SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

Attachment Booklet
June 2025

ATTACHMENT BOOKLET – JUNE 2025

Item	Description
8.1	Ordinary Council Meeting Minutes – 27 May 2025
FIN 01-06/25	Accounts for Payment – May 2025
FIN 02-06/25	Monthly Financial Statements for the Period Ended 30 April 2025
DEV 01-06/25	May 2025 Development Delegated and Authorised Authority Report
DEV 02-06/25	Attachment 1 – Draft LPS Attachment 2 – Submission Attachment 3 – Schedule of Submissions
CEO 01-06/25	PID Guidelines
CEO 02-06/25	WAEC Cost Estimate
CEO 03-06/25	Register of Delegated Authority
CEO 04-06/25	CP20 – Purchasing

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

24 June 2025

Item 8.1
Ordinary Council Meeting
Minutes – 27 May 2025

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

MINUTES

ORDINARY COUNCIL MEETING

Tuesday 27 May 2025

Unconfirmed

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

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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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.

Unconfirmed

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Unconfirmed

MINUTES

of the

ORDINARY COUNCIL MEETING

27 May 2025

Unconfirmed

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 6.00pm.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Members

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

Staff

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

Guests
Nil

Apologies
Nil

Approved Leave of Absence
Nil

Gallery

Mr Ben Stewart	Dongara

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Question: Mr J Rossiter, Port Denison
Why is the Shire installing high, non mountable kerbing in Port Denison?

Response: The recently installed kerbing is semi-mountable kerbing to Main Roads WA standards using the SM Type 2 profile though slighter wider, but not higher.

4. PUBLIC QUESTION TIME

Nil

5. DECLARATIONS OF INTEREST

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. PETITIONS AND DEPUTATIONS

Nil

8. CONFIRMATION OF MINUTES AND TABLING OF AGENDA FORUM NOTES

8.1 Minutes of the Ordinary Council Meeting held 22 April 2025

The Minutes of the Ordinary Council Meeting held 22 April 2025 are included in the *Attachment Booklet – May 2025.*

COUNCIL DECISION	**010525**
MOVED: Cr Gillam	**SECONDED: Cr Summers**
That Council confirms the Minutes of the Ordinary Council Meeting held 22 April 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 – 20 May 2025

At the Agenda Forum held 20 May 2025, Shire Officers presented background information and answered questions on items to be considered at the May 2025 Ordinary Council Meeting.

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

COUNCIL DECISION	**020525**
MOVED: Cr Wyse	**SECONDED: Cr Tunbridge**
That Council confirms the Notes of the Agenda Forum held 20 May 2025.	
VOTING DETAILS:	**CARRIED: 7/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom**
Against:	**Nil**

Unconfirmed

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

6 May 2025	The Shire President, Cr Wyse, Cr Scott and CEO attended the WA Local Grants Commission Hearing
9 May 2025	The Shire President and CEO attended the monthly MWDC Catchup
20 May 2025	The Shire President conducted a Citizenship Ceremony in Council Chambers
21 May 2025	The Shire President and CEO attended a monthly catch up meeting with Mitsui
23 May 2025	The Shire President, Cr Wyse and CEO attended the Volunteer Recognition Event at the Denison Bowling Club

Unconfirmed

10. REPORTS OF OFFICERS AND COMMITTEES

10.1 Finance Reports

FIN 01-05/25 Accounts for Payment - April 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 April 2025.

COUNCIL DECISION **030525**

MOVED: Cr Summers **SECONDED: Cr Gillam**

That Council, by Simple Majority, receives the Accounts paid during April 2025 as contained in FIN01-05/25 Attachment 1 of the Attachment Booklet – May 2025 represented by:

Payment Type/Numbers	Total Amount
EFT 33458 – 33551	$760,446.02
Muni Cheques – 32233 – 32234	$7,613.30
Direct Debit – Telstra	$4,164.59
Direct Debit – WA Treasury Corporation	$137,512.51
Direct Debit – Credit Card	$13,784.83
Direct Debit – N-Able Pty Ltd	$1,295.68
Direct Debit – Australian Phone Company	$225.23
Direct Debit – Telair Pty Ltd	$2,448.91
Direct Debit – Rental Charges	$2,300.00
Direct Debit – Superannuation	$55,319.18
Grand Total	$985,110.25

VOTING DETAILS: **CARRIED: 7/0**

For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom**

Against: **Nil**

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

Officer's Comment:
Nil

Consultation:
Nil

Unconfirmed

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 – May 2025
FIN01-05/25 Attachment 1: Accounts for Payment – April 2025

Unconfirmed

FIN 02-05/25 Monthly Financial Statement – March 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 March 2025.

COUNCIL DECISION **040525**

MOVED: Cr Scott **SECONDED: Cr Summers**

That Council, by Simple Majority, receives the Monthly Financial Statements for the period 1 July 2024 to 31 March 2025 as contained in FIN02-05/25 Attachment 1 of the Attachment Booklet – May 2025.

VOTING DETAILS: **CARRIED: 7/0**

For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom**

Against: **Nil**

Background:
The Monthly Financial Statements to 31 March 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 March 2025 is detailed in the attached report and summarised as per below:

31/03/2025	YTD Budget	YTD Actual	Variance YTD to Budget
Operating Revenue	9,960,793	9,946,830	0%
Operating Expenditure	(10,520,409)	(10,959,971)	4%
Net Operating	(559,616)	(1,013,141)	
Non-Operating Revenue	173,000	172,970	0%
Non-Operating Expenditure	(1,675,981)	(1,677,201)	0%
Net Non-Operating	(1,502,981)	(1,504,231)	
Cash at Bank		1,802,013	
Cash at Bank Restricted		618,787	
Reserve Bank		1,342,034	
Total Cash Funds		3,762,834	

Unconfirmed

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 – May 2025
FIN02-05/25 Attachment 1: Financial Statements for the Period Ended 31 March 2025.

Unconfirmed

FIN 03-05/25 Differential Rates 2025/26	
Author:	**K Boonzaaier, Assistant Accountant**
Responsible Officer:	**P Machaka, Manager Finance**
File Reference:	**3.0683**
Council Role:	**Executive**
Voting Requirements:	**Simple Majority**

Report Purpose:
For Council to consider the proposed rates in the dollar for differential rating to be advertised prior to the adoption of the 2025/26 Budget.

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:**

GRV Differential Rates	**Cents in the Dollar**	**Minimum Rates**
General Rate	10.2520	$1,100
Transient Workforce Accommodation / Other	22.3841	$1,100
UV Differential Rates	**Cents in the Dollar**	**Minimum Rates**
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 *Local Government Act 1995*;**

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:**

Efficiency Measures:
- **Service levels and core business**
- **Process improvement strategy to increase efficiencies**
- **Rural roads infrastructure improvement strategy**
- **Asset management strategy**
- **Improve utility efficiencies for future savings**

VOTING DETAILS: **CARRIED: 7/0**

For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom**

Against: **Nil**

Unconfirmed

Background:
There is provision under the *Local Government Act 1995* to impose differential rates within the local government's boundaries and in considering this imposition, there are certain statutory obligations that the local government must comply with:

- Before any consideration to the Budget, the local government is required to give local public notice of its intention to impose differential rates;
- The local government must provide information of each new rate or minimum payment;
- Electors or ratepayers are invited to make submissions in respect of the proposed rate or minimum payment. This submission period must be for a minimum of 21 days; and
- Application must be made to the Minister for Local Government, Heritage, Culture and the Arts seeking approval to impose a differential rate that is more than twice the lowest rate.

The Shire of Irwin historically has used differential rates to levy a higher rate in the dollar for Mining Tenements than other Unimproved Valuation (UV) properties. This practice is common within local governments.

A draft budget workshop was held on Tuesday 13 May 2025 where Councillors reviewed the projected changes in operating revenue and expenditure, along with efficiency measures, proposed capital works and projects. The differential rates will directly influence Council's ability to fund expenditure requirements in the 2025/26 Budget.

Officer's Comment:
For Council to meet the requirements of the Act it is required to advertise the proposed differential rates within timeframes to meet the 21-day minimum advertising period before the budget is adopted.

The draft budget comprises total operating income of $4.8m (excluding rates revenue), capital grants funding of $9.5m, borrowings of $1.5m, operating expenses of $10.7m (excluding depreciation) and capital works program of $12.7m. After considering reserve movements and grant funding the rates revenue required to achieve a balanced budget is $7.7m.

An overall increase of 5% was applied on the 2024/25 actual billed rates, yielding rates revenue of $7.3m, while the new GRV Transient Workforce Accommodation rating category accounts for approximately $400,000. The draft budget revenue is just sufficient to meet the requirements of the 2025/26 Budget and enables the Shire to undertake projects that are a key priority to the community. The draft budget is still being finalised and is subject to change due to the end of financial year process.

The Shire endeavours to raise rates in a fair and equitable manner and the same time raise enough income to cater for increase in costs for materials and contracts, fuel, electricity, insurance, and labour.

Differential rating allows Council to maintain a degree of equity between rates levied on all unimproved value assessments within the Shire of Irwin rate base whilst providing income annually to allow for the service requirements of all property owners. The reasoning for levying the higher rate in the dollar can be found in the attachment - Statement of Objects and Reasons.

It is worth noting that while both UV Rural and UV Mining are based on "Unimproved Values" provided by the Valuer General, the Valuation of Land Act 1978 prescribes different methods of calculating each one.

The unimproved valuation of land utilised for rural purposes is the capital amount that the property (not including improvements) might reasonably be expected to realise upon sale.

Unconfirmed

The unimproved valuation of land used for mining tenements is calculated on the annual rent per hectare multiplied by a factor, the amount of which depends on the number of hectares and type of lease held. They therefore have no relativity and cannot be compared.

2025/26 valuations for Unimproved Values Rural and Unimproved Values Mining, were conducted by the Valuer General (Landgate) and were provided as per below:

Rural Unimproved Values (UV Rural)
The total rural unimproved valuation has increased significantly again, from 2024, by an overall average of approximately 17.49% to $250,823,900, with a significant increase in Unimproved Values for broadacre agricultural properties.

Mining Unimproved Values (UV Mining)
The Mining Tenement Unimproved Roll provided by Landgate reflected an increase of approximately -1.16% to $3,873,166. Variations to the licence type of two larger tenements significantly impacted this overall valuation.

The Gross Rental Valuations (GRV) for residential and commercial properties within the Shire are provided every four to five years, the most recent being in 2024/25. In addition to this, the Shire of Irwin has introduced a new GRV rating category, Transient Workforce Accommodation and Other (TWA and Other), which will apply to several mining accommodation camps and petroleum infrastructure.

Historically the Shire has applied a uniform rate in the dollar for Gross Rental Value (GRV) properties residential and commercial. Following a review of its rateable land, to ensure all land within the municipality is rated effectively and that the basis of rating is relevant to its land use, the Shire identified four unrated Transient Workers Accommodation (TWA and Other). As such, a new GRV differential rate in the dollar for TWA is proposed.

Transient workers utilise Shire services but do not contribute to the cost of services unless if they are also property owners with the Shire. Large scale accommodation properties are likely to have a larger effect on Shire services and assets than other property types due to their number of occupants in a relatively small land parcel.

Similarly, the petroleum infrastructure facilities exert more pressure on Shire services and are currently not contributing towards the Shire's costs of services.

The proposed rates revenue (excluding the new TWA and Other) of $7,296,456 incorporates a 5% increase on billed rates levied for 2024/25. Although there has been an increase in UV valuations, the rate in the dollar has slightly decreased. The minimum rates have been increased to $1,100 for 2025/26, marking the first increase since 2021/22. It should be noted that individual property values will change by more or less than the average increases reported above and therefore when rate notices are issued, they will not necessarily reflect a 5% increase in rates on the property rated.

2025/26 Proposed Rates in The Dollar			
	2024/25 Rate in the $	**2025/26 Rate in the $**	**% Increase**
Gross Rental Value (GRV)	9.8250	10.2520	4.3%
Unimproved Value (UV)	1.0891	0.9713	-10.8%
Unimproved Value (UV) Mining	21.1470	22.3841	5.9%
GRV Transient Workforce Accommodation (TWA)/ Other	N/A	22.3841	N/A

Unconfirmed

2025/26 Proposed Rates Revenue			
Rate Category	**Proposed Revenue**	**% of Total**	**% Increase**
Gross Rental Value (GRV)	$3,959,267	54%	5%
Unimproved Value (UV) Rural	$2,457,178	34%	5%
Unimproved Value (UV) Mining	$880,012	12%	5%
Subtotal	**$7,296,457**	**100%**	
GRV TWA / Other	$386,126		
Total	**$7,682,583**		

Consultation:
Once adopted, the proposed differential rates together with the objects of imposing differential rates and reasons for each rate category must be advertised for a minimum period of 21 days. This period of advertising allows ratepayers to consider the proposed rates and make any submissions to Council. The advertising process does not prevent Council from amending the rate in the dollar at budget adoption.

Statutory Environment:
- *Local Government Act 1995*
  - *Section 6.33 Differential general rates*
  - *Section 6.36 Local government to give notice of certain rates*

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.

Unconfirmed

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 Shire's principal source of income is through rates. It is an essential part of the budget process that the Council consider the level of rates that need to be raised in the context of funding the annual budget. It must also be noted that as other income, such as statutory fees and charges are fixed by external legislation, there is very little scope for the Shire to increase this revenue source to keep up with the rising costs of service provision and reduction of grant funding, therefore, these increasing costs must be borne by increases in rates.

Unconfirmed

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 – May 2025
FIN03-05/25 Attachment 1: Statement of Objects and Reasons 2025/26

Unconfirmed

10.2 Community Services Reports

COM 01-05/25 Local Businesses Advertising on Portable Signage	
Author:	**F Boksmati, Acting Manager Community Services**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**2.00046**
Council Role:	**Executive**
Voting Requirements:	**Absolute Majority**

Report Purpose:
To seek Council approval for a temporary six-month exemption for two small local businesses from the Advertising Signs Policy conditions concerning portable signage.

COUNCIL DECISION **060525**

MOVED: Cr Tunbridge **SECONDED: Cr Gillam**

That Council by Absolute Majority:

a) **Approves a temporary six-month exemption to the conditions within the Local Planning Policy: Advertising Signs for Sea Folk Co and Seaspray Beach Café to reinstate two signs each, until a permanent solution and location for business advertising can be established.**

b) **Acknowledges that the six-month exemption will also directly apply to the related Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law, and the defined conditions prohibiting portable signs from being erected in any position other than immediately adjacent to the building or the business to which the sign relates to.**

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 of Irwin Local Planning Policy for Advertising Signs and the Local Law for Activities on Thoroughfares and Trading provides a consistent framework for the assessment of proposed advertising signage requests ensuring the approved location, type and design does not adversely impact public safety, the local character and setting of the area or the amenity of the neighbouring properties.

The recent enforcement of the Advertising Signage Policy and Local Law conditions led to the removal of all non-compliant portable and free-standing signs, including those put up by Seaspray Beach Café and Sea Folk Co to guide tourists to their establishments.

Officer's Comment:
Seaspray Beach Café and Sea Folk Café are situated in areas where travellers, lacking prior awareness of their existence, would typically depend on signage to guide them to these establishments. Positioned on the outskirts and away from the town central area, alternative forms of discernible promotion is almost impossible and both have heavily depended on their signage to influence and attract traffic.

Unconfirmed

Both businesses have reached out to the Shire of Irwin through email, phone, and by presenting at the March 25th Ordinary Council Meeting to report significant loss of business due to decreased foot traffic, as travellers were unaware of their presence without the signage.

Sea Folk Co
A total of five signs were removed. The preferred and most effective locations for reinstallation were identified as the turnoff at Kailis Drive and Brand Highway. Alternative options and a contact at Mainroads were provided for approval to proceed with signage installation on Mainroads operated roads.

Seaspray Beach Café
Two signs were removed. Conversations highlighted the necessity to reinstate them at the original sites, specifically at the corner of Brand Highway and Waldeck Street, and near the Church Street and Waldeck Street roundabout, or as close as possible to these locations.

Approving the temporary (six month) reinstatement of at least two signs for each business in highly visible town locations would effectively highlight their presence and guide travellers, boosting visitation. A six-month exemption from the current policy and local law conditions would not only offer these businesses crucial promotional support but also allow Officers enough time to develop a permanent resolution that addresses signage issues for hospitality and tourism enterprises, including Sea Folk Café and Seaspray Beach Café.

Consultation:
The Acting Manager Community Services engaged in discussions with Sea Folk Co and Seaspray Beach Café to identify the precise locations of the removed signage and to determine the most strategic locations for potential reinstatement. This consultation occurred over the phone on March 25, 2025.

Utilisation of the Digital Signage Board was considered, but this action would not address the immediate problem.

Statutory Environment:
Local Government Act 1995 - Shire of Irwin – Activities and Trading in Thoroughfares and Public Places Local Law 2000
Local Planning Scheme (LFS) No. 5

Policy Implications:
Local Planning Policy: Advertising Signs

Financial/Resource Implications:
Nil implications to the Shire of Irwin

Strategic Implications:
Our Brilliant Future – Strategic Community Plan 2021 – 2031
Strategy 2.1 Opportunities are maximised to promote economic growth and local development
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:
Attachment Booklet – May 2025
COM01-05/25 Attachment 1: Local Planning Policy: Advertising Signs
COM01-05/25 Attachment 2: Shire of Irwin – Activities and Trading in Thoroughfares and Public Places Local Law 2000

Confidential Attachment Booklet – May 2025
COM01-05/25 Confidential Attachment 1: Signage Locations (Seaspray and Sea Folk Co)

Unconfirmed

10.3 Development Reports

DEV 01-05/25 April 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 April 2025 Development Delegated and Authorised Authority Report.

COUNCIL DECISION	**070525**
MOVED: Cr Scott	**SECONDED: Cr Tunbridge**
That Council by Simple Majority, receives the April 2025 Development Delegated and Authorised Authority Report, as contained in DEV 01-05/25 Attachment 1.	
VOTING DETAILS:	**CARRIED: 7/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom**
Against:	**Nil**

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

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

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

Officer's Comment:
This report presents the details of development functions made under delegated or authorised authority for the month of April 2025, with 6 building permits/certificates, 8 single house applications and 2 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.

Unconfirmed

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 – May 2025
DEV 01-05/25 Attachment 1: April 2025 Development Delegated and Authorised Authority Report

Unconfirmed

DEV 02-05/25 Proposed Road Names, Bonniefield	
Author:	**M Connell, Manager Development**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**WAPC200365 / A3253**
Council Role:	**Executive**
Voting Requirements:	**Simple Majority**

Report Purpose:
For Council to approve the road names 'Whistler', 'Falcon' and 'Peregrine' to be applied to the new roads that will be created as part of the subdivision of Lot 10 (No. 30799) Brand Highway, Bonniefield.

COUNCIL DECISION **080525**

MOVED: Cr Summers **SECONDED: Cr Gillam**

That Council by Simple Majority:

1. **Approve the road names of 'Whistler Road', 'Falcon Rise' and 'Peregrine Ridge' as shown on the proposed road naming plan contained in DEV 02-05/25 Attachment 2; and**
2. **Approve the use of the alternate road name 'Tamala' should any of the above road names not be approved by the Minister for Lands.**

VOTING DETAILS: **CARRIED: 7/0**

For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom**

Against: **Nil**

Background:
A request has been received from the developer of Lot 10 (No. 30799) Brand Highway, Bonniefield seeking approval of 3 road names. The site is part of an approved structure plan that coordinates future zoning, subdivision and development for low-density residential purposes.

On 2 September 2024 the WA Planning Commission granted subdivisional approval for stage 1 of the site (21 residential lots). A copy of the approved subdivision plan is contained in DEV 02-05/25 Attachment 1.

Location Plan

Unconfirmed

Officer's Comment:
The developer has sought input from the Irwin Districts Historical Society and has provided the following road names (and an alternate) as follows:

- **Whistler** Road – The Golden Whistler (*Pachycephala pectoralis*) is a native of the location, and a common, smallish songbird of the Whistler and Thrush family. It is frequently seen in gardens near the location.

- **Peregrine** Ridge and **Falcon** Rise – The Peregrine Falcon (*Falco peregrinus*) is a large and well-known falcon native to the location.

- **Tamala** (alternate) – Name of characteristic natural soil type of the location.

The proposed names are considered appropriate given their linkages to the locality and all the names have passed preliminary validation for availability from Landgate.

The proposed road naming plan is contained in DEV 02-05/25 Attachment 2.

Consultation:
Landgate's position on road naming requests is community consultation is not required for new names unless they are deemed contentious. Only the renaming of roads requires consultation with affected residents.

The proposed names are not considered to be contentious and therefore no public consultation is required.

Statutory Environment:
The practice of officially naming roads is covered under section 26A of the *Land Administration Act 1997*. The local government must first approve proposed road names and then forward them to the Minister for Lands for final approval.

The legislation is supported by the *Policies and Standards for Geographical Naming in Western Australia* which provides the necessary information and details the principles and standards which apply to all naming. The proposed names are considered to be in accordance with the policy and standards.

Policy Implications:
Nil.

Financial/Resource Implications:
Nil.

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

Attachments:
Attachment Booklet – May 2025
DEV 02-05/25 Attachment 1: Subdivision plan
DEV 02-05/25 Attachment 2: Road naming plan

Unconfirmed

10.4 Operations Reports

Nil

10.5 Office of the CEO Reports

CEO 01-05/25 Bushfire Risk Management Plan 2025/30	
Author:	**G Censi, Bushfire Risk Mitigation Coordinator**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**3.0198**
Council Role:	**Executive**
Voting Requirements:	**Absolute Majority**

Report Purpose:
For Council by Absolute Majority to review and adopt the Bushfire Risk Management Plan 2025/30.

COUNCIL DECISION **090525**

MOVED: Cr Summers **SECONDED: Cr Gillam**

That Council by Absolute Majority:

1. **Adopts the Shire of Irwin Bushfire Risk Management Plan (BRMP) 2025/30 as presented in the Attachment Booklet – May 2025; and**
2. **Authorise the Chief Executive Officer to advise the Office of Bushfire Risk Management of its decision.**

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 of Irwin, through the Office of Bushfire Risk Management (OBRM), is required to produce the Bushfire Risk Management Plan (BRMP). The plan provides contextual information to inform a structured approach to identifying, assessing, prioritising, monitoring and treating bushfire risk.

The current out of date BRM Plan has been in place from 2017 - 2022. A new five-yearly integrated BRM Plan has been developed for the period 2025 – 2030.

Officer's Comment:
The BRMP is a live document that local governments are required to produce under the State Hazard Plan for Fire.

The Plan follows the principles in the international risk management standard ISO 31000:2018 Risk Management Guidelines and is consistent with the standards outlined in the Guidelines for Preparing a Bushfire Risk Management Plan, published by the OBRM.

The objectives of the BRM program are as follows:

- Guiding and coordinating a shared responsibility, cross-tenure, multi-stakeholder approach to BRM planning;
- Effective use of financial and physical resources available for BRM activities;
- Supporting integration between risk owners, strategic objectives, and tactical outcomes; and

Unconfirmed

- Documenting processes used to monitor and review the implementation of the treatment plans to ensure they are adaptable, and that risk is managed to an acceptable level.

Four asset categories are identified in the BRMP (Human Settlement, Economic, Environmental and Cultural) and risk assessed by trained personnel. The assessments took into consideration the bushfire risk based on vegetation classification, separation distance, and slope of the topography. The areas that rate 'High', 'Very High', and 'Extreme' will require risk treatment in addition to treatment conducted under Section 33 of the *Bush Fires Act 1954*.

Once the BRMP is approved by the OBRM and the Council, it qualifies the Shire to be eligible for funding under the Mitigation Activity Fund. Funding is available yearly, with the actual works being carried out over a 12-month period once funding has been approved.

Once an area/s and treatment have been identified the information is entered into the DFES BRMS. There are several different treatments to be considered e.g. slashing, parkland clearing, burning, chemical spraying, etc. Once the works are submitted through the BRMS, the OBRM will approve or disprove the area or treatment as it must meet strict criteria.

On approval of funding the Shire can either complete the works or engage a contractor. The OBRM requires a progress report to be submitted part way through the funding round. On completion of the work, all works must be acquitted within an allocated set timeframe.

The "Mitigation Activity Fund Grant Program" covers all aspects associated with mitigation works of this type. Mitigation work programs will be developed in consultation with the DFES BRMO, and where appropriate will involve local Fire Control Officers, landowners and agencies.

Consultation:
Community Emergency Services Manager
Chief Executive Officer
DFES Office of the Bushfire Risk Management (OBRM)
DFES Bushfire Risk Management Officer – Geraldton Regional Office
Department of Biodiversity, Conservation and Attractions

Statutory Environment:
Local Government Act 1995
Bush Fires Act 1954
Emergency Act 2005
Policy CP02 Bush Fire Management
Policy E23 Local Recovery Management
Policy CP38 Risk Management
Our Brilliant Future - Strategic Community Plan (SCP) 2021 – 2031
Shire of Irwin Corporate Business Plan 2020-2024
Shire of Irwin Local Heritage Survey
Shire of Irwin Local Planning Scheme No.2
Shire of Irwin Delegation Register 2024
Shire of Irwin Bush Fire Brigades Local Law
Shire of Irwin Local Emergency Management Arrangements 2024
Shire of Irwin Firebreak and Fuel hazard Reduction Notice (annual notices)

Policy Implications:
Nil

Financial/Resource Implications:
The Mitigation Activity Funding will be the primary source of funding. The Shire will be responsible for the ongoing maintenance of the initial treatments to assist in reducing the fire risk to the community. In addition, managing the project and funding overall will have some impact on internal staff resources.

Unconfirmed

Strategic Implications:
Our Brilliant Future – Strategic Community Plan 2021 – 2031
Strategy 1.3.1 Partner with relevant agencies in relation to emergency services management
Strategy 1.3.2 Support community safety and crime prevention initiatives

Attachments:
Attachment Booklet - May 2025
CEO 01-05/25 Attachment 1: Bushfire Risk Management Plan 2025/30

Unconfirmed

CEO 02-05/25 Chief Executive Officer's Performance Review – Consultant Appointment	
Author:	**D Sandhu, Human Resources**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**Personnel File**
Council Role:	**Executive**
Voting Requirements:	**Absolute Majority**

Report Purpose:
For Council by Absolute Majority to appoint a suitable consultant to assist Council in conducting the Chief Executive Officer's (CEO's) annual performance review for the 2024/25 period.

COUNCIL DECISION	**100525**
MOVED: Cr Wyse	**SECONDED: Cr Tunbridge**

That Council by Absolute Majority:

1. **Acknowledges the two quotations submitted.**
2. **Agrees to appoint Proposal One to commence the CEO performance review process immediately.**

VOTING DETAILS:	**CARRIED: 7/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom**
Against:	**Nil**

Background:
The annual CEO performance review is a legislative requirement under the Local Government Act 1995 and serves as a vital organisational process. It provides valuable insights to inform future strategic direction, set priorities, and revise the CEO's Key Performance Indicators.

Officers Comments:
A Request for Quote was sent to five suitably qualified consultants on 5 May 2025. Each consultant was provided with identical information regarding the scope of work and timelines and were requested to describe their experience and methodology for conducting the performance review in relation to the requirements of the scope.

Three consultants declined to participate due to other client commitments leaving a total of two (2) quotations being received. As a part of the assessment of the quotations received; the following was considered in making the determination:

1. Proposed methodology of the CEO's performance review process and the level of engagement with Council and the CEO.
2. Relevant experience of the consultant in undertaking the process.
3. Proposed cost.

Both submissions were given thorough consideration. The CEO was consulted on the matter and has expressed support for either proposal. Each outlined a suitable methodology to support a robust and accurate assessment of the CEO's performance, demonstrated strong value for money, and reflected extensive experience in conducting CEO reviews. However, Proposal One is preferred due to its ability to deliver face-to-face, onsite meetings.

Unconfirmed

Consultation:
Discussions were held with WALGA to ensure compliance with legislative requirements and both Council and the Chief Executive Officer were consulted.

Statutory Environment:
Local Government Act 1995
Local Government (Administration) Regulations 1996
Local Government (Administration) Amendment Regulations 2021
State Government Salaries and Allowances Tribunal

Policy Implications:
Shire of Irwin Policy – Standard for CEO Recruitment, Performance and Termination

Financial/Resource Implications:
The financial details of the two quotations for conducting the CEO's performance reviews are outlined within the respective confidential proposals.

Funding has been allocated in the budget for the engagement of a consultant to undertake the CEO's annual performance review, and the estimated cost of the recommended consultant falls within the approved budget allocation.

Strategic Implications:
Our Brilliant Future - Strategic Community Plan 2021 – 2031
4.2 Effective governance, management and prudent financial responsibility
4.3 A local government that is professional, transparent and accountable

Attachments:
Confidential Attachment Booklet – May 2025
CEO02-05/25 Confidential Attachment 1: Proposal one
CEO02-05/25 Confidential Attachment 2: Proposal two

Unconfirmed

10.6 Committee Reports

10.6.1 Audit Committee Meeting

The Minutes of the Shire of Irwin Audit Committee Meeting held 13 May 2025 have been provided as Attachment 10.6.1 in Attachment Booklet – May 2025.

COUNCIL DECISION	**110525**
MOVED: Cr Scott	**SECONDED: Cr Summers**
That Council by Simple Majority receives the minutes of the Shire of Irwin Audit Committee Meeting held 13 May 2025.	
VOTING DETAILS:	**CARRIED: 7/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom**
Against:	**Nil**

10.6.2 Local Emergency Management Committee (LEMC) Meeting

The Minutes of the Shire of Irwin Local Emergency Management Committee (LEMC) Meeting held 6 May 2025 have been provided as Attachment 10.6.2 in Attachment Booklet – May 2025.

COUNCIL DECISION	**120525**
MOVED: Cr Summers	**SECONDED: Cr Wyse**
That Council by Simple Majority receives the minutes of the Shire of Irwin Local Emergency Management Committee (LEMC) Meeting held 6 May 2025.	
VOTING DETAILS:	**CARRIED: 7/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers, Cr Melsom**
Against:	**Nil**

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

13. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil

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

Nil

15. CLOSURE

There being no further business the Shire President closed the meeting at 6.14pm.

Unconfirmed

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

24 June 2025

Item FIN 01-06/25
Accounts for Payment
May 2025

Shire of Irwin

List of Accounts paid May 2025 for presentation to the Council Meeting 24 June 2025

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
EFT33552	07/05/2025	A GREAVES	REFUND	-475.07
EFT33553	07/05/2025	AMY CHADBOURNE	COMMUNICATIONS AND MEDIA CONSULTANCY SERVICES	-720.00
EFT33554	07/05/2025	ANAHEIM PTY LTD	REFUND	-1,084.00
EFT33555	07/05/2025	CATWEST PTY LTD	PAYMENT/ POTHOLE REPAIRS TO GOLF CLUB CARPARK	-8,503.00
EFT33556	07/05/2025	CARL SCUDDER	BUILDING MAINTENANCE REPAIRS	-6,416.25
EFT33557	07/05/2025	CLEANPAK TOTAL SOLUTIONS	CLEANING CONSUMABLES AND EQUIPMENT	-6,167.70
EFT33558	07/05/2025	CENTRAL WEST PEST CONTROL	PEST TREATMENT AT DRIVE IN	-295.00
EFT33559	07/05/2025	D LUNDBERG	REFUND	-60.00
EFT33560	07/05/2025	DONGARA BASKETBALL ASSOCIATION	DRIVE-IN GATE COVERAGE	-700.00
EFT33561	07/05/2025	DONGARA BODY BUILDERS	REPAIRS TO SEMI TRAILERS AND DOLLY	-726.00
EFT33562	07/05/2025	DONGARA TREE SERVICES	HEAVY LOP OF TUARTS TREES AT DONGARA TOURIST PARK AND TRIM FIG TREES ALONG POINT LEANDER DRIVE	-6,622.00
EFT33563	07/05/2025	REFUEL AUSTRALIA	FUEL CARD PURCHASES AND BULK DIESEL FUEL PURCHASES	-11,113.23
EFT33564	07/05/2025	GHD PTY LTD	MILO CROSSING INVESTIGATION AND DESIGN	-4,325.48
EFT33565	07/05/2025	THE THOMPSON FAMILY TRUST T/AS GERALDTON PARTY & EVENT HIRE	HIRE OF DOME SHADES FOR YOUTH WEEK 2025	-990.00
EFT33566	07/05/2025	DONGARA HORSERIDING CLUB	DRIVE IN GATE COVERAGE	-300.00
EFT33567	07/05/2025	IRWIN SHIRE - RATES	PAYROLL DEDUCTIONS	-1,485.00
EFT33568	07/05/2025	INFINITY SKATE WA	SKATE SKILL CLINIC AND SKATE COMPETITION FOR YOUTH WEEK EVENT 2025	-1,000.00
EFT33569	07/05/2025	LO-GO APPOINTMENTS	CONTRACT LABOUR HIRE	-1,035.64
EFT33570	07/05/2025	NODE 1 PTY LTD	NBN FIBRE CONNECTION FEE	-158.00
EFT33571	07/05/2025	SHIRE OF IRWIN - LOTTO FUND	PAYROLL DEDUCTIONS	-90.00
EFT33572	07/05/2025	MIDWEST BOUNCE AND FUN	BOUNCY CASTLE HIRE FOR YOUTH WEEK EVENT 2025	-745.00
EFT33573	07/05/2025	MCDONALD WHOLESALERS	DRIVE IN CANTEEN STOCK	-239.55
EFT33574	07/05/2025	MONOCHORUM LTD	REFUND	-1,153.00
EFT33575	07/05/2025	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS	-2,739.90
EFT33576	07/05/2025	N-COM PTY LTD	SITE VISIT TO TV RECEIVER STATION	-7,713.13
EFT33577	07/05/2025	N SMITH	REFUND	-60.00
EFT33578	07/05/2025	ONSHORE CABINETS AND FURNITURE	DEPOSIT FOR REFURBISHMENT OF UNIT 19 THE VILLAGE	-3,000.00
EFT33579	07/05/2025	PARAMOUNT PICTURES AUSTRALIA PTY	RENTAL HIRE	-637.51
EFT33580	07/05/2025	PIXIES SCREEN PRINTS	UNIFORM AND BOOTS	-2,956.00
EFT33581	07/05/2025	SHAHS ART STUDIOS	SKATE PARK ART AND SKATEBOARD ART AT YOUTH WEEK EVENT 2025	-1,000.00
EFT33582	07/05/2025	SIMPLY STONE	EXTEND RETAINING WALL AT HENRY ROAD	-1,265.00
EFT33583	07/05/2025	T O'KEEFFE	REFUND	-171.65
EFT33584	07/05/2025	KM & SF RYAN-TAYLOR TRADING AS TRIBAL SAFETY SOLUTIONS	PROGRESS PAYMENT - WHS CONSULTING AND SUPPORT 2024/2025	-642.00
EFT33585	07/05/2025	UNIVERSAL PICTURES INTERNATIONAL	RENTAL HIRE	-2,633.50
EFT33586	07/05/2025	THE WALT DISNEY COMPANY (AUSTRALIA) PTY LTD	RENTAL HIRE	-2,023.75
EFT33587	19/05/2025	ATC WORK SMART	SCHOOL BASED WORK EXPERIENCE	-449.03
EFT33588	19/05/2025	ATOM	SURVEY STAKE BUNDLES	-133.65
EFT33589	19/05/2025	AUSTRALIA POST	POSTAGE & FREIGHT CHARGES	-799.57
EFT33590	19/05/2025	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION - ONEMUSIC AUSTRALIA	DRIVE IN LICENCE FEES	-93.97
EFT33591	19/05/2025	AVON WASTE	FRONT LIFT AND 240LT WASTE COLLECTION	-42,240.89
EFT33592	19/05/2025	BABA MARDA ROAD SERVICES	TRAFFIC CONTROL FOR POINT LEANDER DRIVE WORKS AND SIGNAGE PICKUP FOR WORKS ON MOUNT ADAMS ROAD	-7,411.93
EFT33593	19/05/2025	BATAVIA COAST TRIMMERS	REMOVAL OF SHADE SAILS FOR WINTER	-4,973.00
EFT33594	19/05/2025	CONSTRUCTION TRAINING FUND	CONSTRUCTION TRAINING FUND RECONCILIATION	-4,875.25
EFT33595	19/05/2025	BLACKWOODS	WORKSHOP SUPPLIES AND EQUIPMENT FOR CLEANING	-1,099.73
EFT33596	19/05/2025	TARTS & CO	WREATH FOR ANZAC DAY CEREMONY 2025	-100.00
EFT33597	19/05/2025	BP ROADHOUSE DONGARA	PUBLICATIONS	-65.80
EFT33598	19/05/2025	BRAND MECHANICAL SERVICES	GRAVEL FOR RESHEETING WORKS ON WATER SUPPLY ROAD	-81,242.70
EFT33599	19/05/2025	DEPARTMENT OF ENERGY, MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY RECONCILIATION	-3,511.45
EFT33600	19/05/2025	BUNNINGS BUILDING SUPPLIES	CLEANING EQUIPMENT	-337.75
EFT33601	19/05/2025	BURSON AUTOMOTIVE PTY LTD	VARIOUS SERVICE KITS, PARTS FOR PLANT & EQUIPMENT AND WORKSHOP SUPPLIES	-1,935.67
EFT33602	19/05/2025	CARL SCUDDER	BUILDING MAINTENANCE REPAIRS	-1,362.25
EFT33603	19/05/2025	CLEANPAK TOTAL SOLUTIONS	CLEANING CONSUMABLES AND CHEMICALS	-2,003.90
EFT33604	19/05/2025	CIVIC WORKFORCE MANAGEMENT	HR CONSULTANCY SERVICES	-3,671.25
EFT33605	19/05/2025	DATA#3 LIMITED	MICROSOFT LICENCES	-3,500.60
EFT33606	19/05/2025	DONGARA FREIGHT	FREIGHT CHARGES	-657.80
EFT33607	19/05/2025	DELTA CLEANING SERVICES	CLEANING CONTRACT	-17,345.93
EFT33608	19/05/2025	LANDGATE - WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY	CONSOLIDATED MINING TENEMENT ROLL & GRV INTERIM SCHEDULE	-773.46
EFT33609	19/05/2025	D BARRETT	REFUND	-60.00
EFT33610	19/05/2025	DONGARA BOBCAT & CONTRACTING SERVICES	SAND FOR HENRY ROAD & KERB REMOVAL AND GRAVEL FOR POINT LEANDER DRIVE	-1,089.00
EFT33611	19/05/2025	DONGARA BODY BUILDERS	REPAIRS TO WATER TANKER AND SUPPLY SIR BRAKE HOSE	-594.00
EFT33612	19/05/2025	DONGARA BUILDING & TRADE SUPPLIES	PARKS, GARDEN, BUILDING AND ROAD MAINTENANCE SUPPLIES	-378.75
EFT33613	19/05/2025	DONGARA CONCRETE SERVICES	REPAIRS TO FOOTPATH IN FRONT OF SEA RESCUE BUILDING AND CONCRETE TO BENCH AT CANNY PLACE PARK	-814.00
EFT33614	19/05/2025	DONGARA DRILLING & ELECTRICAL	ELECTRICAL REPAIRS	-3,858.90
EFT33615	19/05/2025	TYREPOWER DONGARA	SUPPLY AND FIT TYRES ON NISSAN PRIME MOVER, STRIP & FIT TYRES ON WATER TRUCK AND BATTERY FOR AIRSTRIP	-4,925.20
EFT33616	19/05/2025	DONGARA LOCAL RAG	ADVERTISING	-1,421.00
EFT33617	19/05/2025	DONGARA MIDWEST WASTE	TOILET HIRE FOR YOUTH WEEK EVENT 2025	-550.00

Shire of Irwin

List of Accounts paid May 2025 for presentation to the Council Meeting 24 June 2025

