



**SHIRE OF IRWIN**  
DONGARA-PORT DENISON  
A BRILLIANT BLEND

# AGENDA FORUM

Tuesday 17 June 2025 – 5.00pm



## NOTICE OF MEETING

Notice is hereby given that the next Agenda Forum of the Shire of Irwin will be held in the Council Chambers, 11-13 Waldeck Street, Dongara at 5.00pm on Tuesday 17 June 2025.

Shane Ivers  
**CHIEF EXECUTIVE OFFICER**  
13 June 2025



## AGENDA & BUSINESS PAPERS

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

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

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

## 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.
- 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.
- disclaims any liability for any loss arising from any person or body relying on any statement, discussion, recommendation or decision in the audio recording. Council minutes provide the definitive record of Council's resolutions.

## Nature of Council's Role in Decision Making

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

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

## Notes for Members of the Public

### Meeting Formalities

Shire of Irwin Council Meetings are governed by legislation and regulations. During the meeting, no member of the public may interrupt the meetings proceedings or enter into conversation.

Members of the public shall ensure that their mobile phones are switched off and not used during any Shire meeting.

Members of the public are hereby advised that in line with Council Policy CP48 – Recording of Council Minutes, no person is to use any electronic, visual or audio recording device or instrument to record the proceedings of a Council Meeting without the written permission of the Council.

### Audio Recordings

This Meeting will be audio recorded. The recording will be made publicly available on the Shire's website within ten (10) days of the meeting being held.

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# **AGENDA (Draft)**

of the

## **ORDINARY COUNCIL MEETING**

to be held

**24 June 2025**

Commencing at 6.00pm

### **1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

### **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  
Mr M Connell  
Ms F Boksmati  
Mr M Jones  
Miss P Machaka  
Ms S Mearns

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

#### **Guests**

#### **Apologies**

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

#### **Gallery**

**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE****4. PUBLIC QUESTION TIME****5. DECLARATIONS OF INTEREST****6. APPLICATIONS FOR LEAVE OF ABSENCE****7. PETITIONS AND DEPUTATIONS****8. CONFIRMATION OF MINUTES AND TABLING OF AGENDA FORUM NOTES****8.1 Minutes of the Ordinary Council Meeting held 27 May 2025**

The Minutes of the Ordinary Council Meeting held 27 May 2025 are included in the *Attachment Booklet – May 2025*.

**RECOMMENDED:**

That Council confirms the Minutes of the Ordinary Council Meeting held 27 May 2025.

**8.2 Agenda Forum Notes – 17 June 2025**

At the Agenda Forum held 17 June 2025, Shire Officers presented background information and answered questions on items to be considered at the June 2025 Ordinary Council Meeting.

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

**RECOMMENDED:**

That Council confirms the Notes of the Agenda Forum held 17 June 2025.

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

## 10. REPORTS OF OFFICERS AND COMMITTEES

### 10.1 Finance Reports

FIN 01-06/25 Accounts for Payment – May 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 May 2025.

**Officer Recommendation:**

RECOMMENDED:	
That Council, by Simple Majority, receives the Accounts paid during May 2025 as contained in FIN01-06/25 Attachment 1 of the Attachment Booklet – June 2025 represented by:	
Payment Type/Numbers	Total Amount
EFT 33552 – 33677	\$568,083.23
Muni Cheques – 32235 – 32236	\$400.00
Direct Debit – Telstra	\$3,004.77
Direct Debit – WA Treasury Corporation	\$65,350.56
Direct Debit – Credit Card	\$13,962.69
Direct Debit – N-Able Pty Ltd	\$1,910.30
Direct Debit – Australian Phone Company	\$225.23
Direct Debit – Telair Pty Ltd	\$2,448.91
Direct Debit – Superannuation	\$82,166.43
Grand Total	\$737,552.12

**Background:**

A list of accounts paid under delegated authority is attached showing all payments made during the month of May 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 – June 2025*

FIN01-06/25 Attachment 1: Accounts for Payment – May 2025



FIN 02-06/25 Monthly Financial Statements – April 2025	
<b>Author:</b>	<b>P Machaka, Manager Finance</b>
<b>Responsible Officer:</b>	<b>S Ivers, Chief Executive Officer</b>
<b>File Reference:</b>	<b>2.0057</b>
<b>Council Role:</b>	<b>Executive</b>
<b>Voting Requirements:</b>	<b>Simple Majority</b>

**Report Purpose:**

For Council to consider and receive the Monthly Financial Statements for the period 1 July 2024 to 30 April 2025.

**Officer Recommendation:**

<b>RECOMMENDED:</b>
<b>That Council, by Simple Majority, receives the Monthly Financial Statements for the period 1 July 2024 to 30 April 2025 as contained in FIN02 06/25 Attachment 2 of the Attachment Booklet – June 2025.</b>

**Background:**

The Monthly Financial Statements to 30 April 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 April 2025 is detailed in the attached report and summarised as per below:

30/04/2025	YTD Budget	YTD Actual	Variance YTD to Budget
Operating Revenue	10,108,412	10,156,509	0%
Operating Expenditure	(11,651,839)	(11,921,393)	2%
Net Operating	(1,543,427)	(1,764,884)	
Non-Operating Revenue	514,463	528,313	3%
Non-Operating Expenditure	(2,276,824)	(2,195,498)	-4%
Net Non-Operating	(1,762,361)	(1,667,185)	
Cash at Bank		1,558,988	
Cash at Bank Restricted		373,935	
Reserve Bank		1,346,888	
Total Cash Funds		3,279,811	

**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 – June 2025*

FIN02-06/25 Attachment 2: Financial Statements for the Period Ended 30 April 2025.

