Credit Card Expenditure - Payment Reference CR050325

S.IVERS CREDIT CARD EXPENSES

Date	Payee	Description	Amount
03/02/2025	Google Gsuite	IT - Subscription	\$ 45.66
03/02/2025	Google Cloud	IT - Subscription	\$ 208.40
04/02/2025	Garmin	Subscription	\$ 50.00
07/02/2025	Invarion	Subscription	\$ 1,098.90
07/02/2025	JAMF Software	IT - Subscription	\$ 626.03
10/02/2025	Spotify	Rec Centre Gym Music	\$ 13.99
17/02/2025	Batavia Coast Firearms	Ammunition	\$ 84.37
18/02/2025	Apple	IT - Subscription	\$ 1.49
18/02/2025	Links Modular	Program - Rec Centre	\$ 283.01
19/02/2025	WA News Advertising	Notice	\$ 203.60
24/02/2025	UBIQUITI	IT - Subscription	\$ 49.00
24/02/2025	Google Cloud	IT - Subscription	\$ 500.00
28/02/2025	NAB	Card Fee	\$ 9.00
			\$ 3,173.45

P.MACHAKA CREDIT CARD EXPENSES

Date	Payee	Description	Amount
31/01/2025	SSL.Com	IT - Subscription	\$ 496.09
31/01/2025	Dropbox	IT - Subscription	\$ 283.25
03/02/2025	Go Daddy	Domain Registration	\$ 67.82
03/02/2025	Amazon Web Services	Web Hosting	\$ 5,355.07
04/02/2025	Microsoft	Licence/s	\$ 296.34
05/02/2025	Auvik Networks	Network Management	\$ 540.75
12/02/2025	Microsoft	Licence/s	\$ 33.00
12/02/2025	Microsoft	Licence/s	\$ 29.59
12/02/2025	Microsoft	Licence/s	\$ 13.20
12/02/2025	Microsoft	Licence/s	\$ 938.30
12/02/2025	Microsoft	Licence/s	\$ 271.59
12/02/2025	Microsoft	Licence/s	\$ 187.44
12/02/2025	Microsoft	Licence/s	\$ 167.97
17/02/2025	GO Fax Pty Ltd	E-Fax Service - Medical Centre	\$ 15.00
24/02/2025	GO Fax Pty Ltd	E-Fax Service - Medical Centre	\$ 15.00
28/02/2025	Dropbox	IT - Subscription	\$ 268.16
28/02/2025	CodeTwo	IT - Subscription	\$ 126.55
28/02/2025	NAB	Card Fee	\$ 9.00
			\$ 9,114.12

S.STUBBS CREDIT CARD EXPENSES

Date	Payee	Description	Amount
31/01/2025	Coles	Consumables	\$ 38.00
31/01/2025	Chemist Warehouse	Consumables	\$ 123.94
03/02/2025	Billabong Roadhouse	Incident Deployment	\$ 80.92
03/02/2025	Bunnings	Equipment	\$ 263.18
04/02/2025	Caltex Glenfield	Incident Deployment	\$ 40.44
04/02/2025	Caltex Glenfield	Incident Deployment	\$ 52.85
05/02/2025	Tataja Pty Ltd	Incident Deployment	\$ 32.28
12/02/2025	Quest Innaloo	Accommodation	\$ 553.00
13/02/2025	Sushi WaWa	Meal	\$ 19.23
14/02/2025	Leaf and Bean	Meal	\$ 32.20
14/02/2025	Quest Innaloo	Parking	\$ 30.00
17/02/2025	Leaf and Bean	Meal	\$ 11.70
17/02/2025	Pappagallo	Meal	\$ 65.00
19/02/2025	Tarts & Co	Catering	\$ 176.87
24/02/2025	Apple	IT - Subscription	\$ 1.49
25/02/2025	Dongara Roadhouse	Fuel	\$ 131.19
28/02/2025	NAB	Card Fee	\$ 9.00
			\$ 1,661.29

TOTAL PAYMENT TO CORPORATE CREDIT CARD ACCOUNT

\$ 13,948.86



Ordinary Council Meeting

22 April 2025

Item FIN 02-04/25
Monthly Financial Statements
February 2025



SHIRE OF IRWIN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 28 February 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Note 15 Explanation of Material Variances	11

SHIRE OF IRWIN

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 28 FEBRUARY 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 28 FEBRUARY 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	6,952,042	6,947,517	6,961,587	14,070	0%	▲	
Operating Grants, Subsidies and Contributions	689,110	580,224	278,464	301,054	22,590	8%	▲	
Fees and Charges	2,568,150	2,570,089	2,085,341	2,089,016	3,675	0%	▲	
Interest Earnings	232,050	237,948	161,593	186,403	24,810	15%	▲	\$
Other Revenue	267,000	278,083	170,221	157,388	(12,833)	(8%)	▼	
Profit on Disposal of Assets	137,263	155,127	93,427	91,727	(1,700)	(2%)	▼	
	10,875,512	10,773,513	9,736,563	9,787,174				
Expenditure from operating activities								
Employee Costs	(4,161,974)	(4,168,766)	(2,751,773)	(2,955,726)	(203,953)	(7%)	▼	
Materials and Contracts	(3,367,490)	(3,404,657)	(2,394,334)	(2,578,256)	(183,922)	(8%)	▼	
Utility Charges	(531,371)	(543,265)	(394,895)	(329,342)	65,553	17%	▲	
Depreciation on Non-Current Assets	(4,850,548)	(5,067,159)	(3,378,008)	(3,338,905)	39,103	1%	▲	
Interest Expenses	(298,120)	(264,370)	(150,266)	(141,959)	8,307	6%	▲	
Insurance Expenses	(278,228)	(278,228)	(235,876)	(258,177)	(22,301)	(9%)	▼	
Other Expenditure	(188,728)	(171,013)	(98,788)	(107,106)	(8,318)	(8%)	▼	
Loss on Disposal of Assets	0	(14,289)	(14,288)	(14,289)	(1)	(0%)	▼	
	(13,676,459)	(13,911,747)	(9,418,228)	(9,723,759)				
Operating activities excluded from budget								
Add back Depreciation	4,850,548	5,067,159	3,378,008	3,338,905	(39,103)	(1%)	▼	
Adjust (Profit)/Loss on Asset Disposal	(137,263)	(140,838)	(79,139)	(77,438)	1,701	2%	▲	
Movement in Leave Reserve (Added Back)	7,284	(20,033)	4,856	5,526	670	14%	▲	
Amount attributable to operating activities	1,919,622	1,768,054	3,622,060	3,330,407				
Investing activities								
Non-Operating Grants, Subsidies and Contributions	5,615,137	6,333,305	173,000	172,970	(30)	(0%)	▼	
Proceeds from Disposal of Assets	176,263	179,197	113,027	93,727	(19,300)	(17%)	▼	\$
Land and Buildings	(415,000)	(392,480)	(55,641)	(51,083)	4,558	8%	▲	
Plant and Equipment	(372,199)	(401,204)	(382,372)	(383,190)	(818)	(0%)	▼	
Furniture and Equipment	(29,650)	(25,444)	(25,444)	(25,444)	0	0%	▲	
Infrastructure Assets - Roads	(2,210,092)	(2,046,732)	(793,636)	(775,775)	17,861	2%	▲	
Infrastructure Assets - Other	(5,434,500)	(6,413,068)	(297,154)	(258,735)	38,419	13%	▲	\$
Amount attributable to investing activities	(2,670,041)	(2,766,426)	(1,268,220)	(1,227,530)				
Financing Activities								
Proceeds from New Debentures	1,500,000	1,500,000	0	0	0			
Repayment of Debentures	(899,910)	(839,697)	(552,555)	(549,887)	2,668	0%	▲	
Repayment of Lease Financing	(34,370)	(34,370)	(22,904)	(22,741)	163	1%	▲	
Self-Supporting Loan Principal	58,625	58,625	34,698	17,286	(17,412)	50%	▼	
Transfer from Restricted Cash - Other	20,000	30,000	0	0	0			
Transfer from Reserves	325,000	352,317	0	0	0			
Transfer to Reserves	(55,086)	(55,086)	(36,704)	(41,053)	(4,349)	(12%)	▲	\$
Amount attributable to financing activities	914,259	1,011,790	(577,465)	(596,396)				
Closing Funding Surplus (Deficit)	4,756	(352,863)	1,410,094	1,140,200				