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
EFT33618	19/05/2025	DONGARA HOTEL MOTEL	LAND USE AGREEMENT	-1,041.67
EFT33619	19/05/2025	FIRST HEALTH SERVICES	MEDICAL PRACTISE MANAGEMENT SUPPORT - MEDICAL CENTRE	-13,750.00
EFT33620	19/05/2025	FIVE GUMS FAMILY MEDICAL PRACTICE	RENTAL ALLOWANCE	-8,506.39
EFT33621	19/05/2025	GERALDTON MOWER & REPAIR	EXPENDABLE TOOLS, EDGER BLADES AND BLADE SETS	-3,097.40
EFT33622	19/05/2025	CITY OF GREATER GERALDTON	MERU WASTE DISPOSAL CHARGES & BUILDING CERTIFICATION SERVICES	-27,891.50
EFT33623	19/05/2025	GERALDTON TROPHY & ENGRAVING CENTRE	DOUBLE NICHE WALL PLAQUE	-780.49
EFT33624	19/05/2025	REFUEL AUSTRALIA	BULK DIESEL FUEL PURCHASE	-9,130.66
EFT33625	19/05/2025	GLASS CO WA	BUILDING MAINTENANCE REPAIRS	-115.34
EFT33626	19/05/2025	GERALDTON AND MIDWEST E-WASTE	E-WASTE DISPOSAL	-61.50
EFT33627	19/05/2025	GSC CONCRETING PTY LTD	SUPPLY AND LAY SLAB FOR WASH DOWN BAY AT DEPOT	-3,407.80
EFT33628	19/05/2025	HILLE THOMPSON & DELFOS	SURVERY RE-ALIGNMENT FOR POINT LEANDER DRIVE	-5,775.00
EFT33629	19/05/2025	INTERFIRE AGENCIES	UNIFORM/PPE FOR IRWIN AND TOWN BUSHFIRE BRIGADES	-3,543.44
EFT33630	19/05/2025	IN-SITU CONSTRUCTION AND MAINTENANCE	REPAIRS TO FISHING PLATFORM DECK AND CRACKER DUST FOR KERB BACKFILL ON POINT LEANDER DRIVE	-6,776.00
EFT33631	19/05/2025	IQTECH SOLUTIONS	PRINTER CHARGES	-1,514.77
EFT33632	19/05/2025	IRWIN SHIRE - RATES	PAYROLL DEDUCTIONS	-1,485.00
EFT33633	19/05/2025	LG BEST PRACTICES PTY LTD	OUTSOURCED PAYROLL FUNCTION	-4,950.00
EFT33634	19/05/2025	LO-GO APPOINTMENTS	CONTRACT LABOUR HIRE	-460.29
EFT33635	19/05/2025	SHIRE OF IRWIN - LOTTO FUND	PAYROLL DEDUCTIONS	-90.00
EFT33636	19/05/2025	MACS AUSTRALIA GROUP PTY LTD	HIRE OF TRANSPORTABLE BUILDING	-1,298.53
EFT33637	19/05/2025	MARSDEN'S BECKENHAM TRANSPORT PTY LTD	TRANSPORT CHARGES	-726.00
EFT33638	19/05/2025	MARKS WATERTRUCK	WATER CART FOR EMERGENCY RESPONSE TO FIRE	-924.00
EFT33639	19/05/2025	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	-558.36
EFT33640	19/05/2025	MIDWEST FIRE PROTECTION & SAFETY SERVICES	MONTHLY SERVICING OF FIRE ALARM AT REC CENTRE	-176.00
EFT33641	19/05/2025	MITCHELL & BROWN	REPLACEMENT OVENS FOR UNIT 19 & 31 THE VILLAGE	-3,750.00
EFT33642	19/05/2025	MOVE N GROOVE WITH JASMINE	DRIVE IN GATE COVERAGE	-700.00
EFT33643	19/05/2025	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS	-3,247.20
EFT33644	19/05/2025	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISING	-4,784.76
EFT33645	19/05/2025	OTR TYRES	SUPPLY AND FIT TYRES ON CAT GRADER AND ISUZU TIPPER TRUCK	-12,140.89
EFT33646	19/05/2025	PEMCO DIESEL	PARTS FOR HINO FIRE TRUCK	-452.10
EFT33647	19/05/2025	THE PERTH MINT AUSTRALIA	2025 CITIZENSHIP COINS	-48.18
EFT33648	19/05/2025	RYLAN PTY LTD ATF THE MOORCROFT FAMILY TRUST	SUPPLY AND LAY KERBING AND PRAM RAMPS ON POINT LEANDER DRIVE	-43,104.05
EFT33649	19/05/2025	SHORELINE OUTDOOR WORLD	REPAIRS TO ROLLER DOORS AT HENRY ROAD UNITS	-264.00
EFT33650	19/05/2025	SIMPLY HEADSETS	IT EQUIPMENT	-1,071.00
EFT33651	19/05/2025	SWAN PROFESSIONAL SERVICES	CONSULTANCY SERVICES	-3,960.00
EFT33652	19/05/2025	SUNSET TAKEAWAY DINER	CATERING	-780.00
EFT33653	19/05/2025	STEWART & HEATON CLOTHING CO	UNIFORM/PPE FOR IRWIN AND TOWN BUSHFIRE BRIGADES	-4,462.14
EFT33654	19/05/2025	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	FIRST AID TRAINING COURSE	-170.00
EFT33655	19/05/2025	SUN CITY BATTERIES	BATTERIES AND SOLAR REGULATOR FOR AIRSTRIP LIGHTING	-401.40
EFT33656	19/05/2025	DONGARA IGA	MONTHLY CONSUMABLES	-563.24
EFT33657	19/05/2025	SUPAGAS PTY LIMITED	GAS CYLINDER YEARLY RENTAL CHARGES - HENRY ROAD & KENNEDY HEIGHTS	-693.00
EFT33658	19/05/2025	S MEARNS	REIMBURSEMENT	-185.94
EFT33659	19/05/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	-473.29
EFT33660	19/05/2025	T-QUIP	PARTS FOR SWEEPER	-1,206.00
EFT33661	19/05/2025	TRUCK CENTRE (WA) PTY LTD	PARTS FOR NISSAN PRIME MOVERS	-4,288.53
EFT33662	19/05/2025	VANGUARD PRINT	HOLIDAY PLANNER STORAGE AND TRANSPORT FEES	-261.00
EFT33663	19/05/2025	VIRTUAL GRAFFITI AUSTRALIA PTY LTD	FORTIANAYSER AND FORTIMANAGER LICENSE RENEWAL	-2,828.00
EFT33664	19/05/2025	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKET SALES	-1,209.33
EFT33665	19/05/2025	WA LOCAL GOVERNMENT ASSOCIATION - WALGA	ORGANISATIONAL TRAINING COURSE FEE	-12,792.69
EFT33666	19/05/2025	WELL DONE INTERNATIONAL	CALL CENTRE CHARGES	-634.28
EFT33667	19/05/2025	SYNERGY	VARIOUS ELECTRICITY CHARGES	-19,725.59
EFT33668	19/05/2025	WESTRAC EQUIPMENT	PARTS FOR CAT GRADER	-893.05
EFT33669	19/05/2025	WESTLINE CONTRACTING	LINE MARKING ON POINT LEANDER DRIVE	-6,380.00
EFT33670	19/05/2025	DB & MT WHYATT	LOADER HIRE FOR EMERGENCY RESPONSE	-577.50
EFT33671	19/05/2025	ZETTAGRID PTY LTD	REMOTE IT BACKUP COSTS	-4,759.35
EFT33672	19/05/2025	WINC AUSTRALIA PTY LTD	PRINTER CHARGES	-414.63
EFT33673	19/05/2025	AUSTRALIAN TAXATION OFFICE - BAS	BAS RECONCILIATION	-18,940.00
EFT33674	19/05/2025	LUMEN IT PTY LTD	CROWDSTRIKE SUBSCRIPTION RENEWAL	-24,377.21
EFT33675	19/05/2025	P MACHAKA	REIMBURSEMENT	-445.09
EFT33676	19/05/2025	WA RETURN RECYCLE RENEW LIMITED	COLLECTION BAGS FOR CDS	-400.00
EFT33677	22/05/2025	AUSTRALIAN TAXATION OFFICE	FRINGE BENEFIT TAX RETURN 2024/25	-19,116.86
32235	06/05/2025	DEPARTMENT OF TRANSPORT	SHIRE OF IRWIN NUMBER PLATES	-200.00
32236	15/05/2025	DEPARTMENT OF TRANSPORT	SHIRE OF IRWIN NUMBER PLATES	-200.00
DD23462.1	05/05/2025	TELSTRA AUSTRALIA	SATELLITE PHONE CHARGES	-110.00
DD23468.1	12/05/2025	TELSTRA AUSTRALIA	TELSTRA INTEGRATED MESSAGING	-485.01
DD23487.1	26/05/2025	TELSTRA AUSTRALIA	FREE WIFI DATA CHARGES	-90.00
DD23490.1	30/05/2025	TELSTRA AUSTRALIA	VARIOUS MOBILE & DATA CHARGES	-2,319.76
DD23460.1	05/05/2025	WA TREASURY CORPORATION	LOAN 99 - MEDICAL CENTRE	-44,623.21
DD23466.1	07/05/2025	WA TREASURY CORPORATION	LOAN 93 - RECREATION CENTRE	-20,727.35
CR050525	05/05/2025	NAB BUSINESS VISA	NAB BUSINESS VISA TRANSACTIONS INCLUDING IT LICENCE/S, SUBSCRIPTION/S, ACCOMMODATION, ADVERTISING, EQUIPMENT, AND REC CENTRE EXPENSES	-13,962.69
DD23493.1	16/05/2025	N-ABLE PTY LTD	N-ABLE MONTHLY IT CHARGES	-1,910.30
DD23464.1	05/05/2025	AUSTRALIAN PHONE COMPANY PTY LTD	VOIP PHONE CHARGES - MEDICAL CENTRE	-225.23
DD23483.1	15/05/2025	TELAIR PTY LTD	FIBRE - ETHERNET ACCESS	-1,054.90
DD23485.1	15/05/2025	TELAIR PTY LTD	MOBILE & DATA CHARGES	-1,394.01
DD23457.1	02/05/2025	AUSTRALIAN SUPER	SUPERANNUATION	-2,044.40
DD23457.2	02/05/2025	AWARE SUPER PTY LTD	SUPERANNUATION	-22,060.69

Shire of Irwin

List of Accounts paid May 2025 for presentation to the Council Meeting 24 June 2025

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
DD23457.3	02/05/2025	CBUS SUPER	SUPERANNUATION	-272.92
DD23457.4	02/05/2025	COLONIAL FIRST STATE FIRST CHOICE SUPER	SUPERANNUATION	-777.47
DD23457.5	02/05/2025	HOSTPLUS	SUPERANNUATION	-1,621.31
DD23457.6	02/05/2025	MERCER	SUPERANNUATION	-19.53
DD23478.1	16/05/2025	AUSTRALIAN SUPER	SUPERANNUATION	-2,009.40
DD23478.2	16/05/2025	AWARE SUPER PTY LTD	SUPERANNUATION	-22,015.37
DD23478.3	16/05/2025	CBUS SUPER	SUPERANNUATION	-249.33
DD23478.4	16/05/2025	COLONIAL FIRST STATE FIRST CHOICE SUPER	SUPERANNUATION	-767.59
DD23478.5	16/05/2025	HOSTPLUS	SUPERANNUATION	-1,713.43
DD23478.6	16/05/2025	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-1,045.25
DD23491.1	30/05/2025	AUSTRALIAN SUPER	SUPERANNUATION	-2,106.75
DD23491.2	30/05/2025	AWARE SUPER PTY LTD	SUPERANNUATION	-21,648.19
DD23491.3	30/05/2025	CBUS SUPER	SUPERANNUATION	-263.84
DD23491.4	30/05/2025	COLONIAL FIRST STATE FIRST CHOICE SUPER	SUPERANNUATION	-897.48
DD23491.5	30/05/2025	HOSTPLUS	SUPERANNUATION	-1,714.17
DD23491.6	30/05/2025	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-939.31
				-737,552.12

Sundry Creditors as at 31/05/2025 **172,236.09**

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

13 June 2025

DATE

Shane Ivers
Chief Executive Officer

Shire of Irwin

Corporate Credit Card Expenditure - Payment Reference CR050525

S.IVERS CREDIT CARD EXPENSES

Date	Payee	Description	Amount
03/04/2025	Google Cloud	IT - Subscription	$ 151.53
07/04/2025	Garmin	Subscription	$ 50.00
07/04/2025	JAMF Software	IT - Subscription	$ 399.36
08/04/2025	Spotify	Rec Centre Gym Music	$ 13.99
16/04/2025	Cable Chick	IT - Equipment	$ 51.80
16/04/2025	Links Modular	Program - Rec Centre	$ 283.01
22/04/2025	Apple	IT - Subscription	$ 1.49
22/04/2025	Seek	Advertising	$ 511.50
23/04/2025	UBIQUITI	IT - Subscription	$ 49.00
29/04/2025	Hotel at Booking.com	Accommodation	$ 176.00
29/04/2025	Ampol Northlands	Fuel	$ 147.76
29/04/2025	NAB	Card Fee	$ 9.00
			$ 1,844.44

P.MACHAKA CREDIT CARD EXPENSES

Date	Payee	Description	
31/03/2025	Microsoft	Licence/s	$ 143.76
03/04/2025	GO Fax Pty Ltd	E-Fax Service - Medical Centre	$ 15.00
03/04/2025	Amazon Web Services	Web Hosting	$ 2,256.21
03/04/2025	Auvik Networks	Network Management	$ 540.75
07/04/2025	Microsoft	Licence/s	$ 29.57
07/04/2025	Zoom	IT - Subscription	$ 1,711.02
11/04/2025	SSL.Com	IT - Subscription	$ 25.85
11/04/2025	Microsoft	Licence/s	$ 1,546.72
11/04/2025	Microsoft	Licence/s	-$ 42.37
14/04/2025	Microsoft	Licence/s	$ 33.00
14/04/2025	Microsoft	Licence/s	$ 13.20
14/04/2025	Kinta	Gym Equipment	$ 280.00
14/04/2025	Microsoft	Licence/s	$ 271.59
14/04/2025	Microsoft	Licence/s	$ 187.44
28/04/2025	GO Fax Pty Ltd	E-Fax Service - Medical Centre	$ 15.00
28/04/2025	Kalbarri Grocery Pty Ltd	Fuel	$ 69.36
28/04/2025	Dropbox	IT - Subscription	$ 283.25
28/04/2025	CodeTwo	IT - Subscription	$ 128.77
29/04/2025	NAB	Card Fee	$ 9.00
			$ 7,517.12

S.STUBBS CREDIT CARD EXPENSES

Date	Payee	Description	Amount
03/04/2025	Apple	IT - Subscription	$ 9.99
07/04/2025	Jason Signmakers	Vehicle Magnets	$ 53.79
08/04/2025	Centre Break Beach	Meal	$ 40.88
14/04/2025	Carnamah Roadhouse	Meal	$ 20.50
16/04/2025	Dynamite Bay Takeaway	Meal	$ 23.80
17/04/2025	Truckline	Equipment	$ 3,191.48
17/04/2025	Sydney Tools	Equipment	$ 293.20
22/04/2025	Total Tools Online	Equipment	$ 957.00
28/04/2025	Apple	IT - Subscription	$ 1.49
29/04/2025	NAB	Card Fee	$ 9.00
			$ 4,601.13

TOTAL PAYMENT TO CORPORATE CREDIT CARD ACCOUNT $ 13,962.69

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

24 June 2025

Item FIN 02-06/25
Monthly Financial Statements
April 2025

SHIRE OF IRWIN

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 April 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF IRWIN

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 APRIL 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 CHARGEES
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 30 APRIL 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. S
	$	$	$	$	$	%		
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	6,947,367	6,928,872	(18,495)	(0%)	▼	
Operating Grants, Subsidies and Contributions	689,110	580,224	332,107	322,380	(9,727)	(3%)	▼	
Fees and Charges	2,568,150	2,570,089	2,309,641	2,351,579	41,938	2%	▲	
Interest Earnings	232,050	237,948	199,751	219,885	20,134	10%	▲	S
Other Revenue	267,000	278,083	224,119	222,793	(1,326)	(1%)	▼	
Profit on Disposal of Assets	137,263	155,127	95,427	110,999	15,573	16%	▲	S
	10,875,512	**10,773,513**	**10,108,412**	**10,156,509**				
Expenditure from operating activities								
Employee Costs	(4,161,974)	(4,168,766)	(3,397,775)	(3,640,968)	(243,193)	(7%)	▼	
Materials and Contracts	(3,367,490)	(3,404,657)	(2,955,980)	(3,028,384)	(72,404)	(2%)	▼	
Utility Charges	(531,371)	(543,265)	(472,884)	(460,715)	12,169	3%	▲	
Depreciation on Non-Current Assets	(4,850,548)	(5,067,159)	(4,222,510)	(4,177,121)	45,389	1%	▲	
Interest Expenses	(298,120)	(264,370)	(185,694)	(171,084)	14,610	8%	▲	
Insurance Expenses	(278,228)	(278,228)	(267,834)	(286,676)	(18,842)	(7%)	▼	
Other Expenditure	(188,728)	(171,013)	(134,874)	(137,128)	(2,254)	(2%)	▼	
Loss on Disposal of Assets	0	(14,289)	(14,288)	(19,316)	(5,028)	(35%)	▼	
	(13,676,459)	**(13,911,747)**	**(11,651,839)**	**(11,921,393)**				
Operating activities excluded from budget								
Add back Depreciation	4,850,548	5,067,159	4,222,510	**4,177,121**	(45,389)	(1%)	▼	
Adjust (Profit)/Loss on Asset Disposal	(137,263)	(140,838)	(81,139)	**(91,683)**	(10,545)	(13%)	▼	S
Movement in Leave Reserve (Added Back)	7,284	7,284	6,070	**6,852**	782	13%	▲	
Amount attributable to operating activities	**1,919,622**	**1,795,371**	**2,604,014**	**2,327,405**				
Investing activities								
Non-Operating Grants, Subsidies and Contributions	5,615,137	6,333,305	514,463	**528,313**	13,850	3%	▲	
Proceeds from Disposal of Assets	176,263	179,197	113,027	**124,272**	11,245	10%	▲	
Land and Buildings	(415,000)	(392,480)	(64,217)	**(59,943)**	4,274	7%	▲	
Plant and Equipment	(372,199)	(401,204)	(388,534)	**(384,192)**	4,342	1%	▲	
Furniture and Equipment	(29,650)	(25,444)	(27,454)	**(25,444)**	2,010	7%	▲	
Infrastructure Assets - Roads	(2,210,092)	(2,046,732)	(1,471,117)	**(1,433,821)**	37,296	3%	▲	
Infrastructure Assets - Other	(5,434,500)	(6,413,068)	(325,502)	**(292,099)**	33,403	10%	▲	S
Amount attributable to investing activities	**(2,670,041)**	**(2,766,426)**	**(1,649,334)**	**(1,542,913)**				
Financing Activities								
Proceeds from New Debentures	1,500,000	1,500,000	0	**0**	0			
Repayment of Debentures	(899,910)	(839,697)	(754,206)	**(693,637)**	60,569	8%	▲	
Repayment of Lease Financing	(34,370)	(34,370)	(28,630)	**(31,446)**	(2,816)	(10%)	▼	
Self-Supporting Loan Principal	58,625	58,625	34,698	**34,699**	1	(0%)	▲	
Transfer from Restricted Cash - Other	20,000	20,000	0	**0**	0			
Transfer from Reserves	325,000	352,317	0	**0**	0			
Transfer to Reserves	(55,086)	(55,086)	(45,880)	**(50,903)**	(5,023)	(11%)	▲	s
Amount attributable to financing activities	**914,259**	**1,001,790**	**(794,018)**	**(741,288)**				
Closing Funding Surplus (Deficit)	**4,756**	**(335,546)**	**(205,619)**	**(323,076)**				

▲▼ 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 30 April 2025

	30-Jun-24	30-Apr-25
	$	$
CURRENT ASSETS		
Cash and cash equivalents	2,541,970	3,281,911
Trade and other receivables	940,804	388,808
Other financial assets	44,571	9,873
Inventories	35,881	35,881
TOTAL CURRENT ASSETS	3,567,742	3,716,473
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	41,080,360
Infrastructure	64,120,607	62,889,098
Right-of-use assets	179,698	147,242
TOTAL NON-CURRENT ASSETS	106,463,143	104,510,123
TOTAL ASSETS	110,030,885	108,226,596
CURRENT LIABILITIES		
Trade and other payables	857,014	439,829
Other liabilities	778,116	1,257,084
Lease liabilities	34,370	2,924
Borrowings	828,529	134,892
Employee related provisions	793,228	793,228
TOTAL CURRENT LIABILITIES	3,291,257	2,627,957
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	7,825,302
NET ASSETS	**101,542,283**	**100,401,294**
EQUITY		
Retained surplus	36,701,393	35,413,919
Reserve accounts	1,295,984	1,346,888
Revaluation surplus	63,640,487	63,640,487
TOTAL EQUITY	**101,637,864**	**100,401,294**

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

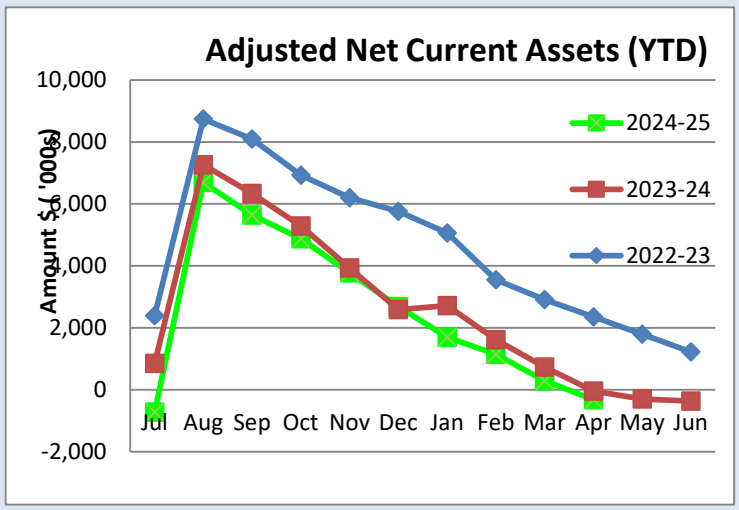
OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS

Adjusted Net Current Assets	Last Years Closing 30/06/2024	This Time Last Year 30/04/2024	Year to Date Actual 30/04/2025
	$	$	$
Current Assets			
Cash Unrestricted	625,990	1,001,583	1,316,176
Cash Restricted - Reserves	1,295,984	1,662,138	1,346,888
Cash Restricted - General	373,935	373,935	373,935
Cash Restricted - Bonds & Deposits	246,060	330,599	244,911
Receivables - Rates	680,265	466,798	136,851
Receivables - Other	344,016	326,439	261,830
Inventories	35,881	32,618	35,881
	3,602,131	4,194,110	3,716,473
Less: Current Liabilities			
Payables	(610,954)	(145,485)	(194,917)
Contract Liabilities	(746,785)	(1,162,361)	(1,225,753)
Financial Liabilities	(31,331)	(31,331)	(31,331)
Bonds & Deposits	(246,060)	(330,599)	(244,911)
Loan and Lease Liability	(862,899)	(130,171)	(137,816)
Provisions	(793,228)	(705,081)	(793,228)
	(3,291,257)	(2,505,027)	(2,627,957)
Less: Cash Reserves	(1,295,984)	(1,662,138)	(1,346,888)
Add Back: Component of Leave Liability not Required to be funded	174,437	173,685	181,289
Add Back: Loan and Lease Liability	862,899	130,171	137,816
Less : Loan Receivable - clubs/institutions	(44,571)	0	(9,873)
Less : Restricted Cash General	(373,935)	(373,935)	(373,935)
Net Current Funding Position	**(366,280)**	**(43,134)**	**(323,075)**

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting polices 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)
-$0.323M

Last Year YTD Surplus(Deficit)
-$0.043M

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Receivables - Rates & Rubbish	30 June 2024	30 Apr 25
	$	$
Opening Arrears Previous Years	373,069	726,082
Levied this year	7,200,649	7,928,352
Less Collections to date	(6,847,637)	(8,471,766)
Equals Current Outstanding	726,082	182,668
Net Rates Collectable	**726,082**	**182,668**
% Collected	90.41%	97.89%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Receivables - General	79,701	6,511	6,822	82,912	175,946
Percentage	45%	4%	4%	47%	
Balance per Trial Balance					
Sundry Debtors					135,512
Receivables - Other					126,318
Total Receivables General Outstanding					**261,830**

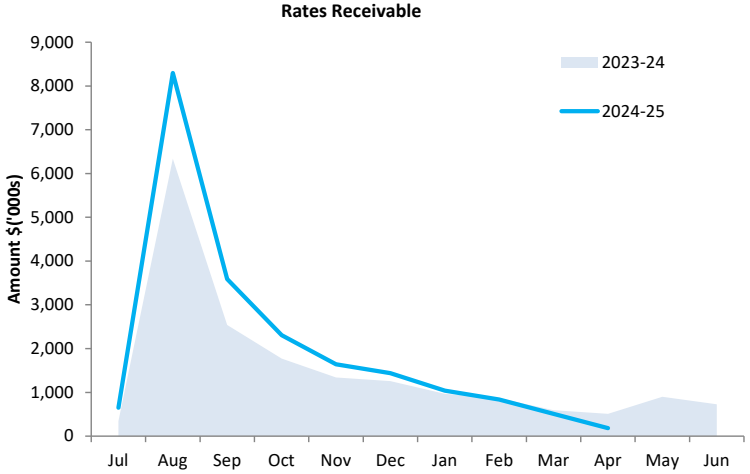
Amounts shown above include GST (where applicable)

KEY INFORMATION

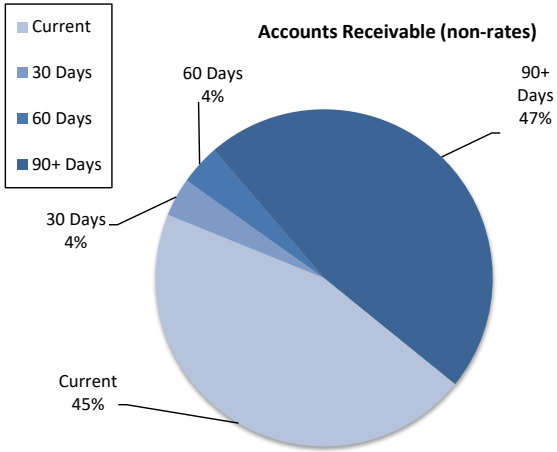
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



Collected	Rates Due
98%	$182,668



Debtors Due
$261,830

Over 30 Days
55%

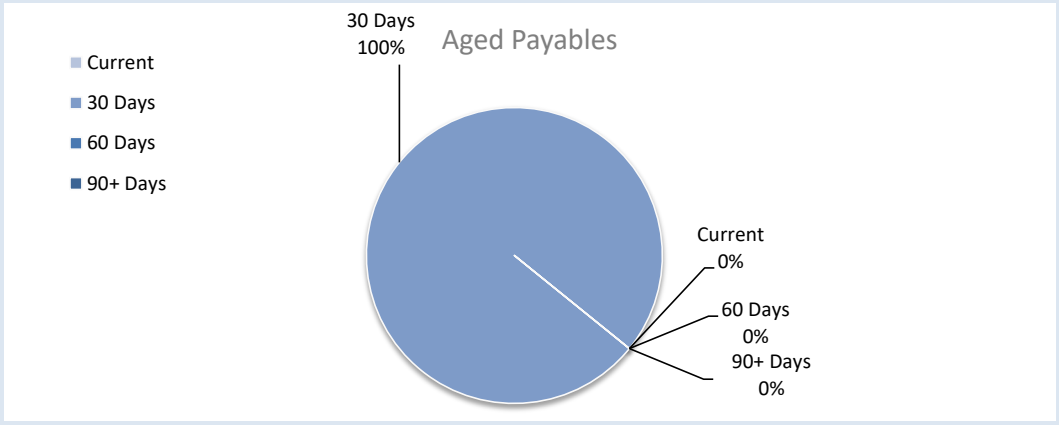
Over 90 Days
47%

OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Payables (Sundry Creditors) - General	0	670	0	0	670
Percentage	0%	100%	0%	0%	
Balance per Trial Balance					
Sundry creditors - General					0
Other creditors					131,637
ATO liabilities					63,280
Financial liabilities (Developer Contributions)					31,331
Total Payables General Outstanding					**226,248**
Amounts shown above include GST (where applicable)					

KEY INFORMATION

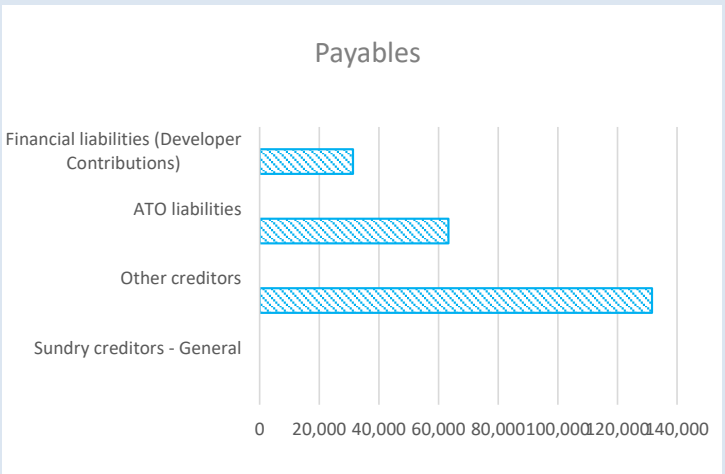
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are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

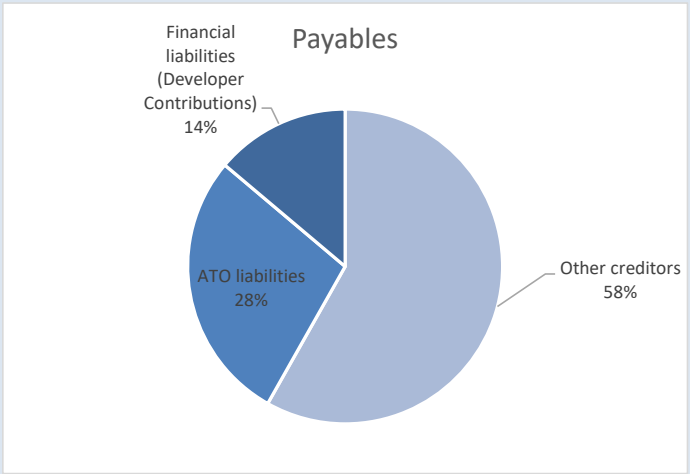


Creditors Due
$226,248

Over 30 Days
100%

Over 90 Days
0%





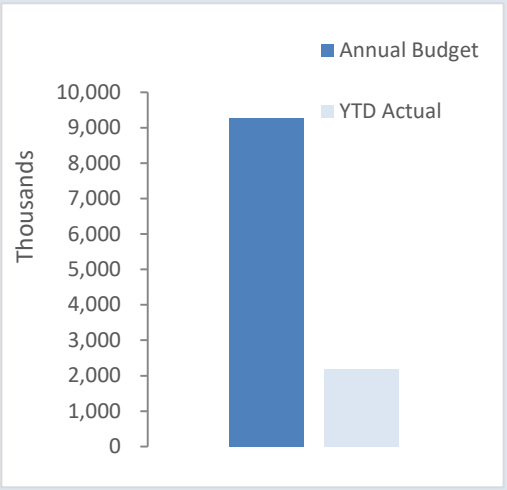
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted Annual Budget	YTD Budget	Amended Annual Budget	YTD Actual Total	YTD Budget Variance
	$	$	$	$	$
Land Held for Resale	0	0	0	**0**	0
Land and Buildings	415,000	64,217	392,480	**59,943**	(4,274)
Plant and Equipment	372,199	388,534	401,204	**384,192**	(4,342)
Furniture and Equipment	29,650	27,454	25,444	**25,444**	(2,010)
Infrastructure Assets - Roads	2,210,092	1,471,117	2,046,732	**1,433,821**	(37,296)
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	325,502	6,413,068	**292,099**	(33,403)
Capital Expenditure Totals	8,461,441	2,276,824	9,278,928	**2,195,498**	(81,326)
Capital acquisitions funded by:					
	$	$	$	$	$
Capital Grants and Contributions	5,615,137	514,463	6,333,305	**528,313**	13,850
Borrowings	1,500,000	0	1,500,000	**0**	0
Other (Disposals & C/Fwd)	176,263	113,027	179,197	**124,272**	11,245
Council contribution - Cash Backed Reserves					
Various Reserves		0	350,000	**0**	0
Council contribution - operations		**1,649,334**	**916,426**	**1,542,913**	(106,421)
Capital Funding Total		**2,276,824**	**9,278,928**	**2,195,498**	**(81,326)**

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	$2.2 M	24%

Capital Grant	Annual Budget	YTD Actual	% Received
	$6.33 M	$.53 M	8%

SHIRE OF IRWIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Expenditure Total
Level of Completion Indicators
- 0%
- 20%
- 40%
- 60%
- 80%
- 100%
- Over 100%

Percentage YTD Actual to Annual Budget

Expenditure over budget highlighted in red.

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

% of Completion	Assets	Account Number	Balance Sheet Category	Job Number	Adopted Annual Budget	Amended Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
					$	$	$	$	$
	Buildings								
	Housing								
1.00	BUILDING - THE VILLAGE - RENEWAL	2584	1311	CJ02	(6,500)	(6,980)	(5,810)	(6,980)	(1,170)
0.90	MORETON TERRACE DEVELOPMENT	2585	1311	CJ169	(25,000)	(25,000)	(4,164)	(22,500)	(18,336)
	Total - Housing				**(31,500)**	**(31,980)**	**(9,974)**	**(29,480)**	**(19,506)**
	Community Amenities								
0.71	TRANSFER STATION GATEHOUSE	1944	1311	CJ137	(17,500)	(17,500)	(7,290)	(12,369)	(5,079)
	Total - Community Amenities				**(17,500)**	**(17,500)**	**(7,290)**	**(12,369)**	**(5,079)**
	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)	(1,660)	(1,570)	90
	Total - Recreation And Culture				**(366,000)**	**(343,000)**	**(22,997)**	**(18,094)**	**4,904**
0.15	**Total - Buildings**				**(415,000)**	**(392,480)**	**(40,261)**	**(59,943)**	**(19,682)**
	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)	(1,650)	(1,980)	(330)
0.69	FIREBREAK MANAGEMENT SYSTEM	0784	1312	CJ159	(21,000)	(21,000)	(14,500)	(14,500)	0
	Total - Fire Prevention				**(36,593)**	**(19,272)**	**(33,442)**	**(25,772)**	**7,670**
	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
0.93	MECHANIC EQUIPMENT	4734	1312	CJ170	(35,000)	(35,000)	(43,740)	(32,489)	11,251
	Total - Other Property & Services				**(35,000)**	**(127,532)**	**(136,272)**	**(125,021)**	**11,251**
1.27	**Total - Plant & Equipment**				**(372,199)**	**(302,144)**	**(403,114)**	**(384,192)**	**18,922**
	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)	(8,180)	(9,842)	(1,662)
1.00	R2R - WATER SUPPLY ROAD -SLK 0.00 - 0.000 6KM	6634	1317	CJ134	0	0	0	(1,467)	(1,467)
1.10	RRG GRANT - MT ADAMS ROAD - SLK 0.0 - SLK 12.0KM	6644	1317	CJ131	(663,612)	(633,439)	(527,850)	(699,363)	(171,513)
1.00	MOUNT HORNER WEST ROAD -SLK 0.00 - 0.000 8KM	6644	1317	CJ132	0	0	0	(3,768)	(3,768)
1.01	PIGGERY LANE -SLK 0.00 - 0.000 4KM	6644	1317	CJ135	(131,397)	(96,919)	(80,750)	(98,203)	(17,453)
0.25	VEGETATION PROGRAM	6644	1317	CJ136	(187,058)	(187,058)	(155,870)	(46,667)	109,203
0.23	ALLANOOKA SLK 0 - 8K	6614	1317	CJ166	(22,561)	(88,658)	(73,870)	(20,708)	53,162
0.88	RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SLK 3	6674	1317	CJ138	(326,423)	(564,000)	(498,000)	(498,139)	(139)
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)	(72,043)	(4,459)	67,584
0.81	GRANNY'S BEACH ROUNDABOUT	6754	1317	CJ167	0	(26,698)	(24,554)	(21,698)	2,856
	Total - Transport				**(2,210,092)**	**(2,046,732)**	**(1,471,117)**	**(1,433,821)**	**37,296**
0.70	**Total - Roads**				**(2,210,092)**	**(2,046,732)**	**(1,471,117)**	**(1,433,821)**	**37,296**
	Infrastructure - Other								
	Law, Order & Public Safety								
1.00	WATER TANK, PUMP & BORE @ MT ADAMS	9733	1318	CJ127	0	0	0	(2,230)	(2,230)

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Expenditure Total
Level of Completion Indicators

- 0%
- 20%
- 40%
- 60%
- 80%
- 100%
- Over 100%

Percentage YTD Actual to Annual Budget

Expenditure over budget highlighted in red.

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

% of Completion	Assets	Account Number	Balance Sheet Category	Job Number	Adopted Annual Budget	Amended Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
					$	$	$	$	$
	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
1.28	TWO HENRY ROAD - LANDSCAPING	2585	1318	CJ113	(18,000)	(10,000)	(8,330)	(12,763)	(4,433)
	Total - Housing				**(28,000)**	**(10,000)**	**(8,330)**	**(12,763)**	**(4,433)**
	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								
0.92	SURF BEACH STABILISATION	8054	1318	CJ87	(6,500)	(7,410)	(6,170)	(6,819)	(649)
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)	(12,660)	(15,200)	(2,540)
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)**	**(58,940)**	**(62,129)**	**(3,189)**
	Transport								
1.00	SIGNAGE RENEWAL - TOWN & RURAL	6794	1318	CJ111	0	0	0	(407)	(407)
0.83	TECHNICAL STUDIES - INFRASTRUCTURE RENEWAL	6794	1318	CJ112	(30,000)	(42,360)	(19,000)	(35,113)	(16,113)
0.42	MILO CROSSING UPGRADE	6794	1318	CJ124	(350,000)	(350,000)	(206,244)	(146,594)	59,650
	Total - Transport				**(380,000)**	**(392,360)**	**(225,244)**	**(182,114)**	**43,130**
	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)**
0.05	**Total - Infrastructure - Other**				**(5,434,500)**	**(6,413,068)**	**(325,502)**	**(292,099)**	**33,403**
0.24	**Grand Total**				**(8,461,441)**	**(9,179,868)**	**(2,265,438)**	**(2,195,498)**	**69,940**

NOTE 15
EXPLANATION OF SIGNIFICANT VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2024/25 year is $10,000 and 10%.

	Var. $	Var. %	Var. ▲▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
Interest Earnings	20,134	10%	▲	S	Permanent	High interest rates have resulted in favourable Interest Earnings.
Profit on Disposal of Assets	15,573	16%	▲	S	Timing	Profit on Disposal of Assets has exceeded ytd budget by $15.6k. This is a timing difference which is expected to reduce by the end of the financial year.
Investing Activities						
Proceeds from Disposal of Assets	11,245	100%	▲		Timing	A timing difference of $11.2k or 10% is reflected within Proceeds from Disposal of Asset.
Infrastructure Assets - Other	33,403	10%	▲	S	Permanent	Some works within Infrastructure Assets - Other have not progressed as anticipated and will be carried forward into 2025/26 financial year.

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

24 June 2025

Item DEV 01-06/25
Development Delegated and Authorised Authority Report

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

May 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	Manager Development	1 May 2025	Granted	Shed	Lot 200 (No. 22) Bonniefield Road East, Bonniefield
		5 May 2025	Granted	Dwelling and Retaining Wall	Lot 132 Bottlebrush Cove, Springfield
		5 May 2025	Granted	Demolition (Verandah)	Lot 7 (No. 6) Moreton Terrace, Dongara
		6 May 2025	Granted	Farm Shed and Water Tanks	Lot 1496 (No. 31104) Brand Highway, Bonniefield
		6 May 2025	Granted	Dwelling	Lot 35 (No. 235) St. Dominics Road, Springfield
		8 May 2025	Granted	Dwelling, Shed and Retaining Wall	Lot 772 (No. 34) Retreat Boulevard, Port Denison
		9 May 2025	Granted	Retaining Wall	Lot 351 (No. 1) Emily Way, Dongara
		12 May 2025	Granted	Demolition (Dwelling)	Lot 317 (No. 21) Carnarvon Street, Port Denison
		14 May 2025	Granted	Shed	Lot 4 (No. 8) Cuff Way, Port Denison
		20 May 2025	Refused	Ancillary Dwelling	Lot 3 (No. 181) Springfield Drive, Springfield
		21 May 2025	Granted	Garage	Lot 6 (No. 20) Armstrong Street, Dongara
		21 May 2025	Granted	Shed	Lot 10986 Brand Highway, Arrowsmith
Single House Application	Manager Development	9 May 2025	Granted	Single House (Amended Plans)	Lot 317 (No. 21) Carnarvon Street, Port Denison
		9 May 2025	Granted	Single House (Outbuilding)	Lot 780 (No. 52) Seahorse Loop, Port Denison
		19 May 2025	Granted	Single House	Lot 575 (No. 103) North Shore Drive, Dongara
		21 May 2025	Granted	Single House (Site Works)	Lot 12 (No. 26) Hunts Road, Dongara
		23 May 2025	Granted	Single House (Outbuilding)	Lot 488 (No. 16) Plester Street, Port Denison
		26 May 2025	Granted	Single House (Additions)	Lot 75 (No. 2) Reserve Street, Dongara
Development Approval	Manager Development	6 May 2025	Granted	Telecommunications Infrastructure (Amended Plans)	Lot 10289 (No. 3842) Allanooka Springs Road, Mount Horner
		9 May 2025	Granted	Museum (Storage Shed)	Lot 80 (No. 5) Waldeck Street, Dongara
		12 May 2025	Granted	Industry – Extractive	Lot 412 (No. 199) Ellery Road, Yardarino
		23 May 2025	Granted	Holiday Accommodation	Lot 129 (No. 235) Ocean Drive, Port Denison
		29 May 2025	Granted	Holiday Accommodation	Lot 12 (No. 140) Point Leander Drive, Port Denison

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

24 June 2025

Item DEV 02-06/25
Attachment 1
Draft Local Planning Scheme

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Draft Shire of Irwin Local Planning Strategy

Our Brilliant Future

July 2024 | 21-014

element.

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The Shire of Irwin Local Planning Strategy certified for advertising on:_____

Signed for and on behalf of the Western Australian Planning Commission

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An officer of the Commission duly authorised by the Commission
(pursuant to the Planning and Development Act 2005)

Date:_____

SUBMITTED FOR APPROVAL

Supported for submission to the Western Australian Planning Commission for endorsement by resolution of the Shire of Irwin at the Ordinary Meeting of Council held on:_____

_____
Shire President

_____
Chief Executive Officer

Date:_____

ENDORSEMENT OF LOCAL PLANNING STRATEGY

Endorsed by the Western Australian Planning Commission on

_____
An officer of the Commission duly authorised by the Commission
(pursuant to the Planning and Development Act 2005)

Date:_____

Executive Summary

Where have we been?