FIN 03-06/25 Sundry Debtor Write Off	
<b>Author:</b>	<b>S Clarkson, Senior Finance Officer</b>
<b>Responsible Officer:</b>	<b>P Machaka, Manager Finance</b>
<b>File Reference:</b>	<b>3.00341</b>
<b>Council Role:</b>	<b>Executive</b>
<b>Voting Requirements:</b>	<b>Simple Majority</b>

**Report Purpose:**

To consider writing off outstanding Sundry Debtor account that is deemed non recoverable.

**Officer Recommendation:**

<b>RECOMMENDED:</b>
<b>That Council, by Simple Majority, authorise for outstanding Sundry Debtor DROA04 debt of \$2,811.35 to be written off.</b>

**Background:**

Council staff have identified one outstanding sundry debtor account DROA04 that has been outstanding for some time and which is deemed to be non-recoverable.

**Officer's Comment:**

Sundry Debtor DROA04

The debt for DROA04 was raised in October 2021 for damaged footings costs on Moreton Terrace for \$12,220.98

Statements via mail and email were sent with no response.

A 7 day demand letter was sent in May 2023 with no response.

In June 2023 the debt was referred to AMPAC Debt Recovery to issue a Final Demand letter. Contact was made with the debtor who proposed a settlement of \$5,000 due to the length of time and staff who worked on the project were no longer at the company.

The Shire accepted the settlement and received the funds on 24 August 2023.

An insurance claim was submitted to Local Government Insurance Scheme (LGIS) for separate damaged footings and funds of \$4,409.63 were received on 21 March 2025.

An amount of \$2,811.35 remains outstanding. Since the Shire accepted the settlement from the debtor and received an insurance settlement for a portion of the costs from LGIS, Council will not recover the remaining debt. As such, Council staff recommend for the debt to be written off.

**Consultation:**

AMPAC Debt Recovery

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

CP14 Debt Recovery

**Financial/Resource Implications:**

The total debt to be written off is \$2,811.35. A provision for bad debt for this debtor was included in the 2022/23 year-end financials, therefore the impact to Muni is 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:**

*Confidential Attachment Booklet – June 2025*

FIN02-06/25 Attachment 1: DROA04 Invoice and Statement

<b>FIN 04-06/25 Differential Rates 2025/26 - Submissions</b>	
<b>Author:</b>	<b>K Boonzaaier, Assistant Accountant</b>
<b>Responsible Officer:</b>	<b>P Machaka, Manager Finance</b>
<b>File Reference:</b>	<b>3.0683</b>
<b>Council Role:</b>	<b>Executive</b>
<b>Voting Requirements:</b>	<b>Simple Majority</b>

**Report Purpose:**

To consider submissions and initiate the process for seeking Ministerial approval regarding the proposed 2025/26 differential rates.

**Officer Recommendation:**

<b>RECOMMENDED:</b>		
That Council make application to the Minister for Local Government seeking approval under Section 6.33(3) of the <i>Local Government Act 1995</i> to:		
1) Impose a differential rate for UV Mining properties at more than twice the rate of UV Rural properties, as detailed below:		
<b>Unimproved Valuations Rating Category</b>	<b>Rate in the Dollar (Cents)</b>	<b>Minimum Rate</b>
General Differential Rate	0.9713	\$1,100
Mining Differential Rate	22.3841	\$1,100
2) Impose a differential rate for GRV Transient Workforce Accommodation / Other at more than twice the rate of GRV properties, as detailed below:		
<b>Gross Rental Valuations Rating Category</b>	<b>Rate in the Dollar (Cents)</b>	<b>Minimum Rate</b>
General Differential Rate	10.2520	\$1,100
Transient Workforce Accommodation / Other Differential Rate	22.3841	\$1,100

**Background:**

At the Ordinary Council Meeting on 27 May 2025, Council resolved to advertise intention to adopt differential rates for the 2025/26 financial year:

COUNCIL DECISION		050525
MOVED: Cr Wyse		SECONDED: Cr Summers
That Council by Simple Majority:		
1) Adopts the following rates in the dollar and minimum rates for the differential rating categories specified for the 2025/26 financial year:		
<b>GRV Differential Rates</b>	<b>Cents in the Dollar</b>	<b>Minimum Rates</b>
General Rate	10.2520	\$1,100
Transient Workforce Accommodation / Other	22.3841	\$1,100
<b>UV Differential Rates</b>	<b>Cents in the Dollar</b>	<b>Minimum Rates</b>
UV Rural	0.9713	\$1,100
UV Mining	22.3841	\$1,100
2) Approves the advertising of its intention in accordance with Section 6.36 of the <i>Local Government Act 1995</i> ;		
3) Endorses the Statement of Objects and Reasons, as presented in Attachment Booklet – May 2025 under separate cover; and		
4) Confirms that expenditure has been reviewed and the following efficiency measures have been considered as part of budget deliberations:		
<b>Efficiency Measures:</b>		
<ul style="list-style-type: none"> <li>• Service levels and core business</li> <li>• Process improvement strategy to increase efficiencies</li> <li>• Rural roads infrastructure improvement strategy</li> <li>• Asset management strategy</li> <li>• Improve utility efficiencies for future savings</li> </ul>		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom	
Against:	Nil	

The proposed 2025/26 differential rates were advertised in the Geraldton Guardian from Friday 30 May 2025, on the Shire of Irwin website and on the public notice board located at the Dongara Public Library. The public notice for differential rates was also advertised in the Dongara Denison Local Rag from 4 June 2025. Advertising was undertaken in accordance with Section 6.36 of the *Local Government Act 1995* with the submission period for public comment of the proposed differential rates closing Friday 20 June 2025.