▲▼ 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 28 February 2025

	30-Jun-24	28-Feb-25
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	2,541,970	4,600,979
Trade and other receivables	940,804	1,026,889
Other financial assets	44,571	27,286
Inventories	35,881	35,881
TOTAL CURRENT ASSETS	3,567,742	5,691,034
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	41,330,097
Infrastructure	64,120,607	62,786,083
Right-of-use assets	179,698	153,765
TOTAL NON-CURRENT ASSETS	106,463,143	104,663,368
TOTAL ASSETS	110,030,885	110,354,402
CURRENT LIABILITIES		
Trade and other payables	857,014	748,596
Other liabilities	778,116	1,450,714
Lease liabilities	34,370	11,629
Borrowings	828,529	278,642
Employee related provisions	793,228	793,228
TOTAL CURRENT LIABILITIES	3,291,257	3,282,808
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	8,480,153
NET ASSETS	101,542,283	101,874,249
EQUITY		
Retained surplus	36,701,393	36,896,724
Reserve accounts	1,295,984	1,337,038
Revaluation surplus	63,640,487	63,640,487
TOTAL EQUITY	101,637,864	101,874,249

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

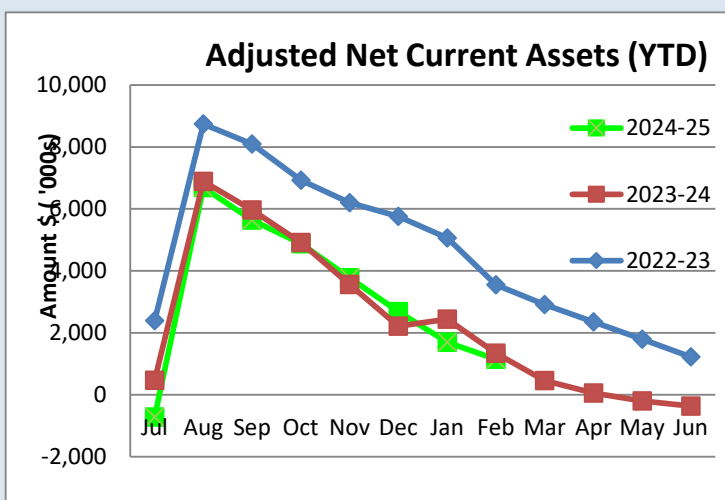
ADJUSTED NET CURRENT ASSETS

Adjusted Net Current Assets	Last Years Closing 30/06/2024	This Time Last Year 29/02/2024	Year to Date Actual 28/02/2025
	\$	\$	\$
Current Assets			
Cash Unrestricted	625,990	2,016,294	2,643,564
Cash Restricted - Reserves	1,295,984	1,649,296	1,337,038
Cash Restricted - General	373,935	373,935	373,935
Cash Restricted - Bonds & Deposits	246,060	330,335	246,442
Receivables - Rates	680,265	825,758	788,469
Receivables - Other	344,016	485,918	265,705
Inventories	35,881	32,618	35,881
	3,602,131	5,714,154	5,691,034 (9,196,116)
Less: Current Liabilities			
Payables	(610,954)	(182,540)	(502,154)
Contract Liabilities	(746,785)	(1,354,661)	(1,419,383)
Financial Liabilities	(31,331)	(31,331)	(31,331)
Bonds & Deposits	(246,060)	(330,335)	(246,442)
Loan and Lease Liability	(862,899)	(278,072)	(290,270)
Provisions	(793,228)	(602,946)	(793,228)
	(3,291,257)	(2,779,884)	(3,282,808)
Less: Cash Reserves	(1,295,984)	(1,649,296)	(1,337,038)
Add Back: Component of Leave Liability not Required to be funded	174,437	172,343	179,963
Add Back: Loan and Lease Liability	862,899	278,072	290,270
Less : Loan Receivable - clubs/institutions	(44,571)	(17,159)	(27,286)
Less : Restricted Cash General	(373,935)	(373,935)	(373,935)
Net Current Funding Position	(366,280)	1,344,295	1,140,201

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)

\$1.14 M

Last Year YTD

Surplus(Deficit)

\$1.34 M

SHIRE OF IRWIN

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 28 FEBRUARY 2025

OPERATING ACTIVITIES

NOTE 3

RECEIVABLES

Receivables - Rates & Rubbish	30 June 2024	28 Feb 25
	\$	\$
Opening Arrears Previous Years	373,069	726,082
Levied this year	7,200,649	7,922,707
Less Collections to date	(6,847,637)	(7,814,503)
Equals Current Outstanding	726,082	834,286
Net Rates Collectable	726,082	834,286
% Collected	90.41%	90.35%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	24,951	5,300	85	95,855	126,191
Percentage	20%	4%	0%	76%	
Balance per Trial Balance					
Sundry Debtors					126,191
Receivables - Other					139,514
Total Receivables General Outstanding					265,705

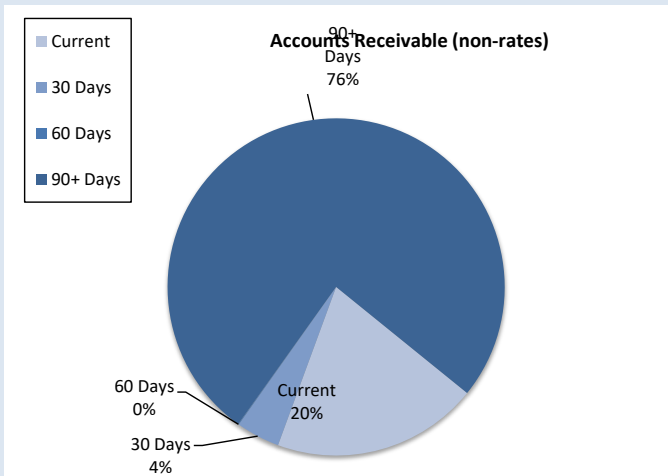
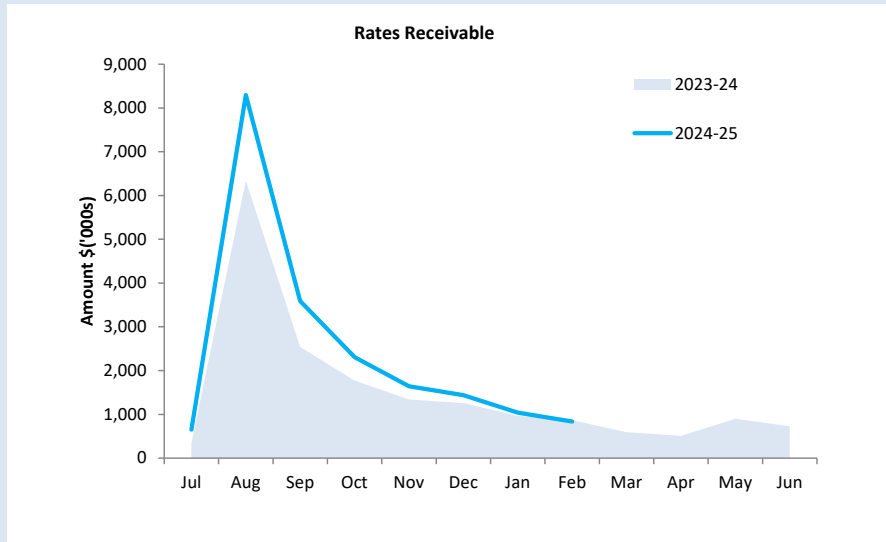
Amounts shown above include GST (where applicable)

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.