Since the adoption of the Shire's previous Local Planning Strategy in 2017:

Population growth

By 111 persons

Aging population

Median age has increased from 40 to 53

Tourism growth

COVID-19 lasting influence of domestic exploration

Key project completions

Moreton Tce upgrades
Surf Beach coastal works
Henry Rd independent living units

Strategy development

Walking trail masterplan
Coastal management plan
Port Denison foreshore masterplan

Energy sector

Transformational growth in renewables

Where are we going?

A safe place to live, an exciting place to visit and a progressive place to work

Local Planning Strategy 2023 - 2038 will:

Alignment

Support implementation of Strategic Community Plan

Investment in industry

Renewable energy industry, road connections and infrastructure to support up to 9.7ha of additional industrial land

Protect

Environmentally significant areas

Dwelling growth

Up to 1,000 additional homes within a 5km growth band, sustainable living opportunities

Retail & commercial

Up to 7,200sqm of additional retail and 1,600sqm of additional commercial space

Centres

Redefine industrial and commercial areas, and protect the character of town centres

Purpose of the Local Planning Strategy

10-to-15-year horizon

Coordinate development across the Shire

Future proofing

Attract and future proof the Shire's growth opportunities

Agile

Optimise the Shire's ability to act quickly when new growth opportunities arise

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Part 1 – Strategy

MOTEL

1. Introduction

The Shire of Irwin Local Planning Strategy (the Strategy) comprises:

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

The Strategy applies to the area shown in Figure 1 – Local Planning Strategy Map.

This Strategy comes into operation on the day on which it is endorsed by the Western Australian Planning Commission (WAPC) and revokes the Shire's preceding local planning strategy, endorsed by the WAPC on 3 August 2017.

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

a. set out the long-term planning directions for the local government;
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.

The Strategy forms the strategic basis for the preparation and implementation of a new Shire of Irwin Local Planning Scheme No. 6 (LPS 6).

The following information supports the Strategy:

- **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 form 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.

2. Vision

The Shire of Irwin has a vision to:

"Provide a safe place to live, an exciting place to visit and a progressive place to work."

This vison underpins the Strategy's 10 to 15-year horizon for how land use change and development will occur within the Shire of Irwin. It is consistent with and represents the land use planning and development response to the Shire's Strategic Community Plan 2021 – 2031 (SCP) but recognises that any community aspirations for future land use change and development is balanced with the requirements of planning legislation and policy.

The Strategy is aligned with the Shire's SCP which articulates the following community vision and objectives:

Our Brilliant Future:

- Safe, inclusive, and growing community, where families thrive;
- Great place for business, where local jobs are plentiful;
- Globally connected with local charm and a relaxed lifestyle;
- Pride in the presentation of our towns; and
- Stunning nature and heritage, accessible for locals and visitors to experience.

Objectives

- A friendly, safe and inclusive community enjoying a high quality lifestyle;
- A prosperous and diverse economy;
- Custodianship of our natural and built environment; and
- Leading the community with engaged and progressive governance.

Table 1 identifies the key SCP land use planning aspirations and how they align with the land use principles of the Strategy.

Table 1. Strategic Community Plan aspirations and local planning strategy principles

SCP Outcomes and Strategies	LPS Principles
• Advocate for retention of existing and enhanced facilities and health and social support services; • Recognise places of cultural and heritage value; • Partner with and advocate on behalf of commerce and industry to improve local infrastructure and services; • Ensure adequate and appropriately zoned land to support commerce and industry; • Leverage opportunity and investment, and promote retail development; • Prepare cutting edge land use strategies to guide future development; and • Prepare for and manage natural disasters and environmental risks.	• Urban growth is consolidated within and close to existing town centres with access to community facilities and areas of cultural heritage value; • Recognise the strategic opportunity for new industries, including the facilitation of strategic green energy industry investment and commercial support, with planned transportation and infrastructure connections; • Facilitate employment and economic growth opportunities by protecting agricultural land and providing land suitable for retail, commercial, and tourism. • Coastal and river management strategies being reflected in key planning directions.

The Strategy provides for the expression of how broader State planning requirements can be applied and ultimately implemented at a local level.

3. Planning Issues/Opportunities

3.1 Overview

Consistent with the State Planning Framework, planning issues of relevance to the Shire are presented under the following themes and cross referenced to the SCP'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 outlines what is proposed and how it is to be undertaken, the rationale and the estimated timeframe for implementation.

3.2 Community, Urban Growth and Settlement

"A friendly, safe and inclusive community enjoying a high quality lifestyle"

Dongara and Port Denison are the principal urban centres of the Shire. Future urban infill and expansion should be consolidated within these townsites to make best use of existing infrastructure, community facilities and other urban amenities. Diversity in housing supply, including short-term and workforce accommodation, need to be planned for in anticipation of emerging major energy projects. Built form, character and cultural heritage, among other things, should be considered during the planning and development of urban growth.

Table 2. Community, Urban Growth and Settlement – Planning Directions and Actions

Planning Direction	Action	Rationale	Timeframe
3.2.1 Housing			
1. Consolidate the urban footprint and housing activity by encouraging development in existing (or identified) residential areas. 2. Provide a range of residential densities, housing choice and compatible uses that are suitable for local conditions.	A. Identify an urban growth boundary around the Dongara and Port Denison townsites that will cater for an expected population of around 5,000 persons. B. Review the zoning of areas that require the coordination of subdivision and development for inclusion in a development zone. C. Review R-Code densities (in particular the R12.5 and R15 densities) and investigate a split R-Coding for infill land that is not sewered. D. Allow discretion to permit a range of non-residential development (including workforce accommodation) within residential areas that is compatible with the desired future character of the area.	Infill or expansion within the consolidated area presents the most efficient use of existing and planned infrastructure. Increasing R-Code densities can incentivise infill opportunities. Workforce accommodation is critical and may be required within a very short timeframe to enable onboarding of emerging industries of State and regional importance.	Short – Medium term

Planning Direction	Action	Rationale	Timeframe
3.2.2 Built Form And Character			
3. Retain and build upon the character and atmosphere of the Dongara town centre.	E. Review the Dongara Town Centre Precinct Plan and incorporate into the local planning framework.	The local community has a desire to retain and protect the 'country town' and historic ambience of the Dongara town centre.	Short term
3.2.3 Cultural Heritage			
4. Ensure the recognition and protection of places that are of cultural heritage significance and worthy of built heritage conservation.	F. Finalise the review of the local heritage survey to be used as the basis for the heritage list in the Scheme.	The Shire is rich in cultural heritage that makes Dongara, Port Denison and the Shire unique.	Short term
3.2.4 Rural Living			
5. Ensure that rural living areas do not further encroach into rural land.	G. Limit the zoning of rural living areas (both rural smallholdings and rural residential) to those identified in the Strategy. H. Adopt a consistent 15ha minimum lot size for the rural smallholdings zone.	Rural living is a land use and form of settlement that adds to the sense of place in regional areas.	Short term
3.2.5 Public Open Space And Community Facilities			
6. Recognise the differences in functionality of public open space areas. 7. Plan for a district level recreational 'hub' to cater for future recreational needs. 8. Ensure that existing and planned community facilities are easily accessible and meet the needs of the community. 9. Facilitate site identification of a southern school site when demand warrants.	I. Implement the land use planning recommendations of the Public Open Space Strategy and the Port Denison Foreshore Masterplan. J. Identify public open space as reserves for Public Open Space, Environmental Conservation or Foreshore based on their primary function. K. Ensure community facilities can be appropriately developed in various zones.	The Shire has a strong sporting culture built on access to a wide variety of quality community, sporting and recreational facilities and activities. Anticipated future growth is likely to demand greater access to public open space and community infrastructure. Consolidation of recreation facilities will help create a well-utilised, multi-purpose and cost-effective sporting and recreation precinct.	Short, Medium and Long term

3.3 Economy and Employment

"A prosperous and diverse economy"

Light and general industrial activity is primarily concentrated near the Dongara townsite while larger-scale energy industries are dispersed throughout the south-eastern portion of the Shire. Currently there is approximately 16 hectares of industrial land, which is anticipated to grow in demand up to over 26 hectares by 2031 under a high-growth scenario. Demand for industrial land should be monitored to ensure that any future spikes in demand from large-scale major energy projects are captured and addressed.

Retail and commercial activity is located within the townsites of Dongara (primary) and Port Denison, with a small local centre located between the two centres on Point Leader drive. Currently there is approximately 1.45 hectares of retail and commercial land located within these activity centres, which is anticipated to grow in demand up to 2.33 hectares by 2031 under a high-growth scenario.

Table 3. Economy and Employment – Planning Directions and Actions

Planning Direction	Action	Rationale	Timeframe
3.3.1 Activity Centres			
1. Ensure an adequate supply of commercial land to meet demand within a clearly defined centre hierarchy. 2. Ensure the Dongara town centre remains the primary activity centre.	A. Consolidate the centre located along Point Leander Drive and zone as a neighbourhood centre. B. Implement the land use planning recommendations from the Dongara Town Centre Revitalisation Plan.	Forecasting indicates there may be demand for increased commercial and retail land as major energy sector projects progress.	Short – Medium term
3.3.2 Industry			
3. Ensure an adequate supply of industrial land. 4. Facilitate an agile planning framework that supports the timely on-boarding of emerging energy industries including renewables.	C. Implement the land use planning recommendations of the Industrial Land Use Strategy. D. Restrict caretaker's dwellings to light industrial land only. E. Review the permissibility of uses in the established marine industry area off Duval Street, Port Denison to reduce potential conflict with the surrounding residences (long term this area could transition into residential). F. Consolidate the marine industry area to south of Russ Street.	Consultation with key industry stakeholders indicate there is a demand for extensive industrial land with ease of access to major freight routes, with a number of major projects in the pipeline. The State Government is driving investment into green energy solutions and the regional economy.	Short – Medium term
3.3.3 Tourism			
5. To provide opportunities for a wide range of tourism land uses to operate within the Shire.	G. Include a tourism zone for sites considered to be of a strategic nature. H. Accommodate land use flexibility for tourism accommodation and other compatible uses across a range of zones. I. Ensure caravan parks retain an adequate supply of caravan and camping sites. J. Review the planning reforms for Short-Term Rental Accommodation.	There have been substantial changes in travel patterns which have seen a shift towards more domestic tourism demand and eco-tourism offerings. Holiday homes are reducing the availability of long-term rental accommodation and need to be controlled in residential areas.	Short term
3.3.4 Agriculture			
6. Protect rural land from incompatible land uses. 7. Enable compatible land uses in recognition that rural land also accommodates significant environmental assets and natural land scape values.	K. Adopt a general presumption against subdivision of rural land in accordance with WAPC policy. L. Limit the expansion of rural living areas (both rural smallholdings and rural residential) to those identified in the Strategy. M. Allow for incidental and compatible land uses in the rural areas.	Agriculture plays a vital role in the Shire's economy and there is a need to protect and preserve rural land assets due to the importance of their economic, natural resource, food production, environmental and landscape values.	Short – Medium term

3.4 Environment

"Custodianship of our natural and built environment"

The natural areas of environmental significance within the Shire include coastal and riverine areas, and State conservation reserves. It is these natural assets that attract residents and tourists alike. Coastal and riverine areas require further planning to manage natural hazards such as flooding, storm surge, inundation, erosion and accretion. Preparation of the new local planning scheme will also allow the opportunity to reserve environmentally significant areas appropriately.

Table 4. Environment – Planning Directions and Actions

Planning Direction	Action	Rationale	Timeframe
3.4.1 Natural Areas			
1. Preserve and manage the visual landscape qualities of unique coastal areas.	A. Apply a special control area to the coastal dune area north of Dongara with provisions requiring planning proposals to consider the visual landscape character of the area.	The Dongara to Cape Burney Visual Landscape Assessment (2011) identifies the area north of Dongara as an area worthy of visual landscape protection.	Short term
3.4.2 Water Resources			
2. Safeguard public drinking water source areas. 3. Recognise floodplain mapping of significant waterways.	B. Apply a special control area to the Allanooka-Dongara Water Reserve to protect the resource through the control of land use or development, which has the potential to affect the quality of drinking water supplies for public use. C. Identify the 1 in 100 AEP flood event area as per the 2017 Irwin River Flood Study. D. Implement the land use planning recommendations of the Irwin River Estuary Management Plan.	Safe, reliable, and good quality drinking water is critical to ongoing development in the Shire and the health of its people. The risk of riverine flooding to people, property and infrastructure needs to be managed.	Short – Medium term
3.4.3 Coastal Protection			
4. Manage and protect the coastal assets of the Shire whilst also ensuring adequate protection for development against coastal processes.	E. Implement the land use planning recommendations of the Coastal Hazard Risk Management and Adaptation Plan.	The Shire's coastal zone is a significant asset in terms of its environmental, economic, social and cultural resources. Strategic guidance on coordinated, integrated and sustainable management and adaptation for land use and development in the coastal zone is required.	Short – Medium term
3.4.4 Basic Raw Materials			
5. Ensure basic raw materials are protected to enable future extraction.	F. Include provisions relating to the permissibility for extraction of basic raw materials.	Basic raw materials are a finite resource and their efficient use is required to ensure an ongoing supply to support the local economy.	Short term

3.5 Infrastructure

"Leading the community with engaged and progressive governance"

Key road infrastructure is essential to facilitate the movement of people and goods between the wide range of activities which occur within the Shire. Future transport infrastructure needs to be planned according to demand in economic activities and to provide suitable access between activity centres and rural smallholdings. Ensuring utility infrastructure is readily available to onboard new industries is equally important and having a line of sight on investment will provide a level of confidence to industries and developers.

Table 5. Infrastructure – Planning Directions and Actions

Planning Direction	Action	Rationale	Timeframe
3.5.1 Transport Network			
1. Protect key transport infrastructure which serves the Mid West region and/or is part of the wider State network. 2. Provide and manage parking. 3. Review the location of the Dongara Airstrip should it need expansion.	A. Remove the current Dongara-Geraldton bypass regional road reservation alignment from the Scheme. B. Review the car parking requirements for non-residential land uses. C. Should demand warrant, refine alternate site definition for the Dongara airstrip.	Main Roads WA has completed an Alignment Selection Study and confirmed a corridor for a future Dongara-Geraldton-Northampton route. Current car parking requirements are not consistent with the latest planning reforms.	Short term
3.5.2 Buffers			
4. Ensure that appropriate buffers are identified to avoid conflict between industry and/or essential infrastructure and sensitive land uses. 5. Review the location of strategic infrastructure should it constrain future expansion of the urban area.	D. Include Special Control Areas in the Scheme to reflect the buffers required for the following: - Wastewater treatment plant; - Cement manufacturing plant. E. Indicate on the Strategy buffer requirements/separation distances for mobile dunes, basic raw materials and other mineral/energy resources. F. Allow for compatible uses in buffer areas.	Strategic infrastructure and industrial land uses play an important economic role in the Mid West region and it is therefore necessary to adequately plan for and protect them.	Short term
3.4.3 Servicing			
6. Align infrastructure service planning to staging of growth to meet predicted supply demands.	G. Advocate the use of the Strategy by servicing agencies when planning for infrastructure based on the growth scenarios outlined in the Strategy. H. Ensure that infrastructure and public utilities can be appropriately developed in various zones.	Having line of sight on infrastructure investment and location requirements will provide a level of confidence to industries and developers.	Short, Medium and Long term

4. Planning Areas

4.1 Overview

Consistent with the principles of urban consolidation, the Strategy identifies planning areas for urban infill and land use intensification. The rationale, context, along with the proposed land use arrangements for each planning area is summarised in Table 6.

Generally, ad hoc planning proposals within a planning area will not be supported until such time that the relevant planning investigations have been undertaken and, where relevant, incorporated into the local planning scheme. The Strategy Maps includes an 'urban growth boundary' indicative of a population of 5,000 within a 10-15 year horizon. Planning proposals for land use intensification outside of the urban growth boundary will generally not be supported, excluding rural-residential and smallholdings.

This section outlines in greater detail planning directions and actions for specific planning areas (Figure 1 and Figure 2).

4.2 A – Strategic Industry

There is an adequate volume of industrial land available in the Shire to meet expected future demand under a business-as-usual scenario. However, the Shire sits at the heart of a region expected to experience investment in mining, agribusiness and infrastructure. Together with the evolving nature of industrial activity we may see a dramatic increase in the total volume of industrial land demand; a change in the lot size required, and a change in the nature of services desired.

4.3 B – Arrowsmith Resources Area

The Shire's Arrowsmith Resources Area represents a unique opportunity which responds directly to the Western Australia Government's position statements which support the fostering of renewable energy industries. This framework focuses on ensuring that we have the appropriate policy settings and industry activation initiatives in place to drive forward the development of the industry.

The Arrowsmith Resources Area benefits from an excellent combination of potential wind and solar resources, for low cost energy to unlock the region's mineral resources, whilst having good access to major freight routes. To assist in the logistics for the timely development of these resources, there may be a need to investigate a temporary onshore loading/unloading facility in a suitable coastal location that can accommodate the necessary lay-down areas for construction activities.

Arrowsmith accommodates a range of established renewable energy and resource industries. The hub of industries should now be formally identified as part of a strategic energy and resources precinct, thereby aligning with its current use, whilst enabling opportunities for further green energy industries. The formalisation of the Arrowsmith Resources Area, as part of this Strategy, reinforces the State Government's renewables mandate, supporting the State Energy Transformation Strategy and its overarching commitment, including most recently PoweringWA, to reduce carbon emissions, address climate change and transform the State's electricity generation, storage and transmission infrastructure.

4.4 C – Dongara-Geraldton-Northampton Highway

Planning for a resilient future road freight corridor between Perth and the north-west of Western Australia to cater for long-term transport needs is considered essential to the state's economic development, including tourism, agricultural, mining and renewable industries, as well as community wellbeing and growth.

The state has already identified the need for triple road trains to be able to travel between Carnarvon and Muchea as part of its road network, improving freight efficiency and productivity. Reducing the interaction between communities and heavy vehicles through populated areas, by providing a fit-for-purpose road designed to reduce the risk of incidents causing death or serious injury, will also enhance overall road user safety.

4.5 D – Indian Ocean Drive Extension

Indian Ocean Drive was designed for the primary purpose of creating a regional scenic coastal tourist route with the alignment of the road to follow the natural lines of the coast. The road is one of Western Australia's principal tourist routes and is in close proximity to a number of coastal towns including Dongara / Port Denison. The road was intended to support these towns by providing improved access for visitors and a growing resident population.

4.6 E – Bulky Goods Showroom

This retail format is characterized by large single storey freestanding retail property, which tends to be surrounded by at grade parking and typically located at highly visible locations at major intersections or adjacent to highways. There are limited opportunities for this type of large format retail in the Dongara town centre. Should demand for this type of floor space warrant then this location may be appropriate as a longer-term prospect, however any 'out-of-centre development' must not undermine the primacy of the Dongara town centre.

4.7 F – Dongara Irwin Racecourse

The Racecourse Estate is located north of the Dongara townsite. It comprises large residential lots adjoining the Dongara Irwin Racecourse. Other residential land to the south of the racecourse is partially undeveloped. The Dongara Irwin Racecourse is approximately 30 hectares in size, and is a localised low point.

Should there be a need to provide infill housing to meet demand, a review of the long-term sustainability of the Dongara Irwin Racecourse land may be undertaken. There is potential to meet infill demand as a landholding within an established neighbourhood with access to existing infrastructure, subject to structure planning.

As a long-term prospect, key considerations for such a review include:

- Community and stakeholder engagement
- Current utilisation (recreation and other), accessibility, safety, and facilities condition
- Cost-benefit analysis and long-term sustainability
- Infrastructure availability and housing needs

4.8 G – Dongara Town Oval

The Dongara Town Oval is located on the northern periphery of the Dongara townsite. Should a district level recreation 'hub' be progressed elsewhere, there may be a need to review the recreational need for the Oval having regard to its scale, function, purpose and location.

As a long-term prospect, key considerations for such a review include:

- Community and stakeholder engagement
- Current utilisation (recreation and other), accessibility, safety, and facilities condition
- Cost-benefit analysis and long-term sustainability
- Infrastructure availability and housing needs

4.9 H – Urban Expansion

Assuming that a number of major resource projects which will occur in the region over the next ten years there is potential for significant population growth to occur in a relatively short period of time.

This area lies between the existing urban infill areas of Port Denison and the rural-residential area of Springfield. It contains a vast amount of Crown land with strategic public utility infrastructure. The land is physically and locationally suitable for future urban purposes and represents a logical extension to the urban footprint but is currently subject to sequencing, servicing and environmental issues/constraints.

Consistent with the principles of orderly and proper planning, a structure plan should be prepared for this area indicating the future development and servicing of the land and addressing the following key considerations:

- **Land Ownership and Coordinatio**n – There is a mix of land tenure including private freehold, managed and unallocated Crown land. Land tenure needs to be resolved to ensure the appropriate staging of development can occur. Proposed arrangements with respect to developer contributions.
- **Natural Environment** – Identification of the means by which natural features (such as remnant vegetation and mobile sand dunes) will be protected.

- **Hazard and Risk** – Details of hazard issues including contaminated land, coastal erosion, flooding, bushfire and basic raw materials extraction, and the methods of addressing such hazards such as buffers, where applicable.
- **Services and Fill** – Information regarding the way in which the land will be serviced by distributor roads, water drainage, sewer and power. Further investigation into the possible relocation of the existing Wastewater treatment plant and provision of north-south and east-west local distributor road connections.
- **Employment** – Identification of areas suitable for workforce accommodation and a potential neighbourhood activity centre.
- **Public Uses** – Details regarding the areas required for a district level recreation 'hub', school site, public utilities, including the possible relocation of the waste transfer station.

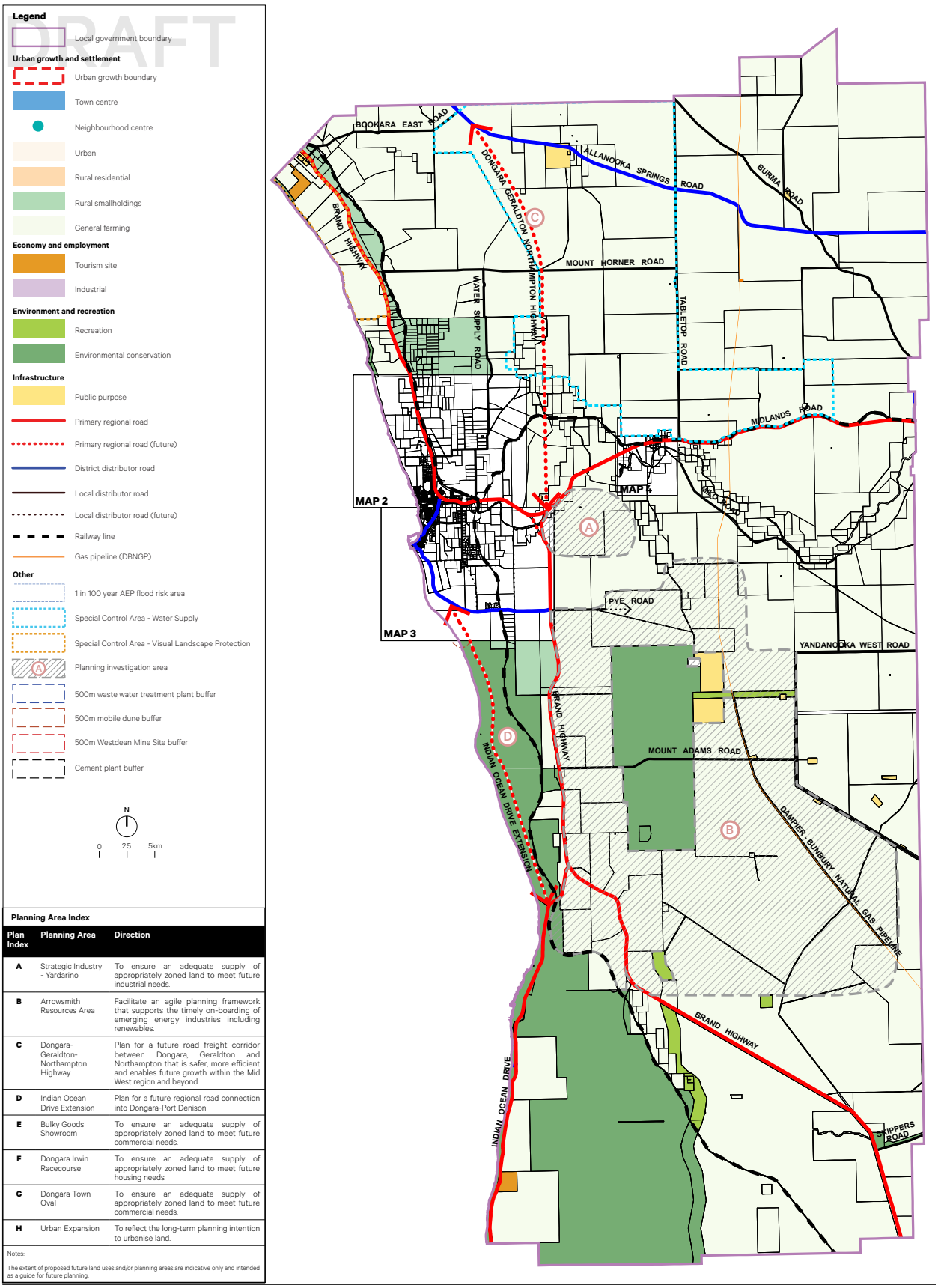
4.10 Planning Areas Directions and Actions

Table 6. Planning Areas – Planning Directions and Actions

Planning Direction	Action	Rationale	Timeframe
A – Strategic Industry			
To ensure an adequate supply of appropriately zoned land to meet future industrial needs.	Update the local planning framework as necessary and refine site definition when predicted demand warrants.	While a 'business as usual' industry growth trajectory is unlikely to result in industrial land demand exceeding the current supply, there are numerous, potentially significant investment prospects for the region that could require substantially more land than is available.	Short – Medium term
B – Arrowsmith Resources Area			
Facilitate an agile planning framework that supports the timely on-boarding of emerging energy industries including renewables.	Consider a range of discretionary land uses under the local planning scheme for industry and related infrastructure within the area designated Arrowsmith Resources Area in the Strategy. Investigate new land use definitions (other than 'industry') for green energy/ resource type industries.	The Arrowsmith Resources Area accommodates a range of established renewable and resource industries The formalisation of this area presents a unique opportunity to respond directly to the State Government's renewable energy mandate. Consultation with key industry stakeholders indicate there is a demand for extensive industrial land with ease of access to major freight routes, with a number of major projects in the pipeline. The State Government is driving investment into green energy solutions and the regional economy.	Short – Medium term
C – Dongara-Geraldton-Northampton Highway			
Plan 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.	In conjunction with Main Roads WA facilitate the timely delivery of the bypass.	A defined future road alignment will allow the diversion of heavy vehicles away from regional townsites, minimising conflicts with local traffic and contributing to greater freight efficiency.	Medium – Long term
D – Indian Ocean Drive Extension			
Plan for a future regional road connection into Dongara-Port Denison.	In conjunction with Main Roads WA facilitate the timely delivery of the extension.	The extension of Indian Ocean Drive will support the Dongara townsite by providing improved access for visitors and a growing resident population.	Long term

Planning Direction	Action	Rationale	Timeframe
E – Bulky Goods Showroom			
To ensure an adequate supply of appropriately zoned land to meet future commercial needs.	Update the local planning framework as necessary and refine site definition when predicted demand warrants. This is to be informed by a Needs Assessment and Net Benefit Test to ensure that Dongara town centre is not undermined.	Land demand analysis indicates there is a demand for up to a 7,200m2 increase in retail floorspace and 1,600m2 increase in commercial floorspace to 2031. Indicative location is afforded reasonable accessibility to the regional road network and in proximity to existing infrastructure.	Long term
F – Dongara Irwin Racecourse			
To ensure an adequate supply of appropriately zoned land to meet future housing needs.	Review the need for, and /or relocation of the racecourse should a district level recreation 'hub' be progressed or demand no longer warrants a dedicated facility. Update the local planning framework as necessary ensuring appropriate structure planning is undertaken.	Potential to review long-term sustainability of the Racecourse land and potential to meet infill demand as a landholding within an established neighbourhood with access to existing infrastructure, subject to structure planning.	Long term
G – Dongara Town Oval			
To ensure an adequate supply of appropriately zoned land to meet future commercial needs.	Review the recreational need for the oval should a district level recreation 'hub' be progressed.	Consideration should be given to the rationalisation of current open space areas if they are surplus to requirements.	Long term
H – Urban Expansion East			
To reflect the long-term planning intention to urbanise land.	To identify land for future urban uses following the extension of urban services, the progressive development of adjacent urban areas and resolution of environmental and planning requirements relating to development.	Land demand analysis indicates that under the highest population projection scenario the demand for dwellings is expected to increase from 1,700 to 3,900 dwellings.	Long term

5. Strategy Maps



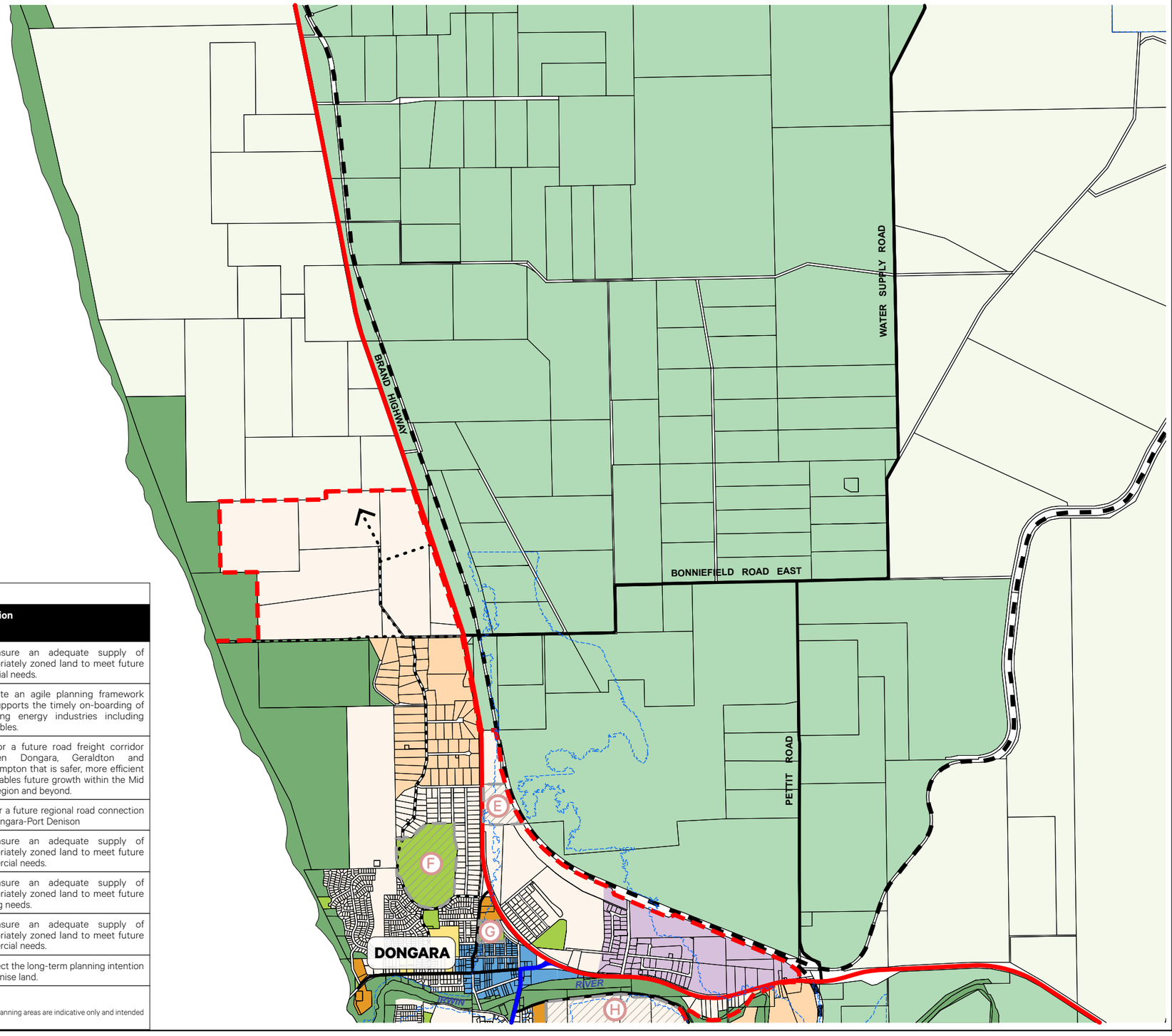
Planning Area Index

Plan Index	Planning Area	Direction
A	Strategic Industry - Yardarino	To ensure an adequate supply of appropriately zoned land to meet future industrial needs.
B	Arrowsmith Resources Area	Facilitate an agile planning framework that supports the timely on-boarding of emerging energy industries including renewables.
C	Dongara-Geraldton-Northampton Highway	Plan 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	Plan for a future regional road connection into Dongara-Port Denison
E	Bulky Goods Showroom	To ensure an adequate supply of appropriately zoned land to meet future commercial needs.
F	Dongara Irwin Racecourse	To ensure an adequate supply of appropriately zoned land to meet future housing needs.
G	Dongara Town Oval	To ensure an adequate supply of appropriately zoned land to meet future commercial needs.
H	Urban Expansion	To reflect the long-term planning intention to urbanise land.

Notes:

The extent of proposed future land uses and/or planning areas are indicative only and intended as a guide for future planning.

Figure 1. Local Planning Strategy Map 1 – Overall Shire



Legend

- Local government boundary

Urban growth and settlement

- Urban growth boundary
- Town centre
- Neighbourhood centre
- Urban
- Rural residential
- Rural smallholdings
- General farming

Economy and employment

- Tourism site
- Industrial

Environment and recreation

- Recreation
- Environmental conservation

Infrastructure

- Public purpose
- Primary regional road
- Primary regional road (future)
- District distributor road
- Local distributor road
- Local distributor road (future)
- Railway line
- Gas pipeline (DBNGP)

Other

- 1 in 100 year AEP flood risk area
- Special Control Area - Water Supply
- Special Control Area - Visual Landscape Protection
- Planning investigation area
- 500m waste water treatment plant buffer
- 500m mobile dune buffer
- 500m Westdean Mine Site buffer
- Cement plant buffer

N

0 350 700m

Planning Area Index

Plan Index	Planning Area	Direction
A	Strategic Industry - Yardarino	To ensure an adequate supply of appropriately zoned land to meet future industrial needs.
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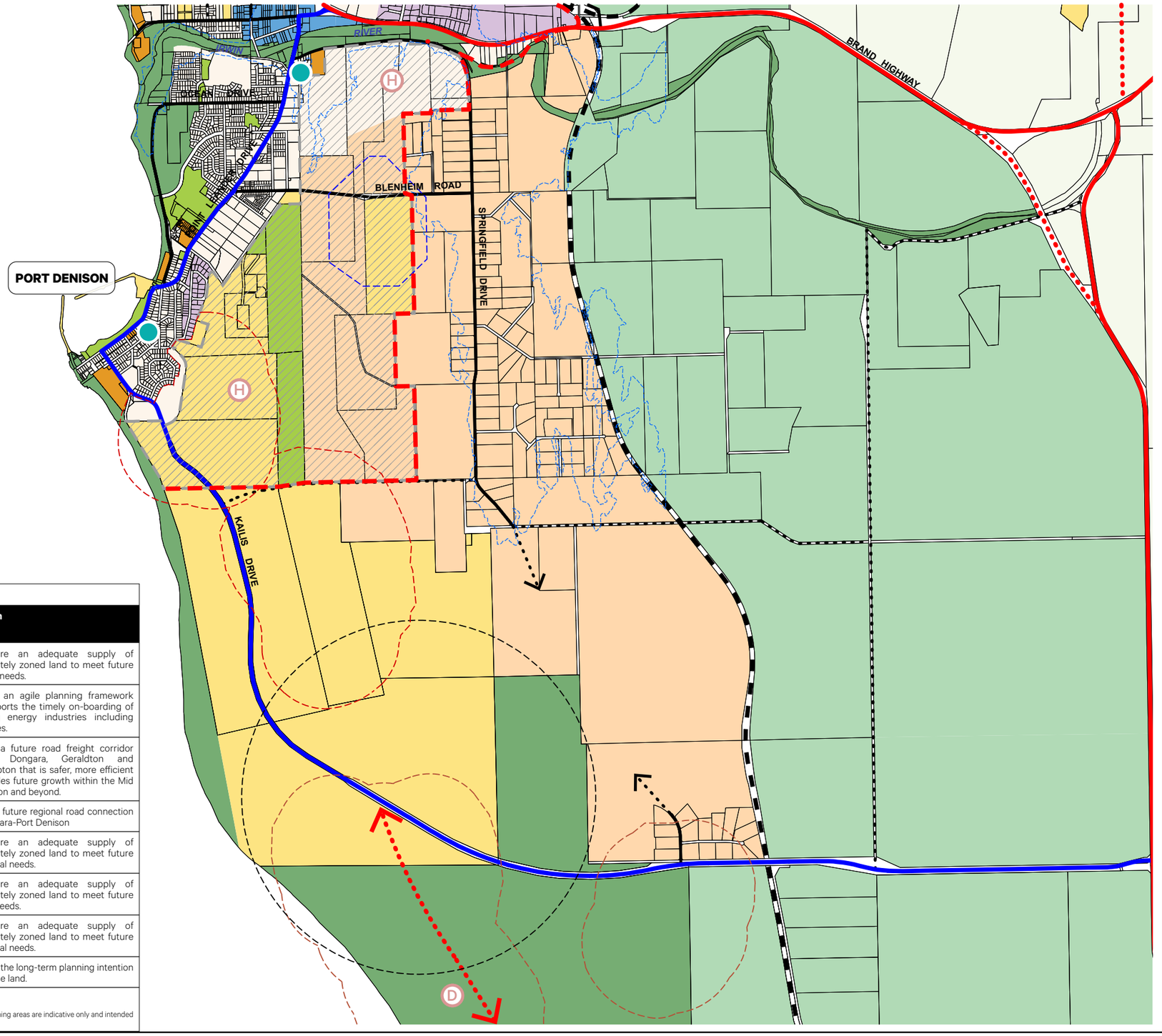
E	Bulky Goods Showroom	To ensure an adequate supply of appropriately zoned land to meet future commercial needs.
F	Dongara Irwin Racecourse	To ensure an adequate supply of appropriately zoned land to meet future housing needs.
G	Dongara Town Oval	To ensure an adequate supply of appropriately zoned land to meet future commercial needs.
H	Urban Expansion	To reflect the long-term planning intention to urbanise land.

Notes:

The extent of proposed future land uses and/or planning areas are indicative only and intended as a guide for future planning.

Figure 2. Local Planning Strategy Map 2 – Dongara & Bonniefield



Legend

- Local government boundary

Urban growth and settlement

- Urban growth boundary
- Town centre
- Neighbourhood centre
- Urban
- Rural residential
- Rural smallholdings
- General farming

Economy and employment

- Tourism site
- Industrial

Environment and recreation

- Recreation
- Environmental conservation

Infrastructure

- Public purpose
- Primary regional road
- Primary regional road (future)
- District distributor road
- Local distributor road
- Local distributor road (future)
- Railway line
- Gas pipeline (DBNGP)

Other

- 1 in 100 year AEP flood risk area
- Special Control Area - Water Supply
- Special Control Area - Visual Landscape Protection
- Planning investigation area
- 500m waste water treatment plant buffer
- 500m mobile dune buffer
- 500m Westdean Mine Site buffer
- Cement plant buffer

N

0 350 700m

Planning Area Index

Plan Index	Planning Area	Direction
A	Strategic Industry - Yardarino	To ensure an adequate supply of appropriately zoned land to meet future industrial needs.
B	Arrowsmith Resources Area	Facilitate an agile planning framework that supports the timely on-boarding of emerging energy industries including renewables.
C	Dongara-Geraldton-Northampton Highway	Plan 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	Plan for a future regional road connection into Dongara-Port Denison
E	Bulky Goods Showroom	To ensure an adequate supply of appropriately zoned land to meet future commercial needs.
F	Dongara Irwin Racecourse	To ensure an adequate supply of appropriately zoned land to meet future housing needs.
G	Dongara Town Oval	To ensure an adequate supply of appropriately zoned land to meet future commercial needs.
H	Urban Expansion	To reflect the long-term planning intention to urbanise land.

Notes:

The extent of proposed future land uses and/or planning areas are indicative only and intended as a guide for future planning.