**Officer's Comment:**

At the closing of the advertising period, {Number of Submissions to be confirmed} submissions were received.

The proposed rates of \$7,682,583 reflect a 5% increase on the 2024/25 billed rates, the introduction of a new rate category—Transient Workforce Accommodation / Other (TWA / Other)—and an increase in the minimum rate for all properties to \$1,100, following four consecutive years without change. To enable the 5% increase on previous year billings, the UV Rural rate in the dollar has decreased, whilst the rate in the dollar for both GRV and UV Mining has increased marginally.

In accordance with Section 6.33 of the *Local Government Act 1995*, a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it. The proposed UV Mining rate in the dollar is more than

twice the UV Rural rate in the dollar. Similarly, the proposed GRV TWA /Other rater in the dollar is more than twice the GRV rate in the dollar. This is intended to ensure that the mining sector contributes an equitable contribution to the costs of providing for the Shire's assets and services. Mining tenements on average have a relatively low valuation in comparison to rural land unimproved valuations, and as such, a higher rate in the dollar is required to raise an appropriate level of rates income.

### **Consultation:**

The proposed 2025/26 differential rates in the dollar were advertised from 30 May 2025 to 20 June 2025, allowing the minimum statutory submission period of 21 days.

### **Statutory Environment:**

*Local Government Act 1995*

#### **6.33. Differential general rates**

- 1) *A local government may impose differential general rates according to any, or a combination, of the following characteristics —*
  - (a) *the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the Planning and Development Act 2005; or*
  - (b) *a purpose for which the land is held or used as determined by the local government; or*
  - (c) *whether or not the land is vacant land; or*
  - (d) *any other characteristic or combination of characteristics prescribed.*
- 3) *In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.*

#### **6.36. Local government to give notice of certain rates**

- 1) *Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so.*

### **Policy Implications:**

In accordance with the Department of Local Government and Communities' Rating Policy – Differential Rates, Council must demonstrate that consideration has been given to the key values of Objectivity, Fairness and Equity, Consistency, Transparency and Administrative Efficiency.

#### Objectivity

*The land on which differential general rates has been rated according to one or more of the following land characteristics:*

- *zoning*
- *land use*
- *vacant land.*

*Where there has been a change to the boundaries of the district within the past five years, the land on which differential general rates apply may also be rated according to one or more of the following land characteristics:*

- *whether or not it is situated in a town-site*
- *whether or not it is situated in a particular part of the district.*

*The local government has proposed a differential general rate which is more than twice the lowest differential rate.*

#### Fairness and Equity

*The Council of the local government has reviewed its expenditure and considered efficiency measures as part of its budget deliberations. This is to be reflected in the council minutes*

*when it adopts the budget strategy and endorses objects and reasons for each differential rating category and each minimum payment.*

*The objects of imposing differential rates and reasons for each proposed differential general rate are set out by the local government in a publicly available document.*

*These objects and reasons clearly explain why each differential general rate is proposed to be imposed.*

*The objects and reasons clearly explain why it is proposed to set the differential general rate at that particular rate.*

*If a category of ratepayer is significantly contributing to the local government's revenue through fees, charges and other payments, the local government has not used these same costs as the justification for the difference in differential general rate.*

*If there are fewer than thirty ratepayers who will be subject to the differential general rate, each affected ratepayer has been informed in writing by the local government of:*

- *the terms of this policy (through the provision of a copy of this document to the ratepayer*
- *the local government's objects of and reasons for proposing to impose the differential general rates*
- *the differential general rate that will apply to the ratepayer's property; and*
- *the differential general rate that applied in the previous year for comparison and was given at least 21 days to make submissions to the local government on the proposal.*

*The ratepayers' submissions, if any, and the local government's response to each ratepayer's submission (as recorded in the minutes of the Council meeting at which the response was adopted) have been provided to the Minister.*

#### Consistency

*The local government has rated similar properties that are used for the same purpose in the same way.*

*The proposed differential rates align with the rating strategy in the corporate business plan and long term financial plan or the council of the local government has detailed its reasons for deviating from that rating strategy.*

*The local government has reviewed and considered rates proposed in neighbouring or similar local government districts in the rating strategy.*

#### Transparency and administrative efficiency

The local government has:

- prepared and made publicly available a document clearly describing the object of and reason for each differential general rate;
- given public notice in a newspaper circulating generally throughout the district and exhibited to the public on a notice board at the local government's office and at every local government library in the district (refer to Rating Policy – Giving Notice)
- published the notices after 1 May in the relevant year.

The public notice published by the local government contained:

- details of each differential general rate that the local government intends to impose
- an invitation for submissions to be made by an elector or ratepayer
- a closing date for submissions which is at least twenty one days after the day on which the notice is published
- advice on the time and place where a document containing the objects of and reasons for the differential general rates can be inspected.



The council of the local government has:

- considered each ratepayer submission (if any)
- resolved to make the application provided the Minister with the minutes and agenda papers relevant to these matters.

**Financial/Resource Implications:**

The proposed rates in the dollar will be used to raise rates based on valuations against individual properties to raise rate revenue in the 2025/26 financial year.