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
\$265,705
Over 30 Days
80%
Over 90 Days
76%

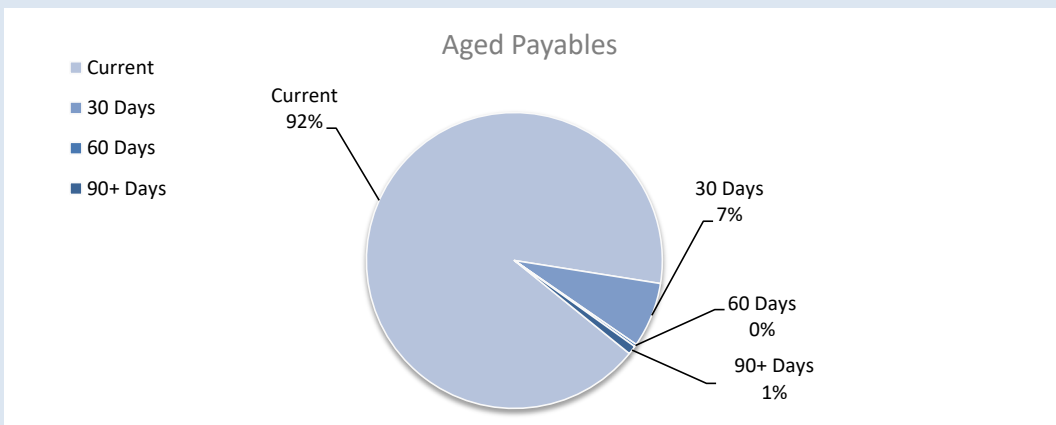
Collected	Rates Due
90%	\$834,286

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	275,884	21,407	845	2,849	300,986
Percentage	91.7%	7.1%	0.3%	0.9%	
Balance per Trial Balance					
Sundry creditors - General					300,986
Other creditors					126,865
ATO liabilities					74,304
Financial liabilities (Developer Contributions)					31,331
Total Payables General Outstanding					533,485

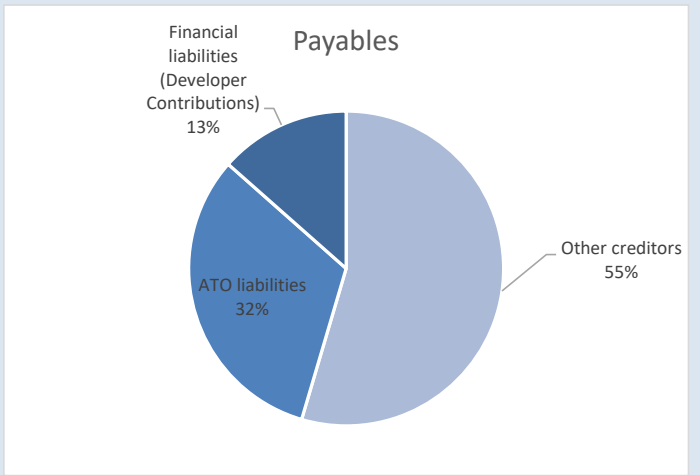
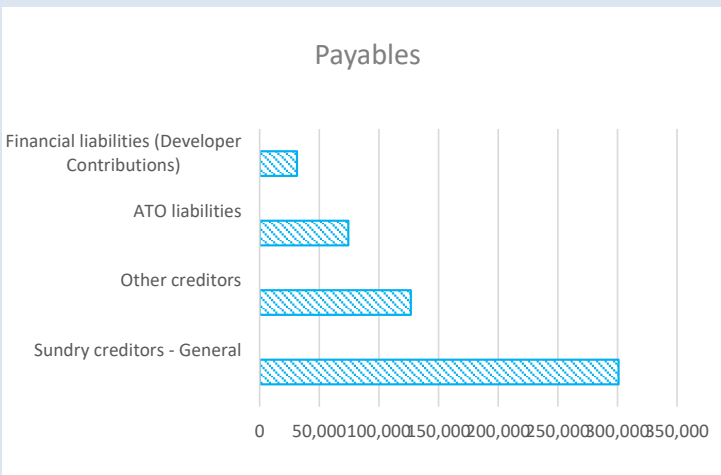
Amounts shown above include GST (where applicable)

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
\$533,485
Over 30 Days
8%
Over 90 Days
0.9%



INVESTING ACTIVITIES

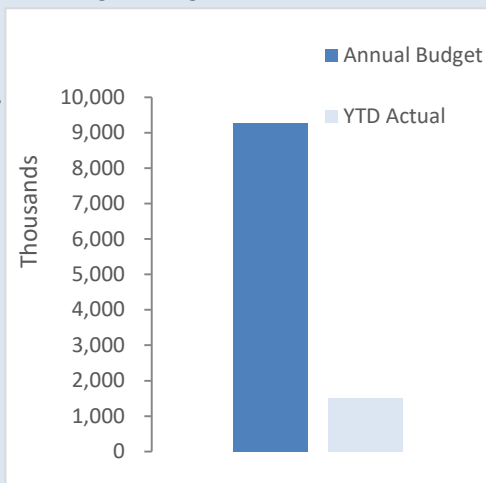
NOTE 8

CAPITAL ACQUISITIONS

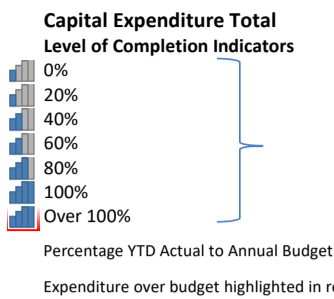
Capital Acquisitions	Adopted	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0
Land and Buildings	415,000	55,641	392,480	51,083	(4,558)
Plant and Equipment	372,199	382,372	401,204	383,190	818
Furniture and Equipment	29,650	25,444	25,444	25,444	(0)
Infrastructure Assets - Roads	2,210,092	793,636	2,046,732	775,775	(17,861)
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	297,154	6,413,068	258,735	(38,419)
Capital Expenditure Totals	8,461,441	1,554,247	9,278,928	1,494,227	(60,020)
Capital acquisitions funded by:					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	5,615,137	173,000	6,333,305	172,970	(30)
Borrowings	1,500,000	0	1,500,000	0	0
Other (Disposals & C/Fwd)	176,263	113,027	179,197	93,727	(19,300)
Council contribution - Cash Backed Reserves					
Various Reserves		0	350,000	0	0
Council contribution - operations		1,268,220	916,426	1,227,530	(40,690)
Capital Funding Total		1,554,247	9,278,928	1,494,227	(60,020)

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

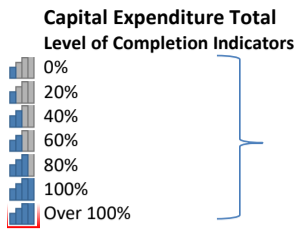
Acquisitions	Annual Budget	YTD Actual	% Spent
	\$9.28 M	\$1.49 M	16%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$6.33 M	\$.17 M	3%