Figure 3. Local Planning Strategy Map 3 – Port Denison & Springfield

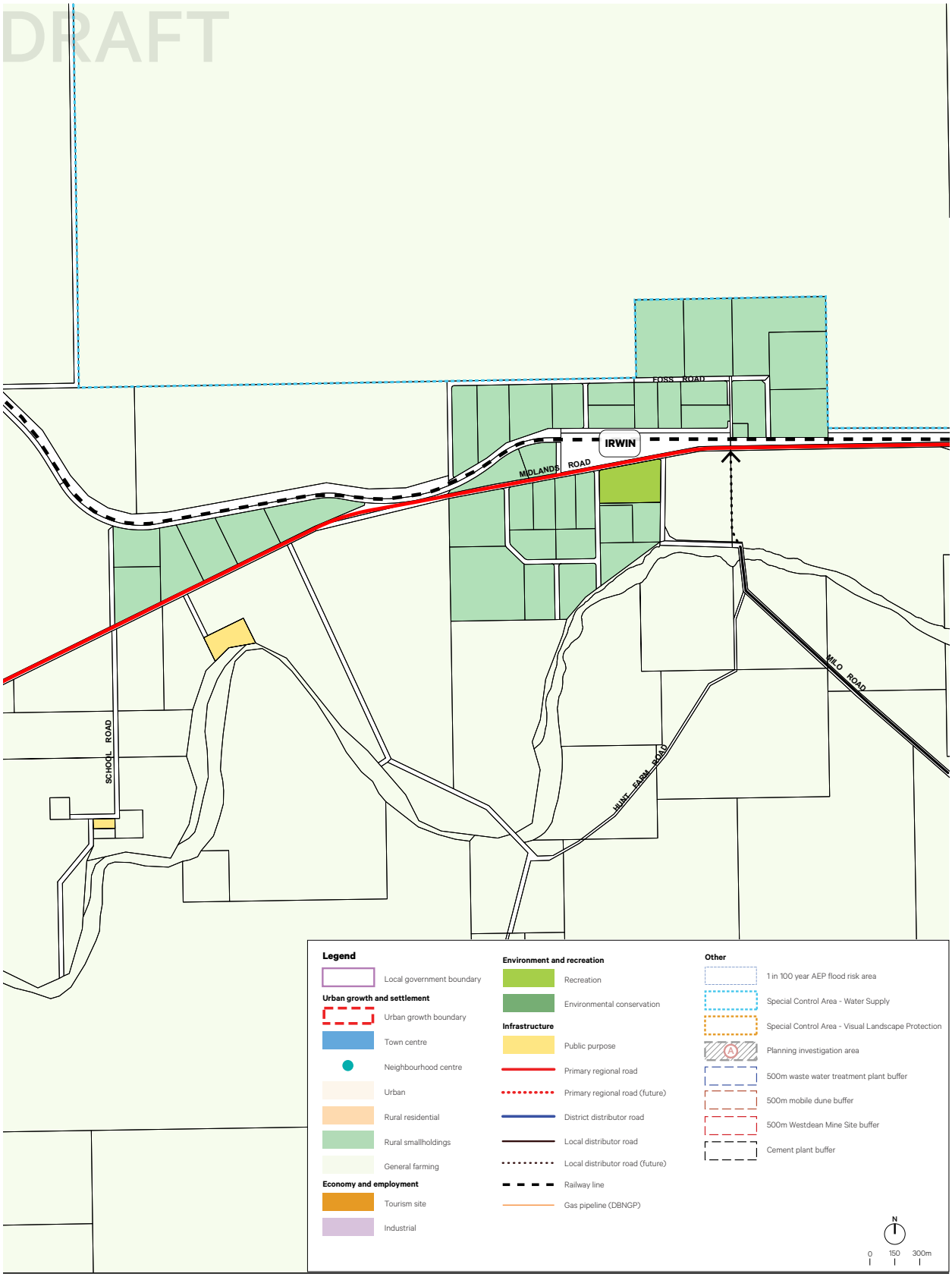


Figure 4. Local Planning Strategy Map 4 – Irwin Townsite

6. Implementation and Review

The Shire will undertake regular monitoring and review of the Strategy to ensure its effective implementation and consistency with State planning frameworks and Regulations. Implementation and review will involve:

- Implementing the actions proposed in Sections 3 and 4;
- Every five years (or as recommended by State guidance at the time), undertaking a comprehensive review of the local planning scheme and local planning strategy via a report of review in a manner and form approved by the Commission. This report of review will include a status of the proposed actions in Sections 3 and 4, including whether actions are complete, in progress, not yet commenced or no longer relevant, and associated recommendations; and
- Amending the Strategy, as and when required, to apply any new or amended State or regional planning policy, incorporate recommendations from any relevant studies relating to land use planning, or to reflect any changes resulting from the review of the Shire's Strategic Community Plan.

Part 2 – Background Information and Analysis

1. Introduction

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.

2. State and Regional Planning Context

2.1 State Planning Strategy 2050

The State Planning Strategy provides the strategic context and basis for the coordination and integration of land use planning and development across Western Australia, regional and local levels. It contemplates a future in which high standards of living, improved public health and an excellent quality of life are enjoyed by present and future generations of Western Australians.

The State Planning Strategy proposes that diversity, liveability, connectedness and collaboration must be central to achieving the vision of sustained growth and prosperity, and establishes principles, strategic goals and directions to ensure the development of the State progresses towards this vision.

This local planning strategy broadly aligns with the vision, principles and strategic goals of the State Planning Strategy in the following ways:

- Planning for sustained growth through consolidating growth close to town to create communities enhanced by investment in infrastructure and social capital;
- Developing regional resources through economic expansion and inter-regional collaboration through attracting investment and innovation in the emerging green energy industry and supportive commerce to build the competitive and collaborative advantage of the region; and
- Conserving the natural environment through sustainable development and management of natural risks.

2.2 State Planning Policies

State Planning Policies (SPPs) are prepared under Part 3 of the *Planning and Development Act 2005* and provide the highest level of planning policy control and guidance in Western Australia. SPPs considered to be specifically relevant to the Shire are outlined and described in Table 7.

Table 7. State Planning Policy Overview and local planning strategy implications and responses

State Planning Policy	Policy Overview	Local Planning Strategy Implications and Responses
State Planning Policy 2.0 – Environment and Natural Resources Policy	SPP 2.0 is a broad sector policy and provides guidance for the protection, management, conservation and enhancement of the natural environment. The policy promotes responsible planning by integrating environment and natural resource management with broader land use planning and decision-making. SPP 2.0 outlines general measures for matters such as water, air quality, soil and land quality, biodiversity, agricultural land and rangelands, basic raw materials, marine resources, landscapes and energy efficiency. These general measures should be considered in conjunction with environmentally-based, issue-specific State planning polices which supplement SPP 2.0.	This Strategy identifies: • areas of basic raw material for Arrowsmith Resources Area • the need to protect areas of visual landscape quality • the need to protect water supply areas • the need to protect areas of agricultural importance through consolidating urban growth

State Planning Policy	Policy Overview	Local Planning Strategy Implications and Responses
State Planning Policy 2.4 – Planning for Basic Raw Materials	SPP 2.4 seeks to ensure basic raw materials (BRM) and extractive industries matters are considered during planning and development decision-making, to facilitate the responsible extraction and use of the State's BRM resources. The policy establishes objectives relating to recognising the importance of BRM early in the planning process; protecting BRM through avoiding encroachment from incompatible land uses; efficient use of BRM; identifying BRM extraction opportunities through sequential land use and ensuring BRM extraction avoids, minimises or mitigates impacts on the community and the environment.	The Shire has an opportunity to attract investment in the emerging green energy industry. This Strategy identifies the Arrowsmith Resources Area to facilitate investment in, and development of, the green energy sector, with flexible land use permissibility/reservations under the local planning scheme to enable agile on-boarding as this industry grows. The policy includes provisions for their protection including buffers of appropriate distances to sensitive land uses.
State Planning Policy 2.5 – Rural Planning	SPP 2.5 applies to rural land and rural land uses as well as land that may be impacted by rural land uses. SPP 2.5 seeks to protect and preserve Western Australia's rural land assets due to the importance of their economic, natural resource, food production, environmental and landscape values. SPP 2.5 includes policy measures aimed at protecting rural land while encouraging a diversity of compatible rural land uses.	This Strategy implements an urban growth band to protect rural land from further encroachment from residential development. Rural smallholdings have been preserved as a land use in demand in the Shire, with more consistent subdivision rights. Rural landscapes have been protected through the recommendation of a special control area in the scheme to manage impacts on visual landscape quality.
State Planning Policy 2.6 – State Coastal Planning	SPP 2.6 provides for the long-term sustainability of Western Australia's coast and is relevant to those local governments that contain coastal areas. The purpose of the policy is to provide guidance for decision-making within the coastal zone including managing development and land use change, establishment of foreshore reserves and protecting, conserving and enhancing coastal values. SPP 2.6 outlines criteria for the consideration of development and settlement arrangements, including building height limits within local planning frameworks and management of water resources. It further acknowledges the importance of coastal planning strategies, coastal hazard risk management approaches, coastal foreshore reserves and community participation in coastal planning.	This Strategy recognises the coastal management work undertaken to date for the Shire and supports its implementation by identifying possible coast hazard responses such as planning for the longer-term relocation of road infrastructure that may be impacted by coastal inundation over time.
State Planning Policy 2.7 – Public Drinking Water Source	The purpose of SPP 2.7 is to inform decision-makers of those aspects of state planning policy concerning the protection of Public Drinking Water Supply Areas throughout the State. It is intended that this be implemented through the preparation of strategic plans, regional and local planning schemes, conservation and management strategies, and other relevant plans or guidelines, as well as through decision-making on subdivision and development applications.	This Strategy recognises the need to implement special control areas in the scheme to protect water supply areas.

State Planning Policy	Policy Overview	Local Planning Strategy Implications and Responses
Draft State Planning Policy 2.9 – Planning for Water	SPP 2.9 seeks to ensure that planning and development considers water resource management and includes appropriate water management measures to achieve optimal water resource outcomes. The policy establishes objectives relating to improving environmental, social, cultural and economic values of water resources; protecting public health through appropriate water supply and waste water infrastructure; sustainable use of water resources and managing the risk of flooding and water related impacts of climate change on people, property and infrastructure.	This Strategy recognises the need to implement special control areas in the scheme to protect water supply areas. It supports the implementation of the Shire Coastal Management Strategy as described above.
State Planning Policy 3.0 – Urban Growth and Settlement	SPP 3.0 is a broad sector policy that sets out the principles and considerations which apply to planning for urban growth and settlement in Western Australia. The purpose of the policy is to facilitate sustainable patterns of urban growth and settlement by setting out the requirements of sustainable settlements and communities and the broad policy for accommodating growth and change. SPP 3.0 outlines general measures to create sustainable communities, plan liveable neighbourhoods, coordinate services and infrastructure, manage rural-residential growth and plan for aboriginal communities. These general measures should be considered in conjunction with issue-specific urban growth and settlement state planning polices which supplement SPP 3.0.	This Strategy reflects and builds on the urban growth and settlement policies set out in regional strategies and seek to identify sufficient land to meet future population and housing needs for at least a 10-15 year period, with a consolidated urban footprint. The majority of urban growth is expected to continue to occur in the Dongara and Port Denison townsites within adequately zoned land.
State Planning Policy 3.4 – Natural Hazards and Disasters	SPP 3.4 encourages local governments to adopt a systemic approach to the consideration of natural hazards and disasters. The objectives of this policy are to include planning for natural disasters as a fundamental element in the preparation of planning documents, and through these planning documents, minimise the adverse impacts of natural disasters on communities, the economy and the environment. SPP 3.4 sets out considerations for decision makers in relation to hazards including flood, bush fire, landslides, earthquakes, cyclones and storm surges. Consideration of these hazards should be undertaken in conjunction with issue-specific state planning polices which supplement SPP 3.4.	The Shire is subject to flooding, coastal inundation and bushfire. This Strategy recognises the extent of possible floor risk and measures to manage coastal inundation in the long-term. The local planning scheme should include provisions to mitigate the impacts bushfires in accordance with SPP 3.7.

State Planning Policy	Policy Overview	Local Planning Strategy Implications and Responses
State Planning Policy 3.5 – Historic Heritage Conservation	SPP 3.5 sets out the principles of sound and responsible planning for the conservation and protection of Western Australia's historic heritage. The policy seeks to conserve places and areas of historic heritage significance and to ensure development does not adversely affect the significance of heritage places and areas. SPP 3.5 primarily relates to historic cultural heritage noting that aboriginal heritage and natural heritage are protected by other legislative instruments. Historic cultural heritage includes heritage areas, buildings and structures, historic cemeteries and gardens, man- made landscapes and historic or archaeological sites with or without built features. The policy contains development control principles and considerations for decision-makers for where development is proposed within a heritage place and heritage area. The policy also states that care should be taken by decision-makers to minimise the extent to which land use zoning and other planning controls conflict with, or undermine, heritage conservation objectives.	The Shire has a rich history, with many heritage listed places. The Shire should continue to maintain its Heritage Survey, and 'Heritage List' which sits under the local planning scheme. Reviews of existing structure planning and new structure planning should apply a cultural heritage lens to ensure the heritage significance that makes Irwin unique is being adequately reflected in the strategic planning of a place.
State Planning Policy 3.6 - Infrastructure Contributions	SPP 3.6 sets set out the principles and requirements that apply to the establishment and collection of infrastructure contributions in new and established areas. The policy establishes objectives to coordinate the efficient and effective delivery of infrastructure to support population growth and development; provide clarity on the acceptable methods of collecting and coordinating contributions for infrastructure and provide the framework for a transparent, equitable, and accountable system for apportioning, collecting and spending contributions. The Guidelines recognise that the development contribution plans must have a strategic basis and be linked to the Strategy and strategic infrastructure plan and program.	New development and associated population within the Shire will put pressure on existing utilities and community infrastructure. A new scheme provision will be required in the event the Shire considers it appropriate to implement a Development Contribution Area and Development Contribution Plan for a particular area.
Draft State Planning Policy 3.7 – Planning in Bushfire Prone Areas	SPP 3.7 provides a framework in which to implement effective, risk-based land use planning and development outcomes to preserve life and reduce the impact of bushfire on property and infrastructure. The policy emphasises the need to identify and consider bushfire risks in decision-making at all stages of the planning and development process whilst achieving an appropriate balance between bushfire risk management measures, biodiversity conservation and environmental protection. The policy applies to all land which has been designated as bushfire prone by the Fire and Emergency Services Commissioner as well as areas that may have not yet been designated as bushfire prone but is proposed to be developed in a way that introduces a bushfire hazard.	Any land proposed for urban development or intensification in the Strategy, including planning and subdivision, will need to have consideration for relevant bushfire hazards in accordance with SPP 3.7.

State Planning Policy	Policy Overview	Local Planning Strategy Implications and Responses
Draft State Planning Policy 4.1 – Industrial Interface	Draft SPP 4.1 guides planning decisions with the aim of protecting the long-term future operation of industry and infrastructure facilities, by avoiding encroachment from sensitive land uses and potential land use conflicts. The policy encourages the use of statutory buffers; facilitating industrial land uses with offsite impacts within specific zones and compatible interface between strategic/general industry zones and sensitive zones. Draft SPP 4.1 supports land use conflict being addressed as early as possible in the planning process. It is also expected that land use conflict will be subsequently considered at each stage of the planning framework, increasing in detail at each level. The policy recognises the overlap of various environmental, health and safety regulations and guidelines and outlines considerations for decision-makers in this regard.	The Shire contains areas of general and light industry, generally collated close to town. These areas are identified for expansion within this Strategy with appropriate buffers to more sensitive land uses maintained through zoning. Strategic industry areas are located away from town, containing any off-site impacts within that area.
State Planning Policy 5.2 – Telecommunications Infrastructure	SPP 5.2 recognises telecommunications infrastructure as an essential service and aims to balance the need for this infrastructure and the community interest in protecting the visual character of local areas. The policy aims to provide clear guidance pertaining to the siting, location and design of telecommunications infrastructure and sets out specific exemptions for where the policy requirements do not apply. Decision-makers should ensure that telecommunications infrastructure services are located where it will facilitate continuous network coverage and/or improved telecommunications services to the community whilst not comprising environmental, cultural heritage, social and visual landscape values.	The local planning scheme should consider ensuring that telecommunications infrastructure is not designated as an 'X' use in any zone, and where permitted is shown as a 'P' use.
State Planning Policy 5.4 – Road and Rail Noise	SPP 5.4 provides guidance for the performance-based approach for managing and mitigating transport noise associated with road and rail operations. This policy applies where noise sensitive land uses are located within a specified distance of a transport corridor, new or major road or rail upgrades are proposed or where works propose an increase in rail capacity resulting in increased noise. The policy also sets out specific exemptions for where the policy requirements do not apply. SPP 5.4 supports noise impacts being addressed as early as possible in the planning process to avoid land use conflict and achieve better land use planning outcomes. Considerations for decision-makers include ensuring that the community is protected from unreasonable levels of transport noise, whilst also ensuring the future operations of transport corridors. SPP 5.2 is supplemented by the Road and Rail Noise Guidelines.	A number of future potential road connections are identified in this Strategy to support the movement of people and goods, including to and from the Arrowsmith Resources Area, rural smallholdings and tourist drives. In time, the local planning scheme will need to consider the impact of any expanding traffic on major roads and their relationship to residential land uses in the context of noise attenuation.

State Planning Policy	Policy Overview	Local Planning Strategy Implications and Responses
State Planning Policy 7.0 – Design of the Built Environment	SPP 7.0 is a broad sector policy relevant to all local governments. The policy sets out the objectives, measures, principles and processes which apply to the design and assessment of built environment proposals through the planning system. It is intended to apply to activity precinct plans, structure plans, local development plans, subdivision, development and public works. The policy contains 10 design principles which set out specific considerations for decision-makers when considering the above proposals. These include, context and character, landscape quality, built form and scale, functionality and build quality, sustainability; amenity, legibility, safety, community and aesthetics. The policy also encourages early and on-going discussion of design quality matters and the use of design review. These principles should be considered in conjunction with the range of supporting State Planning Policies that provide design quality guidance for specific types of planning and development proposals.	The Strategy recognises that the ten principles of SPP 7.0 will underpin the Shire of Irwin's approach to the design assessment of built form and integrated into the reviewed Scheme and planning policies.
State Planning Policy 7.2 – Precinct Design	SPP 7.2 provides guidance for precinct planning with the intent of achieving good planning and design outcomes for precincts within Western Australia. The policy recognises that there is a need to plan for a broader range of precinct-based contexts and conditions to achieve a balance between greenfield and infill development. Objectives of the policy include ensuring that precinct planning and design processes deliver good-quality built environment outcomes that provide social, economic and environmental benefit to those who use them. Precinct types include activity centres, station precincts, urban corridors, residential infill and heritage precincts. These areas are recognised as requiring a high-level of planning and design focus in accordance with a series of precinct outcome considerations as outlined in the policy. The policy also encourages the use of design review.	The Shire has a desire to explore the infill or expansion of residential areas. Precinct Planning is best practice to facilitate this. This local planning strategic identifies a number of planning areas for medium term investigation that may require precinct planning.
State Planning Policy 7.3 – Residential Design Codes	SPP 7.3 – Residential Design Codes Volume 1 and 2 provides the basis for the control of residential development throughout Western Australia for single houses, grouped dwellings and multiple dwellings. The purpose of the policy is to address emerging design trends, promote sustainability, improve clarity and highlight assessment pathways to facilitate better outcomes for residents. They are also used for the assessment of residential subdivision proposals. The policy outlines various objectives for residential development, planning governance and development process and sets out information and consultation requirements for development proposals. The policy also makes provision for aspects of specified design elements to be varied through the local planning framework.	The R-Codes currently apply to the majority of the Shire's residential areas and will continue to apply to ensure a high level of design quality in future residential development is achieved. Some residential densities are intended to increase to reflect the desire for consolidated residential growth.

2.3 Regional Planning Context

The WAPC prepares various regional planning instruments to guide land use and development at the regional and sub-regional level, including Regional and Sub-regional planning strategies and structure plans. Regional planning instruments considered to be specifically relevant to the Shire are outlined and described in Table 8.

Table 8. Regional planning instrument overview and local planning strategy implications and responses

Regional Planning Instrument	Regional Planning Instrument Overview	Local Planning Strategy Implications and Responses
Mid West Regional Planning and Infrastructure Framework (MWRPIF) (2015)	The Mid-West Regional Planning and Infrastructure Framework provides guidance on land use, land supply, land development, environmental protection, infrastructure and priorities for the delivery of physical and social infrastructure for the Mid-West region. The framework informs the decisions of the WAPC by establishing the regional context for the preparation of sub-regional and local planning strategies and outlines the WAPC's position on planning for population growth, transport, agriculture, conservation estate, remnant vegetation, mineral prospectively, and significant basic raw materials for the Mid-West.	The document identifies a hierarchy of projects for the Mid West, with the following being particularly relevant to the Shire: • Mid West Energy Strategy and Energy Project to deliver improved power connectivity to the region; • Brand Highway upgrades, including passing lanes between Badgingarra and Dongara; • Brand Highway Dongara Bypass (no longer forming part of the Main Roads WA preferred alignment). It is also noted that the document identifies Dongara/ Port Denison as a Sub-Regional Centre. The role of a Sub-Regional Centre is defined as follows: *"Retail services offered in sub-regional centres largely focus on the day-to-day needs of their populations; however some comparative and speciality retail does occur, particularly in larger centres. Other commercial and light industrial activities, which generally exist to service the local economies, are important functions of these centres. Sub-regional centres often provide local government administrative functions; in addition to a range of social infrastructure and services, secondary education and further training facilities".* The framework has identified that whilst the population has increased over time the rural land base has become more fragmented within the Shire of Irwin. This Strategy identifies areas for strategic industry to grow the economic base of the Shire, long-term retail expansion and key future road connections.
Guilderton to Kalbarri Sub-regional Strategy	The Guilderton to Kalbarri Sub-regional Planning Strategy is an overarching planning document which provides strategic direction and for the planning and development of the coast from the Moore River to Murchison River. The strategy has been created to manage the change of landscape due to growth and development along the coast to ensure social, economic and environmental outcomes are still met. The strategy provides both a contextual analysis of the area which includes population, economy, environment and infrastructure as well as the strategic direction and actions to achieve the vision of the region.	The Strategy aims to attract sustainable industry investment into the region, including industrial development, commercial and housing. Landscape values have been acknowledged to ensure these are protected and enhanced through the subsequent planning and development processes.

2.4 Operational Policies

Operational policies guide decision-making in relation to subdivision and development applications. Those operational policies considered relevant to the Strategy are listed and described in Table 9.

Table 9. Operational policies

Policy	Policy Overview	Local Planning Strategy Implications and Responses
Development Control Policy 3.4 – Subdivision of rural land	This policy sets out the principles that will be used by the WAPC in determining applications for the subdivision of rural land. Rural zones are generally flexible and permit a range of agricultural, commercial and industrial land uses. This policy aims to support the range of land uses that are appropriate for rural settings, while limiting the loss of this land to incompatible uses such as housing.	This Strategy recommends a consistent application of minimum lot sizes in the Rural Smallholdings zone.
Draft Development Control Policy 1.12 Planning proposal adjoining Regional Roads in Western Australia	This policy applies to planning proposals affecting lots adjoining Regional Roads which are identified in a region and/or local planning scheme in Western Australia. It provides guidance on vehicular access from adjoining lots, road reserve widening, road upgrading, scenic route considerations, infrastructure contributions and corner lot truncations.	Various potential new regional roads are indicated on the Strategy Maps. Potential roads are provided with sufficient buffer to enable further investigation of appropriate road reserve alignments and accessibility, if deemed feasible.
Draft Development Control Policy 4.3 Planning for high-pressure gas pipelines	This policy establishes the WAPC's position regarding development along high-pressure gas pipelines, including protecting people from unacceptable levels of risk and protecting high-pressure gas pipelines from unregulated encroachment.	The Dampier to Bunbury Natural Gas Pipeline Corridor traverses the Shire as shown on the Strategy Maps. This land is to be protected from incompatible development in accordance with the policy.

2.5 Position Statement and Guidelines

Position statements are prepared by the WAPC to set out its policy position or advice on a particular planning practice or matter. Guidelines provide detailed guidance on the application of WAPC policies. Those WAPC position statements or guidelines considered relevant at a strategic level are included in Table 10.

Table 10. Position statement and guidelines

Position statement/ guidelines	Overview	Local Planning Strategy Implications and Responses
Position Statements		
Planning for Tourism and Short-Term Rental Accommodation	Aims to guide the appropriate location and management of tourism and short-term rental accommodation land uses. It seeks to facilitate acceptable development of new and evolving tourism opportunities, provide a high-level of amenity in tourism areas, and deliver quality land use planning outcomes. It excludes workforce accommodation.	The position statement seeks to ensure decision-making is guided by a local planning strategy which reflect the demand for local and regional tourism. The Strategy identifies tourism sites in areas of high tourism amenity (existing and potential) and identifies the landscape and visual amenity of the areas in which some are located e.g. beach access, views, eco-tourism potential). The Strategy also encourages a range of tourism products through recommending flexible land use permissibility in the local planning scheme. Caravan parks are a fundamental component of the Shire's tourism accommodation mix. The Strategy ensures the long-term retention of existing caravan parks as a form of short-stay (affordable) accommodation,

Position statement/ guidelines	Overview	Local Planning Strategy Implications and Responses
Renewable Energy Facilities	Aims to facilitate growth of the evolving renewable energy industry in Western Australia through implementation of policy measures via planning instruments administered by local government. This position statement supports the State Government's State Energy Transformation Strategy (March 2019).	The position statement will apply to the redevelopment of existing, as well as new, renewable energy facilities. This Strategy identifies existing and strategic locations for renewable energy facilities.
Special Residential Zones	Outlines the Commission's intent to phase out the special residential zone in local planning schemes, while providing guidance for planning applications in existing special residential zones, to protect the rural character and amenity of adjacent rural areas.	Existing Special Residential zones will need to be replaced with an appropriate Residential R-Code.
Workforce Accommodation	Seeks to ensure that where practicable, workforce accommodation is provided in established towns, in locations suitable to its context, to facilitate their ongoing sustainability.	Workforce accommodation is considered critical infrastructure and may be required within a very short timeframe to enable onboarding of emerging industries of State and regional importance. This Strategy recommends including workforce accommodation as a land use within the Scheme and to allow the Shire appropriate discretion to determine permissibility across various zones.
Guidelines		
Coastal Hazard Risk Management and Adaption Planning Guidelines	Provides guidance on the implementation of SPP2.6 Coastal Planning, focussing on the process for undertaking CHRMAP and its contents, assessing vulnerability of assets and options for appropriate risk management.	The Shire's Coastal Management Plan 2017 is considered a contemporary document to guide effective management of the local coastal environment. This Strategy supports the implementation of the land use recommendations of the Shire's Coastal Management Plan 2017, and identifies for investigation, the longer-term rerouting of key coastal road connections.
Indian Ocean Drive Planning Guidelines 2014	Provides guidance on the location, siting and design of various land uses and development in the locality of Indian Ocean Drive, with the purpose of retaining the rural and natural landscape and enhancing the provision of services and facilities available to all users of the road.	The Guidelines acknowledge the undeveloped service station site located on Brand Highway at the junction with Indian Ocean Drive (IOD) south of Dongara. It also suggests to consider new look-outs in the northern section of Indian Ocean Drive, such as at Freshwater Point. Both of these opportunities should be explored as part of any planning for the extension of IOD into town.
Location, Sting and Design of Telecommunications Infrastructure	Aims to facilitate the provision of telecommunication infrastructure in an efficient and cost-effective way, by explaining the intent and interpretation of State Planning Policy 5.2.	Refer to State Planning Policy 5.2. The Strategy recognises the importance to provide flexibility to deliver necessary telecommunications infrastructure to meet the need of emerging industries and future population.
Draft Tourism Planning Guidelines; and Holiday Homes Guidelines – short stay use of residential dwellings	Aims to assist with the development of the tourism component of a local planning strategy. Provides guidance on the short stay use of holiday homes for tourism accommodation to ensure that short stay use of residential homes occurs within appropriate locations to enhance the tourism experience and reduce existing or future land use conflicts such as impacts on residential amenity.	Changes in travel due to covid-19 impacts and generational change has seen a shift towards more domestic tourism demand and eco-tourism offerings. This Strategy aims to provide opportunities for a wide range of tourism land uses and accommodation options to operate within the Shire through flexibly land use permissibility

Position statement/ guidelines	Overview	Local Planning Strategy Implications and Responses
Planning for Basic Raw Materials	Provides guidance on appropriate land use planning practices and development approval requirements in relation to basic raw materials as an extension of State Planning Policy 2.4.	Refer to State Planning Policy 2.4. The Strategy identifies the Arrowsmith Resources Area to facilitate investment in, and development of, the green energy sector, with flexible land use permissibility/reservations under the local planning scheme to enable agile on-boarding as this industry grows.
Rural Planning	Explains the intent and interpretation of State Planning Policy 2.5.	Refer to State Planning Policy 2.5. The Strategy recognises the flexible nature of rural zones in the region, catering for a wide range of land uses, including agriculture, basic raw material extraction, tourism and conservation.
Draft Planning for Water	Explains the intent and interpretation of Draft State Planning Policy 2.9.	Two Public Drinking Water Source Areas, the Allanooka and Dongara-Denison Water Reserves exist approximately 12km and 20km north east of the Dongara town site respectively. These areas have been identified to protect the potable water supply source for Dongara and Port Denison, as well as other towns in the Mid-West region.
Residential Accommodation for Ageing Persons	Aims to streamline the delivery approach of accommodation for aging persons at both the strategic and statutory planning level.	The Strategy acknowledges the need to provide housing choice within proximity to existing urban amenities, inclusive of increased densities, such that any new accommodation for aging persons can be integrated within established neighbourhoods of the community, serviced by adequate transport networks and close to health, community services and facilities.

2.6 Other Relevant State or Regional Strategies, Plans and Policies

Other State or regional strategies, plans and policies that have relevance to and implications for the Strategy are outlined in Table 11.

Table 11. Other relevant state or regional strategies, plans and policies

Name of strategy, plan, policy	Date approved	Purpose	Local Planning Strategy Implications and Responses
Allanooka-Dongara Water Reserve drinking water source protection review (Geraldton Dongara Regional Water Supply)	2019	The Review considers changes that have occurred in and around the Allanooka–Dongara Water Reserve since completion of the Allanooka and Dongara–Denison water reserves water source protection plan (Water and Rivers Commission 2002). The Reserve supplies drinking water to Geraldton, Dongara, Port Denison, Walkaway, Narngulu, Northampton, Mullewa and Eradu.	The Review recommends a number of actions to ensure the ongoing protection of the public drinking water source area, including but not limited to • Incorporating the findings of the Review and location of the Allanooka-Dongara Water Reserve (including its priority areas and protection zones) in the Shire's local planning scheme in accordance with State Planning Policy 2.7 Public Drinking Water Source Policy. • A review of the boundary of the Allanooka-Dongara Water Reserve based on hydrogeological modelling of the recharge area or existing and future production bores. The Review also notes DWER has produced the *Arrowsmith groundwater allocation plan (2010)* to support water resource management and planning in the area.
Government Sewerage Policy	2019	The Government Sewerage Policy requires reticulated sewerage to be provided during the subdivision and development of land, and/or best practice approach to the provision of on-site sewerage treatment and disposal where reticulated sewerage cannot be provided.	The Policy acknowledges that on-site sewage disposal technologies have advanced considerably in recent decades, however there are still significant risks associated with their use. On-site sewage systems can be acceptable method of servicing, particularly for low density urban and industrial development outside public drinking water source areas and sewage sensitive areas (including land that drains to and is within two kilometres of Irwin River and Irwin Inlet), where reticulated sewerage is not feasible. The Policy acknowledges that conventional reticulated sewerage servicing arrangements may not be relevant in strategic industrial zones. Information may be incorporated into a Regional and/or District Water Management Strategy.

Name of strategy, plan, policy	Date approved	Purpose	Local Planning Strategy Implications and Responses
Identification of High Quality Agricultural Land in the Mid West Region	2013	This document integrates existing data on soils, land capability, water resources and rainfall into the planning process. The approach generates a series of maps and accompanying tables which depict and characterise agricultural land showing the region's potential for broadacre and irrigated agriculture.	The Shire accommodates agricultural land that has a range of versatility, including land categorised as the 'Greatest Versatility' along the Irwin River and at the northern extent of the Shire and land with 'High Versatility' in the eastern portion of the Shire. Agricultural land with 'Moderate' and 'Low Versatility' also exists throughout the Shire. An area of 'Limited Agricultural Potential' has been mapped at the southern extent of the Shire, where strategic industry has been identified (Arrowsmith Resources Area). The document contains recommendations relating to categorised Agricultural Land Areas (ALAs) and these recommendations should be considered in formulating any new scheme provisions in respect to rural land use planning.
Mid-West Infrastructure Analysis	2008	The Mid-West Infrastructure Analysis provides government with recommendations to address the critical infrastructure issues facing the region, and issues that are anticipated by industry and local communities. The report examines and provides broad estimates for factors such as employment, population and social infrastructure, which may arise as a result of direct and indirect impacts of resource industry growth in the region.	The Shire has a desire to attract investment in critical infrastructure to support the evolving energy industry within the region. This Strategy identifies key infrastructure connections, and strategic and supporting industry areas.

Name of strategy, plan, policy	Date approved	Purpose	Local Planning Strategy Implications and Responses
Mid West Investment Plan (MWIP) 2011 – 2021	2011	The MWIP supports the MWRPIF to provide a strategic direction for investment into the Mid West region through to 2021. The document identified a number of flagship projects to support community priorities for the region. The MWIP outlined the region's strategic infrastructure priorities for enabling economic and social development. The MWIP guided the allocation of funding from the 'Royalties for Regions' programme in 2011/12 to be articulated via a masterplan and sought to capitalise on the unprecedented growth and opportunity that was experienced in the region, at the time. The Mid West Commission major project summary highlighted that approximately $19 billion worth of project had been planned for the region primarily funded by the private sector. Seeing the need for the region to address the challenges and opportunities that this was brought along with this type of unprecedented investment into the region.	Many of the flagship projects have previously had funding committed via the Royalties for Regions Program, as a result of the removal of the Royalties for Regions funding two key outstanding projects that directly relate to the Shire include: 1. Dongara, Geraldton and Northampton Bypass alignment; and 2. Mid West Energy Project Stage Two. The intense challenges faced by the region in providing the necessary public infrastructure in the decade from 2011-2021, highlighted the volatile economic status faced by the State of Western Australia with particular reference to the state of the mining industry. The reliance of the prosperity of the mining industry has seen a distinctive change in the fortunes of the region with the private investment leaving the region and major projects being put on hold. However, the current economic situation and mini iron ore mining boom has seen a reinvigorated interest in reviving projects such as the Oakajee Port project for the transport of iron ore from the region, and the emerging green energy industry is transforming the investment base. With the advent of future significant investment into the region, the Shire is strategically looking forward into the future and there is a desire to capitalise on the current climate by supporting the growth in the energy sector.

Name of strategy, plan, policy	Date approved	Purpose	Local Planning Strategy Implications and Responses
Mid West Tourism Development Strategy	2015	The Mid West Tourism Development Strategy is a regional initiative commissioned by the Mid West Development Commission, Regional Development Australia, Department of Planning and local governments across the Mid West region. The Mid West Tourism Development Strategy aims to facilitate a coordinated, collaborative approach to grow regional tourism and maximise the Mid West's existing tourism capacity (2015 to 2025) by: • Identifying tourism opportunities, game changers, priorities and gaps for the Mid West region to inform future development and investment. • Identifying the priorities and opportunities that will help the Mid West achieve the goal of hosting 1,000,000 overnight visitors by 2050 as outlined in the Regional Blueprint. The Shire of Irwin sits in the area identified as 'Batavia Coast'. Key opportunities and priorities that directly relate but not limited to the shire are: • Develop coastal campsites and day visitor nodes from Greenhead to Kalbarri • Mid west events ie iconic event • 4.5 star resort hotel at Port Denison • Adventure Activities – mountain biking, canoeing, riding and walking trails. • RV visitor amenities in towns.	There is a strong community sentiment that the Shire's natural environment can provide opportunity to establish a more proactive tourism response to the region. Given the current climate and impacts of the onset of COVID 19 in 2020, domestic travel within the State has grown substantially due to the impacts of travel restrictions, and the demands of intrastate travel, the impetus on enacting the key outcomes from not only the regional strategy but the need for the Shire's future scheme to be able to facilitate tourism development.
Natural Resources Management Strategy for Northern Agricultural Region 2021 - 2030	2021	The Natural Resource Management Strategy for the Northern Agricultural Region provides an integrated framework for natural resource management planning and action in the Northern Agricultural Region. It serves to identify the regional priorities and inform investment planning locally and by federal and state Landcare programs. The strategy is focused on addressing emerging threats and opportunities for regional Natural Resource Management (NRM) as well as the changing needs and priorities of the diverse NRM community, including an emphasis on environmental custodianship by and with the Traditional Owners in the region. Ensuring that local priorities are articulated in the regional NRM plan - and are based on comprehensive consultation with the NRM community in the region - it provides a platform for advocating that State and Federal funding agencies recognise and support local needs.	The Shire and this Strategy share the vision and goals of the NRM Strategy, including: • Reducing carbon emissions • Planning for climate change • Valuing coastal landscapes • Maintaining water quality

Name of strategy, plan, policy	Date approved	Purpose	Local Planning Strategy Implications and Responses
Pastoral Purposes Framework – 'A guide to activities that can be undertaken on a Pastoral Lease'	2023	The purpose of the Pastoral Purposes Framework is to provide a guide to activities that can be undertaken on Pastoral Land in Western Australia. The framework does not set out an exhaustive list of all potential pastoral activities and permit activities, but lists a range of activities that are commonly undertaken on pastoral land.	Pastoral leases were reviewed by the State Government in 2015. The new local planning scheme should have regard to the land use permissibility of pastoral and rural land to enable diversification and the sustainable management of natural resources.
The Dongara to Cape Burney Coastal Visual Landscape Assessment	2011	Ecoscape was engaged by the Department of Planning (DoP) to undertake a visual landscape assessment of the study area and to develop key findings to manage visual landscape character for inclusion into the overall coastal planning. The aim of the assessment was to verify the landscape assessment work undertaken by the DoP and develop key findings for landscape management and design guidelines for future development within the study area. The study area is the coastal strip about 50 kilometres long and about 3.5 kilometres wide, located west of the Brand Highway to the coast from Dongara to S Bend and the west of Company Road to Cape Burney.	The technical documentation progressed to date should be considered and factored into any future decision making with respect to planning of this section of coastline. This Strategy recommends to implement the Landscape Assessment and preserve and manage the visual landscape qualities of unique coastal areas through applying a special control area within the local planning scheme to the coastal dune area north of Dongara, with provisions requiring planning proposals to consider the visual landscape qualities of the area.

3. Local Planning Context

3.1 Strategic Community Plan

The Shire's Strategic Community Plan (SCP) was adopted in 2021. Key themes and outcomes which are relevant to land use planning are outlined in Table 12.

Table 12. Strategic Community Plan Summary

Themes	SCP Outcomes and Strategies	Local Planning Strategy Implications and Responses
Social	• Advocate for retention of existing and enhanced facilities and health and social support services • Recognise places of cultural and heritage value	• Urban growth is consolidated within and close to existing town centres with access to community facilities and areas of cultural heritage value
Economic	• Partner with and advocate on behalf of commerce and industry to improve local infrastructure and services • Ensure adequate and appropriately zoned land to support commerce and industry • Leverage opportunity and investment, and promote retail development	• Areas are identified for strategic green energy industry investment and commercial support, with transportation and infrastructure connections
Environment	• Prepare for and manage natural disasters and environmental risks • Prepare cutting edge land use strategies to guide future development	• Coastal and river management strategies are reflected in key planning directions • Flexibility through agile planning frameworks is encouraged to facilitate quick on-boarding of energy industries, tourism uses and infrastructure investment.
Leadership	• Maintain effective working relationships with relevant stakeholders	• Throughout the preparation of this Strategy, the Shire has held workshops with key industry stakeholders, leaders and decision-makers to help attract investment into the region on the back of the growing energy industry

The development the SCP was initiated by the Shire of Irwin to provide the long-term strategic framework and direction for the Shire. This approach complies with the Integrated Planning and Reporting Framework and Guidelines, which requires all local government to develop a 10+ year Strategic Community Plan through a process of community engagement aimed at identifying long term community aspirations, visions and objectives.

The strategic objectives and approaches outlined in the SCP are still relevant however community priorities may have changed given the impact of Covid-19. The community responses received as part of the Strategy review should be compared against the community priorities contained within the SCP to ensure current community expectations are being adequately considered. If there is a distinct lack of cohesiveness between the current community priorities and those contained within the SCP, a review of the SCP should be undertaken.

3.2 Previous local planning strategy(s)

Prior to the WAPC's endorsement of this document, the local planning strategy for the Shire was Shire of Irwin Local Planning Strategy 2017.

The Shire's prior Local Planning Strategy was adopted in 2017 however the drive behind it was based on the 'WA boom time' of the early to mid-2000's, which is not reflective of the development direction since the Strategy's implementation. In addition to this, since the current Strategy was developed, several State policies and positions have been reviewed and developed, as well as the review of the Shire's Local Planning Scheme getting underway. These need to be given strong consideration to support the future long-term development at a local level that aligns with the strategic objectives of the State.

With the development of the Shire's revised Strategic Community Plan, it is an opportune time for the Shire to concurrently re-evaluate and redevelop the local planning strategy to align its direction with the vision and objectives of the revised Strategic Community Plan. This will ensure, through the delivery of a relevant and responsive local planning strategy, that the Shire can meet the expectations of the community for the next 10-20 years.

The primary matters and changes in planning direction to consider since preparation of the former Local Planning Strategy include:

a. Population growth scenarios based on key major energy projects within the region;

b. Introduction of a southern industry hub (Arrowsmith Resources Area) to facilitate the emerging green energy industry;

c. Identification of key potential road connections to link new industry with urban areas and infrastructure;

d. Light industry expansion to support emerging strategic green energy industry; and

e. Consolidating growth and re-prioritising new housing areas through the introduction of an urban growth boundary centered around the townsites.