**Strategic Implications:**

Strategic Community Plan 2022 - 2032

Strategy 4.2.1 Ensure compliance whilst embracing innovation and best practice principles

Strategy 4.3.2 Adopt and follow better practice processes

**Attachments:**

*Nil*

## **10.2 Community Services Reports**

### 10.3 Development Reports

DEV 01-06/25 May 2025 Development Delegated and Authorised Authority Report	
<b>Author:</b>	<b>M Connell, Manager Development</b>
<b>Responsible Officer:</b>	<b>S Ivers, Chief Executive Officer</b>
<b>File Reference:</b>	<b>3.00125</b>
<b>Council Role:</b>	<b>Executive</b>
<b>Voting Requirements:</b>	<b>Simple Majority</b>

**Report Purpose:**

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

**Officer Recommendation:**

<b>RECOMMENDED:</b>
<b>That Council by Simple Majority, receives the May 2025 Development Delegated and Authorised Authority Report, as contained in DEV 01-06/25 Attachment 1.</b>

**Background:**

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

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

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

**Officer's Comment:**

This report presents the details of development functions made under delegated or authorised authority for the month of May 2025, with 11 building permits/certificates, 6 single house applications and 5 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 – June 2025*

DEV 01-06/25 Attachment 1: May 2025 Development Delegated and Authorised Authority Report

DEV 02-06/25 Local Planning Strategy	
<b>Author:</b>	<b>M Connell, Manager Development</b>
<b>Responsible Officer:</b>	<b>S Ivers, Chief Executive Officer</b>
<b>File Reference:</b>	<b>3.0346 and P24-30</b>
<b>Council Role:</b>	<b>Executive</b>
<b>Voting Requirements:</b>	<b>Simple</b>

**Report Purpose:**

For Council to support the Shire of Irwin Local Planning Strategy (Strategy) with proposed modifications.

**Officer Recommendation:**

RECOMMENDED:
<p><b>That Council by Simple Majority:</b></p> <ol style="list-style-type: none"> <li><b>Support the Shire of Irwin Local Planning Strategy as contained in DEV 02-06/25 Attachment 1 with proposed modifications as contained in DEV 02-06/25 Attachment 3; and</b></li> <li><b>Authorise the Chief Executive Officer to modify the Local Planning Strategy as required by the Western Australian Planning Commission.</b></li> </ol>

**Background:**

Council at its meeting held on 27 August 2024 resolved to forward the draft Strategy to the Western Australian Planning Commission (Commission) for its certification to proceed to advertising.

On 27 February 2025 the Commission certified that the Strategy was consistent with the *Planning and Development (Local Planning Schemes) Regulations 2015* and should be advertised for public submissions.

The advertising period has now concluded with 20 submissions being received.

**Officer's Comment:**

As required by Regulation 11 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the purpose of the Strategy is to:

- set out the long-term planning directions for the local government;
- apply any State or regional planning policy that is relevant to the Strategy and;
- provide the rationale for any zoning or classification of land under the local planning scheme.

The Strategy forms the strategic basis for the preparation and implementation of a new Local Planning Scheme No. 6, which has begun preparation. The Strategy comprises:

- Part 1 – Strategy; and
- Part 2 – Background Information and Analysis
- Supporting Information

The draft Strategy as advertised is contained in DEV 02-06/25 Attachment 1.

## Part 1 – Strategy

Consistent with the State Planning Framework, planning issues of relevance to the Shire are presented under the following themes and cross referenced to the Shire's Strategic Community Plan's objectives:

- **Community, Urban Growth and Settlement** (A friendly, safe and inclusive community enjoying a high quality lifestyle)
- **Economy and Employment** (A prosperous and diverse economy)
- **Environment** (Custodianship of our natural and built environment)
- **Infrastructure** (Leading the community with engaged and progressive governance)

For each planning issue identified, planning directions and actions have been outlined. Planning directions are short statements that specify what is to be achieved or desired for the issue/opportunity. Each planning direction is supported by an action(s), that clear and concisely outline what is proposed and how it is to be undertaken, the rationale and the estimated timeframe for implementation.

Consistent with the principles of urban consolidation, the Strategy identifies planning areas for urban infill and land use intensification summarised as follows:

A – Strategic Industry, ensuring an adequate supply of appropriately zoned land to meet future industrial needs.

B – Arrowsmith Resources Area, facilitating an agile planning framework that supports the timely on-boarding of emerging energy industries including renewables.

C – Dongara-Geraldton-Northampton Highway, planning for a future road freight corridor between Dongara, Geraldton and Northampton that is safer, more efficient and enables future growth within the Mid West region and beyond.

D – Indian Ocean Drive Extension, planning for a future regional road connection into Dongara-Port Denison.

E – Bulky Goods Showroom ensuring an adequate supply of appropriately zoned land to meet future commercial needs.

F – Dongara Irwin Racecourse, ensuring an adequate supply of appropriately zoned land to meet future housing needs.

G – Dongara Town Oval, ensuring an adequate supply of appropriately zoned land to meet future commercial needs.

H – Urban Expansion, reflecting the long-term planning intention to urbanise land.

## Part 2 – Background Information and Analysis

The purpose of Part 2 is to provide the rationale and evidence base for Part 1. It provides the relevant background information and analysis which supports the planning directions and actions outlined within Part 1 of the Strategy. This part provides a summary of the relevant State, regional and local planning contexts and their implications for the Strategy. A local government profile is also included that provides a presentation and analysis of information relating to the demographic profile of the Shire and the key planning issues and opportunities influencing future development and land use of the Shire.