% of
Completion

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

Assets	Account Number	Balance Sheet Category	Job Number	Adopted	Amended		Total YTD	Variance (Under)/Over		
				Annual Budget	Annual Budget	YTD Budget				
				\$	\$	\$	\$	\$		
Buildings										
Housing										
1.00		BUILDING - THE VILLAGE - RENEWAL	2584	1311	CJ02	(6,500)	(6,980)	(4,648)	(6,980)	(2,332)
0.90		MORETON TERRACE DEVELOPMENT	2585	1311	CJ169	(25,000)	(25,000)	(4,164)	(22,500)	(18,336)
		Total - Housing				(31,500)	(31,980)	(8,812)	(29,480)	(20,668)
Community Amenities										
0.20		TRANSFER STATION GATEHOUSE	1944	1311	CJ137	(17,500)	(17,500)	(7,290)	(3,509)	3,781
		Total - Community Amenities				(17,500)	(17,500)	(7,290)	(3,509)	3,781
Recreation And Culture										
0.06		DONGARA PUBLIC TOWN HALL	2404	1311	CJ130	(256,000)	(256,000)	(21,337)	(16,524)	4,814
0.00		IRWIN REC CENTRE ROOF UPGRADE - PARTIALLY GRANT FUNDED	2834	1311	CJ121	(85,000)	(85,000)	0	0	0
0.79		DENISON HOUSE - CAPITAL RENEWAL WORKS	3344	1311	C910	(25,000)	(2,000)	(1,328)	(1,570)	(242)
		Total - Recreation And Culture				(366,000)	(343,000)	(22,665)	(18,094)	4,572
0.13		Total - Buildings				(415,000)	(392,480)	(38,767)	(51,083)	(12,316)
Plant & Equipment										
Fire Prevention										
1.00		STATIC VARIABLE MESSAGE BOARD UPGRADES	0784	1312	CJ157	(5,613)	(9,292)	(9,292)	(9,292)	(0)
0.00		CESM STORAGE	0784	1312	CJ160	(8,000)	(8,000)	(8,000)	0	8,000
1.00		MOBILE EMERGENCY GENERATOR	0784	1312	V854	(1,980)	(1,980)	(1,320)	(1,980)	(660)
0.69		FIREBREAK MANAGEMENT SYSTEM	0784	1312	CJ159	(21,000)	(21,000)	(14,500)	(14,500)	0
		Total - Fire Prevention				(36,593)	(19,272)	(33,112)	(25,772)	7,340
Health										
1.00		DOCTORS VEHICLES	4975	1312	V950	(97,086)	(28,655)	(28,655)	(28,655)	0
		Total - Health				(97,086)	(28,655)	(28,655)	(28,655)	0
Transport										
0.00		NEW ISUZU FTS 139-260	3534	1312	V884	(126,890)	(126,685)	(126,685)	(126,685)	0
1.00		GRADER - FINAL TRIM GPS	3534	1312	V901	(76,630)	(78,060)	(78,060)	(78,060)	0
		Total - Transport				(203,520)	(126,685)	(204,745)	(204,745)	0
Other Property & Services										
1.00		CEO VEHICLE - REG 510IR	0554	1312	V510	0	(92,532)	(92,532)	(92,532)	0
0.90		MECHANIC EQUIPMENT	4734	1312	CJ170	(35,000)	(35,000)	(37,908)	(31,487)	6,421
		Total - Other Property & Services				(35,000)	(127,532)	(130,440)	(124,018)	6,422
1.27		Total - Plant & Equipment				(372,199)	(302,144)	(396,952)	(383,190)	13,762
Furniture & Equipment										
Recreation & Culture										
1.00		REC CENTRE GYM MASTER	2824	1314	CJ144	(12,050)	0	0	0	0
		Total - Recreation & Culture				(12,050)	0	0	0	0
Other Property & Services										
1.00		OFFICE / CHAMBERS FURNITURE & EQUIPMENT	0264	1314	CJ96	(17,600)	(25,444)	(25,444)	(25,444)	0
		Total - Other Property & Services				(17,600)	(25,444)	(25,444)	(25,444)	0
1.00		Total - Furniture & Equipment				(29,650)	(25,444)	(25,444)	(25,444)	0
Roads										
Transport										
1.00		RURAL ROAD SHOULDER RECONSTRUCTION	6614	1317	CJ110	0	(9,843)	(6,544)	(9,842)	(3,298)
0.81		RRG GRANT - MT ADAMS ROAD - SLK 0.0 - SLK 12.0KM	6644	1317	CJ131	(663,612)	(633,439)	(422,280)	(510,046)	(87,766)
1.00		MOUNT HORNER WEST ROAD -SLK 0.00 - 0.000 8KM	6644	1317	CJ132	0	0	0	(3,768)	(3,768)
1.00		PIGGERY LANE -SLK 0.00 - 0.000 4KM	6644	1317	CJ135	(131,397)	(96,919)	(64,600)	(96,917)	(32,317)
0.25		VEGETATION PROGRAM	6644	1317	CJ136	(187,058)	(187,058)	(124,696)	(46,667)	78,029
0.23		ALLANOOKA SLK 0 - 8K	6614	1317	CJ166	(22,561)	(88,658)	(59,096)	(20,708)	38,388
0.06		RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SLK 3	6674	1317	CJ138	(326,423)	(564,000)	(59,000)	(32,164)	26,836
0.27		RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SLK 1	6674	1317	CJ139	(107,008)	(107,008)	(30,000)	(29,082)	918
1.00		RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SLK 0	6674	1317	CJ140	(438,924)	0	0	(424)	(424)
0.01		R2R - WATER SUPPLY ROAD -SLK 5 - 11KM	6754	1317	CJ162	(333,109)	(333,109)	(5,000)	(4,459)	541
0.81		GRANNY'S BEACH ROUNDABOUT	6754	1317	CJ167	0	(26,698)	(22,420)	(21,698)	722
		Total - Transport				(2,210,092)	(2,046,732)	(793,636)	(775,775)	17,861
0.38		Total - Roads				(2,210,092)	(2,046,732)	(793,636)	(775,775)	17,861
Infrastructure - Other										
Law, Order & Public Safety										
1.00		WATER TANK, PUMP & BORE @ MT ADAMS	9733	1318	CJ127	0	0	0	(2,230)	(2,230)
		Total - Law, Order & Public Safety				0	0	0	(2,230)	(2,230)
Housing										
1.00		THE VILLAGE - SOAKWELLS & DOWNPIPES	2585	1318	CJ46	(10,000)	0	0	0	0
0.52		TWO HENRY ROAD - LANDSCAPING	2585	1318	CJ113	(18,000)	(10,000)	(6,664)	(5,236)	1,428



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.

Assets	Account Number	Balance Sheet Category	Job Number	Adopted		Amended		Total YTD	Variance (Under)/Over
				Annual Budget	Annual Budget	YTD Budget			
				\$	\$	\$	\$	\$	
Total - Housing				(28,000)	(10,000)	(6,664)	(5,236)	1,428	
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)	(7,410)	(4,936)	0	4,936
0.00	BOAT RAMP DESIGN	8054	1318	CJ120	0	(715,000)	0	0	0
1.00	GRANNIES BEACH RAMP	8054	1318	CJ171	0	(15,200)	(10,128)	(15,200)	(5,072)
1.00	PLAYGROUNDS REPLACEMENT	8064	1318	CJ148	0	(40,110)	(40,110)	(40,110)	0
0.00	FORESHORE - PRECINCT	2864	1318	CJ153	(5,000,000)	(5,200,000)	0	0	0
Total - Recreation And Culture				(5,006,500)	(5,977,720)	(55,174)	(55,310)	(136)	
Transport									
0.45	TECHNICAL STUDIES - INFRASTRUCTURE RENEWAL	6794	1318	CJ112	(30,000)	(42,360)	(19,000)	(18,863)	137
0.41	MILO CROSSING UPGRADE	6794	1318	CJ124	(350,000)	(350,000)	(183,328)	(144,233)	39,095
Total - Transport				(380,000)	(392,360)	(202,328)	(163,096)	39,232	
Economic Services									
1.00	KAILIS DRIVE ENTRY STATEMENT	3914	1318	CJ36	0	(12,988)	(12,988)	(12,988)	(0)
Total - Economic Services				0	(12,988)	(12,988)	(12,988)	(0)	
0.04	Total - Infrastructure - Other				(5,434,500)	(6,413,068)	(297,154)	(258,735)	38,419
0.16	Grand Total				(8,461,441)	(9,179,868)	(1,551,953)	(1,494,227)	57,726

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%.