3.3 Local Planning Scheme

Local Planning Scheme No.5, adopted in May 2008 is the primary document for controlling land use and development within the Shire. The Scheme consists of the Scheme Text and Scheme Maps, to be read in conjunction with the Local Planning Strategy for the Shire.

The Scheme is the statutory mechanism designed to implement the planning rational from the Local Planning Strategy when considering land use and development within the Shire through zoning, reservations and statutory provisions.

A new local planning scheme is being prepared to align with this Strategy. Specific recommendations for the new scheme have been included throughout the Strategy.

3.4 Local Planning Policies

Local planning policies can be prepared by Shire in accordance with Division 2 of Schedule 2 of the Regulations in respect of a particular class or classes of matters specified in the policy; and may apply to the whole Scheme area or part of the Scheme area. An overview of the Shire's local planning policies and implications for the Strategy are provided in Table 13.

Table 13. Local planning policies

Name of Local Planning Policy	Date of Adoption/Last Amendment	Purpose of Local Planning Policy
Advertising Applications for Development Approval	Adopted 13 January 2024	To identify standards for advertising arising from the Planning and Development (Local Planning Schemes) Regulations 2015.
Advertising Signs	Date not published	To provide a framework for the assessment of proposed advertising signs within the Shire. The policy provides assessment framework for advertising signs, including exempted signs, prohibited signs and provisions for sign types.
Developer Contributions for Upgrades to Roads and Footpaths	Date not published	To provide a method of seeking contributions for the upgrading of the Shire's road and footpath network, as a result of the subdivision and development proposals.
Extractive Industries	Date not published	To provide a framework for the assessment of proposed Extractive Industries.
Outbuildings	Adopted 23 September 2023	To provide guidance on the exercise of discretion when dealing with the design, planning and assessment of applications for, or related to outbuildings. To ensure that the outbuilding remains an ancillary use to the main dwelling on the lot.
Performance Bonds	Adopted 15 December 2015 Amended 27 July 2017	To ensure planning conditions imposed by Council are complied with. To secure, via bonds, the satisfactory completion of developments which would normally involve the construction of buildings, car parks, accessways, landscaped areas or any other relevant matter.
Shipping Containers	Adopted 23 July 2019	To establish guidelines for the assessment of proposals to place shipping containers or other similar relocatable storage units on land within the municipality.
Temporary Accommodation	Adopted 15 December 2015 Amended 27 July 2017	To prevent the establishment of two dwellings on rural lots.
Water Sensitive Urban Design	Date not published	To ensure proponents undertaking subdivision and development proposals effectively manage stormwater in accordance with Water Sensitive Urban Design principles.
Wind Turbines	Date not published	To provide a framework for the assessment of proposed small scale Wind Turbines within the Shire of Irwin.

Note: All local planning policies will require review as part of the preparation of the new local planning scheme.

3.5 Structure Plans

Structure plans (including standard structure plans and precinct structure plans) can be prepared in accordance with Division 2 of Schedule 2 of the Regulations for land within the Scheme area to provide the basis for zoning and subdivision of land. Precinct structure plans can also be used to inform built form outcomes and the design of public open spaces. An overview of the structure plans within the Shire, and implications for the Strategy are provided in Table 14.

Table 14. Structure plans

Name of Structure Plan	Date of WAPC Approval/Last Amendment	Purpose of Structure Plan	Local Planning Strategy Implications and Responses
Dongara-Port Denison District Structure Plan	19 September 2014	The District Structure Plan provides a strategic framework for the town in response to the key opportunities and challenges identified. The following objectives were identified for the District Structure Plan: • Development reflecting contemporary practice in sustainable urban development; • A mix of residential development types and densities; • Provision for dedicated tourism sites; • Retaining landforms to optimise views and physical elements of landscape; • Integration of development with existing attributes of the area including the coast and golf course and other community and recreation purposes as required; and • Sensitive treatment of interfaces with adjoining land uses e.g. Marine based industry area.	Revoke the District Structure Plan/ opt not to renew upon expiry. The District Structure Plan was adopted in 2014 with a recommendation for a review every 5 years to take into account changes in development trends, community aspirations and any modifications to the State Planning Framework. No reviews have occurred. The District Structure Plan expires in 2025. Many of the attributes of the District Structure Plan are accommodated within the Strategy and new local planning scheme, including an extended frame of reference.
Dongara Town Centre Precinct Plan	2009 (not WAPC endorsed)	The Dongara Precinct Plan was prepared to address the issues identified in the then local planning strategy.	Recognition of role of commercial area on Point Leander Drive as an activity centre which may expand over time. Potential expansion of the Smith Street Mixed Use precinct identified as a Planning Area for further investigation. Identifies benefit of adopting design guidelines for the Morten Terrace area.
Springfield Subdivision Guide Plan and Draft Springfield Structure Plan.	1994 and 2017 (not WAPC endorsed)	The draft structure plan aims to coordinate the development of land, and proposes bushfire and water management requirements at the subdivision and development stage to minimise risk in the event of a bushfire event, ensure adequate provision of water and appropriate disposal of wastewater. The structure plan proposes an indicative road layout to improve access within Springfield and connectivity to the broader road network, and allow for future development of rural residential lots.	Subdivision Guide Plan expires in 2025. Minimal development in the area has occurred in recent years. State Structure Plan guidance has since been updated to take a more rigorous approach to precinct planning. It would be likely that more detail is required on bushfire risk and management. Recommend the structure plan be updated to align with State guidance.
Lots 4, 5 and 10 Brand Highway, Bonniefield Local Structure Plan	20 February 2015	The Structure Plan proposes development of the site for residential purposes, supported by public open space. It has been designed to fit into the larger development area identified within the Dongara District Structure Plan	Structure Plan expires in 2025. No site preparation of development has occurred since endorsement of the Structure Plan. Consider renewal of the Structure Plan for a further 10 years.

3.6 Local Development Plans

Local development plans can be prepared in accordance with Division 2 of Schedule 2 of the Regulations for land within the Scheme area to provide guidance for future development in relation to site and development standards and any exemptions from the requirement to obtain development approval. An overview of the local development plans within the Shire, and implications for the Strategy are provided in Table 15.

Table 15. Local development plans

Name of Local Development Plan	Date of Approval/Last Amendment	Purpose of Local Development Plan	Local Planning Strategy Implications and Responses
Dongara Tourist Park Local Development Plan and Foreshore Management Plan	October 2016 and 10 May 2024	To guide the layout and configuration of the tourist park lot in isolation, including movement network, open space and amenities.	Recognition of strategic tourism site. Recommend the plan be retained.
Seaspray Caravan Park Local Development Plan and Foreshore Management Plan	6 May 2020 Amended 24 August 2023	To guide the development of the site taking into account the site's location and foreshore management interrelationship.	Recognition of strategic tourism site. Recommend the plan be retained.
Lots 16, 17 & 18 Point Leander Drive and Francis Road, Port Denison	4 June 2024	To guide future subdivision including provision of roads and public open space.	Recommend the plan be retained.
Numerous building envelope plans for rural residential and rural smallholdings land	Various	To guide the location of development on a lot	Building envelopes can be facilitated through the subdivision process to protect environmental values. Recommend each plan be review once development is proposed.

3.7 Other Relevant Strategies, Plans and Policies

Table 16. Other relevant strategies, plans and policies

Name of strategy, plan, policy	Date approved	Purpose	Local Planning Strategy Implications and Responses
Central Regions Land Capacity Analysis (Shire of Irwin)	2016	Provides a broad overview of the existing and future land capacity of settlements in the local government area. It examines land identified for residential, commercial and industrial development. It has been prepared for guidance purposes only.	The analysis suggests there is sufficient land capable of substantial further development (based on the current extents of zoned residential land and identified for future residential purposes) to cater for the population growth forecast at the time (WA Tomorrow 2026 forecast). The Strategy recognises updated population forecasting and land demand analysis and identifies limited additional land for residential purposes, long term.

Name of strategy, plan, policy	Date approved	Purpose	Local Planning Strategy Implications and Responses
Irwin River Flood Study	2017	This report presents flood modelling and floodplain mapping for the Irwin River at Dongara. The results of the study are to inform future land use planning and development decision making, emergency response planning and increase community awareness of flood risk.	The Shire and community have a desire to protect development and infrastructure from the risk of flooding. The current scheme reflects outdated flood mapping. DWER has advised the 2017 Irwin River Flood Study needs refinement before any scheme provisions can accurately reflect flood risk extent. Therefore, this Strategy reflects an area of flood risk on the Strategy Maps, generally aligning to inner Irwin River area of the 2017 Irwin River Flood Study, until such time the Department of Water and Environment Regulation (DWER) updates flood mapping for this area.
Irwin River Walking Trail Amenity Upgrade Masterplan	2021	Sets out the principles for development and a vision for the amenity upgrades of the Irwin River walking trails in Dongara and Port Denison from the traffic bridge to the lagoon. It also proposes new trails to the east of the traffic bridge.	Implementation of the Masterplan will be supported through the identification of potential future urban infill in proximity to the Irwin River walking trails (existing and proposed), including improving access from areas south of the Irwin River to the town centre amenities. The upgraded walking trails will also support the development of existing residential zoned land in Dongara and Port Denison.
Port Denison Foreshore Masterplan	2021	This report sets out Josh Byrne and Associates' Port Denison Foreshore Masterplan design which has been prepared as a result of extensive engagement with the Shire and local community. Five key precincts have been identified within the foreshore, each with its own existing character and features and the masterplan seeks to enhance this.	Implementation of the Masterplan will be supported through the identification of the Port Denison neighbourhood centre , exploring design guidance for vacant land development in this area, and introducing flexible land use permissibility for tourism development.
Shire of Irwin Coastal Management Plan	2020	To provide management actions for the Shire's coastline for the next 10 years.	The Coastal Management Plan focuses on existing coastal sites used for recreation. The areas between the sites are largely undisturbed. Future use and development should utilise existing sites and tracks to conserve areas of undisturbed coast.
Shire of Irwin Industrial Land Strategy	2020	Identifies strategic objectives for industrial land within the Shire. The Strategic Objectives aim to attract investment, plan for growth, create clusters and provide amenities through the implementation of primary actions.	The Industrial Land Strategy anticipates growth and investment in mining, agribusiness and infrastructure, leading to an increase in total volume of industrial land. This Strategy reflects this projection in its identification for industrial expansion, intensification and/or establishment.
Shire of Irwin Local Heritage Survey	2020	The Local Heritage Survey provides details of 136 places of heritage importance. Each entry is categorised with a level of significance: 1. Exceptional Significance; 2. Considerable Significance; 3. Moderate Significance; 4: Historic Site; and 5: Municipal Inventory Archive.	The Shire is rich in heritage. The Heritage Survey and Heritage List should be maintained.

Name of strategy, plan, policy	Date approved	Purpose	Local Planning Strategy Implications and Responses
Shire of Irwin Coastal Hazard and Risk Management Adaptation Plan	2016	Provides strategic guidance on co-ordinated, integrated and sustainable management and adaption for land use and development within the Shire's coastal zones. Moreover, it identifies coastal risk hazards associated with changing sea levels makes recommendations to prevent or reduce impacts on vulnerable property and infrastructure. A key theme of the Strategy is on public education on the Shire's natural communities and sensitive habitats, with its key aim is to encourage public appreciation and environmentally sound recreational practices within the Shire.	The Shire and community have a desire to protect development and infrastructure from the risk of coastal inundation and erosion. The Shire's Coastal Management Plan 2017 is considered a contemporary document to guide effective management of the local coastal environment. There, this Strategy supports the implementation of the land use recommendations contained within the Shire's Coastal Management Plan 2017.
Shire of Irwin Green Infrastructure Strategy 2015-2020	2015	The Green Infrastructure Strategy coordinates the delivery of an integrated network of green spaces and corridors which are underpinned by easily maintained, economically and environmentally sustainable engineering solutions. The Green Infrastructure Strategy includes an Action Plan that includes a variety of initiatives and projects. The Action Plan is intended to be reviewed and updated annually. A key initiative is to investigate how to attract renewable energy projects to the Shire, including solar farms and wind farms.	A number of areas for longer-term residential infill and expansion are identified with this Strategy. Precinct planning and subdivision of these areas should consider the aims and objectives of the Green Infrastructure Strategy 2015 – 2020, including but not limited to contributing toward an integrated network of multifunctional green spaces that enhance the Shire's sense of place and cultural identity.
Draft Shire of Irwin Tourism Development Plan 2013-2018	2014	The TDP enables the Shire of Irwin to make informed decisions regarding the promotion, marketing, infrastructure and facilities, projects, programs and planning to increase tourism opportunities. Note: The WAPC's Tourism Planning Guidelines supersede the Shire's Tourism Development Plan.	The Shire's competitive tourism advantage is its accessibility from the Perth metropolitan region (time, distance and direct travel), its coastal environments, and its relative affordability for family holidays. There is opportunity to enhance ecotourism offerings and potential tourism related to the growing green energy industry. There is an opportunity to broaden where tourism related development is permitted by adopting flexible land use permissibility in the local planning scheme.
Dongara Town Centre Revitalisation Plan	2014	The Dongara Town Centre Revitalisation Plan is designed to be the basis for the Town's short, medium and long term development. It is designed to be read in conjunction with the District Structure Plan and provide a framework for redevelopment. The study was designed to address a number of key objectives, including parking and traffic; disabled access; lighting and signage; public open space and landscaping; public amenities and facilities.	There is a need to review this precinct plan to align its strategies and actions to contemporary State guidance on precinct planning (refer State Planning Policy 7.2 Precinct Design). In doing so, there should be a focus on cultural heritage, town character and amenity while attracting growth from the energy industry investment.

Name of strategy, plan, policy	Date approved	Purpose	Local Planning Strategy Implications and Responses
Shire of Irwin Dongara Open Space Strategy	2011	The purpose of the Strategy is to establish the adequacy of the current provision and distribution of public open space and as a result provide a framework for the future, based upon the future growth of Dongara/Port Denison. The Strategy also serves to enable the Shire to consider either a rationalisation of current open space, if areas are considered surplus to requirements, or alternatively to consider a need for additional facilities, if areas are considered to be under resourced.	As with the Shire's Green Infrastructure Strategy, a number of areas for longer-term residential infill and expansion are identified with this Strategy Precinct planning and subdivision of these areas should consider the aims and objectives of the Open Space Strategy.
Shire of Irwin Recreation Needs Analysis	2014 draft	The Shire commissioned the Recreation Needs Analysis to determine the current and future recreation services, programs and facilities needs of the community and make recommendations that are appropriate for the level of need and are practical to implement.	Whilst many of the recommendations of the Recreation Needs Analysis are operational (asset enhancements and programmes etc), this Strategy seeks to make the best use of existing recreational and community facilities by consolidating the urban footprint around the established urban area. The Strategy also contemplates a longer-term distrcit recreation hub that co-locates various recreation assets to create synergies and efficiencies between their differing offerings and users.
Irwin River Estuary Coastal Management Plan	2005	This Coastal Management Plan (CMP) has been prepared to document management measures and recommend passive and active facilities for the Irwin River Estuary and the coastal foreshore area to Granny's Beach.	This Strategy supports the implementation of the CMP to maximise the potential for public access and facilities to the area, without compromising its current cultural, environmental, heritage and recreational value.

4. Local Government Profile

4.1 Demographic Profile

4.1.1 Population

In 2021 the Shire of Irwin had a population of 3,682 indicating an increase in population of 3.2% since 2011.

Figure 5. Shire of Irwin Population. Source: Australian Bureau of Statistics, 2021

4.1.2 Age

The Shire of Irwin has an older population with a median age of 53 years compared to the State average of 38 years. Over 47% of the Shire's population is over 55 years in comparison to 28% in WA as a whole.

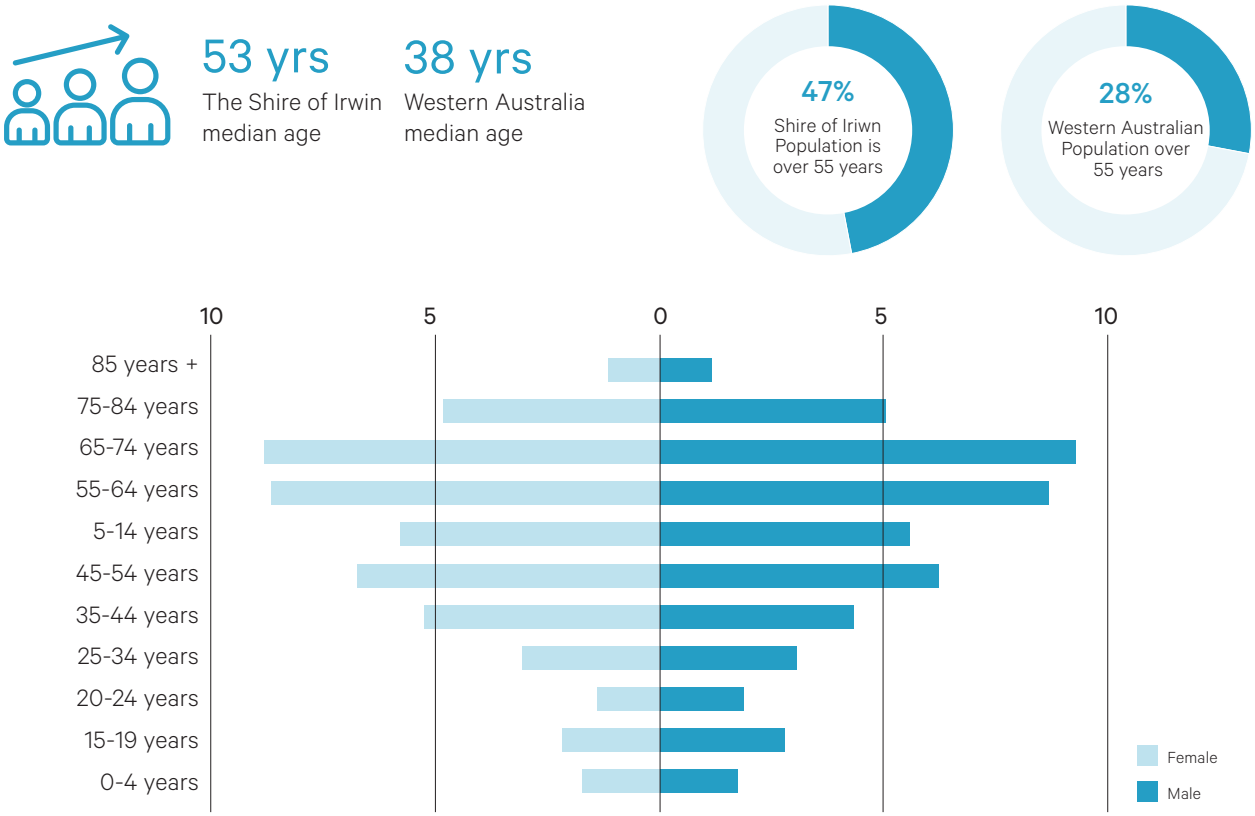


Figure 6. Shire of Irwin Age Distribution. Source: Australian Bureau of Statistics, 2021

4.1.3 Family Structure

Of the families in the Shire at the 2021 Census, 21.9% were couple families with children, 36.0% were couple families without children and 8.5% were one parent families.

Refer to Figures 6 and 7 for a comparison with WA.

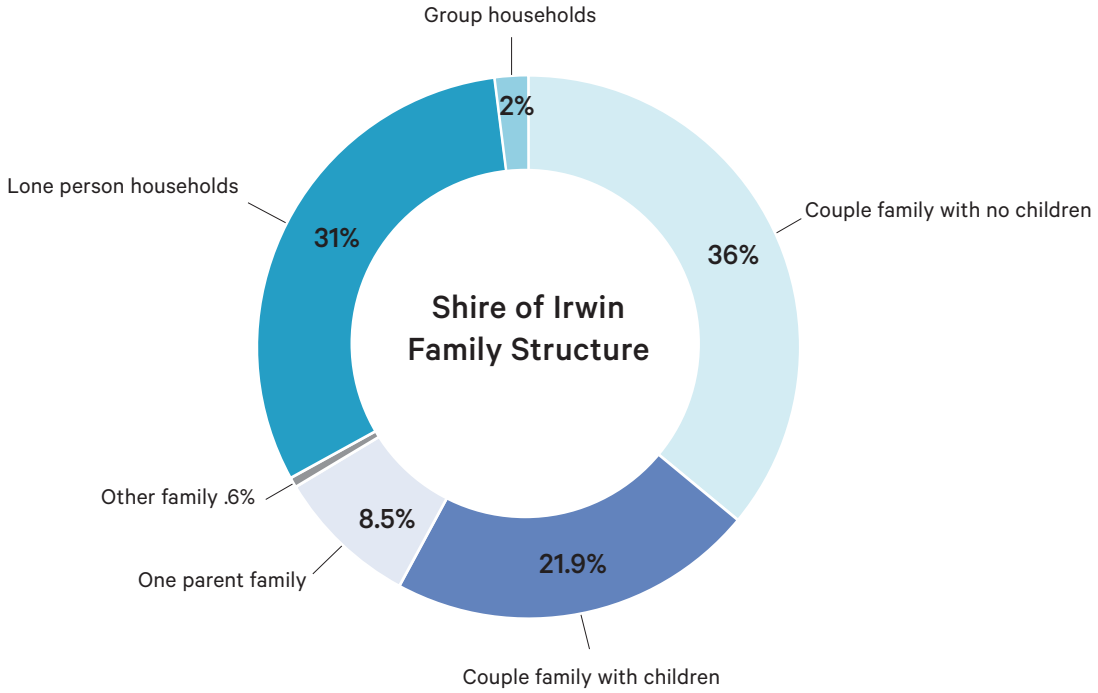


Figure 7. Shire of Irwin Family Structure. Source: Australian Bureau of Statistics, 2021

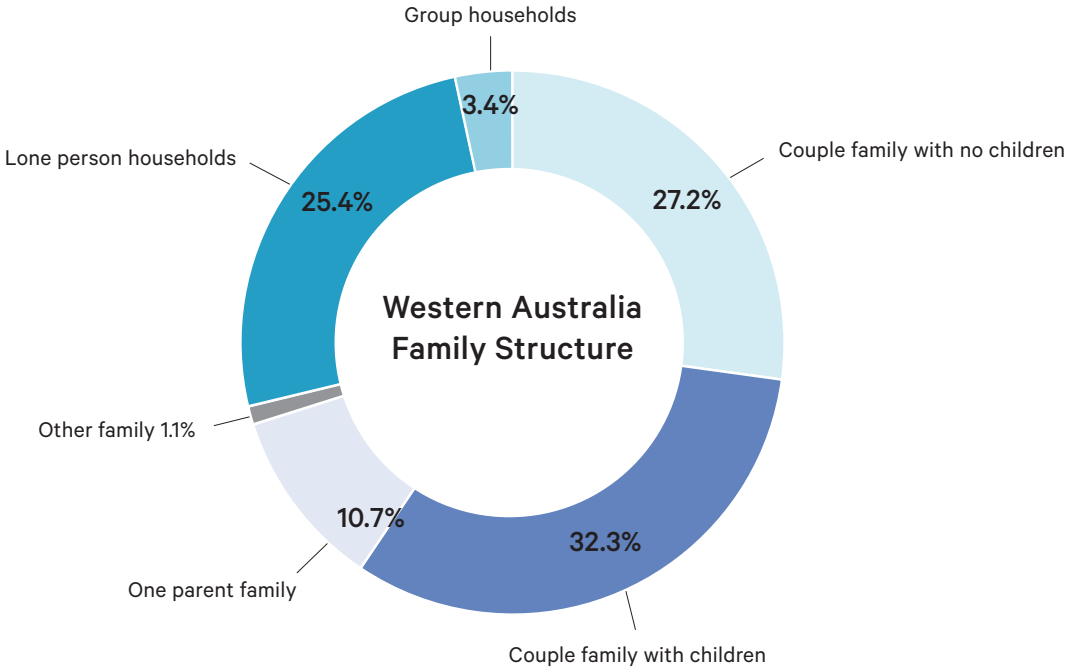
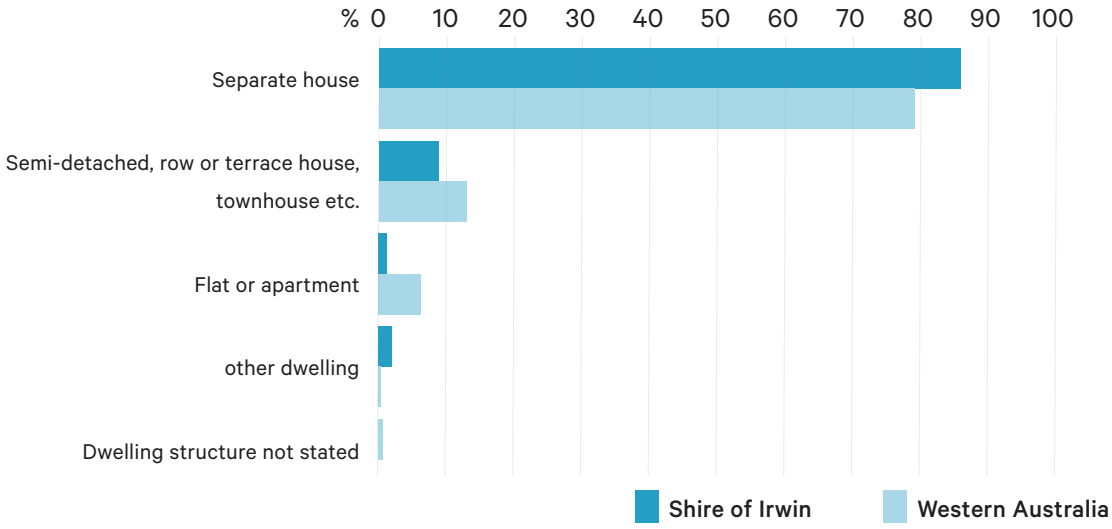


Figure 8. Western Australian Family Structure. Source: Australian Bureau of Statistics, 2021

4.1.4 Housing

At the 2021 Census, 1,433 private dwellings in the Shire were identified as occupied. A further 410 (22.2%) of private dwellings were unoccupied compared to 10.9% in WA.

Of the occupied private dwellings, the mix was as shown in Figure 8:



4.1.5 Employment

The Shire of Irwin had a labour force of 1,480 in the 2021 Census. The unemployment rate was 4.3%, below the State level of 5.4%. Agriculture, forestry and finishing, mining, retail and construction are the most prominent employers within the Shire of Irwin. Figure 9 identifies the top ten industries of employment in the Shire.

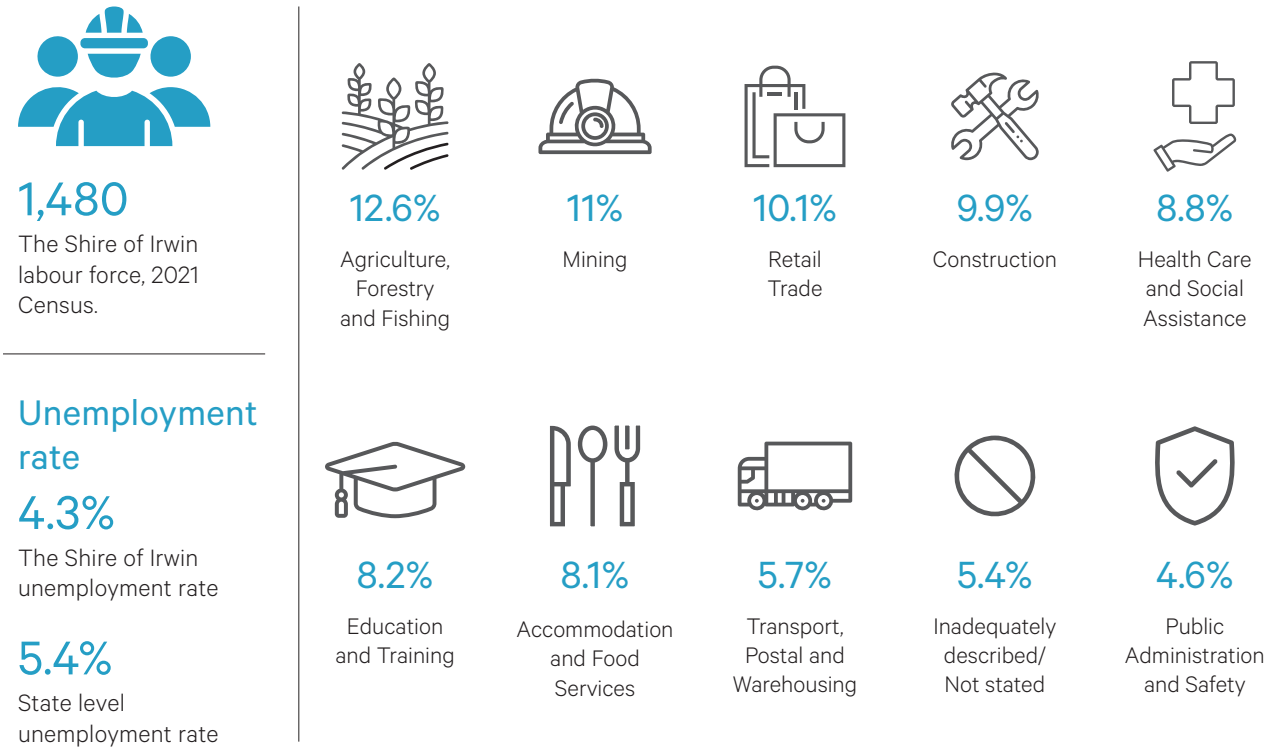


Figure 9. Top ten industries of employment in the Shire of Irwin

Figure 10 shows the employment of the Shire's workforce by occupation. The largest percentage of people are employed as technicians and trades worker, managers and labourers.

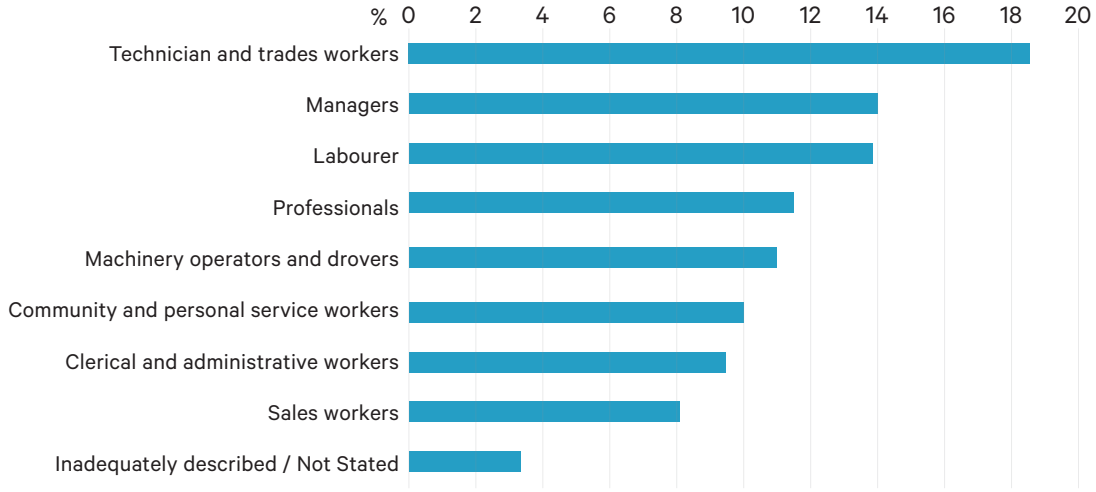


Figure 10. Shire of Irwin Employment by Occupation. Source: Australian Bureau of Statistics, 2021

4.2 Community, Urban Growth and Settlement

4.2.1 Housing

The Shire of Irwin currently has limited housing diversity, with the majority of dwellings being single houses, often with three or more bedrooms. This provides limited choice for young singles or couples, and 'empty- nesters' who may prefer a smaller dwelling with lower maintenance requirements.

4.2.2 Rural residential

Existing rural residential areas within the Shire are located at Springfield to the south-east of the town centre and the area known as Race Course Estate (or North Dongara) to the north of the town centre. Springfield has generally been developed to two hectares without provision of scheme water and with legacy issues relating to bushfire risk and management. Significant areas remain undeveloped which suggests the current supply may largely be adequate. A comprehensive review of the Springfield area should be undertaken to explore opportunities and solutions to provide innovative rural residential product that meets contemporary State planning objectives.

4.2.3 Rural smallholdings

The document entitled 'Identification of high quality agricultural land in the Geraldton Planning Region' identifies these areas as generally being located within the 'South Dongara' and the 'Geraldton-Dongara' Agricultural Land Areas (ALAs) which have been listed as having the following opportunities and constraints with respect to their ability to be used for agricultural purposes:

Opportunities:

- Relatively high rainfall
- Some areas of moderately productive sands
- Some potential for groundwater abstraction
- Well-established transport routes
- Numerous small properties suitable for intensive agricultural development

Constraints:

- Groundwater resources unproven
- Many of the sands have poor productivity
- Careful management of irrigation and fertilisers is required to maintain productivity
- Exposed to strong coastal winds
- Small parcels and dissected landscape can limit the scale of operations
- High land prices
- Potential for conflicts along urban interface and with 'rural life-stylers'

Existing lots within the Rural Smallholdings zone are permitted to be subdivided to a minimum lot size of either 15 or 20 hectares. Based on these existing subdivision rights, it is not considered reasonable to change the policy direction significantly to restrict any further subdivision within these policy areas. However, to enable a more consistent administration, it is recommended to adopt a minimum lot size of 15 hectares across the Rural Smallholdings zone.

Future

The change in dwelling demand by 2031 is projected as follows:

Table 17. Dwelling forecast. Source: Shire of Irwin Land Demand Analysis (AEC, 2023)

	2021	2031*	
		Low Scenario	High Scenario
Number of dwellings	1,433 dwellings	Decline of 200 dwellings	Increase of 1,000 dwellings

* Note a peak in dwellings is forecast to occur in 2025.

The Dongara Port Denison District Structure Plan (DSP) provides for a future potential dwelling yield of 8,240 and population of 18,617. The supply of residential land easily exceeds the projected population growth over to 2050.

Given the apparent oversupply of residential land identified by the DSP, the Strategy recommends to re-prioritise the distribution of future residential land on the following basis:

- Revoke the DSP or opt to not renew the DSP upon its expiry in 2025.
- Prioritise the release of land within the 'urban growth boundary' shown on the Strategy Map.
- Not to proceed with the intensification of the Racecourse Estate for residential purposes and instead leave this estate for Rural-Residential purposes based on the projected demand for this type of residential product.
- Prioritise the release of the Bonniefield structure plan area, north of Francisco Road on the basis that the area is zoned 'Urban Development' with an approved Structure Plan.

4.2.4 Cultural heritage

The Shire of Irwin has a rich cultural history. Pre-settlement, the Wattandee people travelled seasonally through the areas between Mingenew and Dongara. Evidence of aboriginal occupation of Dongara and the surrounds has been found in middens in the area. It is likely that Wattandee people spent the summer months in the Irwin River estuary area, with access to freshwater pools along the riverbed and at Nhago Spring.

In August 2017, the Minister for Aboriginal Affairs made an offer to enter into a negotiated alternative settlement of four native title claims over 48,000km2 of land and waters in the wider Geraldton region: Southern Yamatji, Hutt River, Widi Mob and Mullewa Wadjari. The offer was accepted by the native title claim groups in October 2017 and finalised in October 2020 via the Yamatji Nation Indigenous Land Use Agreement. The Agreement supports Aboriginal empowerment and recognition and includes a diverse range of benefits, with a strong focus on sustainable economic development, ensuring their active participation in the regional economy, today and into the future.

European settlers first settled in the region in the 1850s. There are 16 places in the Shire included on the State Register of Heritage Places for their heritage significance, the majority of which are located within the Dongara townsite. They include the Moreton Terrance and Leander Drive Fig Trees, St John the Baptist Anglican Church, former Irwin Roads Board Office, Dongara School Master's House, Dongara Post Office (now the Public Library), and the Royal Steam Flour Mill.

The Shire should update its local heritage survey on a regular basis to ensure planning proposals have up-to-date information on cultural heritage matters.

4.2.5 Activity centres

The WA Housing Strategy 2020-2030 sets a new direction for housing in Western Australia. The Strategy aims to connect people to safe, stable and sustainable homes, while improving housing choice and outcomes for households and communities. It will also create an agile housing system that can respond to social and economic changes. Relevant to the Shire of Irwin, it reinforces the local demand for short stay accommodation and housing options within regional activity centres.

The State Government's subsequent Regional and Remote Housing Implementation Plan should be delivered as funds become available, prioritising infill within the townsites of Dongara and Port Denison to facilitate housing with access to amenities.

4.2.6 Public open space and community facilities

Access to public open space and community facilities is important, particularly for smaller dwellings, to provide attractive spaces for recreation. Most medium density residential zoned land (R30 to R50) is currently located in close proximity to local reserved land (public open space), generally adjacent to the Irwin River or the coastal area of Port Denison. Access to public open space and facilities should be a key consideration when considering any increase in residential density coding.

4.3 Economy and Employment

4.3.1 Industry: Strategic, Heavy and Light

"We are no longer in an era of change, but a change of era with regard to energy." –

Shane Ivers, Chief Executive Officer, Shire of Irwin

Through collaboration with established and emerging industries, energy transition is a great objective for the Shire's Arrowsmith Resources Area.

Existing

The Shire of Irwin economy has been founded on strong agriculture and fishing industries. The unique combination of natural and cultural (traditional and European) assets and coastal lifestyle are the foundation of a healthy local tourism industry. More recently, mining and resource industries have become a major driver of the local and regional economies.

At present two Industrial zones exist within the Shire.

1. The first is General Industry and Light Industry zones located off the Brand Highway, at the eastern entrance to the town;
2. The second is the 'Marine Based Industry' zone in Port Denison in close proximity to the small boat harbour. The intent of this zone is to service the Fishing Industry. There is anecdotal demand for caretaker dwellings in this area.

Future

There is currently an adequate volume of industrial land available in the Shire to meet expected future demand under a 'Business as Usual' scenario. However, the Shire sits at the heart of a region expected to experience investment in mining, agribusiness and infrastructure. Together with the evolving nature of industrial activity we may see an increase in the total volume of industrial land demand; and a change in the nature of services desired to support emerging energy industries.

Based on modelling prepared by AEC, the employment associated with ten major projects in the region is anticipated to peak in 2025 (when the majority of construction is anticipate to occur), as such, total land demand is estimated to peak at 415,300 square meters in the same year, with industrial land comprising 91.8%, retail land comprising 6.8%, and commercial land comprising 1.3%.

The longer term change in industrial land demand by 2031 is projected as follows:

Table 18. Industrial land forecast. Source: Shire of Irwin Land Demand Analysis (AEC, 2023)

GFA	2021	2031*	
		Low Scenario	High Scenario
Industrial land	164,250sqm	Decline of 23,300sqm	Increase of 97,400sqm

* Note a peak in industrial land is forecast to occur in 2025.

The Shire is actively planning to meet the needs of industry through:

1. The identification of approximately 9.7ha of additional zoned industrial land immediately east of the existing Dongara industrial area to supply manufacturing and associated industries that will support strategic renewable energy industry;
2. Facilitating the establishment of new energy industries within the Arrowsmith Resources Area; and
3. Planning for potential new road corridors to connect the Shire's industry hubs to achieve efficient movement networks through the ongoing development of a broader roads strategy.
4. Utilising the Brand Highway bypass area adjacent to the existing railway line (if no longer warranted by Main Roads WA) for the expansion of the adjoining industrial area.

4.3.2 Retail/ Commercial Activity

The change in retail and commercial land demand to 2031 is projected as follows:

Table 19. Retail and commercial land forecast. Source: Shire of Irwin Land Demand Analysis (AEC, 2023)

GFA	2021	2031*	
		Low Scenario	High Scenario
Retail	12,200sqm	Decline of 1,700sqm	Increase of 7,200sqm
Commercial	2,385sqm	Decline of 1,500sqm	Increase of 1,600sqm

* Note a peak in retail and commercial land is forecast to occur in 2025.

Dongara

It is apparent that there is an existing oversupply of Commercial zoned land within the Dongara town centre in particular. However, its role will need to be reviewed in the context of potential strong population growth scenarios projected which could require up to 7,200sqm retail area (further detailed commercial/retail needs and viability analysis required). As part of this review the Town should maximise tourism sector growth opportunities, which could potentially include an Arts and Cultural Precinct.

There is also the opportunity to create a potential district commercial site (Planning Area E) for large format retail. A site has been identified outside of the Dongara Town Centre on Brand Highway, providing good vehicle access and exposure.

The most appropriate zone under the *Planning and Development (Local Planning Schemes) Regulations 2015* for commercial land within the Dongara Urban Area is a 'Town Centre' zone based on Dongara being identified as a sub-regional centre under the Midwest Regional Planning and Infrastructure Framework.

Port Denison

There is an identified opportunity to create a recreation destination at Port Denison's Point Leander Drive. This may involve expanding the existing Commercial zone along Point Leander Drive to accommodate future commercial growth and create a focal point to the Point Leander Recreation area, maximising activation between businesses to the planned foreshore masterplan works.

4.3.3 Tourism

As outlined in the Shire's Tourism Development Plan, the vision for tourism is *"The sustainable growth of a tourism sector that contributes to the lifestyle of the community by the promotion and support of the destination's natural beauty, heritage and activities to visitors".*

Key relevant planning objectives of the Tourism Development Plan and adapted from the WAPC's Tourism Planning Guidelines include:

- Increase market share by growing the number of visitors to Dongara – Port Denison;
- Understand the broad market trends and the needs of specific market segment(s) and identify the nature and importance of tourism in the local economy in the preparation of strategic plans and policies.
- Recognise and support the importance of tourism to a locality through its local planning scheme zones and provisions.
- Identify and retain sites for the future development of a range of products, services and activities (such as tourist accommodation including backpacker, caravan park, self catering apartments, motels and hotels, and attractions) to meet projected demand for the locality.