## Supporting Information

- *Shire of Irwin Land Demand (AEC) 2023*  
This analysis developed employment and land demand estimates for the region, with a range of outcomes which could potentially occur within the region under various population (or employment) scenarios. Findings are referenced in Part 2 of the Strategy with a view to informing planning directions and actions as outlined in Part 1.
- *Engagement Outcomes Summary 2024*  
This report presents a summary of the engagement outcomes from all engagement activities including online, face-to-face and stakeholder engagement. The key findings from this report leads into the issues, opportunities and strategies of the Strategy.
- *Strategy Blueprint 2024*  
This document provides a summary of the spatial outcomes of stakeholder engagement, including Councillor and industry body workshops and how they have been addressed in the Strategy.

### **Consultation:**

A substantial amount of community and stakeholder engagement was undertaken during the preparing the Strategy which included the following:

- Visioning Day Drop in Session – 4 March 2021
- Community Survey – 4 March 2021 to 2 April 2021
- Stakeholder Meetings
- Community Drop in Session – 11 May 2023
- Councillor Workshop 11 June 2024

The Strategy was publicly advertised in accordance with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*. The advertising ran from 26 March 2025 to 17 April 2025 and involved the following:

- A public notice was published in the Midwest Times;
- Two public notices were published in the Dongara Denison Local Rag;
- A copy of the Strategy was made available for public inspection at the Shire office;
- The Strategy was published on the Shire's website along with a Facebook post; and
- The Strategy was referred to the following stakeholders and Government/Service agencies:
  - Department of Planning, Lands and Heritage
  - Department of Health
  - Department of Biodiversity, Conservation and Attractions
  - Department of Water and Environmental Regulation
  - Department of Transport
  - Main Roads
  - Public Transport Authority
  - Department of Mines, Industry Regulation and Safety
  - Department of Jobs, Tourism, Science and Innovation
  - Department of Communities
  - Department of Education
  - Department of Fire and Emergency Services
  - Department of Primary Industry and Regional Development
  - Western Power
  - Water Corporation
  - ATCO gas
  - Telstra
  - City of Greater Geraldton

- Shire of Mingenew
- Shire of Three Springs
- Shire of Carnamah
- CLE Town Planning + Design
- Planning Solutions
- Landwest
- Mid West Development Commission
- BJ Clarke Property
- Terry McBratney
- Fowler Group of Companies
- Ready Set Grow
- Irwin Districts Historical Society
- Yamatji Southern Regional Corporation

In response to the advertising a total of 20 submissions were received (3 from the public/stakeholders and 17 from government/service agencies). The key relevant planning issues raised in the submissions are summarised as follows:

#### Public/Stakeholder

- Wattandee people engagement.
- Policy for green spaces.
- Heritage issues and zoning of heritage places.
- Maritime industries.
- Industrialisation and rehabilitation.
- Retain Dongara town oval.
- Relocation of Planning Area E and also support for the location.
- 2017 Flood mapping should not be used.

#### Government/Service Agencies

- DFES – bushfire management plan required.
- DPIRD – wind erosion; extending urban growth boundary north not supported.
- DPLH (Historic Heritage) – Historic heritage as a key consideration in Planning Area H.
- YSRC – Mine site buffers; expansion of Planning Area B.
- MRWA – Retention of the Dongara Brand Highway realignment.
- DoE – Additional primary school unlikely to be needed.
- DWER – Flood plain mapping special control area; updating flood mapping.
- DBCA – Removal of Planning Area D; greater recognition of conservation values in Planning Area B; modified wording for natural areas; various crown land parcels better designated as environmental conservation.

In addition to the above, Officers have also provided recommendations to modify the Strategy to correct mapping errors and update various sections to reflect changes that have occurred since the Strategy was initially prepared.

A copy of the actual submissions received is contained in DEV 02-06/25 Attachment 2 and a 'Schedule of Submissions' which includes recommendations for each submission is contained in DEV 02-06/25 Attachment 3.

#### **Statutory Environment:**

Part 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015* sets out the statutory requirements for the preparation of a new local planning strategy as follows:



### **Part 3 – Local planning strategies**

#### **11. Requirement for local planning strategy for local planning scheme**

- (1) A local government must prepare a local planning strategy in accordance with this Part for each local planning scheme that is approved for land within the district of the local government.
- (2) A local planning strategy must –
  - (aa) be prepared in a manner and form approved by the Commission; and
  - (a) set out the long-term planning directions for the local government; and
  - (b) apply any State or regional planning policy that is relevant to the strategy; and
  - (c) provide the rationale for any zoning or classification of land under the local planning scheme.

#### **12. Certification of draft local planning strategy**

- (1) Before advertising a draft local planning strategy under regulation 13 the local government must provide a copy of the strategy to the Commission.
- (2) On receipt of a copy of a draft local planning strategy the Commission must, as soon as reasonably practicable, assess the strategy for compliance with regulation 11(2).
- (3) If the Commission is not satisfied that a draft local planning strategy complies with regulation 11(2) the Commission may, by notice in writing, require the local government to –
  - (a) modify the draft strategy; and
  - (b) provide a copy of the draft strategy as modified to the Commission for assessment under subregulation (2).
- (4) If the Commission is satisfied that a draft local planning strategy complies with regulation 11(2) it must certify the strategy accordingly and provide a copy of the certification to the local government for the purpose of proceeding to advertise the strategy.