	Var. \$	Var. %	Var. ▲▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
Interest Earnings	24,810	15%	▲	S	Permanent	Favourable interest rates have contributed to higher Interest Earnings.
Expenditure from operating activities						
Utility Charges	65,553	17%	▲	S	Timing	Utility charges are tracking behind year to date budget by 17% or \$66k, but are expected to be on par with annual budget by the end of the financial year.
Investing Activities						
Proceeds from Disposal of Assets	(19,300)	(17%)	▼	S	Timing	Some assets have not been disposed as planned, resulting in lower Proceeds from Disposal of Assets.
Infrastructure Assets - Other	38,419	13%	▲	S	Timing	Some projects have not progressed as anticipated and will be carried forward into 2025/26.
Financing Activities						
Self-Supporting Loan Principal	(17,412)	50%	▼	S	Timing	This is a timing difference which is expected to reduce by the end of the financial year.



Ordinary Council Meeting

22 April 2025

Item CEO 03-04/25
Adoption of Policy
CP48 – Recording of Council Meetings

Policy Number	Policy Title
CP48	Recording of Council Meetings

OBJECTIVE

To ensure open and transparent government, improve engagement with the community and accessibility to Council decision making, and detailing the approach to recording of in person Council Meetings.

DEFINITIONS

‘Act’ means the *Local Government Act 1995*.

‘Regulations’ means the *Local Government (Administration) Regulations 1996*.

‘Member’ means an Elected Member.

‘Meeting’ means an Ordinary Meeting of Council, or a Special Meeting of Council.

‘Behind Closed Doors’ means where a meeting is closed to members of the public in accordance with Section 5.23(2) of the Act.

‘Inappropriate’ includes any comments considered to be liable, slanderous, defamatory, or not in keeping with accepted community standards.

‘Absolute Privilege’ means an absolute defense to an otherwise defamatory statement because of the venue or context in which the statement was made.

‘Record’ means any record of information however recorded.

‘Recording’ means to capture an audio recording of an event.

POLICY STATEMENT

The Shire of Irwin will abide by the following to comply with Section 5.23A(2) of the *Local Government Act 1995*, which states:

Section 5.23A(2) of the Act is a power that allows regulations to be made that may require, regulate, or otherwise make provision for any of the following matters:

- electronic broadcasting of council meetings
- making or retaining recordings of council meetings
- making recordings of council meetings publicly available
- provision, or otherwise making available, recordings of council meetings.

Recording

- Recordings will be made via audio from the Council Chambers using Zoom.
- The recording will be conducted by Shire Officers.
- Members of the public will be advised that an audio recording of the meeting will be made via the notice paper for the meeting and a sign will be prominently displayed in Council Chambers.
- The Presiding Member will make an announcement at the start of every meeting drawing attention to the fact that the meeting will be audio recorded.
- In accordance with the requirements for a Band 4 local government, the recording of the meetings will be made available on the Shire’s website at the time the unconfirmed minutes are published, excluding those matters considered Behind Closed Doors.
- The Shire will make every reasonable effort to ensure the recording is available. However, should any technical difficulties arise, the recording may not be available. Notification of such will be provided in accordance with the Regulations.
- The Presiding Member may decide to cease recording at any time during the meeting.

Council Policy – Organisation

- Copying or distribution of any part of the recording is not permitted. The Shire reserves all rights in relation to its copyright. Audio contained in a recording must not be altered, reproduced or republished without the written permission of the Shire.
- No person is to use any electronic, visual or audio recording device or instrument to record the proceedings of the Council without the written permission of the Council.

Meeting or Items of Business discussed Behind Closed Doors

- Recordings of meetings closed for consideration of matters under Section 5.23 of the *Local Government Act 1995* is permitted for minute taking purposes but will not be released to the public or made available on the Shire's website.
- Confidential recordings may be released, if requested, to the Department of Local Government, Sport & Cultural Industries, the Police or the Court.

Record Keeping

- The official record of the meeting will be the written minutes kept in accordance with the *Local Government Act 1995* and any relevant Regulations.
- All recordings will be retained as part of the Shire's records for at least five (5) years, or in accordance with the *State Records Act 2000* (whichever is the longer period of time).

Conduct and Responsibilities

- Elected Members are required to act in accordance with the *Local Government Act 1995* (and Regulations), Shire of Irwin Code of Conduct for Council Members, Committee Members and Candidates and other relevant policies.
- Staff are required to act in accordance with the *Local Government Act 1995* (and Regulations), Shire of Irwin Employee Code of Conduct, and relevant policies.
- Members of the public are required to extend due courtesy and respect to the Council, Presiding Member, staff and other members of the public in attendance.

Liability and Defamation

- Under Section 9.57A of the *Local Government Act 1995*, the Shire is not liable for an action of defamation in relation to a matter published on its official website as part of a recording of Council proceedings.
- Under Section 9.56 of the *Local Government Act 1995* Elected Members and employees are not liable to defamation for any statements made in good faith.
- Further defenses under the *Defamation Act 2005* may also be applicable.
- As a general principle, the Shire will not edit recordings of meetings. This is to ensure open and transparent government. The onus is on those in attendance at the meeting to ensure that their conduct, content and language are appropriate for the audience. The Presiding Member is responsible for maintaining the orderly proceedings of the meeting.
- Following any meeting, the Chief Executive Officer in concurrence with the Presiding Member, may mute/exclude all or part of any meeting recording considered inappropriate to be published. This may include, but is not limited to, material that may:
 - Breach the privacy of an individual;
 - Disclose confidential or privileged information;
 - Concern public safety or security;
 - Be offensive, abusive or discriminatory; or
 - Constitutes hates speech.

The muting/excluding of any part of the meeting recording must be reported and confirmed to the Council at the next available Ordinary Council Meeting, whereby Council may revoke or change the decision.

Council Policy – Organisation

Date of Adoption:		Adoption Ref:	
Date of Review:		Review Frequency:	biennial
Responsible Directorate:			
Legislation:			
Related Policies and/or Procedures:			



Ordinary Council Meeting

22 April 2025

Item DEV 01-04/25
Development Delegated and
Authorised Authority Report

March 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 / Certificate	Environmental Health Officer / Building Surveyor	4 March 2025	Granted	Holiday Cabins x 8	Lot 452 (No. 8) George Street, Port Denison Dongara Tourist Park
		18 March 2025	Granted	Shed	Lot 132 (No. 4) Delmage Street, Dongara
	Manager Development	18 March 2025	Granted	Retaining Wall	Lot 108 (No. 40) Hampton Street, Port Denison
		19 March 2025	Granted	Carport	Lot 212 (No. 19) Mason Crescent, Port Denison
		19 March 2025	Granted	Carport	Lot 95 (No. 15) Pickering Drive, Dongara
		20 March 2025	Granted	Dwelling	Lot 392 (No. 10) Emily Way, Dongara
		24 March 2025	Granted	Shed	Lot 601 (No. 5) McCarley Walk, Dongara
		24 March 2025	Granted	Holiday Accommodation	Strata Lot 12 (No. 129) Point Leander Drive, Port Denison
		25 March 2025	Granted	Patio	Lot 109 (No. 65) Brennand Road, Dongara
		26 March 2025	Granted	Swimming Pool	Lot 201 (No. 56) Hidden Valley Close, Dongara
		26 March 2025	Granted	Carport	Lot 47 (No. 3) Canny Place, Port Denison
		26 March 2025	Granted	Shed	Lot 4 (No. 101) Point Leander Drive, Port Denison
		26 March 2025	Granted	Demolition Permit – Dwelling	Lot 33 (No. 4) Point Leander Drive, Port Denison)
		27 March 2025	Granted	Dwelling	Lot 250 (No. 13) Tyford Road, Dongara
		28 March 2025	Granted	Shed	Lot 2 (No. 31) Hampton Street, Port Denison
28 March 2025	Granted	Shed	Lot 130 Stack Road, Bookara		
Single House Application	Manager Development	4 March 2025	Granted	Single House	Lot 727 (No. 18) Retreat Boulevard, Port Denison
		4 March 2025	Granted	Single House & Outbuilding	Lot 115 (No. 10) Bond Street, Port Denison
		4 March 2025	Granted	Patio	Lot 109 (No. 65) Brennand Road, Dongara
		6 March 2025	Granted	Carport	Lot 47 (No. 3) Canny Place, Port Denison
		14 March 2025	Granted	Single House Alterations / Additions (Amended Plans)	Lot 316 (No. 1) Healy Street, Port Denison
		17 March 2025	Granted	Outbuilding	Lot 2 (No. 31) Hampton Street, Port Denison
		21 March 2025	Granted	Single House	Lot 317 (No. 21) Carnarvon Street, Port Denison
		25 March 2025	Granted	Outbuilding & Ancillary Dwelling	Lot 706 (No. 16) Premier Circle, Dongara
Development Approval	Manager Development	4 March 2025	Granted	Hotel (Playground)	Lot 23 (No. 12) Moreton Terrace, Dongara Dongara Hotel Motel
		6 March 2025	Granted	Holiday Accommodation	Lot 584 (No. 8) Fletcher Street, Port Denison
		27 March 2025	Granted	Holiday Accommodation	Lot 845 (No. 37) George Street, Port Denison
Subdivision Clearance	Manager Development	19 March 2025	Granted	2 Residential Lots	Lot 105 (No. 48) Church Street, Dongara and Lot 106 North Shore Drive, Dongara