- Encourage a variety of holiday accommodation though the provision of suitable land uses. It is important to consider the retention of existing caravan parks and camping grounds in preferred locations and the protection of caravan parks and camping grounds through appropriate zoning.
- Protect identified tourism precincts and tourism sites from the encroachment of incompatible or conflicting land uses.
- Encourage innovative tourist accommodation development and the provision of facilities that meet the needs of the market.
- Identify and address tourism growth in the locality and encourage development that reinforces the local tourism identity – what is unique to a particular area or what does that locality have that cannot be offered at other tourist destinations.

This Strategy has given regard to the Mid West Tourism Strategy suggestions, the Shire's Tourism Development Plan analysis, and the WAPC's Planning Bulletin 83 Planning for Tourism, Planning Bulletin 49 Caravan Parks and Planning Bulletin 99 Holiday Homes Guidelines. The Shire's competitive tourism advantage is its accessibility from the Perth metropolitan region (time, distance and direct travel), its coastal environments, and its relative affordability for family holidays. There is opportunity to enhance ecotourism offerings and potential tourism related to the growing green energy industry.

Within the current local planning scheme there are two blocks currently zoned 'Special Use 28' for tourism purposes, located on the corner of Point Leander Drive and Samuel Street overlooking the marina. There are a number of sites which are currently zoned special use which could be used for tourism development. This current statutory approach may be restricting tourism opportunities rather than supporting and encouraging their development. There is an opportunity to broaden where tourism related development is permitted by adopting flexible land use permissibility in the local planning scheme. The townsites of Dongara and Port Denison are arguably 'tourism precincts' by nature, as well as coastal areas.

Tourism is a significant opportunity for the Shire given its coastal location, access to natural amenity and due to its proximity to Perth and Geraldton.

Key action items include:

1. Investigate opportunities to deliver a variety of tourism accommodation and associated recreation sites across the Shire through flexible land use permissibility. According to previous studies, there is an identified need to provide high end tourist accommodation within Dongara-Port Denison.
2. Investigate the relocation of the existing Big 4 Caravan Park due to longer term coastal inundation impacts.
3. Consider preparing Design Guidelines for the 'Special Use 28' site at the corner of Point Leander Drive and Samuel Street to provide guidance on how the site can be developed for hotel/motel purposes and contribute to the activation of the Port Denison Foreshore Management Plan.

4.4 Environment

4.4.1 Natural Areas

The natural areas of environmental significance within the Shire include coastal and riverine areas, and State reserves. The Shire is known to contain a number of significant flora, vegetation and fauna values that are identified under both state and federal legislation and policy, including declared rare flora, threatened ecological communities and regionally significant vegetation complexes. It is noted that the Shire does not have a local Biodiversity Strategy to provide a coordinated approach to management and protection of the Shire's biodiversity.

4.4.2 Water Resources

Groundwater is an important source of water for potable and non-potable water within the Shire of Irwin. The quality of groundwater varies according to the underlying soil and geology and can have high salinity, but can also be detrimentally affected by contamination from minerals, chemicals, erosion and harmful micro-organisms.

Two Public Drinking Water Source Areas, the Allanooka and Dongara-Denison Water Reserves exist approximately 12km and 20km north east of the Dongara town site respectively. These areas have been identified to protect the potable water supply source for Dongara and Port Denison, as well as other towns in the Mid-West region.

In general, Public Drinking Water Source Areas are sensitive to contamination, which can result from a range of activities including urban development, fuel handling and storage, chemical spills, inappropriate management and treatment of effluent and grazing.

4.4.3 Coastal Protection

The Shire has prepared a Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) for the Irwin coastline which defines a coastal zone prone to coastal processes including storm surge, erosion and accretion. Areas of high risk priority for inundation include Port Denison, Granny's Beach and Surf Beach, South Beach South, Seaspray and the Irwin River mouth. Areas of high risk priority for coastal erosion include the above with the addition of South Beach North, Freshwater Point and Cliff Head North and South.

4.4.4 Basic Raw Materials

Basic raw materials (BRM) extraction plays a significant role in the local economy. Strategic mineral areas have been identified following consultation with the key stakeholders including industry leaders and are identified on the relevant Strategy maps.

There are several BRM quarries and deposits within the Shire for limesand, limestone, sand and clay, and several Extractive Industry Licenses for sand and limesand. Crown reserves are primarily used for the purpose of BRM.

Separation buffers to existing and new BRM operations in proximity to sensitive land uses should be implemented in the local planning scheme to protect the BRM operations and minimise land use conflicts.

4.5 Infrastructure

4.5.1 Transport Network

The Indian Ocean Drive and Brand Highway connect the Shire with the wider region. One of the more pressing issues from a road transport and infrastructure corridor perspective is the need to provide east-west linkages between Dongara-Port Denison and future, strategic green industry areas to the east and south-east of town. There is also an opportunity to better connect rural smallholding areas with the urban amenities of the activity centres.

The Point-Leander Drive bridge, across the Irwin River, is an approximately 7m wide single carriageway (one 3.5m lane for each direction). This section of road is considered one of the main restrictions to the road network as the bridge crossing is effectively the only crossing from Dongara to Port Denison over the Irwin River.

There are two railway lines that pass through the Shire of Irwin including the Perth to Mingenew to Dongara to Geraldton narrow gauge line, and the Dongara to Eneabba narrow gauge line, both under the jurisdiction of Brookfield Rail. There are no planned upgrades to any rail infrastructure within the Shire of Irwin.

Main Roads WA has completed its investigation into the preferred alignment of the Brand Highway bypass. The preferred alignment does not include the area adjacent to the existing railway line and this Strategy plans to better use this regional road reservation for the expansion of the adjoining light industry area.

4.5.2 Utility Servicing

Infrastructure capacity planning was undertaken as part of the projected growth scenario within the Shire's Local Planning Strategy 2017. The infrastructure capacity report concluded that whilst the majority of utility services had capacity to accommodate growth, some upgrades are likely to be required via the various servicing agencies. This includes upgrades and extension to reticulated water supply, sewer infrastructure, power supply, telecommunications, NBN roll-out, gas and drainage, as well as needing to identify a new site for a waste transfer station. In the meantime, there is a need to protect the existing waste water treatment plant and landfill site through appropriate land use planning buffers.

It is expected the growth of the energy industries and operations may place further demand on power, gas and telecommunications. This Strategy identifies potential infrastructure corridor alignments within the Arrowsmith Resources Area, strategic industry area and beyond for further investigation.

4.5.3 Airstrip

The airstrip is located on the southern outskirts of Port Denison, and is operated by the Shire of Irwin. The airstrip is approximately 18m wide and 1.2km long. It has a single lane access off Kailis Drive. The airstrip is not a Certified or Registered Aerodrome under Civil Aviation Safety Authority (CASA) guidelines and as such it is only permitted to accept restricted charter operations. The airstrip would require additional upgrades to reach Registered Aerodrome Status and would need to be considered as part of the wider strategic green energy industry operations and workforce transportation, and longer-term protection of the asset from coastal hazards, including potential relocation of the airstrip.

Supporting Information

Shire of Irwin Land Demand Analysis (AEC, 2023)

OUTCOME DRIVEN

Job Information	Detail
Date	20th March 2023
Job ID	J002035
Job Name	Shire of Irwin Local Planning Strategy
Client Name	Shire of Irwin (Element)
Project Manager	Kaitlin McInnes
Contact	kaitlin.mcinnes@aecgroupltd.com

SHIRE OF IRWIN LAND DEMAND

In 2017, the Shire of Irwin (Council) adopted a Local Planning Strategy (the Strategy). This document was developed during a bustling mining and resources boom which has since tapered off. An update of the Strategy is now in the works, considering the new economic, strategic, and political environment in the local region and Western Australia as a whole. Council has also recently adopted a revised Strategic Community Plan which is being reflected in the new Strategy.

Element is supporting Council in the development of the Strategy. AEC was engaged by Element to provide a background/ local profile and to develop employment and land demand estimates for the region. In developing the local profile, AEC discovered WA Planning population projections suggest the region will experience a population decline to 2031. Despite this, Council sees high industry growth and employment influencing the longer-term development in the region.

Before undertaking a detailed modelling process, the Shire of Irwin requires high-level indicative estimates of potential demand for dwellings, retail space, commercial space and industrial lands from which desired developments can be assessed. The methodologies utilised are focused on providing Council with a range of outcomes which could potentially occur within the region under various population (or employment) scenarios.

The estimates provided by this assessment will be for guidance only and will not be a replacement for more detailed economic modelling as part of the existing scope. It is understood detailed economic modelling will be undertaken later in the project timeline and this modelling is likely to deliver different outcomes to those developed in this stage.

Using a range of methodologies, land demand in the Shire of Irwin is projected to reach between 153,400 square metres and 284,900 square metres by 2031, representing a decline from 2021 land demand of 25,400 square metres under the minimum scenario and an increase of 106,000 square metres under the maximum scenario. The demand for dwellings is estimated to reach between 1,500 and 2,700 dwellings by 2031. The employment associated with ten major projects in the region is anticipated to peak in 2025 (when the majority of construction is anticipate to occur), as such, land demand is estimated to peak at 415,300 square meters in the same year, with retail land comprising 6.8%, commercial land comprising 1.3%, and industrial land comprising 91.8%. The demand for dwellings would also peak in 2025 at 3,900 dwellings demanded.

In evaluating the ten-year change across these methodologies from 2021:

- The change in retail land demand is projected to range between a decline of 1,700 square meters to an increase of 7,200 square meters by 2031.
- The change in commercial land demand is projected to range from a decline of 1,500 square meters to an increase of 1,600 square meters by 2031.
- The change in industrial land demand is projected to range from a decline of 23,300 square meters to an increase of 97,400 square meters by 2031.

- The number of dwellings demanded is anticipated to decline by 200 dwellings from 2021 to 2031 under the minimum scenario and increase by 1,000 dwellings under the maximum scenario.

Additional details regarding the overarching methodologies applied, key assumptions, and final estimates of demand for land under the three approaches is presented below.

METHODOLOGY 1

General Approach

Methodology 1 involved applying two land use to population ratio scenarios to various population projections to estimate the demand for retail, commercial and industrial land and, using the average number of persons per dwelling, to estimate the demand for dwellings to 2031 under each projection scenario. The following two land use to population ratio scenarios were applied:

- **Scenario One - Existing land use to population ratio:** The existing retail, commercial and industrial land in the Shire of Irwin was divided by the estimated resident population (ERP) of the region in 2021 to establish the current land use to population ratios for each land use category (retail, commercial, and industrial).
- **Scenario Two - Benchmark land use to population ratio:** An estimate of gross floor area (GFA) by industry in Non-Metro Western Australia[1] was developed by applying benchmark employee to GFA ratios (by industry) to 2020-21 employment by industry in Non-Metro Western Australia. The estimates of GFA by industry were then divided by the ERP of Non-Metro Western Australia to reach benchmark ratios of land use to population for each industry, which were then aggregated to find benchmark land use to population ratios for industrial, commercial, and retail land uses.

With 2021 land use for retail, commercial and industrial purposes in the Shire of Irwin as a base, the land use to population ratios for each of the two scenarios above were applied to five population projection scenarios to assess the potential future change in demand for retail space, commercial space, and industrial space to 2031. The population projection scenarios included in this assessment for the Shire of Irwin were Band E, C, and A from WA Tomorrow as well as the Rest of Western Australia and Western Australia projections from the Centre for Population. These population projections were rebased to Shire of Irwin's 2021 ERP by applying the growth rates of each of the population projection scenarios to the 2021 ERP of the Shire of Irwin.

To project the demand for residential dwellings in the Shire of Irwin, the average number of persons per household was applied to each of the five population projection scenarios. Data from the 2021 Census suggests there are 2.2 people per household in the Shire of Irwin on average (ABS, 2022).

Assumptions

The following assumptions were used in developing Scenario One:

- It was assumed that GFA makes up 30% of the gross land area (GLA) of industrial sites in the Shire of Irwin. This assumption was applied in converting the industrial GLA of Shire of Irwin to an industrial GFA estimate.
- Information provided by Council led to the following estimates of the existing GFA used for retail, commercial, and industrial purposes and the resulting estimates of GFA per capita.

Table 1. Gross Floor Area Estimates, Shire of Irwin, 2021

Land Use Category	GFA	GFA Per Capita
Retail	12,200	3.24
Commercial	2,385	0.63
Industrial	164,250	43.56

Source: ABS (2022a).

[1] Non-Metro Western Australia has been defined as including LGAs of Augusta - Margaret River – Busselton, Bunbury, Manjimup, Albany, Wheat Belt – North, Wheat Belt – South, Kimberley, East Pilbara, West Pilbara, Esperance, Gascoyne, Goldfields and Mid West.

The following assumption was used in developing Scenario Two:

- Benchmark ratios of GFA to employees have been developed over time by AEC based on previous projects, research, and AEC staff expertise. These ratios were used as benchmarks for land use in Non-Metro Western Australia. Applying the benchmarks to employment by industry in Non-Metro Western Australia led to the GFA estimates presented in Table 2. Dividing the GFA estimates by the estimated resident population of Non-Metro Western Australia led to the GFA per capita estimates in Table 2.

Table 2. Gross Floor Area Estimates, Non-Metro Western Australia, 2021

Land Use Category	GFA	GFA Per Capita
Retail	1,476,649	2.65
Commercial	699,032	1.25
Industrial	5,484,973	9.84

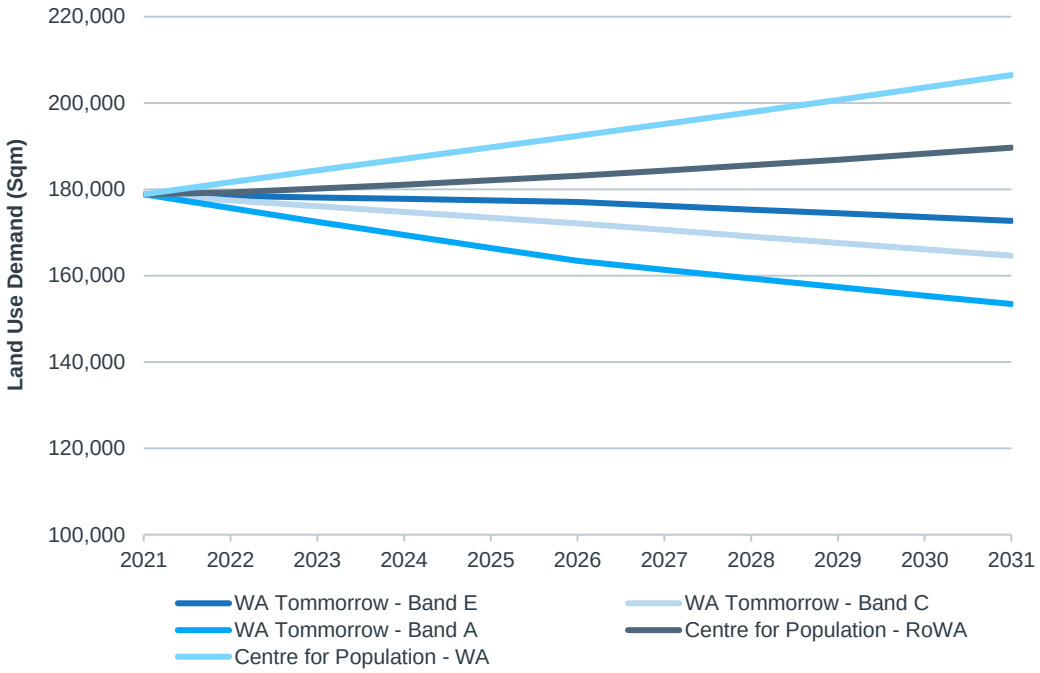
Source: AEC (unpublished a), ABS (2022a).

Outcomes

Scenario One

Applying estimates of the existing land use to population ratios in the Shire of Irwin to the five population projections resulted in an estimated land demand of between 153,400 square metres and 206,500 square metres by 2031. Under this scenario it is estimated that 6.8% of the total land demanded will be for retail use, 1.3% will be for commercial use, and 91.8% will be for industrial use. This represents the range of land use scenarios that may be expected if the Shire of Irwin maintains its existing land use allocations in line with population growth.

Figure 1. Scenario One Land Demand, Shire of Irwin, 2021 to 2031



Note: RoWA refers to Rest of Western Australia
Source: ABS (2022a), Western Australia Tomorrow (2019), Centre for Population (2021), Centre for Population (2022).

The three population projection scenarios developed by WA Tomorrow project a decreasing population for Shire of Irwin. Using these projections, therefore, leads to an anticipated decline in demand for employment land, assuming GFA per capita ratios hold. The population projections developed by the Centre for Population predict positive population growth for the broader Western Australia and Rest of Western Australia regions. Basing land demand projections for the Shire of Irwin on projections by the Centre for Population, therefore, leads to an anticipated increase in demand for employment land. The table below illustrates the extent to which land demand is projected to increase or decrease under each population projection scenario for retail, commercial and industrial land uses.

Table 3. Change in Land Demand by Use, Shire of Irwin, 2021 to 2031

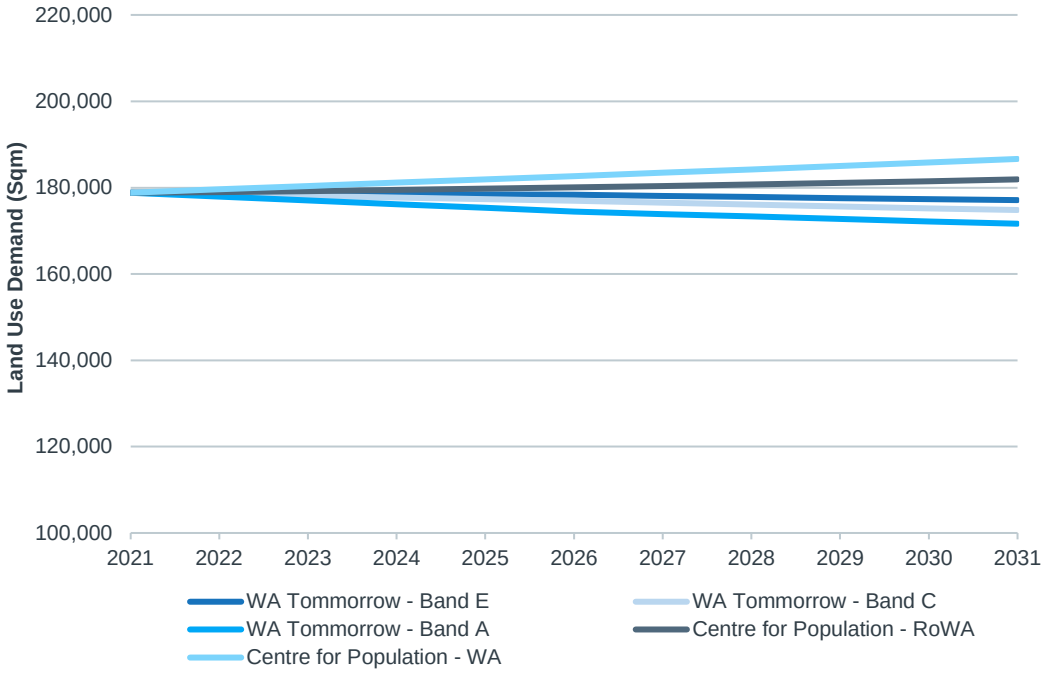
Population Projection	2021 GFA (sqm)	2031 GFA (sqm)	Change
Retail			
WA Tomorrow - Band E	12,200	11,784	-416
WA Tomorrow - Band C	12,200	11,233	-967
WA Tomorrow - Band A	12,200	10,466	-1,734
Centre for Population – Rest of WA	12,200	12,940	740
Centre for Population - WA	12,200	14,085	1,885
Commercial			
WA Tomorrow - Band E	2,380	2,304	-77
WA Tomorrow - Band C	2,385	2,196	-189
WA Tomorrow - Band A	2,385	2,046	-339
Centre for Population – Rest of WA	2,385	2,530	145
Centre for Population - WA	2,385	2,753	368
Industrial			
WA Tomorrow - Band E	164,250	158,648	-5,602
WA Tomorrow - Band C	164,250	151,233	-13,017
WA Tomorrow - Band A	164,250	140,909	-23,341
Centre for Population – Rest of WA	164,250	174,213	9,963
Centre for Population - WA	164,250	189,626	25,376

Source: ABS (2022a), Western Australia Tomorrow (2019), Centre for Population (2021), Centre for Population (2022).

Scenario Two

Applying benchmark land use to population ratios to the five population projections resulted in estimated land demand of between 171,600 square metres and 186,700 square metres by 2031. Under this scenario it is estimated that 6.7% of the total land demanded is for retail use, 1.1% is for commercial use, and 92.1% is for industrial use. This represents the range of land use scenarios that may be expected if the Shire of Irwin achieves the same land use allocations as that for Non-Metro Western Australia.

Figure 2. Scenario Two Land Demand, Shire of Irwin, 2021 to 2031



Note: RoWA refers to Rest of Western Australia
Source: AEC (unpublished a), ABS (2022a), Western Australia Tomorrow (2019), Centre for Population (2021), Centre for Population (2022).

Changes in land demand are substantially lower under Scenario Two than Scenario One, this is largely driven by discrepancies in industrial GFA per capita. The GFA per capita estimate for industrial land use under Scenario One is 5.2 times greater than the estimate developed under Scenario Two. This may be due to a higher prevalence of industrial work requiring few employees in the Shire of Irwin in comparison to Non-Metro Western Australia.

Similar to Scenario One, land demand under population projection scenarios developed by WA Tomorrow is anticipated to decline as a result of projected population declines. Under population projection scenarios developed by the Centre for Population for Western Australia and Rest of Western Australia which are anticipated to see population growth, land use demand is projected to increase. The table below illustrates the extent to which land demand is projected to increase or decrease under each population projection scenario for retail, commercial and industrial land uses.

Table 4. Change in Land Demand by Use, Shire of Irwin, 2021 to 2031

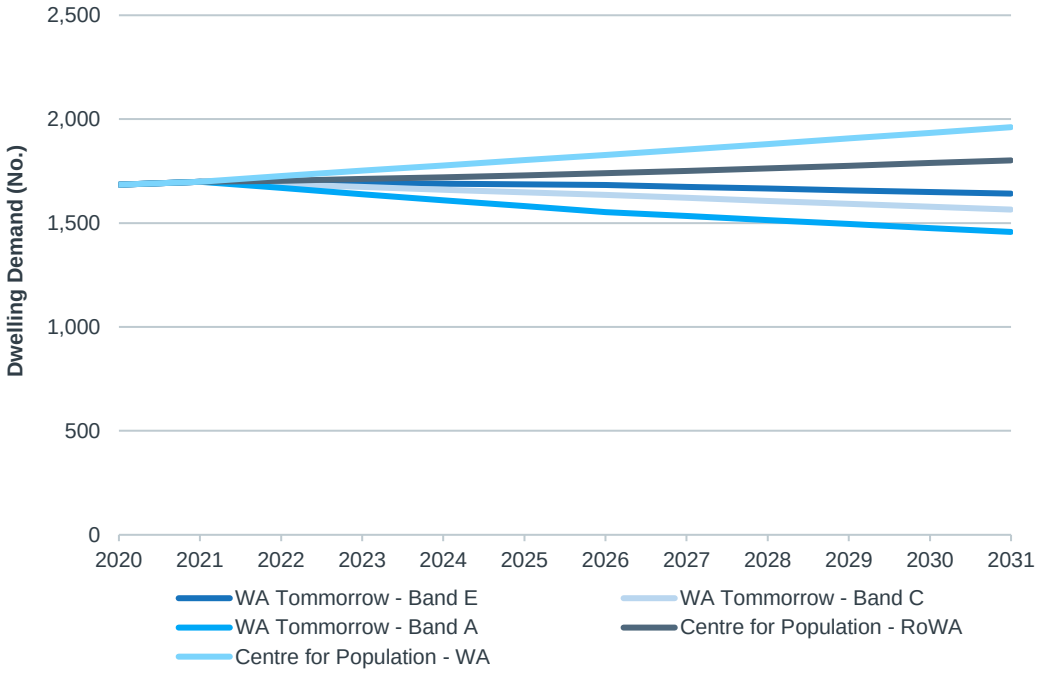
Population Projection	2021 GFA (sqm)	2031 GFA (sqm)	Change
Retail			
WA Tomorrow - Band E	12,200	11,898	-302
WA Tomorrow - Band C	12,200	11,498	-702
WA Tomorrow - Band A	12,200	10,940	-1,260
Centre for Population – Rest of WA	12,200	12,738	538
Centre for Population - WA	12,200	13,569	1,369
Commercial			
WA Tomorrow - Band E	2,385	2,034	-351
WA Tomorrow - Band C	2,385	1,570	-815
WA Tomorrow - Band A	2,385	924	-1,461
Centre for Population – Rest of WA	2,385	3,008	623
Centre for Population - WA	2,385	3,973	1,588
Industrial			
WA Tomorrow - Band E	164,250	163,174	-1,076
WA Tomorrow - Band C	164,250	161,750	-2,500
WA Tomorrow - Band A	164,250	159,768	-4,482
Centre for Population – Rest of WA	164,250	166,163	1,913
Centre for Population - WA	164,250	169,123	4,873

Sources: ABS (2022b), Western Australia Tomorrow (2019), Centre for Population (2021), Centre for Population (2022).

Dwellings

Applying the average number of persons per household in the Shire of Irwin in 2021 to the five population projections resulted in an estimate of between 1,500 and 2,000 dwellings demanded by 2031.

Figure 3. Dwelling Demand, Shire of Irwin, 2020 to 2031



Note: RoWA refers to Rest of Western Australia
Sources: ABS (2022b), Western Australia Tomorrow (2019), Centre for Population (2021), Centre for Population (2022).

Under population projection scenarios developed by WA Tomorrow, the declining projected population of Shire of Irwin is expected to lead to the number of dwellings demanded to decline by between approximately 210 and 60 dwellings by 2031. Under population projection scenarios developed by the Centre for Population for Western Australia and Rest of Western Australia, projected population growth is expected to lead to an increase in the number of dwellings demanded by between approximately 260 and 100 dwellings by 2031.

Table 5. Change in Dwelling Demand, Shire of Irwin, 2021 to 2031

Population Projection	2021 Dwellings	2031 Dwellings	Change
WA Tomorrow - Band E	1,699	1,641	-58
WA Tomorrow - Band C	1,699	1,564	-135
WA Tomorrow - Band A	1,669	1,458	-211
Centre for Population – Rest of WA	1,699	1,802	103
Centre for Population - WA	1,699	1,961	262

Sources: ABS (2022b), Western Australia Tomorrow (2019), Centre for Population (2021), Centre for Population (2022).

METHODOLOGY 2

General Approach

Methodology 2 involved using AEC's internal, high-level employment projections for the Shire of Irwin to develop indicative estimates of employment land demand to 2031. The following two projection methods were applied:

- **Scenario One – Projected employment growth:** Projected demand for retail, commercial and industrial land use categories were developed by applying the projected employment growth in each category to the 2021 land use in each category.
- **Scenario Two – GFA to employee benchmark:** The GFA estimates for retail, commercial and industrial land established for Non-Metro Western Australia in Methodology 1 were divided by the number of employees under each category in Non-Metro Western Australia to establish benchmark GFA to employee ratios. The benchmark GFA to employee ratios were applied to AEC's internal employment projections for each land use category in the Shire of Irwin to estimate the potential future change in land demand to 2031.

Assumptions

Scenario One utilised AEC's internal projections of annual employment growth in retail, commercial and industrial industries. These employment estimates utilise AEC's proprietary Macro Economic Growth (MEG) model to generate projections of employment. The model applies statistical regression techniques to project future employment, using historical relationships between employment, gross value added production and productivity, combined with published future projections for Australian and Western Australian economic growth (i.e. Gross Domestic Product and Gross State Product). Average annual employment growth in retail, commercial and industrial industries in the Shire of Irwin are presented in Table 6.

Table 6. Average Annual Employment Growth, Shire of Irwin, 2021 to 2031

Industry	Employment Growth
Retail	-0.1%
Commercial	0.4%
Industrial	-0.2%

Source: AEC (unpublished)

Scenario Two utilised the estimates of GFA for retail, commercial and industrial land uses for Non-Metro Western Australia established in Methodology 1. Dividing the GFA estimates by the number of employees in each industry in Non-Metro Western Australia resulted in the GFA per employee estimates used in this approach. The outcomes of each stage of this process are presented in Table 7.

Table 7. Gross Floor Area Estimates, Non-Metro Western Australia

Industry	GFA	Employees	GFA/Employee
Retail	1,214,907	38,475	31.58
Commercial	1,793,662	39,289	45.65
Industrial	4,242,864	44,878	94.54

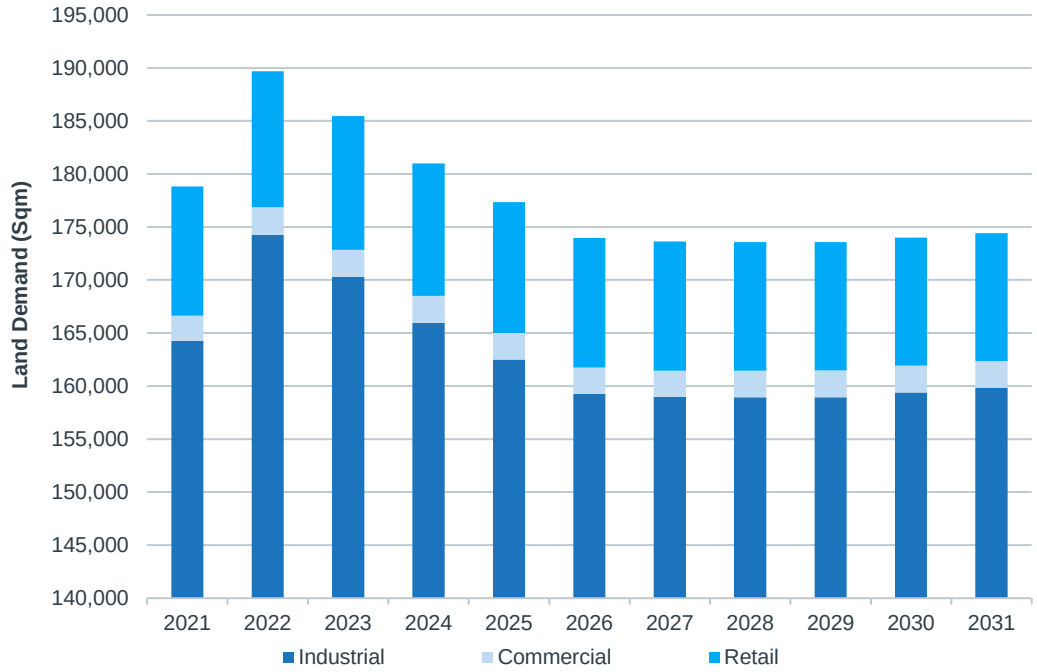
Source: AEC (unpublished), ABS (2022).

Outcomes

Scenario One

Applying projected annual employment growth rates to current land use estimates in the Shire of Irwin resulted in estimated land use demand of approximately 174,400 square metres by 2031. This is comprised of approximately 12,000 square metres of retail space, 2,500 square metres of commercial space and 159,900 square metres of industrial space.

Figure 4. Scenario One Land Demand, Shire of Irwin, 2021 to 2031



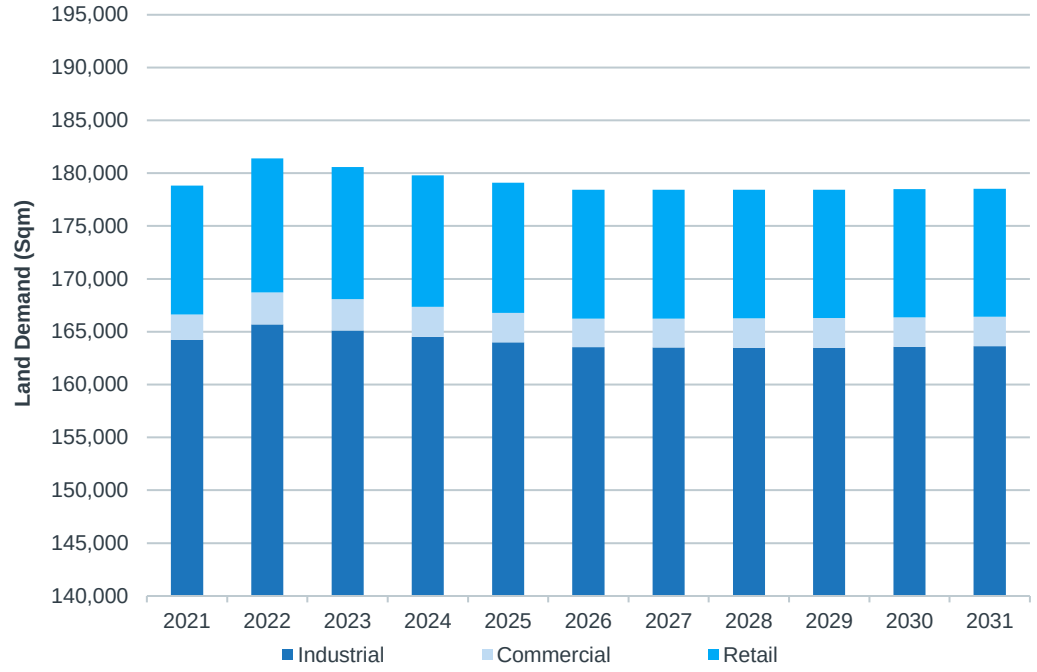
Source: AEC (unpublished a), ABS (2022).

Total land demand in the Shire of Irwin is expected to decrease by 4,400 square meters from 2021 to 2031. Commercial land demand is expected to increase by 100 square meters by 2031 while retail and industrial land demand is projected to decrease by 100 square meters and 4,400 square meters by 2031, respectively.

Scenario Two

Applying benchmark GFA to employee ratios to employment in the Shire of Irwin resulted in estimated land demand of approximately 178,500 square meters by 2031. This is expected to comprise 12,100 square meters of retail space, 2,800 square meters of commercial space and 163,600 square meters of industrial space.

Figure 5. Scenario Two Land Demand, Shire of Irwin, 2021 to 2031



Source: AEC (unpublished a), ABS (2022).

Total land demand in the Shire of Irwin is expected to decrease by 300 square meters from 2021 to 2031. Commercial land demand is expected to increase by 400 square meters by 2031 while retail and industrial land demand is projected to decrease by 100 square meters and 600 square meters by 2031, respectively.

METHODOLOGY 3

General Approach

Methodology 3 aims to determine a range for the maximum possible population level by 2031, assuming that there are a number of major projects which will occur in the region over the next ten years, thus contributing to an increase in the service population.

Methodology 3 involved applying the expected employment from upcoming major projects in the Shire of Irwin to the highest population projection scenario in Methodology 1. This was done for two scenarios:

- **Scenario One – 100% Local Resident:** Scenario One assumed that all workers required for the upcoming major projects in both construction and operational phases would live in the Shire of Irwin.
- **Scenario Two – 50% Fly-in Fly-Out (FIFO):** Scenario Two assumed that 50% of all workers required for the major projects in both construction and operational phases would be FIFO workers.

Under Scenario One, the number of employees required for the upcoming major projects was multiplied by the average number of people per household in the Shire of Irwin (i.e., 2,2 people (ABS, 2022)) and added to the highest population projection scenario in Methodology 1 (Centre for Population projections for Western Australia). Under Scenario Two, 50% of the employees required for the upcoming major projects (those assumed to be local residents) were multiplied by the average number of people per household in the Shire of Irwin while FIFO workers are assumed to live on-site without their families.

Each scenario was performed for two assumptions regarding the proportion of residents that are considered “net additional” (i.e., are additional to the projected population in Methodology 1):

- **100% Additional Residents:** All employees of the major projects who will reside in the Shire of Irwin are new to the region.
- **50% Additional Residents:** Half of the employees of the major projects who will reside in the Shire of Irwin are new to the region, with the other half sourced from existing residents (with no impact on population change).

The existing land use to population ratio developed in Methodology 1 (i.e., Table 1), was applied to the two population projection scenarios above to assess the potential future change in demand for each category.

Assumptions

The following assumptions were used in developing the final estimates for Methodology 3:

- Estimates of additional direct employment from upcoming major projects in the Shire of Irwin were developed based on information provided by Council. Without specific information stating otherwise, upcoming major projects in the Shire of Irwin were assumed to begin construction in 2025 (with construction occurring for one year, and operations commencing the year after). These estimated are detailed in Table 8.

Table 8. Major Project Employment

Organisation	Project Name	Construction Start	Construction Labour[1] (Avg. Ann.)	Operations Start	Operations Labour
Cockburn Cement	-	-	-	Operating	12
Strike Energy	Project Haber	2024	1,135	2027	274
Tronox	Dongara	2025	80	2026	40
Triangle Energy	Carbon Capture and Storage	2025	20	2026	10
Infinite Green Energy	Stage 1	2023	750	2025	75
Perpetual	Beharra	2023	90	2024	19
VRX	Arrowsmith	2023	50	2024	20
Mitsui	Waitsia	2023	220	2024	25
Iluka (Eneabba)	Rare Earth	2024	500	2025	250
MinRes Energy	Lockyer	2025	300	2026	20

Note[1]: Construction Labour refers to the average number of FTE construction jobs per year of construction activity.
Source: Shire of Irwin (unpublished).

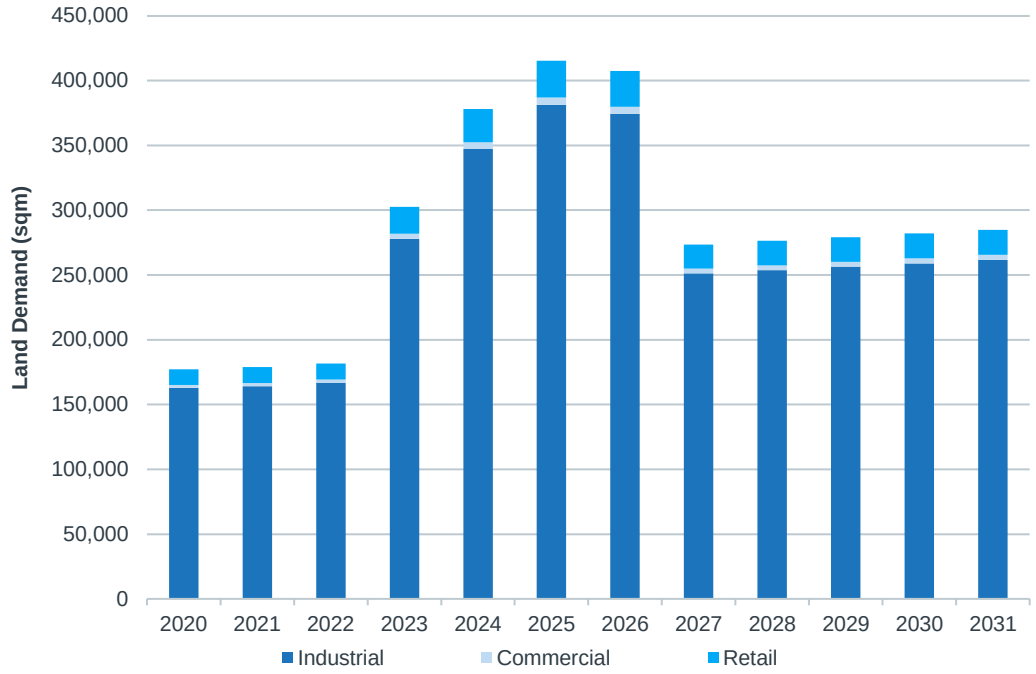
- Each employee associated with the above major projects is assumed to be part of a unique household (i.e., there are no employees which are part of a household together).
- FIFO workers were assumed to spend approximately 50% of their time in the region and would, therefore, equate to a 0.5 FTE resident in terms of their demand for retail and commercial land (applicable to Scenario 2 only).

Outcomes – Scenario One (100% Resident Workers)

100% Net Additional Residents

Under the assumption that all workers required for the Shire of Irwin's upcoming major projects will live in the LGA and that all of these workers will be additional residents to the region, land use demand is expected to equate to approximately 284,900 square meters by 2031 with a peak of 415,300 square meters in 2025. By 2031, demand is expected to be comprised of approximately 19,400 square meters of retail space, 3,800 square meters of commercial space and 261,700 meters of industrial space.

Figure 6. Scenario One Land Demand, 100% Additional Residents, Shire of Irwin, 2021 to 2031



Source: ABS (2022a), Centre for Population (2022).