#### **13. Advertising and notifying local planning strategy**

- (1) A local government must, as soon as reasonably practicable after being provided with certification that a local planning strategy complies with regulation 11(2), advertise the strategy as follows –
  - (a) publish in accordance with regulation 76A the strategy and a notice giving details of –
    - (i) how the strategy is made available to the public in accordance with regulation 76A; and
    - (ii) the manner and form in which submissions may be made; and
    - (iii) the period under subregulation (2) for making submissions and the last day of that period;
  - (c) give a copy of the notice to each public authority that the local government considers is likely to be affected by the strategy;
- (2) The period for making submissions on a local planning strategy is –
  - (a) the period of 21 days after the date on which the notice of the strategy is first published under subregulation (1)(a); or
  - (b) a longer period approved by the Commission.

#### **14. Consideration of submissions**

- (1) After the expiry of the period within which submissions may be made in relation to a local planning strategy, the local government must review the strategy having regard to any submissions made.
- (2) The local government may –
  - (a) support the local planning strategy without modification;
  - or
  - (b) support the local planning strategy with proposed modifications to address issues raised in the submissions.
- (3) After the completion of the review of the local planning strategy the local government must submit to the Commission –

- (a) *a copy of the advertised local planning strategy; and*
- (b) *a schedule of the submissions received; and*
- (c) *particulars of any modifications to the advertised local planning strategy proposed by the local government.*

**15. Endorsement by Commission**

- (1) *Within 60 days of the receipt of the documents referred to in regulation 14(3) the Commission may –*
  - (a) *endorse the strategy without modification; or*
  - (b) *endorse the strategy with some or all of the modifications proposed by the local government; or*
  - (c) *require the local government to modify the strategy in the manner specified by the Commission before the strategy is resubmitted to the Commission for endorsement; or*
  - (d) *refuse to endorse the strategy.*

**Policy Implications:**

The Strategy advocates for all current local planning policies to be reviewed as part of the preparation of the new local planning scheme.

**Financial/Resource Implications:**

The consultant who originally prepared the Strategy will need to be engaged to undertake the proposed modifications. This will come at a minimal cost to the Shire and can be accommodated in the budget.

**Strategic Implications:**

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 3.1.4 Prepare cutting edge land use strategies to guide future development

**Attachments:**

*Attachment Booklet – June 2025*

DEV 02-06/25 Attachment 1: Draft Local Planning Strategy

DEV 02-06/25 Attachment 2: Submissions

DEV 02-06/25 Attachment 3: Schedule of Submissions

## **10.4 Operations Reports**

## 10.5 Office of the CEO Reports

CEO 01-06/25 Public Interest Disclosure Guidelines - Updated	
<b>Author:</b>	<b>S Mearns, Executive Assistant</b>
<b>Responsible Officer:</b>	<b>S Ivers, Chief Executive Officer</b>
<b>File Reference:</b>	<b>3.00115</b>
<b>Council Role:</b>	<b>Executive</b>
<b>Voting Requirements:</b>	<b>Simple Majority</b>

### Report Purpose:

For Council to note the updated Public Interest Disclosure Guidelines.

### Officer Recommendation:

<b>RECOMMENDED:</b>
<b>That Council by Simple Majority, note the updated Public Interest Disclosure Guidelines at attachment CEO01-06/25 Attachment 1: Public Interest Disclosure Guidelines.</b>

### Background:

The purpose of this document is to provide guidelines in relation to the receipt and investigation of Public Interest Information made under the *Public Interest Disclosure Act 2003* (PID Act).

The guidelines have been developed to provide direction for the organisation and comply with good governance principles. The new guidelines comply with the requirements of the PID Act and establishes the Shire's commitment to the reporting and investigation into corrupt and improper conduct including the mismanagement of public resources.

The PID Act supports the disclosure of public interest information, offering protection to both whistleblowers and individuals subject to disclosures. It also establishes a framework for investigating reported matters and taking appropriate action.

The PID Act does not confer additional powers on public authorities to investigate or take action in relation to public interest disclosures. Rather, it provides for protection to persons who make disclosures that may result in a proper authority exercising its existing powers to investigate and take action in relation to the subject matter of the disclosure. In some circumstances the PID Act requires a public authority to investigate a matter and to notify the person making the disclosure of the action taken.

### Officer's Comment:

The Shire of Irwin Public Interest Disclosure Guidelines were initially acknowledged by Council at its Ordinary Council Meeting on 28 October 2014. While the PID Act itself has not been amended since that time, the template provided by the Public Sector Commission has been updated, prompting a corresponding update to the Shire's documentation.

A public interest disclosure is made when a person discloses to proper authority information that tends to show past, present or proposed future improper conduct by a public body in the exercise of public functions.

While the PID Act provides for the protection of all public interest disclosures, not every proper authority will have the obligation or power to investigate and take action in relation to the disclosure. In some cases, the discloser or information may need to be referred to another proper authority to enable an effective response to the disclosure to be made.

Public Interest information must tend to show the involvement of a public body in:

- Improper conduct;
- An offence against State Law;
- A substantial unauthorised or irregular use of public resources;
- A substantial mismanagement of public resources;
- Conduct involving a substantial and specific risk of injury to public health, prejudice to public safety or harm to the environment;
- Conduct relating to matters of administration affecting someone in their personal capacity falling within the jurisdiction of the Ombudsman.

The Public Interest Disclosure Guidelines reflect the Shire's commitment of ensuring the introduction of best practice governance principles and the protection of staff and resources and transparency in its operations.

The Shire of Irwin is required to submit an annual report to the Public Sector Commission detailing any disclosures received.

To assist with this annual reporting, the Shire maintains a public interest disclosure register which is kept strictly confidential and maintained in a secure location. It is to be noted that the Shire has not received any Public Interest Disclosures.