Ordinary Council Meeting

22 April 2025

Item 10.6.1
Community Assistance & Events (CASE)
Committee Minutes
18 March 2025



Shire of Irwin Community Assistance Scheme & Events (CASE) Committee Meeting

held in the Admin Meeting Room

Tuesday 18 March 2025 at 4.15pm

Minutes

It should be noted that recommendations made by this Committee are not final and will be subject to adoption at a future meeting of Council.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson welcomed the committee and opened the meeting at 4.25pm. Quorum 50 percent attendance required to proceed.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE/GUESTS

Members

Cr E Tunbridge
Cr B Wyse
Ms A Heitman

Shire of Irwin Elected Member
Shire of Irwin Elected Member
Community

Staff

Ms F Boksmati

Acting Manager Community Services
(Chair / non-voting)

Apologies

VACANT Staff Position
Mrs S Bligh Lee

Community Development Officer (CDO)
Community

Guests

None

3. WELCOME

The Chairperson welcomed the committee and opened the meeting at 4.15pm. Three of four committee representatives were in attendance.

Welcome to Cr Barry Wyse and thank you for volunteering to the CASE Committee. As this is an election year, and with funding depleted for 24/25, this will likely be the last meeting until a new committee is formed in October 25.

In absence of a CDO, F Boksmati, Acting Manager Community Services has undertaken the Officer Reviews and will chair the meeting as a non-voting member.

4. CONFIDENTIALITY AND CODE OF CONDUCT

FB Reiterated the Shires Confidentiality and Code of Conduct for Committee Members. All members have signed a confidentiality and code of conduct agreement as relevant to committees.

5. CONFIRMATION OF MINUTES

The last meeting was held on the 23/07/24 with the committee's decision and recommendation to Council made via flying minutes. No new business arose from this meeting.

6. BUSINESS ARISING FROM PREVIOUS MEETING

Nil

6.1. CASE Overview –Guidelines and CASE Application

6.2. Funding Policy

Farah confirmed the breakdown of the Community Assistance Scheme and Events (CASE) funding structure, supported in consultation with the committee. All committee members confirmed a good understanding of the guidelines and happy with the template used for CASE Applications.

- CASE \$5000 (or a combination made of the following funding per organisation - as long as the total cumulative value does not exceed \$5000)
- Waiver of fees up to \$1000 – maximum \$1000 per organisation per financial year
- Sundry Donation – Small grants up to \$500 – maximum \$1000 per organisation per financial year

Committee Members have previously received copies of the 'C7 Financial Assistance Funding Policy' which is also available on the Shire website to access the overarching Policy details pertaining to the funding.

In the last committee meeting, members voted to elect Farah Boksmati, Community Development Officer as the committee's chair. Farah, currently Acting Manager Community Services confirmed to chair until the CDO role is filled. Elyce will chair if necessary

6.3. Terms of Reference Review (ToR) / Update

No review required.

7. GENERAL BUSINESS

7.1. New CASE Applications

Refer to attachments CASE Applications Review for each application – Officer Recommendations – Emailed prior to meeting) and included as attachments to these minutes.

7.1.1. Irwin Autumn Social Club Application for Funding

- **Activity/Event:** Support the hire of appropriate transport in lieu of the Shire Bus no longer being available to community groups. The Bus will be used to transport members for social outings to surrounding areas and to other Seniors Clubs

Elyce declared a potential financial interest as her business could service this request. A declaration was received prior to the commencement of the meeting.

Farah confirmed that this service was to be considered in lieu of the Shire Community Bus which is no longer available to hire, and a commitment provided by the Shire and Council. This commitment is outlined in the Shire's Strategic Community Plan for

Objective 1. To achieve a friendly, safe, and inclusive community enjoying a high-quality lifestyle. Item 1.1.3 Support appropriate community transport options.

- **Funding Requested:** \$4000
- **Comments by Committee:** To ensure all requests received in 2024/25, if eligible and endorsed by the committee for funding can be considered. Their requested funding amount of \$4000 will be split over the current and next financial year. This will ensure trips can be accommodated for the remainder of 2024/25 as well as trips made into 2025/26, enough to see them through until the new committee is formed post elections (18 October 2025).

The last CASE funding to the IASC has a remaining amount of \$870 which will not carry into the 2025/26 financial year.

- **Funding endorsed by the Committee:** \$2,000 in 2024/25 and \$2000 in 2025/26
- **Relevant Attachments – CASE Officer Review and Criteria 24_25 Irwin Autumn Social Club Bus Hire** (provided as separate attachment).
Contains Officer recommendation and feedback with scores applied according to the CASE Selection Criteria.

7.1.2. GoShackathon Midwest Student Expo – 9th May 2025

- **Activity/Event:** GoSH is an innovative, free, two-day tech-innovation event designed to empower young people in regional Western Australia by aligning local challenges with global solutions. The event focuses on raising aspirations, increasing community capabilities, and enhancing workforce readiness for regional youth.

The Mid West hybrid events will be the first of its kind, running, parallel and in conjunction with the GoSH events in Geraldton - with live interactions and feeds between the two venues..

With local support, they aim to provide students within the Shire of Irwin (and beyond) the opportunity to participate in GoSH with all the merch, challenges, and fun of the event in Geraldton. As the below outlines, GoSH runs over two days – Day 1 in Dongara and Day 2 by invitation in Geraldton.

- **Funding Requested:** \$ 5000
- **Comments by Committee:** The event has been Auspiced by the Pollinators and run by Curtin University as a Not For Profit event.

Farah advised that as they are also requesting use of the Irwin Rec Centre Main Stadium and as sponsorship cannot exceed \$5000, a recommendation to council should reflect a reduced funding amount to cover costs of the stadium hire as a Waiver of Fees. Funding, once all CASE Funding is applied (including all sundry and waivers that have been approved but yet to take place) is now depleted.

To support the event and ensure it goes ahead, with the limited funding left available under CASE, a reduction to the funding amount requested will be applied.

- **Relevant Attachments – CASE Officer Review and Criteria Weighting GOSHACKATHON** (provided as separate attachment).
Contains Officer recommendation and feedback with scores applied according to the CASE Selection Criteria.
- **Funding endorsed by the Committee:** \$3,750

\$3,250 will be applied as a cash contribution and an estimated \$500 to be applied as a Waiver of Fees as is applicable to the Irwin Rec Centre Venue Hire.

8. NEW BUSINESS ITEMS

Unfortunately, after nearly four years supporting CASE as a committee member, Ann Heitman has formally resigned.