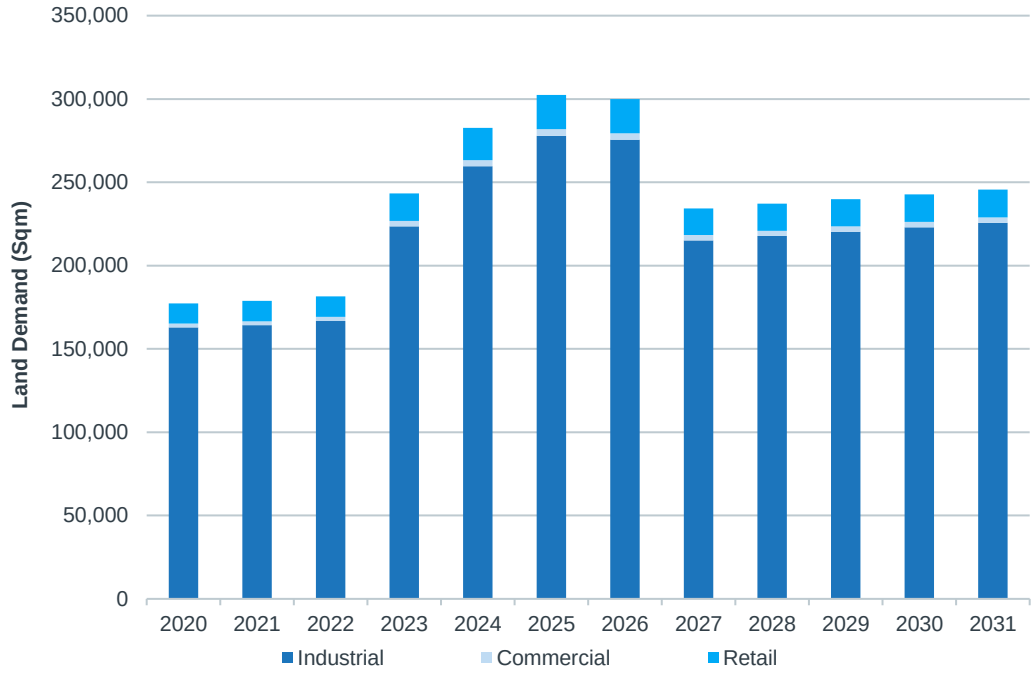
Total land demand in the Shire of Irwin is expected to increase by 106,000 square meters from 2021 to 2031. Industrial land demand is expected to record the largest increase in demand with an additional 97,400 square meters demanded. Demand for retail and commercial land is expected to increase by 7,200 square meters and 1,400 square meters from 2021 to 2031, respectively.

Demand for dwellings is expected to increase from 1,700 dwellings in 2021 to 2,700 dwellings in 2031, peaking at 3,900 dwellings demanded in 2025.

50% Net Additional Residents

Under the assumption that all workers required for the Shire of Irwin's upcoming major projects will live in the LGA and that half of these workers will be additional residents to the region, land use demand is expected to equate to approximately 245,700 square meters by 2031 with a peak of 302,500 square meters in 2025. By 2031, demand is expected to be comprised of approximately 16,800 square meters of retail space, 3,300 square meters of commercial space and 225,600 meters of industrial space.

Figure 7. Scenario One Land Demand, 50% Additional Residents, Shire of Irwin, 2021 to 2031



Source: ABS (2022a), Centre for Population (2022).

Total land demand in the Shire of Irwin is expected to increase by 66,800 square meters from 2021 to 2031. The largest increases in demand are expected to be recorded for Industrial land with an additional 61,400 square meters anticipated to be demanded by 2031. Demand for retail and commercial land is expected to increase by 4,600 square meters and 900 square meters from 2021 to 2031, respectively.

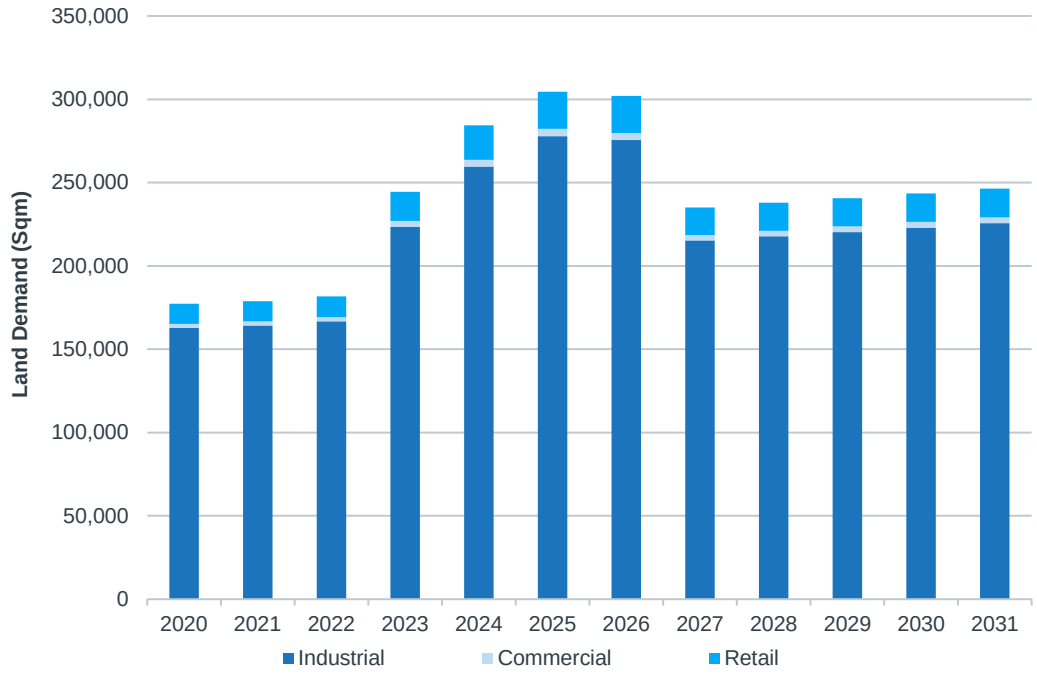
Demand for dwellings is expected to increase from 1,700 dwellings in 2021 to 2,300 dwellings in 2031, peaking at 2,900 dwellings demanded in 2025.

Outcomes – Scenario Two (50% Resident Workers and 50% FIFO Workers)

100% Net Additional Residents

Under the scenario in which half of the workers for Shire of Irwin's major projects operate on a FIFO basis and all of the workers who reside locally are new to the region, land demand is expected to equate to approximately 246,400 square meters by 2031 with a peak of 304,600 in 2025. By 2031, demand is expected to be comprised of approximately 225,600 square meters of industrial space, 17,400 square meters of retail space and 3,400 square meters of commercial space.

Figure 8. Scenario Two Land Demand, 100% Additional Residents, Shire of Irwin, 2021 to 2031



Source: ABS (2022a), Centre for Population (2022).

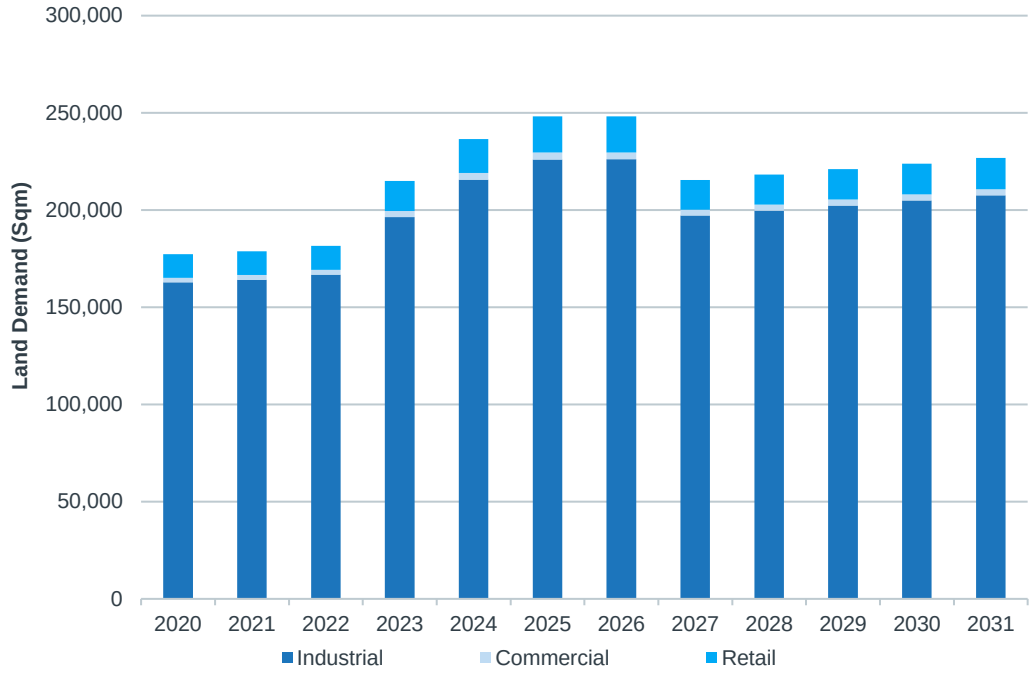
Total land demand in the Shire of Irwin is expected to increase by 67,600 square meters from 2021 to 2031. This is comprised of a 61,400 square meter increase in demand for industrial land, a 5,200 square meter increase in demand for retail land and a 1,000 square meter increase in demand for commercial land.

Demand for dwellings is expected to increase from 1,700 dwellings in 2021 to 2,300 dwellings in 2031, peaking at 2,900 dwellings demanded in 2025.

50% Net Additional Residents

Under the scenario in which half of the workers for Shire of Irwin's major projects operate on a FIFO basis and half of the workers who reside locally are new to the region, land demand is expected to equate to approximately 226,800 square meters by 2031 with a peak of 248,200 in 2025. By 2031, demand is expected to be comprised of approximately 207,600 square meters of industrial space, 16,000 square meters of retail space and 3,100 square meters of commercial space by 2031.

Figure 9. Scenario Two Land Demand, 50% Additional Residents, Shire of Irwin, 2021 to 2031



Source: ABS (2022a), Centre for Population (2022).

Total land demand in the Shire of Irwin is expected to increase by 48,000 square meters from 2021 to 2031. This is comprised of a 43,400 square meter increase in demand for industrial land, a 3,800 square meter increase in demand for retail land and a 700 square meter increase in demand for commercial land.

Demand for dwellings is expected to increase from 1,700 dwellings in 2021 to 2,100 dwellings in 2031, peaking at 2,300 dwellings demanded in 2026.

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Engagement Outcomes Summary 2024

Shire of Irwin Local Planning Strategy

Engagement Outcomes Summary

Final May 2024

Document ID:					
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			Name	Name	Signature
1	18 April 2021	Draft, interim	Hayley Campbell	Cath Blake-Powell	CBP
2	22 May 2024	Final	Alison Healey	Matt Raymond	MR

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1. Introduction

1.1 Project overview

The events of 2020 brought global and local changes to the way people live, work and recreate in their local area. The Shire of Irwin has not been immune to changes at a local, regional and global level, combined with the timely need to update the Strategic Community Plan has resulted in a two-pronged approach to 'refresh' their Local Planning Strategy (LPS). This refresh of the LPS (currant as of 2017) will allow for better alignment with the modern Strategic Community Plan's themes, vision and objectives.

1.2 Report purpose

element was appointed to review the current LPS and lead community and stakeholder engagement to inform the project. 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 will provides leads into the issues, opportunities and strategies of the draft LPS report.

2. Objectives

2.1 Project objectives

The project objectives are to:

- Develop a bold, robust “cutting edge” Strategy that delivers on facilitating economic development and growth opportunities within the district.
- Provide a Strategy in a more “graphic focused” succinct format with clear themes.
- Actively engage with relevant local, regional and state stakeholders to factor in future growth aspirations and needs.
- Develop clear objectives, strategies and actions, consistent with the local and regional planning context, that are measurable and achievable by the Shire.
- Clearly align the Strategy with the vision of the Shire’s Strategic Community Plan (review to commence in early 2021) and associated strategic documents.

2.2 Engagement objectives

Following the project objectives, the objectives of the engagement process are to:

- Foster early awareness and interest in the project.
- Promote knowledge sharing between key stakeholders and the project team.
- Uncover issues and opportunities not made available through desktop research.
- Reach as much of the Shire’s population groups as possible through creating accessible engagement activities (both hard copy and online) and having early advertisement of activities.

3. Methodology

3.1 Visioning Day Drop in Session

Alongside the Strategic Community Plan Visioning Day Drop In Session, element hosted a booth for the, which allowed for the first introduction of the project to the general community. The Visioning Day was held on 4 March 2021 with two sessions: 10am – 2pm and 4pm – 8pm. The Visioning Day attracted over 100 members of the Shire's community.

The session collected general information from the community at a high level, given it was the first touch point with the community and also raised project awareness and guided people to the online survey via a flyer and QR codes on the information posters. Copies of the information posters and the flyers can be viewed in the appendices.

3.2 Community Survey

The main point of data collection for the engagement process was through a community survey. This was carried out in hard copy form as well as through an online survey, hosted on the Shire's website and promoted on the Shire's Facebook page.

The survey ran for one month, going live from 4 March at the Vision Day Drop In Session and closing on 4 April 2021.

127 respondents were reached through the online survey and 19 respondents were reached through hard copy surveys, totalling 146 respondents altogether.

The following is an overview of the survey questions:

A little about you

- What is your age group?
- What gender do you identify as?
- Are you of Aboriginal or Torres Strait Islander origin?
- Do you or does anyone is your house have a disability?
- What suburb do you live in?
- Are you a resident, employee or visitor within the Shire?
- Would you like to register to receive project updates?

Economy

- What local businesses would you like to see more of in the Shire?
- Where in the Shire would you like these businesses to be based?
- Some of the Shire's most prominent industries include oil and gas, mineral sands, fishing and agriculture. Which industries would you like to see grow in the Shire?

- The Shire is an attractive destination, being located on pristine coastline and in close proximity to Geraldton and Perth. What ways can we improve tourism in the Shire?

Natural Environment

- What places, flora or fauna are of environmental value to you in the Shire?
- What are the key environmental issues facing the Shire?
- Which areas in the Shire do you think have string environmental values and should be protected from development?

Built Environment

- Majority of the Shire's housing is made up of freestanding, independent homes. What types if housing would you like to see more of in the Shire?
- The Shire has a mix of heritage and contemporary buildings, creating a uniquely 'Irwin' character. What areas in the Shire can be improved in terms of their character and why?
- Which distinctive places in the Shire that are characteristic of the area would you like to see protected and maintained?
- Do you have any concerns, comments or ideas to improve transport or servicing in the Shire?

Community

- The current population of the Shire is 3,569. What do you think is the ideal population for the Shire?
- Do you have any concerns, comments or ideas to improve the existing facilities, recreation or open spaces?
- What community facilities or social opportunities do you think the Shire needs and where would you like to see them located?
- Please provide any other comments you have on the Local Planning Strategy.

3.3 Stakeholder Input

A variety of stakeholders provided input over the engagement period of the project. Key stakeholders included:

- Shire of Irwin Elected Member and Staff workshops
- Mid West Development Commission
- Department of Water and Environment Regulation
- Department of Planning, Lands and Heritage
- Main Roads Western Australia
- Industry leaders (energy organisations)

The meetings allowed for technical and strategic advice to inform the draft LPS.

3.4 Drop in Session – Key Draft Planning Directions

The last point of engagement was the presentation of the draft key planning directions at a second community drop in session held on 12 May 2023. The purpose of the session was to seek feedback from the community before finalising the draft LPS report.

4. Key findings

4.1 Summary of key findings

Demographics

The need for assistance in the Shire of Irwin positively correlates with the age of residents, where the higher the age of a person, the higher their need for assistance is (according to ABS, 2017), which is reflected in the survey respondent details.

Economy

There should be a range of retail and hospitality businesses located centrally in the Shire to support a vibrant centre.

People would like to see growth in agriculture and fishing industries.

Tourism should be improved through improvements to the foreshore and camping facilities.

Environment

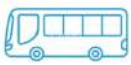
The River, South Beach and North Beach were the most valued environmental areas within the Shire.

Coastal erosion is perceived as the biggest environmental issue facing the Shire, followed by weeds.

Built environment

Community would like to see housing stay the same, however there is some appetite for affordable and diverse housing in the Shire's centre.

The Main Street is an area where buildings should be improved, preserved and maintained.



A bus service between Dongara and Geraldton is desired by the community.

Community

The community would like to see their population grow larger in the future

A pool is the most desired community facility.

Upgrades to playground and toilet facilities are desired by the community.

4.2 Visioning Day Drop in Session

A drop-in session was held on the 4th March at the Shire of Irwin Recreation Centre and was the first touch point for the community on the Local Planning Strategy project. The drop in session was an addition to the Shire's Visioning Day community engagement activity, which was held for their Strategic Community Plan project which is concurrently being drafted.

The Visioning Day attracted over 100 members of the Shire's community, who also visited the Local Planning Strategy booth where we collected feedback on the current issues and opportunities within the Shire and tested the previous strategies of the current Local Planning Strategy.

Below is a summary of the comments gathered from the booth – broken down into four key areas: Economy, Community, Environmental and Built Environment. All comments are summarised in a SWOT diagram (strengths, weaknesses, opportunities and threats).

4.2.1 Economy

Strengths	Weaknesses
• Irwin has viable agricultural land • Strong local attractions and environment • Pristine local environment as a tourist attraction	• Agricultural labour costs are too high • Absentee landlords on main street • Tourist information centre is currently closed • Proposed bypass out of town • Lack of publicity for Dongara Port Denison • The Shire of Irwin is land locked for development by private businesses. The Shire should encourage pro-development scheme amendments • Industrial lots are not big enough, businesses are moving to Geraldton. • Lack of signage on main road
Opportunities	**Threats**
• Alfresco / small café activation in Port Denison • Caravan parking • Bus service to Geraldton for workers. • More businesses and activation in Denison to cater for tourism • Increase jobs before increasing local population • Need a better entry statement to the town than crayfish, the whole road which bypasses Dongara needs enhancement • Cottage industry could be promoted, by holding regular farmers markets • Encourage and subsidise local events – music and food • Engage and empower local youth • Harvest Moreton Bay Figs for compost or other uses	• Children and youth leave town due to inadequate education (and then don't come back) • Proposed bypass directing traffic and tourists away from town.

• Another boat ramp is needed to aid tourism • Increase signage for tourism • Increase tech infrastructure and tap into 'work from home' potential (people don't have to work in the CBD anymore)	

4.2.2 Environment

Strengths	Weaknesses
• Moreton Bay Figs provide main street character • Beaches • Natural bushland • River • The ocean • Coastal nodes • The flora and fauna reserves are very important recreational areas to locals	• Lack of maintenance of Irwin River and boardwalk • Beach erosion and lack of community awareness and adaptation of positive environmental practices on a community level • Mess caused by Moreton Bay Fig trees • Foreshore and South Beach degraded by too many people
Opportunities	**Threats**
• Need more nature reserves • Maintain, promote and grow native bushland • Native street trees for shade • Encourage poinciana trees • Initiative to promote water wise gardens – preserve water resource • Promote and educate about birdlife to locals and tourists • Educate the community on environmental protection • More burn-offs needed to promote new and healthy growth	• Boxthorn and Dongara Daisy weeds which are overgrown throughout the Shire • Coastal erosion • Fracking is taking agricultural land • Tourism has an impact on the coastline • Springfield Estate, groundwater issues.

4.2.3 Community

Strengths	Weaknesses
• Heritage buildings • Coastal assets	• Lack of doctor at emergency and lack of access to health facilities • Lack of public transport to Geraldton

• Extension of aged care facility a good outcome • Grassed area on the river, west of Hunts Road.	• Lack of rental properties on town
Opportunities	**Threats**
• Better fishing facilities – build a bigger and more accessible fishing platform • Provide community bus service to Geraldton, run 4-5 tripes per day. • Provide toilet facilities at Granny's Beach and skate park / pump track • Community festival • Foreshore needs work done • Provide community pool as a safe and accessible swimming facilities for all ages • Wheelchair access to Granny's Beach • Outdoor gym equipment • Nature playground • Theme a development of buildings along the main street to keep aesthetic consistency • Strong support for tertiary level education facilities in the Shire • Youth facilities • School bus to Geraldton	• The focus on aged care doesn't help to attract and retain young population

4.2.4 Built Environment

Strengths	**Weaknesses**
• Historic budlings • The Marina • The foreshore • Town is well looked after • Denison House • Library • Marine and residential conflict has now stopped	• Too much vacant zoned land • Too much focus on aged care • Local heritage not valued • Lack of footpaths
Opportunities	**Threats**

• Save the Priory • Support infill over new estates • Concentrate local facilities in town – easy to walk to • Granny's beach infrastructure needs improving and consider larger vehicles towing boats • Telecommunications upgrade • Sustainable modular housing – more natural materials for housing and more variety • Need a good study of historic built forms in Shire, then have new buildings reflect those forms and styles • Low density with character • More allowance to higher density in urban land to relieve pressure on agricultural land • Diversity in housing for elderly	• No waterfront high rise – cap to 2 storeys • Industrial expansion is threatening quality agricultural land

4.3 Community Survey

4.3.1 A little about you

Majority of the survey respondents were between the ages of 35 and 75, female and not from an Aboriginal or Torres Strait Islander background.

17% of respondents or someone in their household has a disability. This is significantly higher than the whole of Shire's 'need for assistance' at 5%[1]. According to the Australian Bureau of Statistics (2017), there is a positive correlation with a person's age and their needs for assistance. Given the proportion of respondents over 65 years old in the survey, there has been a higher rate of people with disabilities.

Most of the respondents live in the suburbs of Dongara or Port Denison and a small proportion (less than 5% each) were from Springfield, Bonniefield, Bookara, Milo, Allanooka and Yardarino.

97% of respondents were either a resident, ratepayer, or both.

4.3.2 Economy

Q9 what local businesses would you like to see more of in the Shire?

Response rate = 62%.

The most popular themes that emerged in terms of anticipated local businesses by the local community are as follows:

- Clothing and other retail (n=17)
- Outdoor activities (n=15)

[1] Australian Bureau of Statistics, 2017. Irwin (S) General Community Profile.

- Restaurant and bars (n=14)
- Tourism (n=12)
- Utilities (n=10)
- Small café or eatery (n=9)
- Gifts and knickknacks (n=9)
- Groceries (n=6)
- Other including longer opening hours and impartial responses. (n=22)

For more detail, a table of responses is available in the appendices.

Q10 Where should these businesses be based?

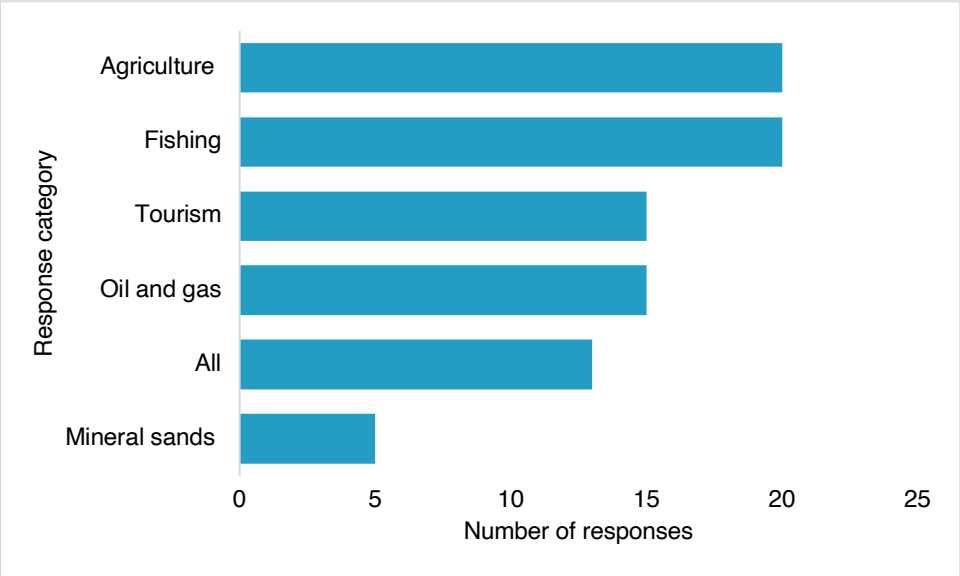
Response rate = 61%.

Most respondents thought that these new businesses should be based 'centrally or in the CBD', in Dongara or along the main street. Other popular responses were in Port Denison, or related businesses to be located in the industrial area or along the river/marina.

Q11 Some of the Shire's most prominent industries include oil and gas, minerals sands, fishing and agriculture. Which industries would you like to see grow in the Shire?

Response rate = 64%.

Respondents would most like to see growth in Agriculture and Fishing, followed by Tourism and Oil and Gas.



Q12 The Shire is an attractive destination, being located on pristine coastline and in close proximity to Geraldton and Perth. What ways can we improve tourism in the Shire?

Response rate = 70%.

The top responses that the respondents gave to improving tourism in the Shire were as follows:

- Improved foreshore (n=20)
- Camping (=19)
- Playground (n=16)

- Pool / waterpark (n=13)
- Improved advertising and signage (n=12)
- Events (n=8)
- Recreational activities (n=8)
- Improved tourist information centre (n=6)
- More food and beverage venues (n=4)
- Off-road facilities (n=2)
- Other (n=19)

For more information, see the table of responses in the appendices.

4.3.3 Environment

Q13 What places, flora or fauna are of environmental value to you in the Shire?

Response rate = 56%.

Respondents had three clear top places of environmental values which included:

- The River (n=27)
- South Beach (n=22)
- North Beach (n=17)

Other common responses were as follows:

- All (n=8)
- Unsure (n=8)
- Native plants (n=7)
- The Foreshore (n=6)
- Untouched bushland (n=4)
- Dunes (n=3)

A table of all responses is provided in the appendices.

Q14 What are the key environmental issues facing the Shire?

Response rate = 60%.

It was clear through the responses that the community perceives coastal erosion to be the biggest environmental threat to the Shire (n=45). Other key environmental issues captured were as follows:

- Weeds (n=14)
- Litter (n=9)
- Fracking (n=6)
- Unsure (n=6)
- Unsustainable agricultural practices (n=4)
- Mining (n=2)

- Chemical pollution (n=2)
- Other or comments unrelating to the question (n=12)

Q15 Which areas in the Shire do you think have strong environmental values and should be protected from development?

Response rate = 57%.

The river and the coastline were the two most common responses to areas that should be protected from development due to high environmental values (n=23 and 24 respectively). Other common responses included:

- River (n=23)
- Dunes and general coastline (n=24)
- Other (n=19)
- Foreshore (n=11)
- None or unsure (n=9)
- South beach (n=6)
- All (n=2)

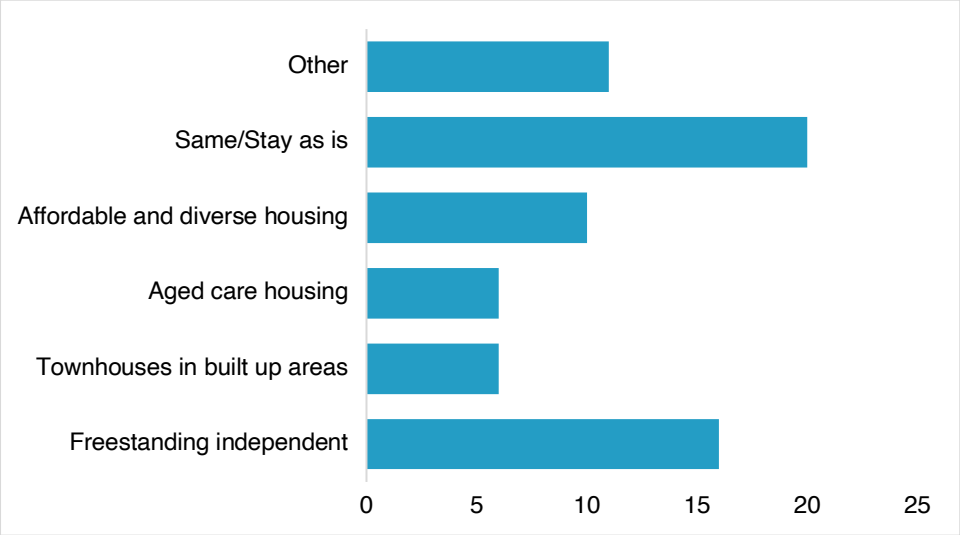
A table of responses is provided in the appendices.

4.3.4 Built environment

Q16 Majority of the Shire's housing is made up of free-standing, independent homes. What types of housing would you like to see more of in the Shire?

Response rate = 69%.

Respondents would most like to see the typology of housing stay the same as it currently is, or new free standing independent homes. Other common responses included housing for aged care, affordable and diverse housing and townhouses in built up areas.



A table of responses is included in the appendices.

Q17 The Shire has a mix of heritage and contemporary buildings, creating a uniquely 'Irwin' character. What areas in the Shire can be improved in terms of their character and why?

Response rate = 49%.

While a proportion of respondents suggested that there should be no changes to the current Irwin character through its built form (n=11), various other hotspots were mentioned for improvements, including the main street and Port Denison.

- No change (n=11)
- Main Street (n=7)
- Port Denison/Denison House (n=7)
- All areas (n=10)
- Dongara (n=4)
- Priory Hotel (n=3)
- Other (n=24)

A table of responses will be included in the appendices.

Q18 Which distinctive places in the Shire that are characteristic of the area would you like to see protected and maintained?

Response rate = 52%.

The Priory Hotel and the Main Street were high on the community's agenda for distinctive places that should be protected and maintained. Other places included:

- Irwin River (n=8)
- Russ Cottage (n=5)
- Granny's Beach (n=5)
- Denison House (n=5)

A table of responses will be included in the appendices.

Q19 Do you have any concerns, comments or ideas to improve transport or servicing in the Shire?

Response rate =48%.

Respondents are most interested to see a bus service between Dongara Port Denison and Geraldton (n=14). Other ideas included:

- Bicycle paths (n=6)
- Increased taxi or rideshare services (n=5)
- Footpaths (n=3)
- None (n=21).

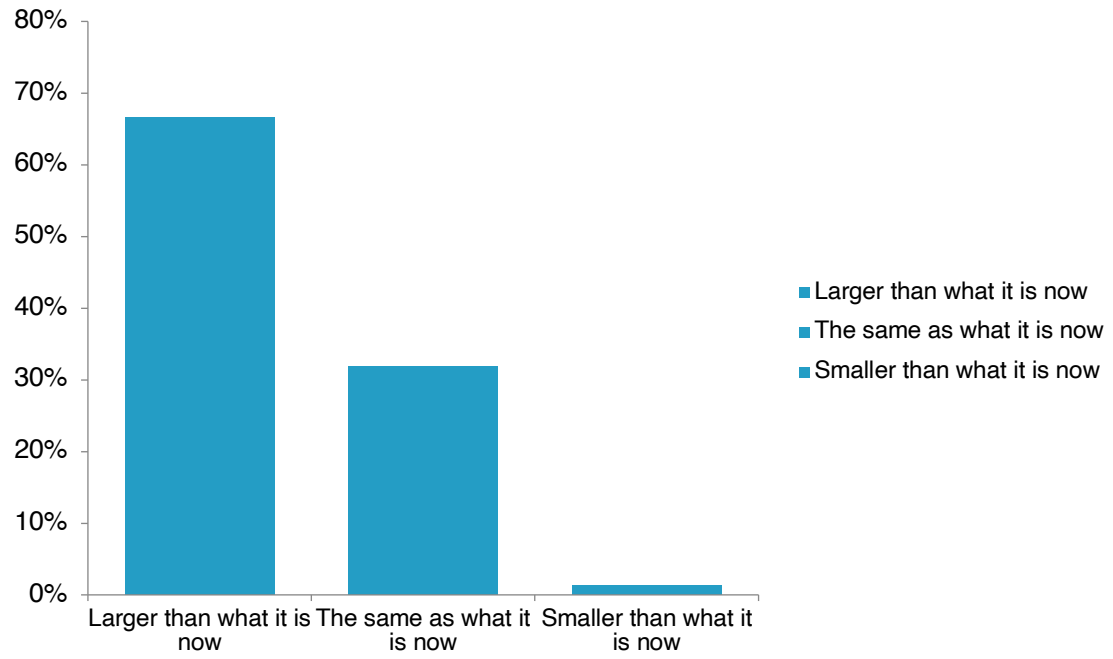
A table of responses will be included in the appendices.

4.3.5 Community

Q20 The current population of the Shire is 3,569. What do you think is the ideal population for the Shire?

Response rate = 56%.

Majority of survey respondents would like to see the Shire's population larger than what it is currently.



Q21 Do you have any concerns, comments or ideas to improve the existing facilities, recreation or open spaces?

Response rate = 52%.

Pools (n=15), playgrounds (n=10) and public toilets (n=8) were the most common facilities mentioned that respondents would like the Shire to have. Other common responses included:

- Barbeque upgrades (n=5)
- Increased shade (n=4)
- Tourist information centre (n=3)
- Foreshore (n=3)
- Dog facilities (n=2)
- Public exercise equipment (n=2)

A table of responses will be included in the appendices.

Q22 What community facilities or social opportunities do you think the Shire needs and where would you like to see them located?

Response rate =46%.

An ocean pool or community pool were, combined, the most desired community facilities that respondents would like to see (n=21 combined, 9 and 12 respectively). Other top responses included:

- playground (n=8)
- outdoor exercise equipment (n=6)
- community engagement services (n=4)

- community garden (n=2).

Q23 Please provide any other comments you have on the Local Planning Strategy.

Response rate =31%.

Just over one third of respondents answered this question. Their comments can be categorised into the following issues:

- Upgrade facilities and roads (n=8)
- Public toilets and amenities (n=6)
- Encourage tourism (n=4)
- Transport issues (n=3)
- Housing opportunities (n=3)
- Employment opportunities (n=3).

A table of responses can be viewed in the appendices.

4.4 Draft Planning Directions Community Drop in Day

Map/Sheet	Comment
Community Growth and Environment	Careful not to lose old time relaxed holiday feel that we have/ keep development in tune with the holiday style we enjoy – still need development but in the right way
	Potential bulky goods precinct – traffic and safety issues if other side of highway
	Consolidate district commercial precinct into Dongara Townsite and reinforce centre roles – use cricket oval? Or tip site in Port Denison (Councillor)
	Advocate MRWA for pedestrian overpass over Bran Highway near Dongara town centre
	Modify crown reserve boundary to reflect historic value and landscape aesthetic, preserve sand hills
	Childcare is expanding – own surrounding land
	Marine zone – investigate composite zoning (Shire Staff)
	Reserve (sea rescue site) gifted to Shire for public use not commercial
	Protect agricultural land
	Reiterating coastal erosion is a significant issue
Industry and Infrastructure	Supportive of industries establishing here (southern strategic industrial/ Arrowsmith area)
Economy, Tourism and Commercial	The Kailis site would be a better site for a hotel/ accommodation site.
	Need for more affordable accommodation
	Potential to create a regional recreation/ community destination on Port Denison foreshore – sea rescue site?
	Five storey resort with restaurant on top at Port Denison
	Prefer low rise development along foreshore / further away from foreshore
	Caravan park: Caravan park location possibly River Retreat east (residential zone) Do not want caravan park moved away from beach front – fix erosion

	Invest in protecting caravan park, not relocation Don't support relocation of caravan park south – windy Caravan park location criteria to include just outside/within walking distance to main tourist area
	Old Mill (privately owned) is an iconic site – preserve, opportunity for town activation
	Support for footbridge across River in location as shown
	Extend Dongara townsite northward up to Brand Highway

Appendix 1 – Visioning Day Drop in Session

Shire of Irwin Local Planning Strategy

Planning Our Brilliant Future

Introduction

We are currently seeking community input into the draft Local Planning Strategy to help shape growth and development for the next 15 plus years.

Let us know how we can plan Irwin's Brilliant Future by commenting on the following areas:

- Economy
- Built Environment
- Environment
- Community

Supporting Opportunities for Growth

Current Population (2016)

3,620 people

Population Forecast

Moderate Scenario

3,195 people (0.8% decline)

High Scenario

3,965 people (0.95% increase)

We want to hear your thoughts...

Where do you see your Shire being in 30 years time? What would Irwin look like in 2050?

Economy Snapshot of Considerations

Planning Our Brilliant Future

Have we missed anything?

Tourism

- Tourism is a significant opportunity for the Shire given its coastal location and proximity to Perth. There is a need to provide high end tourist accommodation within Dongara-Port Denison.

Oil & Gas

- Onshore oil and gas opportunities already exist within the Shire. Opportunity for further employment associated with the oil and gas industry in the long term.

Basic Raw Materials

- The extraction of basic raw materials plays a significant part in the local economy. Mineral sand and limes and are the two main basic raw materials extracted.

General Farming

- The Department of Agriculture and Food's (DAFWA) agricultural mapping for the Irwin region identifies land along the Irwin River as having the greatest versatility.
- There will be opportunities for tree farms on lower versatility land.

What we've previously heard...

"There is not enough traffic through town."

"There is not enough directional signage for tourists."

"Lack of a range of tourist accommodation options."

"Viability of agriculture"

What would you like the Shire's economic landscape to look like in 15 years?

What planning steps do you want the Shire to take to encourage the local economy?

Environment Snapshot of Considerations

Planning Our Brilliant Future

Biodiversity and Natural Areas

- The Shire of Irwin contains high levels of flora and fauna species diversity
- To date, the Shire does not have a Local Biodiversity Strategy

Coastal Planning and Management

- The coastline is a significant asset to the Shire and experiences significant development pressure
- A Coastal Hazard Risk Management and Adaptation Plan has been developed to promote a greater understanding of and manage costal risks

Water Management

- The Shire of Irwin is located within two surface drainage basins being the Greenough Draining Basin and the Arrowsmith Drainage Basin
- The Irwin River is subject to flooding

Bushfire Management

- In the Geraldton Sandplain region of Western Australia the bushfire risk is greatest from November to April

What we've previously heard...

"Lack of street trees and shade"

"Need to improve the Town's relationship with the Irwin River"

"Consider adaptation to coastal processes"

"Bushfire planning is a key consideration"

What places of environmental value within the Shire are important to you?

What are the top 2 environmental issues facing the Shire?

What steps can the Shire take to become more resilient to environmental processes?

Community Snapshot of Considerations

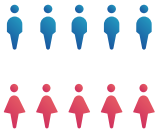
Planning Our Brilliant Future

Population Profile

Gender

50.4% male

49.6% female



Median Age

36 Australia

49 Irwin

Aged Care

- There is an identified need for additional aged person's accommodation in order to cater for the ageing population

Health Facilities

- The community has identified the need to improve access to a general practitioner outside of normal business hours and on weekends.
- Access to dental services is also limited

Recreation Facilities

- The Shire will need to ensure appropriate land is set aside for community infrastructure in accordance with the recommendations of the Shire's research reports

Education

- There are opportunities to establish tertiary level education services and programs within the Shire through partnerships and based on existing assets such as the Port
- It will be necessary to plan for and reserve land to accommodate future schools to support population growth

What we've previously heard...

"Lack of housing and other facilities to facilitate 'ageing in place'"

"Limited access to health services"

"Need to provide facilities for older youth"

"Retention of population, particularly youth, is an issue"

Have we missed anything?

What community facilities would you like to see more of?

Where do you think any new community facilities should be located?

Built Environment Snapshot

Planning Our Brilliant Future

Household Composition

Couples with Children

34% Irwin

45% Western Australia

Dwelling Type
Separate House

90% Irwin

80% Western Australia

Dwelling Occupancy
Full Time

78% Irwin

86% Western Australia

Mixed Use Zones

- The previous strategy proposed introducing 'mixed use' zones to transition the Dongara Port-Denison CBD to its residential zones.

Residential Growth

- The Shire is trying to promote density infill of existing vacant residential zoned land as a priority and located close to the town centre.

Retail and Commercial Land

- The Dongara-Port Denison Urban Area is identified as a sub-regional centre and plays a support role to Geraldton Regional City.

Industrial Land

- Two main industrial precincts exist within the Shire. The first is a General Industry zone located off the Brand Highway, at the eastern entrance to the town.
- The second is the 'Marine Based Industry' zone in Port Denison in close proximity to the small boat harbour. The intent of this zone is to service the Fishing Industry.

What we've previously heard...

"Development and activity is spread across the two Town Need to consolidate land use and activity where possible"

"Conflicts between residential and marine based industrial lots"

"Industrial land facing Brand Highway is unsightly"

"Larger rural living lots are not practical"

"Local heritage is valued"

What existing places best represent character elements of the Shire worth retaining or replicating?

Where should new housing be provided to ensure that growth occurs in a manner in keeping with the existing / intended character of the Town?

What type of housing would you like to see in 15 years?

Next Steps

Planning Our Brilliant Future

- Open House Session
- Community Survey
- Prepare Draft Local Planning Strategy
- Present Draft LPS at Drop In Session

We are here!

Open from 4th March until 4th April

Date to be confirmed

Thank you for having your say to help plan Our Brilliant Future!

If you'd like to stay involved in the process or have more comments to share, please do so by taking our Community Survey.

We will be using your comments to help inform the Draft Local Planning Strategy Report.

Stay tuned to the Shire communications to find out more!

To take the survey, open your camera app and scan this QR Code:

Or find a hard copy at the following places:

- Irwin Rec Centre
- Dongara Library
- Visitors Centre
- The Shire's administration offices
- Community Resource Centre

element.
the art and science of place

Shire of Irwin
Dongara-Port Denison
A Brilliant Blend

Appendix 2 – Community Survey

Q9 what local businesses would you like to see more of in the Shire?