**Consultation:**

Nil

**Statutory Environment:**

- *Local Government Act 1995*
- *Public Interest Disclosure Act 2003*

**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 – June 2025*

CEO 01-06/25 Attachment 1: Public Interest Disclosure Guidelines

CEO 02-06/25 Local Government Elections 2025	
<b>Author:</b>	<b>S Mearns, Executive Assistant</b>
<b>Responsible Officer:</b>	<b>S Ivers, Chief Executive Officer</b>
<b>File Reference:</b>	<b>GV.EL.1</b>
<b>Council Role:</b>	<b>Executive</b>
<b>Voting Requirements:</b>	<b>Absolute Majority</b>

**Report Purpose:**

For Council by Simple Majority to consider and appoint the Western Australian Electoral Commissioner (WAEC) to conduct a postal election for the 2025 Ordinary Local Government Election at a cost of approximately \$25,467 (ex GST).

**Officer Recommendation:**

RECOMMENDED:
<p><b>That Council by Absolute Majority:</b></p> <ul style="list-style-type: none"> <li>• <b>Declares, in accordance with section 4.20(4) of the <i>Local Government Act 1995</i>, the Electoral Commissioner to be responsible for the conduct of the 2025 Ordinary Local Government Election;</b></li> <li>• <b>Decides, in accordance with section 4.61(2) of the <i>Local Government Act 1995</i> that the method of conducting the election will be as a postal election; and</b></li> <li>• <b>Notes the requirement for an allocation of approximately \$25,467 (ex GST) for the 2025 Ordinary Local Government Election.</b></li> </ul>

**Background:**

Under the *Local Government Act 1995 (the Act)*, Ordinary Local Government Elections are held every two years on the third Saturday in October, with Council members elected for a term of up to four years. The next Ordinary Election is scheduled to be held on Saturday 18 October 2025.

A Returning Officer runs each Local Government election which by default is the Chief Executive Officer (CEO) of the Local Government. Council may, with the approval of the WAEC, appoint another person to be the Returning Officer. Common alternatives to the CEO are another staff members of the same Local Government, a CEO from another Local Government, the Electoral Commissioner or any other person approved by the Electoral Commissioner.

Each Local Government can choose to conduct an election as either a voting in-person election or as a postal voting election. If a postal election is selected, then the Electoral Commissioner will conduct the election and appoint a Returning Officer.

**Officer's Comment:**

Historically, the Shire has decided to conduct postal voting Elections.

This method of voting offers the following advantages:

- Increased accessibility – Postal voting makes it easier to vote, especially those who may have difficulty getting to a polling place including people who live far from polling stations, have disability, are travelling, or have work or family commitments.
- Higher voter turnout – By making voting more convenient, postal voting can lead to increased participation in local elections resulting in a more representative outcome and a stronger local democracy.

- Greater flexibility – Postal voting allows people to vote at their own pace and in the comfort of their own homes. This can be particularly helpful for people who need more time to consider their options or who find the polling place environment stressful.
- Reduced costs – Postal voting can be more cost-effective than traditional polling places, as it can reduce the need for staff and infrastructure.

The Electoral Commissioner has provided the Shire with a cost estimate for WAEC to conduct the upcoming Election should the Shire proceed with making a declaration in accordance with Section 4.20(4) of the Act. The estimate provided being approximately \$25,467 excluding GST based on the following assumptions:

- The method of election will be postal
- Four Councillor vacancies
- 2,900 electors
- Response rate of approximately 45%
- Appointment of a local Returning Officer; and
- Count to be conducted at the Shire office using Count WA.

**Consultation:**

The CEO and Shire Officers have been in consultation with the WAEC to confirm receipt of the cost estimate and to confirm that the matter will be presented to Council at its June Ordinary Council Meeting.

**Statutory Environment:***Local Government Act 1995:*

- Section 4.20(4) provides that a Local Government may declare the Electoral Commissioner to be responsible for the conduct of elections within a particular period.
- Section 4.61(2) provides that a Local Government may decide to conduct an election as a postal election.

*Local Government (Elections) Regulations 1997:*

- Regulation 9(3) provides that the Electoral Commissioner's expenses are to be determined on the basis of full accrual cost recovery.

**Policy Implications:**

Nil

**Financial/Resource Implications:**

The WA Electoral Commission have provided a cost estimate of \$25,467 GST (exc) to run the election. This amount has been budgeted for in the 2025/26 financial year.

**Strategic Implications:**

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 4.2.4 Promote programs to encourage participation in elections.

**Attachments:**

*Attachment Booklet – June 2025*

CEO 02-06/25 Attachment 1: Cost Estimate for Ordinary Local Government Election 2025

CEO 03-06/25 Register of Delegations Review - 2025	
<b>Author:</b>	<b>S Mearns, Executive Assistant</b>
<b>Responsible Officer:</b>	<b>S Ivers, Chief Executive Officer</b>
<b>File Reference:</b>	<b>3.00024</b>
<b>Council Role:</b>	<b>Executive</b>
<b>Voting Requirements:</b>	<b>Absolute Majority</b>

**Report Purpose:**

For Council to review the Register of Delegations – Council to Chief Executive Officer (the ‘Register’), provided as Attachment CEO03-06/25: Register of Delegations.