9. RECOMMENDATIONS TO COUNCIL

The minutes of the CASE Committee meeting held 18 March 2025 have been provided to all Councillors under separate cover.

OFFICER RECOMMENDATION TO COUNCIL 010325:

That Council receives the minutes from CASE Committee Meeting held 18 March 2025.

VOTING DETAILS:

Carried 3/0

Resultant from the Case Committee Meeting held 18 March 2025, the following recommendations are presented to Council for approval.

COMMITTEE RECOMMENDATION TO COUNCIL 020325:

That Council approves the following funding allocation to the Community Assistance Scheme and approve its allocation from the 2024/2025 financial year budget.

ORGANISATION	PROJECT DESCRIPTION	GRANT
GoSHakathon Mid West Hybrid Event	Free two-day tech-innovation event designed to empower youth in the Midwest and focuses on raising aspirations, increasing community capabilities, and enhancing workforce readiness for regional youth.	\$3,750 \$3250 cash sponsorship and ~\$500 as a Waiver of Fees for Rec Centre Venue
Irwin Autumn Social Club	To support the hire of appropriate transport enabling social outings for the club and its members for the remainder of 2024/25.	\$2,000
	TOTAL CASE ALLOCATION 2024/25	\$5,750

VOTING DETAILS:

Carried 3/0

COMMITTEE RECOMMENDATION TO COUNCIL 030325:

That Council approves the following funding allocation to the Community Assistance Scheme and approve its allocation from the 2025/2026 financial year budget.

ORGANISATION	PROJECT DESCRIPTION	GRANT
Irwin Autumn Social Club	To support the hire of appropriate transport enabling social outings for the club and its members in 2025/26	\$2,000

	TOTAL CASE ALLOCATION 2025/26	\$2,000
VOTING DETAILS:		Carried 3/0

10. SETTING OF FUTURE MEETING DATES

10.1. CASE Timeframes (Proposed)

- CASE Funding Open on an Ongoing Basis
Funding is now depleted for 2025/25 – No new rounds will be open until a new committee is formed in October / November 2025.
- CASE recommendations submitted for council review – for Tuesday 22 April 2025 OCM
- Notification sent to successful applicants by Monday 28 April 2025.
- Next CASE Committee Meeting – October/November 2025 (DATE TBC)

11. MEETING CLOSED

There being no further business, the Chairperson declared the meeting closed at 4:50PM



Ordinary Council Meeting

22 April 2025

Item 10.6.2

Audit Committee Meeting Minutes

8 April 2025



MINUTES

Audit Committee Meeting

Tuesday 8 April 2025

in the

Shire of Irwin Council Chambers

11-13 Waldeck Street, Dongara

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.

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AUDIT COMMITTEE MEETING

Tuesday 8 April 2025

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr Scott, Presiding Member declared the meeting open at 4.59pm and welcomed Committee Members and Shire Officers to the meeting.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Members

Cr I Scott	Shire of Irwin
Cr P Summers	Shire of Irwin

Staff

Mr S D Ivers	Chief Executive Officer
Ms P Machaka	Manager Finance
Ms S Mearns	Executive Assistant

Apologies

Cr B Wyse	Shire of Irwin
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Guests

Nil

3. CONFIRMATION OF MINUTES

3.1. Minutes of the Audit Committee Meeting held 11 February 2025

A copy of the minutes of the Audit Committee Meeting held 11 February 2025 have been provided to all Committee Members under separate cover.

COMMITTEE DECISION		010425
MOVED: Cr Summers	SECONDED: Cr Scott	
That the Minutes of the Audit Committee Meeting, held 11 February 2025, be confirmed as a true and accurate recording of that meeting.		
VOTING DETAILS:	CARRIED: 2/0	
For: Cr Summers, Cr Scott		
Against: Nil		

4. COMPLIANCE AUDIT RETURN (CAR) 2024

Members of the Audit Committee have been provided with the completed Compliance Audit Return (CAR) for the 2024 calendar year as attached. Local governments are required to Complete the statutory compliance return annually and have the return adopted by Council.

The return is a checklist of a local government's compliance with the requirements of the *Local Government Act 1995* and its Regulations, concentrating on areas of compliance considered "high risk".

The Audit Committee is to review the annual CAR and report to Council the results of that review, prior to adoption of the return by Council. After adoption, the return is to be signed by the Shire President and the CEO prior to it being forwarded to the Department of Local Government, Sport and Cultural Industries (DLGSCI) by no later than 31 March 2025.

Due to staffing challenges, the CAR was not lodged with the DLGSCI by the required date.

The following provides an outline of each section addressed in the 2024 return:

Commercial Enterprises by Local Governments

Council endorsed the progression of the Local Government Corporate Services Association at its Ordinary Council Meeting held 26 June 2024.

Delegation of Power/Duty

As no delegations to committees were made during 2024, N/A responses were provided.

It is to be noted that the Delegations Register was reviewed and presented to Council for adoption at its Ordinary Council Meeting held 25 June 2024.

Disclosure of Interest

During 2024 the Minutes of Meetings recorded the departure and return of persons who disclosed an interest.

All annual returns were submitted by the 31 August 2024 as required under s5.76 of the *Local Government (Administration) Regulations 1996*.

Regarding items No. 20 and 21, which pertain to the publication of the Code of Conduct for Employees and the Code of Conduct for Council Members, Committee Members, and Candidates of a Local Government, these documents were unintentionally removed from the website during the transition to a new format. We are pleased to inform you that both Codes of Conduct have now been successfully republished on the Shire of Irwin website.

Disposal of Property

The Shire did not dispose of any property during 2024 therefore N/A responses were provided.

Elections

The Shire of Irwin held an Extraordinary Election on 12 July 2024. No electoral gifts were declared.

Finance

The Shire complies with all areas relating to the Audit Committee.

Regarding item No 4, it is to be noted that two matters were listed in the Auditors Report relating to:

1. Excessive Leave Balances; and
2. A missed update of Landgate UV Valuations in the Synergy Rates System.

A new Policy is currently being created in relation to staff leave balances and a new reconciliation procedure has been put in place in relation to valuations.

Integrated Planning and Reporting

The Shire of Irwin Strategic Community Plan was last reviewed in 2023 following it being adopted on 26 October 2021.

The Shire’s Corporate Business Plan is scheduled to be reviewed in the 2025/26 Financial Year.

Local Government Employees

This section relates to the recruitment of the CEO or designated senior employees. All responses are N/A as there were no appointments of the CEO or senior employees during the reporting period.

Official Conduct

The Shire is considered to be compliant with all sections of the Act relating to complaints.

Optional Questions

The Financial Management Review & Regulation 17 Audit was last performed in 2022. The review which is to be conducted every three years is currently being undertaken by the Shire.

Tenders for Providing Goods and Services

The Shire is considered to be fully compliant in all areas relating to tenders.

Adoption of the CAR is a statutory requirement of Council which could have major compliance implications for the Shire and is therefore considered to have a high-risk rating, however the completion of this return annually helps to ensure that the local government is following sound governance practices and is complying with the relevant Acts and Regulations.

COMMITTEE DECISION		020425
MOVED: Cr Scott	SECONDED: Cr Summers	
<p>That the Shire of Irwin Audit Committee recommend Council adopt the Shire of Irwin’s Compliance Audit Return for the period 1 January 2024 to 31 December 2024 at the 22 April 2025 Ordinary Council Meeting.</p>		
VOTING DETAILS:	CARRIED: 2/0	
For:	Cr Summers, Cr Scott	
Against:	Nil	

5. GENERAL BUSINESS

The CEO spoke to Committee Members in relation to the *Local Government Amendment Bill 2024* and the proposed reforms to governance and committees.

The *Local Government Amendment Bill 2024 (the Bill)* proposes to change the *Local Government Act 1995 (the Act)* to provide for various reforms which includes:

- Changing audit committees to have an improved focus as “audit, risk and improvement committees” that are independently chaired, with greater clarity on how council committees should operate.