**Officer Recommendation:**

<b>RECOMMENDED:</b>
<b>That Council by Absolute Majority adopts the updated Register of Delegations presented in Attachment Booklet June 2025, Attachment CEO03-06/25: Register of Delegations.</b>

**Background:**

Section 5.46(2) of the *Local Government 1995* requires delegations to be reviewed at least once each financial year, “*at least once every financial year, delegations made under this Division are to be reviewed by the delegator.*”

Delegation involves assigning another person the authority to carry out a power or fulfill a duty. However, it does not remove the original holder's right to also exercise that power or perform that duty.

Delegations are used in local government in a number of circumstances including where:

- The business of the local government could not be efficiently carried on if the council or CEO were to personally exercise their discretion to enforce all the rights or discharge all the duties; and
- Through practical administration, the council or CEO needs to appoint other employees to exercise their discretion to make decisions, exercise powers or discharge duties on behalf of the local government.

All delegations made under the Act must be made by absolute majority and recorded in a register.

Sections 5.18 and 5.46 of the Act require that at least once every financial year, delegations are to be reviewed by the delegator for those delegations under the Act, but also presents an opportunity to review delegations made under other legislation.

The Register of Delegations was last presented to Council at its Ordinary Council Meeting held 25 June 2024.

All delegations for the Shire of Irwin are managed and administered through the Attain software program.

**Officer’s Comment:**

In June 2025, a review of Council’s delegations was made by Administration. Resultant from this review, a number of minor updates were made which included:



Delegation	Action
13, 40, 107, 108, 109, 110, 113, 114, 115, 116, 400, 401, 403, 405, 700, CEO1000,	Delegation/sub-delegation changed from Manager Community Services to CEO
101	Duplication of sub delegates with both Manager Community Services and Acting Manager Community Services roles selected. Acting Manager Community Services role removed.
125, 126	Reference to Council Policy CP41 Financial Hardship – for a declared State of Emergency removed as this Policy was archived in 2023.
310	Delegate Title: Bush Fire Control Officer was changed to Chief Bush Fire Control Officer.
205	Reference made to an 'Acting Through' Management Policy was removed from the Policy section of this delegation as Policy does not exist.

Over the past 12 months, no Shire of Irwin policies were created, archived, or amended in a manner that required changes to the Register of Delegations. As a result, changes to the Register of Delegations were limited to minor administrative updates only.

### Consultation:

The administration reviews delegations on a regular basis throughout the year. The Chief Executive Officer reviewed the delegations across the organisation to ensure that delegated authorities align with the day to day business of Shire Officers.

### Statutory Environment:

*Local Government Act 1995:*

- Section 5.42 Delegations of some powers and duties to CEO
- Section 5.43 Limits on delegations to CEO
- Section 5.46 Register of, and records relevant to, delegations to CEO and employees

### Policy Implications:

The Register of Delegations – Council to CEO will link with and guide some Council Policies. Reference to the relevant Council Policy for each delegation is made within the Register.

### Financial/Resource Implications:

Nil

### Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 4.2.1 Ensure Compliance whilst embracing innovation and best practice principles.

### Attachments:

*Attachment Booklet - June 2025*

CEO 03-06/25 Attachment 1: Register of Delegations 2025

<b>CEO 04-06/25 Amendments To Council Policy CP20 Purchasing</b>	
<b>Author:</b>	<b>S Clarkson, Senior Finance Officer</b>
<b>Responsible Officer:</b>	<b>S Ivers , Chief Executive Officer</b>
<b>File Reference:</b>	<b>3.00270</b>
<b>Council Role:</b>	<b>Executive</b>
<b>Voting Requirements:</b>	<b>Simple Majority</b>

**Report Purpose:**

For Council to consider the adoption of revised Council Policy CP20 Purchasing (the Policy).

**Officer Recommendation:**

<b>RECOMMENDED:</b>
<b>That Council by Simple/Absolute Majority, adopt the revised Council Policy - CP20 Purchasing.</b>

**Background:**

At the Ordinary Council Meeting on 22 June 2023, Council adopted the revised Council Policy – CP20 Purchasing. It was noted in the Officer's comment that operational information will be removed from the Policy in the future and transposed into a procedure. With the implementation of the new Enterprise Resource Planning (ERP) Software system it was recommended to review and update our current Policy and procedures.

**Officer's Comment:**

The Purchasing Thresholds have been updated to align with the implementation of the new Enterprise Resource Planning (ERP) Software system, streamlining the purchasing process and enhancing overall efficiency. Additionally, they are being reviewed due to the challenges Council Staff currently faces in obtaining the required minimum number of quotations for carrying out works on Council projects and repairs.

Other changes have been made with some inclusions and deletions to ensure the Purchasing Policy represents better practise in Local Government purchasing and is designed to ensure compliance and the highest standards of ethics and integrity in all purchasing activities.

The Delegation Register – Purchasing Authorisations will also be updated to align with the changes to the Purchasing Thresholds.

**Consultation:**

The Policy was reviewed in consultation with the CEO, Manager Finance, Mr John Filippone from Procurement PLUS and relevant Officer's.

**Statutory Environment:**

- *Local Government Act 1995*
- Local Government (Functions and General) Regulations 1996

**Policy Implications:**

These Council Policies link to the Delegations relating to purchasing and the Local Government (Functions and General) Regulations 1996. Reference to the relevant Delegation for each Council Policy will be made within the Policy control box.

Delegations CEO01 Tenders for Goods and Services

Delegation CEO03 Payments from Municipal or Trust Funds

CP01 Localised Purchasing (Regional Price Preference)

**Financial/Resource Implications:**

No financial impact, the policy will ensure better practice and procedures.

**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 – June 2025*

CEO 04-06/25 Attachment 1: CP20 Purchasing

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