The CEO confirmed that more information will be provided to the Committee once the Bill has been enacted.

6. URGENT BUSINESS APPROVED BY CHAIR OR BY COMMITTEE DECISION

Nil

7. SETTING OF FUTURE MEETING DATES

Future meeting dates to be confirmed.

8. CLOSURE

There being no further business the Audit Committee Meeting closed at 5.16pm.



Ordinary Council Meeting

22 April 2025

Item CEO 01-04/25
Compliance Audit Return
2024



COMPLIANCE AUDIT RETURN 2024

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	Yes	The Council endorsed the process of LG Corporate Services Association – CEO02-06/24 OCM 26 June 2024
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	N/A	No major land transactions were undertaken during 2024.
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	NA	No major land transactions were undertaken during 2024.
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	Yes	
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	Yes	As per CEO02-06/24 OCM 26 June 2024

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	Committees at the Shire of Irwin do not have delegated authority
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the <i>Local Government Act 1995</i> ?	N/A	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	
5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	N/A	Committees at the Shire of Irwin do not have delegated authority



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and Cultural Industries**

6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the <i>Local Government Act 1995</i> ?	Yes	
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	The Delegations Register was reviewed in April 2024 - #070424
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with <i>Local Government (Administration) Regulations 1996</i> , regulation 19?	Yes	The Shire of Irwin uses the Attain software program which captures all exercises of delegated power.

Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the <i>Local Government Act 1995</i> , did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	NA	No Council Member, disclosed an interest that required approval
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the <i>Local Government (Administration) Regulations 1996</i> regulation 21A, recorded in the minutes of the relevant council or committee meeting?	NA	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the <i>Local Government Act 1995</i> recorded in the minutes of the meeting at which the disclosures were made?	Yes	Disclosures were recorded three times
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	Yes	



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6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> ?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the <i>Local Government Act 1995</i> , in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> , did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the <i>Local Government Act 1995</i> been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the <i>Local Government Act 1995</i> , in the form prescribed in the <i>Local Government (Administration) Regulations 1996</i> , regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the <i>Local Government Act 1995</i> , did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) <i>Local Government Act 1995</i> been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	NA	No employees declared an interest



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16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the <i>Local Government Act 1995</i> relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	NA	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the <i>Local Government Act 1995</i> , recorded in the minutes of the council meeting at which the decision was considered?	NA	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?	Yes	
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the <i>Local Government Act 1995</i> ?	No	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	At the end of 2024, the Shire's website was upgraded and for a short period of time the codes of conduct were unable to be accessed. This issue has been rectified.
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employee of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	At the end of 2024, the Shire's website was upgraded and for a short period of time the codes of conduct were unable to be accessed. This issue has been rectified.

Disposal of Property

No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the <i>Local Government Act 1995</i> (unless section 3.58(5) applies)?	NA	
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the <i>Local Government Act 1995</i> , did it provide details, as prescribed by section	NA	



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**Local Government, Sport
and Cultural Industries**

		3.58(4) of the Act, in the required local public notice for each disposal of property?		
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Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the <i>Local Government (Elections) Regulations 1997</i> ?	N/A	No electoral gifts were declared
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the <i>Local Government (Elections) Regulations 1997</i> ?	N/A	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the <i>Local Government (Elections) Regulations 1997</i> ?	N/A	

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the <i>Local Government Act 1995</i> ?	Yes	



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2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the <i>Local Government Act 1995</i> , did it do so by absolute majority?	N/A	The Audit Committee has no delegated authority
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	No	The audit report was received by the local government on 17 December 2024 and then presented on 18 February 2025 at the Ordinary Council Meeting.
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the <i>Local Government Act 1995</i> required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	Two matters were listed in the management report: <ul style="list-style-type: none"> 1. Excessive leave balances – A new policy is underway 2. Missed update of UV Landgate Valuations in Synergy Soft Rates System – the Shire has put in place in a new reconciliation procedure
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	There were no significant matters identified
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the <i>Local Government Act 1995</i> , did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	

Integrated Planning and Reporting

No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan?	Yes	The Shire of Irwin Strategic Community Plan was last reviewed in 2023 after being adopted by Council at the Ordinary Council Meeting on



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		If yes, please provide the adoption date or the date of the most recent review in the Comments section?		26 October 2021. CEO 01-19/21 Decision number 041021
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	The corporate business plan was adopted at the Ordinary Council Meeting on 8 December 2020 CEO 01-12/20 Council decision 041220.
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of <i>Local Government (Administration) Regulations 1996</i> 19DA(2) & (3)?	No	The Corporate Business Plan is planned to be reviewed in 2025/26

Local Government Employees

No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with <i>Local Government (Administration) Regulations 1996</i> , regulation 18A?	N/A	
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the <i>Local Government Act 1995</i> ?	N/A	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	

Official Conduct

No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	

2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the <i>Local Government Act 1995</i> ?	N/A	No complaints received
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the <i>Local Government Act 1995</i> ?	N/A	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	N/A	

Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the <i>Local Government (Financial Management) Regulations 1996</i> regulations 5(2)(c) within the three financial years prior to 31 December 2024? If yes, please provide the date of council's resolution to accept the report.	Yes	A Financial Review was undertaken in July 2022
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with <i>Local Government (Audit) Regulations 1996</i> regulation 17 within the three financial years prior to 31 December 2024? If yes, please provide date of council's resolution to accept the report.	No	
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the <i>Local Government Act 1995</i> , were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes	
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	

5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the <i>Local Government Act 1995</i> ?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2024?	Yes	
8	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	Yes	
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the <i>Local Government (Functions and General) Regulations 1996</i> , regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	RFT 01-2024 Supply and Lay of Asphalt RFT 02-2024 Provision of Solution and Services – Enterprise Resource Planning
2	s3.57 F&G Reg 11	Subject to <i>Local Government (Functions and General) Regulations 1996</i> , regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the <i>Local Government Functions and General) Regulations 1996</i> , required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	



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4	F&G Reg 12	Did the local government comply with <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	Yes	RFT01-2024 consisted of three components. One of the components relating to roadworks required a delayed scope which was relayed to the one (1) tenderer.
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 15 and 16?	Yes	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	No	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulations 21 and 22?	No	The Shire of Irwin did not invite any Expressions of Interest in 2024.
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	The Shire of Irwin did not invite any Expressions of Interest in 2024.
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	The Shire of Irwin did not invite any Expressions of Interest in 2024.



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14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with <i>Local Government (Functions and General) Regulations 1996, Regulation 24</i> ?	N/A	The Shire of Irwin did not invite any Expressions of Interest in 2024.
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with <i>Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE</i> ?	No	The Shire of Irwin did not invite applicants for a panel of pre-qualified suppliers in 2024.
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	The Shire of Irwin did not invite applicants for a panel of pre-qualified suppliers in 2024.
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of <i>Local Government (Functions and General) Regulations 1996, Regulation 16</i> , as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	The Shire of Irwin did not invite applicants for a panel of pre-qualified suppliers in 2024.
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of <i>Local Government (Functions and General) Regulations 1996, Regulation 24AG</i> ?	N/A	The Shire of Irwin did not invite applicants for a panel of pre-qualified suppliers in 2024.
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	The Shire of Irwin did not invite applicants for a panel of pre-qualified suppliers in 2024.
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	The Shire of Irwin did not invite applicants for a panel of pre-qualified suppliers in 2024.
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	The Shire of Irwin did not invite applicants for a panel of pre-qualified suppliers in 2024.
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of <i>Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F</i> ?	N/A	The Shire of Irwin did not give a Regional Price Preference to any tender submission in 2024.



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Chief Executive Officer

4 April 2025

Date

A handwritten signature in blue ink, appearing to be 'J. L.', written over a horizontal line.

Mayor/President

9 April 2025

Date