Theme	Responses
Clothing and other retail (n=17)	• Technological (i.e.; Jb hi - fi. Dick Smith), Bunnings • Small department store • Clothing • Kmart • Clothing shop for everyday people not just expensive brand names • Tourism and retail • Children's wear and toys • Retailers • Children's clothing and toys • Clothing • Shops with basics like underwear / socks • Boutique shops
Restaurant and bars (n=14)	• Food, entertainment, bars • More takeaway's / restaurants • More choices of places to eat • Local food/ beverage (e.g. illegal tender) • Pub • More food options • Restaurants • A la carte restaurant • Proper restaurants • McDonalds • Greek restaurant • Cottage industry, food/microbrewery style business • Restaurants • Revamp fish and chip shop
Outdoor activities (n=15)	• Community garden? • Outdoor based • Outdoor activities • Outdoor adventures • A boat/kayak hire place near the beach • Water sports hire • Canoe or kayaking walking mountain biking along river and marina • Activity based businesses

	• Canoe hire, mini golf • More sporting activities • Water sports hire • Orchards, rental shop e.g. quads, kayaks, ocean bikes • Community pool • Local pool
Tourism (n=12)	• Would like to see tours being run from Dongara I.e. charter fishing, Abrolhos days trips, day trips to local areas e.g. ten mile, river walks, 4wd adventures etc. A facility for tourists to higher canoes, small power boats (under 5hp) for tourists to explore the marina/river. • Tourist activities • Tourism • Animal related, tourist leisure activities • Tourism • Tourism related • Tourism (e.g., canoe hire, mini golf) • Tourist park / caravan park • Tourism • Tourism operators • Entertainment for tourists and teens • Bigger tourism information centre
Utilities (n=10)	• Hardware • Car wash • Car wash • Car wash • Appliance repair • Caravan repairs and parts • A good auto electrician • Auto electrician, garden centre • Revamp petrol station
Small café or eatery (n=9)	• Decent café something with different variety • Food, entertainment • More choices of places to eat • Local food beverage (e.g., illegal tender) • Café • More eateries • More food options • Tourism and Hospitality (ample restaurants, need better opening hours, only the Dongara pub and tavern (Southerlys) were open for evening meals on last public holiday. • Revamp current bakery

Gifts and knickknacks (n=9)	• Homewares • Homewares • Gift shops • Local crafts • Gift shop • Gift shops • Gift shop • Giftware, homeware • Art craft, something similar to Red Dot
Groceries (n=6)	• ALDI, Spudshed, Dan Murphy's • Fruit and vegetable • Food variety • Deli • Delicatessen • More local crafts and produce on display • Revamp old IGA
Other (n=22)	• Anything that helps with the economy • Anything • Ag related • Small business • Unsure • Health, chiropractor, physio • None have too many in the town already • Not necessarily anymore coffee shops we've done that one to death • Anything that benefits everyone • Give the ones we have a chance to flourish • None • I think we have a good mix already • Businesses servicing oil and gas industry • Shops that are actually open • Happy with what's in town, opening hours/ days can be an issue in some businesses • Happy with the amount of businesses in Dongara... it's the early closing of some that cause issues and requires driving to Geraldton. • I think it's OK • Employ local people • Transport services to Geraldton • Anything as long as the proprietors have business acumen to survive • Dance studio • Youth centre

Q10 Where in the Shire would you like these businesses to be based?

Theme	Responses
Dongara (n=18)	• Dongara main street • Dongara CBD • Fringes of Dongara • Central Dongara • Dongara light industrial area
Port Denison (n=7)	• Denison foreshore • Spread between Dongara and Port Denison • Foodworks complex • Main Street
Main Street (n=15)	• Dongara main street • Plenty of empty buildings in main street, if rent was more sensible than it is • River, marina • South Beach • Port Leander Drive
Central / CBD (n=16)	• Town centre • In the CBD – under policy structured building heritage codes (unlike the IGA monstrosity) • Easy to get to and park • In the shopping area preferably • Moreton Terrace
Industrial Area (n=3)	• Anywhere they fit – auto sparky and garden centre in the industrial area
River / Marina (n=3)	• River and marina
Other (n=21)	• Leander Drive • On Brand Highway across from service station • South Beach – harbour – Grannys – unsure of exact place • Coast • Current Medical Centre • Nowhere to many empty shops already • Moreton Terrace • Anywhere • You got me there • It doesn't matter as long as they serve the public correctly they will survive • Scattered through the Shire • Wherever it is appropriate

Q11 Some of the Shire's most prominent industries include oil and gas, mineral sands, fishing and agriculture. Which industries would you like to see grow in the Shire?

Theme	Responses
Oil and gas (n=15)	• I would love to see our town connected to gas instead of bottles • Gas on to house in town • Oil and gas is important but it needs to be managed
Fishing (n=20)	• Fishing including recreational • Fishing is self-regulated by the resource
Mineral sands (n=5)	• Mineral sands, oil and gas

Agriculture (n=17)	• Agriculture with yearly traineeship for local kids, or adults could also do a horticultural traineeship with orchards
Other (n=15)	• CBD cultivation • Wave pool • Theme park • Aquaculture • Manufacturing • Hospitality • Better health care facilities • We are not in a position to grow industries outside of what we have – would require good power / population / someone with the money and the ability to do so • Youth groups • Swimming lessons
Tourism (n=15)	• Tourism industry
All (n=13)	• They all assist in supporting the town • All of them – it helps with growth
Farming (n=3)	• No comments

Q12 The Shire is an attractive destination, being located on pristine coastline and in close proximity to Geraldton and Perth. What ways can we improve tourism in the Shire?

Theme	Responses
Improved advertising and signage (n=12)	• Focus on the river & beautiful beaches, which are hidden gems • Make the town look more attractive from the road – the ancient signage does nothing for the town • Promotion by way of publications and television • Advertising similar to the way Kalbarri promote themselves • Promotion of the area and local attractions – pamphlets are very old fashioned and a waste of money – focus more on television and social media • A lot more advertising – more signage on the highway • Should have an Irwin Tourism Board • Continue promoting tourist attractions like the archery park • Better approaches to the town especially if the bypass goes in – let people going past be aware of what is here
Pool / Waterpark (n=13)	• Swimming pool • Ocean pool • Water sports • Water park at the foreshore • Decent playground on the foreshore – possibly a waterpark • Ocean pool of some kind or make the marina a swimming area • Water playground like Geraldton have • Community pool – jump/bounce – waterpark • Swim platform at Granny's Beach
Events (n=8)	• Big events and festivals • Family outdoor activities with family friendly food and beverage facilities • Live entertainment • Festivals – Australia Day, New Years • Mountain bike event

	• Trail run • Adventure race • Triathlon/Iron Man event • Surfing comp • Caravan and camping events
Improved Tourist Information Centre (n=6)	• Bigger exciting & visible tourist information centre • Tourist Centre open every day • Encourage local tours
More food and beverage venues (n=4)	• More cafes • Food events
Camping (n=19)	• Open up the free camp again to entice travellers to our town • More camping sites • Stop charging for camping • Free overnight camping on the cricket oval – they may only stay 1-2 nights but in that time they spend money • Offer a free night when you pay for 2 nights camping • Free camping for one night at the cricket oval • Stop being pigheaded greedy bastards let free campers keep using facilities you are driving away millions of $$$ • Free RV camping in town and surrounds • Improve free RV parking signs
Playground (n=16)	• Decent kids playground on the foreshore • More playgrounds with shade and fences • Nature playground • Adventure playground • Upgrade and modernise the playground areas • Dog exercise park • Playground like Jurien Bay has • Flying fox • More shelter, BBQ's, toilets, tables and chairs, little kids slide play area • Undercover playground
Off road facilities (n=2)	• Public off-road motorbike / four wheel driving areas • Making the track access north off north shore to 7 mile a gravel road to allow access to 2wds and tourists to visit
Other (n=19)	• Resurface main street in town centre • Relocate the fishing precinct to the natural harbour at Five Mile – then remove the granite and let the Town Beach (the town's lost natural asset) re-establish itself • Open the doors, engage local business to be able to draw the crowds, keep the red tape out for new ventures • More activities for when weather is not conducive for beach going • Clean up the weeds around town and make the entry into town more attractive • More activities for tourists • Spend money around town and do stuff up instead of wasting untold thousands on rural roads • Clean up all the wattles in the area • Canoe ramp area should be cleaned up towards Ocean Drive • Make the tourists feel more welcome • Extra capacity at the boat ramp • A council that is run by the elected councillors, residents and ratepayers and not by staff alone • Utilise the river precinct again – keep it small and boutiquey

	• Improve facilities to suit residents and the tourists will also benefit – focus on the ratepayers needs first
Improved Foreshore (n=20)	• Improve Dongara main street and also the foreshore with a bridge over the river somewhere near Denison House • Fix the beaches • Access for wheelchairs to main beaches • Expanded picnic areas • Big bbq area on foreshore with lots of shelter tables and chairs • More areas for families with kids • Beach tours, quad bike tours, windsurfing • Foreshore playgrounds • Extra capacity at the boat ramp • Making foreshore more accessible for everyone • Utilise the river more – foreshore development in Dongara sea spray area • More family friendly destination • Sink a ship for a reef – similar to Coogee
Recreational activities (n=8)	• Mini golf • Maze • Canoeing • Water sports • More interesting things to do and see • Fishing charters • Bike trails • Walk trails • Rental of quad bikes, kayaks and ocean bikes • Ocean playground on the water during peak season

Q13 What places, flora or fauna are of environmental value to you in the Shire?

Theme	Responses
Untouched bushland (n=4)	• Our natural bushland needs to be preserved with weed control measures • Moreton Bay trees to be heritage listed • Much more treescaping needs to happen for urban landscape and heat pockets • Along the foreshore, beaches and along the river – both sides • All native flora and fauna • Love the river/ beaches - places to walk enjoy our nature resources. close to wildflowers . and the animals that we encounter in our area. I have had pleasure of echidnas , kangaroos, bearded lizards, racehorse and other lizards, pretty sure we had a Chuditch hanging around a few years ago too - encouraging all fauna is an asset though
The River (n=27)	• The estuary • Walk trails, especially along the river with strategically placed picnic tables and/or seating. • River, beaches and all native animals • South Beach dunes – 7 mile • The river and estuary • River walk, foreshore, coastline • River walk area, boardwalk area with birds. The black, red tailed cockatoos.

	• River and ocean • River is beautiful just needs rubbish, dead trees and white tiles removed • River mouth, nuns pool reef, reef area at South Beach • River, river mouth, grannies beach, the foreshore, south beach, milo crossing, strawberry bridge • Now ruined Grannys Beach • Beaches and river. Honestly though this town has been raped and pillaged by the farming and fishing industries. • Fairy garden down at the river
South Beach (n=22)	• Keep the beaches natural • The South Beach dunes
Dunes (n =3)	• The Dunes
Marina (n=0)	• No comments
Agricultural land (n=0)	• No comments
Native plants (n=7)	• More trees • Natural coast scrub • All the trees in town • New and old trees the Shire have planted • Wildflowers • Moreton Bay trees • Along the foreshore, beaches and along the river, both sides. All native flora and fauna.
None or unsure (n=8)	• No ideal spots
Other (n=9)	• Farmland free of fracking • Main street and general tidiness • Real shame about the dongara daisy taking over and planting of non indigenous trees (when I was involved with the swan river trust , their main concern was the leaves from introduced trees entering the river . Being so close to the river , the poinciana trees worry me) • I would love to see the Nuns memorial by the Priory!! Fix it up as it can be a great tourist site • More shade along church Street going from reserve st to Seaspray to provide nicer access to walking tracks and beach
North Beach (n=17)	• Anywhere undeveloped. Particularly the natural bush remaining between Ocean Dr and Richardson Road suburbia. Also the coastal strip north of North shore. Being natural coastal buffer zones. • Keep the beaches natural
All (n=8)	• All of them – the area is pristine and should be protected • All of it – this is what brings the tourists
Foreshore (n=6)	• Improve the river and foreshore walks with places to stop and observe bird life etc. clean the area either side of deadfall and pruned waste so mowing can be done and benches and tables provided

Q14 What are the key environmental issues facing the Shire?

Theme	Responses
Weeds (n=14)	• Fire hazard areas • Weed control • Dongara daisy • Pepper trees along the river

	• Weed invasion and cockies in town! • Buckthorn bush are spreading rapidly • Dongara daisy overtaking natural bush and verges and vacant blocks • Town gardens need a tidy and to look more welcoming to promote a cleaner happier town • Invasive weeds – planting the wrong trees – not enough colour in the gardens, everything looks drab – the Shire staff have no idea
Coastal Erosion (n=45)	• Coastal mismanagement • Dune erosion with ATV's during holiday periods – the Ranger needs to make his presence known • Land degradation • Constant eroding away of the beaches on the north side of Marina • Water wall problems at the beach • Power issues on power poles due to erosion causing fires • Health of the river • Reclaiming land on ocean front is causing erosion and therefore cost to ratepayers
Fracking (n=6)	• Pollution from industry fracking • Issue is reactive emotions and fear ruling popular beliefs/ leading to friction and poor or unpopular decisions made. • Too much run on social media 'facts' or loud voices of few. • Need less emotional / over reaction about - environmental impacts such as fracking. and real facts concerns related to the area and environment that they are proposed or lactated. Identification and Addressing and risk analysis of areas from independents (self appointed environmental groups and mining groups both have extreme views and nether give an accurate view/assessment) - so balanced decisions can be made
Mining (n=2)	• No comments
Unsustainable agricultural practices (n=4)	• Animal agriculture • Farming and fishing pesticides • Land clearing • Over fishing pressure
Litter (n=9)	• Lots of rubbish, especially at the free camping areas • Recycling - lack thereof. Littering in public spaces such as along river and on beach. • Each household needs a recycle bin
Chemical pollution (n=2)	• Health of river • Beachside pollution
Other (n=11)	• Listen to the residents and ratepayers • Lack of infrastructure • Driving tourism away • Ageing population • Greed mostly look outside the picture • Clean it up make it a joy for tourists to drive from Port Denison to Dongara • White cockatoo problem
Unsure (n=6)	• Not much to see or do

Q15 Which areas in the Shire do you think have strong environmental values and should be protected from development?

Theme	Responses
River (n=23)	• The Irwin River • The river mouth • River & associated buffers • The point • River & heritage • Kailis Drive entrance • Wetlands near river mouth • Marine and foreshore point lookout • Natural bush surrounding beaches
Foreshore (n=11)	• The foreshore especially in Port Denison • Offshore reefs • The coastal strip – the deeper the better • The foreshore does not need any more development • The Big 4 Park should be closed and become public open space • The town oval could become caravan parks and a shopping centre
Dunes and general coastline (n=24)	• The river, sand dunes and reef. I don't think though that development should not include them as I think development around them and awareness could be very positive for their protection. If they are not incorporated into “organised" development then detrimental random development could endanger the survival of biodiversity in these areas. • Beekeeper’s reserve and Yardonogo needs a bit of patrolling – feral goats are becoming rampant • 7 Mile • Coastal areas, farmland • North of current housing at North shore • Hidden Valley – it is a dune system
South Beach (n=6)	• South Beach and all along the river on both sides – farmland in the Irwin area
Other (n=19)	• All waterways – underground water supplies • The 3 blocks below the Oblisk in Port Denison • Cliffhead – for a local that respects and frequently goes camping there with mates, I would like it to be preserved • Too late – hard to find land along the beach stretch • The Shire Hall • The area behind the rec centre • Everybody has their own idea of value but instead of new land released infill first • Too little too late really, anything natural has long gone • protect the environment and lifestyle that we live in, still allowing growth and assets within our community. But allowing people to enjoy and appreciate what we have, protecting the locals neighbourhood areas • I do believe that free camping should be a managed area, with bins/ and areas for parking and should be roadside and outside of the town. EG % mile would be a good spot but not how they can make their own camp anywhere. the parking should be just that and a camping area like the 48hr spots up north with actual camper parking areas / bins and probably drop toilet as they will just squat no matter what the rules. maybe even at old Coles servo area? - added opportunity for a board for local businesses and tourist areas to be advertised too.

All (n=2)	• No comments
None or unsure (n=9)	• Farmers

Q16 Majority of the Shire's housing is made up of free-standing, independent homes. What types of housing would you like to see more of in the Shire?

Theme	Responses
Freestanding independent (n=16)	•
Townhouses in built up areas (n=6)	•
Aged care housing (n=6)	•
Affordable and diverse housing (n=10)	•
Same / Stay as is (n=20)	•
Other (n=11)	•

Q17 The Shire has a mix of heritage and contemporary buildings, creating a uniquely 'Irwin' character. What areas in the Shire can be improved in terms of their character and why?

Theme	Responses
Dongara (n=4)	• Maintaining the Shire's own policy structure pertaining to new and existing dwellings - particularly in the CBD. Instead of tearing down unique historic architecture and replacing them with featureless Lego block randoms. The "Unique" character of Dongara was lost with the IGA construction and the strangulation of Arunine bay. • The old part of Dongara – some of the houses are very run down • The Shire should try to maintain the charm of the "fishermans villages" as long as possible. Dongara and port Denison have small town charm, this is what makes it a welcome change for visitors from the city. • All areas with heritage buildings, maintenance & upgrade. Main street in Dongara, no more modern buildings
Port Denison / Denison House (n=7)	• Dension House; the poor place is falling apart, fix it up as a show house / attraction place with a lovely little cafe beside it on the river with a boardwalk over the river would be such an attractive piece to the community • Denison house, unless something is done soon it's going to become unsafe, the Chapel Room needs serious work. The whole building needs serious money spent on it. • Port Denison brings in more fishing history • Building murals. Make the lobster larger and murals throughout the town to bring in tourists. Waterpark at the south end of the port Denison foreshore. • The old shire hall (take us back to old time dances and live stage shows) • Denison house - monastery, its unique vision and it's a very valuable community centre • Very old building on Pt Leander drive opposite childcare centre could be restored and utilised.

	• Denison house could be utilised for hospitality (cafe etc.) with the area fronting the river developed to allow picnics etc.
No change (n=11)	• It's a good mix • Don't change a thing – town looks great! • I think the Shire does a great job with heritage buildings • Stop changing everything to look like Geraldton • None I think there are lots of empty blocks that need using up first • Maintaining existing buildings would suffice • I think our old buildings are great just the way they are. Obviously keep them maintained and renovate and repair some that need it to their former glory. • Happy as they are
Priory (n=3)	• The Priory would be beautiful restored and maybe made into a school holiday camp if not maybe a hotel please do not waste this beautiful building • Something productive needs to be done with the priory so it can be utilised. It's such a beautiful spot and it's sitting there untouched. • Priory is something that needs to be kept in better shape!! • The Nuns memorial has fallen to ruin!! Fix it up and use as a tourist spot
The Oblisk (n=1)	• The Oblisk, important in the history of the town, nothing attractive about the area it is on
All (n=10)	• Greater effort to protect buildings with heritage • Keeping heritage place to in original outside appearance • Not sure, but keep the heritage • Old buildings that are an eyesore should be removed and replaced with modern architecture • I like the variety of housing in relation to appearance. I like that the old service station on the way into town is now gone. I'd like to see a 'pull over' bay near the red crayfish - for safety & to attract people to stop. Make it more accessible & welcoming. Also loving the lawn at the drives. I think the playgrounds either need some upgrades & maintenances or to be bulldozed, particularly those dotted round the foreshore. • the entrance statement because it could be a lot more attractive and try to keep some of the older historical properties. Restore historical old buildings and make good use of them • Regular maintenance of heritage buildings and their gardens, museum, old post office etc. • I love the old buildings - appreciate that they involve a lot of maintenance. I would love the little stone house over road from daycare restored or at least the stone walls, maybe there should be a restoration grant from historical buildings? In reality - it is really the front of the building of private owned dwellings that is the main historical value of the town as that is all the locals and visitors will have the pleasure of seeing, and that character is really the community value that needs to be preserved. • Enhancement of our historic buildings and precincts. The corner of hunts road and Waldeck is a good place for this.
Other (n=23)	• The upkeep of these buildings must be a drain on the Shire's finances. Is there a possibility that they can be used for some careful financial gain? • The Shire Hall is a disgrace and needs serious attention • Move industrial businesses out of town • Some look derelict

	• Heritage buildings such as the rag office • Do the town hall up and use it – too many historical buildings are falling apart • So many unkempt dwellings • The old building on Hunts Road should be repairs – such amazing properties • I don't think many areas have real character. There are many renovated beach cottages that have character and I would like to see more of that style housing. • I think a few heritage building could do with a clean up , I've noticed gutters are full and minimal work done on them inside and out. • Old buildings that are an eyesore should be removed and replaced with modern architecture • some people should be assisted in maintaining heritage places as they are dictated to as to what they can and cannot do, but then again some people do not care… • The Main Street is decrepit could do with a facelift to complement the heritage buildings that still exist • Point Leander drive between Foodworks and big roundabout. Big open ugly area. • Just out of town – it does not get appreciated enough • The police station - it is the closest building leading into the river and needs enhancing. • Port Denison house - a beautiful building in desperate need of maintenance. • A sheltered area at the foreshore as it is one of our major attractions. • Put all power lines underground as that always destroys the view within an area. Footpaths on all roads within the residential area of the Shire. • Police station, Shire Hall, Main Street. To all blend in with shire office and library would be beautiful.
Main Street (n=7)	• The trees along the main roads are brilliant. Thumbs up guys! • The little house across from the childcare centre on Pt Leander drive should be protected somehow. I know it's privately owned but there must be something that can be done? • The Main Street. Minimise the traffic in the Main Street and open the area up as an alfresco area. • A real shame the old world charm is being lost thru modern buildings (IGA) • Review heritage building, demolition of the old houses in Moreton terrace has reduced character and vibe of Main Street • One way street next to newsagent needs to be reversed • Need more foot traffic through Moreton terrace with cafes shops etc. • The Town Hall needs refurbishing to suit the communities needs. Renovations have been costed by a building surveyor and not a heritage architect.

Q18 Which distinctive places in the Shire that are characteristic of the area would you like to see protected and maintained?

Theme	Responses
Irwin River (n=8)	• What's left. The river bank/lagoon environments. Flora maintenance in around day use points around town. It appears the Shire only maintains visiting sites where grass is present. Local groups which

	initiated stabilising vegetation (Obelisk, Nuns Pool, South beach foredunes) never receive attention. • Once again - the Irwin River and its immediate environment must be protected and maintained while still being used to its full potential.
Grannys Beach (n=5)	• Grannies beach re: erosion. Safety upgrades in regards to the danger of cars in and around kids playground and passing by. More shade as facilities for families such as toilets/kiosk.
The Priory (n=14)	• Great history
Museum (n=2)	• No comments
Main Street (n=14)	• Moreton Terrace – save the trees • Heritage type houses near the service stations • Roads and pavements • Main street - I think encouragement for rebuild of falling apart non historical buildings to redevelop into more functional - fitting shop front. old IGA and buildings in front are becoming an eyesore.
Russ Cottage (n=5)	• No comments
Surf Club (n=1)	• No comments
Oblisk (n=0)	• No comments
None (n=4)	• No comments
Dongara (n=4)	• Historical buildings • The cray at the entrance to Dongara • Dongara central
All (n=6)	• The cemetery
Cliffhead (n=1)	• No comments
South Beach (n=1)	• No comments
Denison House (n=5)	• The monastery or Denison House – would love to see a café there along the wall trail • Great history
Other (n=14)	• Old police station and the big old white house around the corner from it • Something to be done with old IGA

Q19 Do you have any concerns, comments about or ideas to improve transport or servicing in the Shire?

Theme	Responses
Footpaths (n=3)	• Yes! Combined bike/walkway path from Francisco/Brennand intersection, down Brennand, up Philbey, down Tulloch. Many kids/horses/cyclists/walkers/prams sharing winding road with trucks, cars, floats, motorbikes. I believe it's only a matter of time before there is a serious accident as seen many near misses. • Walk bridge across the river
Bicycle paths (n=6)	• More bike paths, especially at the racecourse area – very hard for bikes and people with prams as it is
Increased taxi / uber services	• A 24 hour taxi service – more available • More taxis, engage long term about high speed rail, • Have a long term strategic plan about freight and existing road access • Ie: address the elephant in the room around tabletop/midlands intersection and Milo crossing
Bus service (n=14)	• Daily bus service to Geraldton and back • Invest in a little local bus around town • We need a bus route to Geraldton and back so if we have medical appointments we have a choice of not driving as we get older • School bus stops should have a place for students to sit when they are waiting for the bus and when it rains

	• We have a great school bus service – maybe a shuttle bus on the weekends / school holidays between Moreton Terrace, the foreshore and South Beach • The shire needs a new Community Bus with more space that better suits our senior residents needs.
Other (n=15)	• A train service to and from Geraldton • It would be nice to have roadside pickup for residents possibly once or twice a year. Or occasional free tip passes. Some locals who do not wish to pay transfer station fees find alternatives to dump rubbish... such as skip bins... or unfortunately, the mobile dunes in the Carson's beach area. • The road network could do with some attention. Past CEO Simmons commented that the Shire was up to date with all road projects in the district. Yet, residents in Nhargo / Five mile / Bonniefield & Springfields are still negotiating dirt tracks after decades of providing for their own property access. • Cheaper transport for elderly residents that can't drive to get to medical appointments etc. • My main concern is that there is no dedicated Tourist Information Centre which can be a boom to a town such as Dongara where travellers actually have to drive off the highway. • Drainage • Obviously power supply is a huge problem • Stop wasting so much money on rural roads and invest it in town where people can benefit from it • Bigger boat ramp • Reveal the road into South Beach past the kiosk • Expand school zone on church St down to corner of Dodd and Church. Possibly speed bumps (I witness speeding in this area daily) • Footpath added to the Dodd Street side for kids not to have to cross extra times to get school • A fast train track to Geraldton would be amazing
None / no (n=21)	• No comments

Q20 The current population for the Shire of Irwin is 3,620. What do you think is the ideal population for the Shire?
Answered 72

Skipped 55

Theme	Responses
Larger than what it is now (n=48)	•
The same as what it is now (n=23)	•
Smaller than what it is now (n=1	•

Q21 Do you have any concerns, comments about or ideas to improve the existing community facilities, recreation and open space?

Theme	Responses
Public toilets (n=8)	• Toilets at Grannys beach • Need more toilets and signs to show people how to find them and more parking would be good • Can never have enough toilets and water fountains at the recreational places around town. A bit of TLC. • Baby change facility at Grannys beach

	• The toilets at the foreshore need a refresh
Footpaths (n=0)	•
Pool (n=15)	• Would like to see something along the lines of a sea pool developed. Maybe somewhere the erosion is always occuring, people would use it to swim laps. I'm no engineer but would have thought there would be a place along the beach for such a facility. • Therapy pool • An ocean pool rather than an actual swimming pool. • Swimming lessons and physiotherapy at pool. • We need a heated swimming pool. • We definitely need a rehabilitation pool. With the aging population and increased injuries and pain management we need a rehab pool. Everyone that needs a pool goes to Geraldton then does all their shopping up there as it's convenient. • We need a pool, we've always needed a pool and in 50 years we will still need a pool! • We need a small indoor heated pool for people requiring physio etc & for the disabled to use. Possibly at the Health Centre & accessed only with medical approval. • Hydro pool for elderly, sick or swim classes from 6mths to 5yrs. • We need a bloody pool!!!
BBQ Upgrades (n=5)	• The bbq area in the foreshore needs refresh / rebuild a space that fits and enjoys the beauty of the area / wind break and shade is essential, love the communal cooking but blocks view and ugly, not interactive with rest of foreshore atm. • The cleared area next to the river, (south of the police station) could be levelled and grassed up to the river bank with a bbq/ shade installed to allow recreation on the river bank.
Increased shade (n=4)	• A decent sized, fenced, shaded playground, more shade at grannies and the foreshore, update the shaded picnic table areas along the foreshore. • More shade in the whole Shire via appropriate trees • Shaded playgrounds with water • Shade over play areas with more seating on the river
Playgrounds (n=10)	• Upgrade all the playgrounds • Family friendly • Nature playground • Better playground and facilities for our locals its not just about holiday makers and visitors • Remove un-used parks and replace with a great park at the foreshore. • A couple of decent playgrounds for a range of aged children. • The park near the bridge [fairy garden] to be reticulated, the blocks next to the sea rescue to be turned into a carpark and the ones on marina to be closed and landscaped to be safer for families and more kids play areas. • Less playgrounds but better maintenance and variety with the ones we have.
Dog facilities (n=2)	• More off lead dog walking areas. • Dedicated dog park.
Public exercise equipment (n=2)	• Outdoor exercise equipment spread out along the foreshore for kids and adults to use.
Other (n=15)	• Dongara has pretty good facilities ie the Rec Centre, its just a shame its so expensive to use. The Patchwork Club has problems finding somewhere to hold friendship days or sewing weekends. The Rec

	Centre hire cost is prohibitive and there is no where else. Our home at Denison house is a tad on the small side for such events, even our sewing days see us at capacity • More uses for the Dongara Irwin race club i.e. oval or sports club use as currently it has great facilities that don't get enough use • Disability access to the beaches • A dedicated building at the racecourse for the pony club. They cover such a diverse cross section of the community including people with disabilities, children and adults. Very family inclusive. • A pedestrian crossing would be beneficial for those living in Port Denison to cycle/ walk to town without having to go up to busy Point Leander drive. • An outdoor museum based on the towns fishing history • A botanical garden would be wonderful • Locals should be allowed to stay at cliffhead for free. Should be free for everyone like it has been for since who knows when. • We have exceptional sporting facilities within this shire, would be good to see the shire work with sporting groups to bring more carnivals and exhibition tournaments to town. We have lots of styles and prices of accommodation outlets and a great choice of eating venues. • The skate park is great! • I do believe caravans are hugely restricted for parking in our town. • Spend more money on developing dongara instead of always port Denison. Another foreshore where old Kailis factory was. More parks and footpaths. Delis. Multi purpose areas with wetlands, walk paths, exercise areas and of course a bloody pool!!!!! • Pedestrian crossings placed on main St, outside IGA etc. There is no safe crossings other than the 2 roundabouts which make life difficult with a double pram. • Out of town does not get appreciated enough and a dance place where people can go and dance whenever they want. • I am concerned that the fees for using the Rec centre place an unnecessary pressure on the clubs using them. I understand it is a major cost to maintain but it is an amazing facility that needs to be used to full advantage and one that everyone can be proud of. • Proper maintenance and ongoing evaluation of facilities used. appropriate signage in all areas, like dog beach (responsibility of picking up dog shit), helmet to be worn at pump track at all times, etc. • Love the planting of the trees and the idea to revamp the Main Street, well done. • Please do something about safety of our kids in regards to traffic (poppies/grannies beach). • A pedestrian crossing would be beneficial for those living in Port Denison to cycle/ walk to town without having to go up to busy Point Leander drive.
None / no (n=15)	• I have no concerns, however if possible a more visible presence of police in the town would serve to protect the whole area. • Keep going the way you are your vision over the past two years has been on the money. • I think we have lots so just keep them maintain and used. • I think the Shire has sufficient facilities.
Foreshore (n=3)	• Foreshore needs improvement • Update the parks and the beachfront make family friendly

Tourist Information Centre (n=3)	• I have heard comment that your tourist information centre needs to be more accessible. Long weekends and public holidays when people visit town, the place is shut. • There was a plan to open the north coastline for day use sites to allow visitors and locals alike to utilise inaccessible beaches. New boat launch facility. Why did CEO Simmons abolish the project?

Q22 What community facilities or social opportunities do you think the Shire needs and where would you like to see them located?

Theme	Responses
Shopping Centre (n=1)	• Need some mall-like shopping facilities
Ocean Pool (n=9)	• Definitely need an ocean pool – maybe where Grannys is now? • Ocean pool – anywhere suitable • Swimming area in the harbour
Pool (n=12)	• Hydro pool at the rec centre • Community pool to be located wherever possible • Rehab heated pool
Playground (n=8)	• A playground like Denham on the foreshore • More Toddler activities. • Playground built for smaller kids, possibly with sensory and nature learning incorporated into it. • Large 'statement' play equipment (ie like the ship at Busselton jetty) could be built at the marina to attract families in school holidays
Cafes / Food (n=1)	• Café near Oblisk
Outdoor exercise recreation (n=6)	• Soccer oval/nets – area for roller skating or better paths. • The rec centre needs more utilisation. • More activities like pop up mini golf, laser tag, paint balling, outdoor community garden, outdoor gym equipment • Gym classes like pole dancing, dance fitness, mini trampolines, more free fitness/wellness workshop opportunities • Mountain bike trail through the golf course between the greens
Community engagement / services (n=4)	• More community engagement with opportunities to help those less fortunate with health/fitness/mental illness • Not sure if you have HACC services, through NDIS but as the population ages, if you haven't, you need to consider partnership with State Government. • Increase community involvement ie beach clean up followed by free bbq for participants. Freshen up community buildings ie autumn centre play group. • More social opportunities for the disabled are needed. located in the central Dongara area
Community garden (n=2)	• Community garden in the town centre.
Non / unsure (n=10)	• Happy as they are but also open to further development. Just don't have any suggestions! • What we have is good just neec to utilise the rec centre.
Other (n=20)	• Places for the young people to go with their parents and maybe some fencing around playground especially near riads(??) • There needs to be a family room for parents to change and feed their children. Both Dongara and Denison. • From my observations, the town is fairly well serviced. Obviously, there is always room for more of both of the above.

	• A library. • Racecourse improvements for the pony club. • That drive-in is a huge draw card but can't operate properly with the very poor equipment it has currently. • Upgrade golf club house. • All additional facilities mention in previous question. Plus foot 🦶 tag along Brennand, philbey & tulloch as previously described. • Need a small hall [like the old fishermans hall] for people to hold events balls etc ,some places are just too big or isolated. • Music and arts events along the banks of the river across from the priory and the south western side of town bridge.

Q23 Please provide any other comments you have on the Local Planning Strategy that do not fit these themes.

Theme	Responses
Public toilets / facilities (n=6)	• Public family change/rest room, no children's change tables in public toilets, • Grannies beach needs to be sloped down from footpath of sand and more shading with a concrete wheelchair ramp, street skating at the skate park, more raised area along side of stepped area at skate park up long to the tennis courts with shade umbrellas to watch children on the pump track, definitely needing toilets there too (but bushes are getting a good watering!!) • After only recently moving to Dongara we have been very impressed with most of the facilities except for toilets. The Shire should be proud of the community as everyone has been so helpful and welcoming! • Toilets/change rooms are a priority need at granny's beach.
Housing opportunities (n=3)	•
Employment Opportunities (n=3)	• Plan to retain the younger people in the area. There is not a lot of industry for employment.
Aged sector (n=1)	•
Upgrade facilities & roads (n=8)	• An active community strategy, foot paths, exercise area as part of foreshore, further utilise river access, footpaths or hike paths to the north of Dongara. • Don't reduce the parking along our main Street. And look at incorporating into our town a community garden. • Family activities are a major part of supporting the future of our town. Footpaths and Trails have a major role in enhancing this and encouraging positive activity. • There is no pull off areas for school busses in port Denison. Signage needs updating specifically for long vehicle parking.
Encourage Tourism (n=4)	• Parking at the 'lobster' our entrance statement to town.... photo opportunities for tourists. Re-open free camping brings tourists into town. • Something needs to be done where fisherman's hall is whether a proper car park to allow caravans to park , put a better playground in also, but shouldn't be left as it is. • Move the welcome notice board to the crayfish out on the Highway provide a turnaround area so caravans etc can get in. People park on the edge of the highway to get photos with the crayfish. Make it safer! It's a disaster waiting to happen.

	• If you want more tourist than have more events on during the weekends. • Encourage tourism and cottage industry but keep it small and eco friendly. • Utilise the town for some more events showcasing the beauty of the town.
Get a pool (n=1)	• Pool. We need a pool. • Swimming lessons, safety lessons, hydrotherapy facilities (would be amazing). So many people in town travel for swimming lessons, money which could be spent in our town. • Not to mention the ability to be able to take the kids for a swim on a hot day and not have to have my 3 months old suffer in the heat.
Transport issues (n=3)	•
Other (n=19)	• Don't cut trees down willy nilly! and don't plan Norfolk pine trees under power lines. Complete underground power for the shire's built up suburbs. • No increases in rates to achieve the goals, find other ways to fund • To many empty shops we need a town that encourages young families to move here not designing from the 17th century • the shire has some grand ideas but sorting out the finances is priority, then worry about the great but unaffordable plans. get back to basics first then plan. • According to the Local Government Act, there has to be a community forum and survey, then the shire staff can do whatever they like, we then have no say in it. We had a forum and survey on the Bond Store. 85% wanted to save the hall, so the shire demolished it. Has my point been taken? • Better support for small businesses, like signage on road signs to be allowed and made affordable and easy. • Think about planning for the children of residents and tourists, all kids don't enjoy the skate park or the beach…
Doctor / Medical issues (n=1)	• Get a doctor who will go and see you at A&E and cheaper doctor service
Beach erosion (n=2)	• Before any money is spend on the beach front an erosion study needs to be done. Until then you might as well leave everything as it is to save wasting money. • Please do something more permanent about the erosion instead of bandaid jobs. An artificial reef or something to protect the area. Enough with the curbing and bollard bullshit.

Appendix 3 – Key Planning Directions Drop in Session

SHIRE OF IRWIN LOCAL PLANNING STRATEGY

Planning Our Brilliant Future

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Where have we been?

Since the adoption of the Shire's previous Local Planning Strategy in 2017:

Population growth
By 111 persons

Aging population
Median age has increased from 40 to 53

Tourism growth
COVID-19 lasting influence of domestic exploration

Key project completions
Moreton Tce and Port Denison Foreshore upgrades

Strategy development
Walking trail masterplan and coastal management plan

Energy sector
Transformational growth in renewables

Where are we going?

A safe place to live, an exciting place to visit and a progressive place to work

Local Planning Strategy 2023 - 2038 will:

Alignment
Support implementation of Strategic Community Plan

Dwelling growth
Up to 1,000 additional homes within a 5km growth band, sustainable living opportunities

Centres
Redefine industrial and commercial areas, and protect the character of town centres

Investment in industry
Renewable energy industry, road connections and infrastructure to support up to 9.7ha of additional industrial land

Retail & commercial
Up to 7,200sqm of additional retail and 1,600sqm of additional commercial space

Protect
Environmentally significant areas

Purpose of the Local Planning Strategy

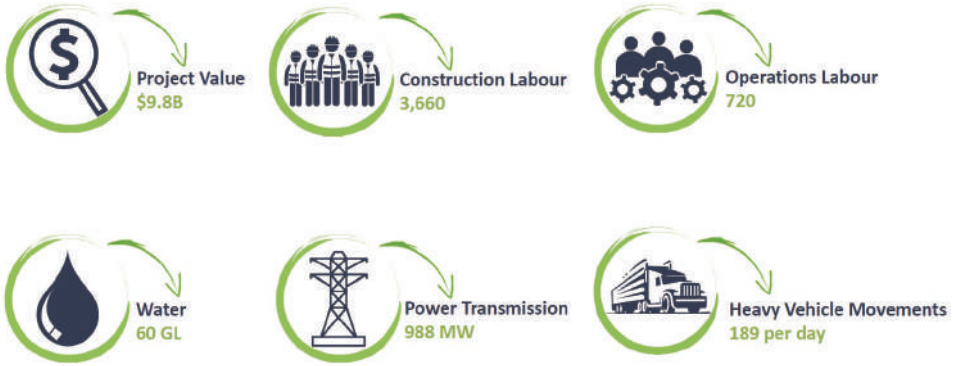
15 Year horizon
Coordinate development across the Shire

Agile
Optimise the Shire's ability to act quickly when new growth opportunities arise

Future proofing
Attract and future proof the Shire's growth opportunities

The Opportunity

Shire of Irwin as the Region's Green Energy Hub



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SHIRE OF IRWIN LOCAL PLANNING STRATEGY

Planning Our Brilliant Future

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

WHAT WE HEARD FROM COMMUNITY DURING INITIAL PHASES OF THE PROJECT

A Diverse and Prosperous Economy — ***Protect Our Natural Beauty*** — ***A Friendly, Safe and Inclusive Community***

Community, Urban Growth & Settlement

- Moreton Tce is an area where buildings should be improved and maintained
- Concentrate local facilities in town - easy to walk to, a pool is desired and youth facilities
- Welcome extension of aged care facility
- Support for tertiary level education facility
- Lack of access to health facilities
- Lack of rental properties in town
- A lot of vacant zoned land, support infill over new estates
- Allowance of higher density in urban land to relieve pressure on agricultural land
- Advocacy for sustainable housing

Environment

- The River, South Beach and North Beach are valued environmental areas
- Flora and fauna reserves are important recreational areas
- Coastal erosion is a serious environmental issue
- Desire to protect River and dunes from development
- Groundwater issues in Springfield estate to be overcome

Economy and Employment

- Larger industrial lots desired, some business moving to Geraldton
- Industrial expansion should balance quality agricultural land
- Desire for activation, intensification, alfresco etc. of Port Denison
- Foreshore improvements and camping facilities to support tourism
- Tourism to not adversely impact upon coastline
- Desire for improved entry statement to town

Infrastructure

- Desire to tap into the work from home potential with improvement in technology infrastructure
- Identified need to upgrade telecommunications

element.

SHIRE OF IRWIN LOCAL PLANNING STRATEGY

Growing Our Community: Facilitating Urban Growth and Settlement While Protecting Our Environment

Planning Our Brilliant Future

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

A Sustainable Community

Under differing population projection scenarios, the Shire's housing needs range from a modest decline of 200 dwellings, to a sizable increase of 1,000 dwellings. The impact of investment in the renewable energy industry is a once in a generation opportunity that can have lasting positive influence on our town.

We have an opportunity to attract additional population from the growth in the renewable energy sector.

We need to identify appropriate residential land and supporting services for new workers and their families.

The Shire is actively planning to meet the needs of community and the environment through:

1. the identification of residential land to supply approximately 1,000 dwellings to 2031, focusing growth close to town to achieve efficient use of existing urban amenities and relieve pressure on quality agricultural land;

2. facilitating the optimal provision and location of core community services to improve accessibility; and

3. planning for potential coastal changes in response to climate change over time.

Key Planning Directions

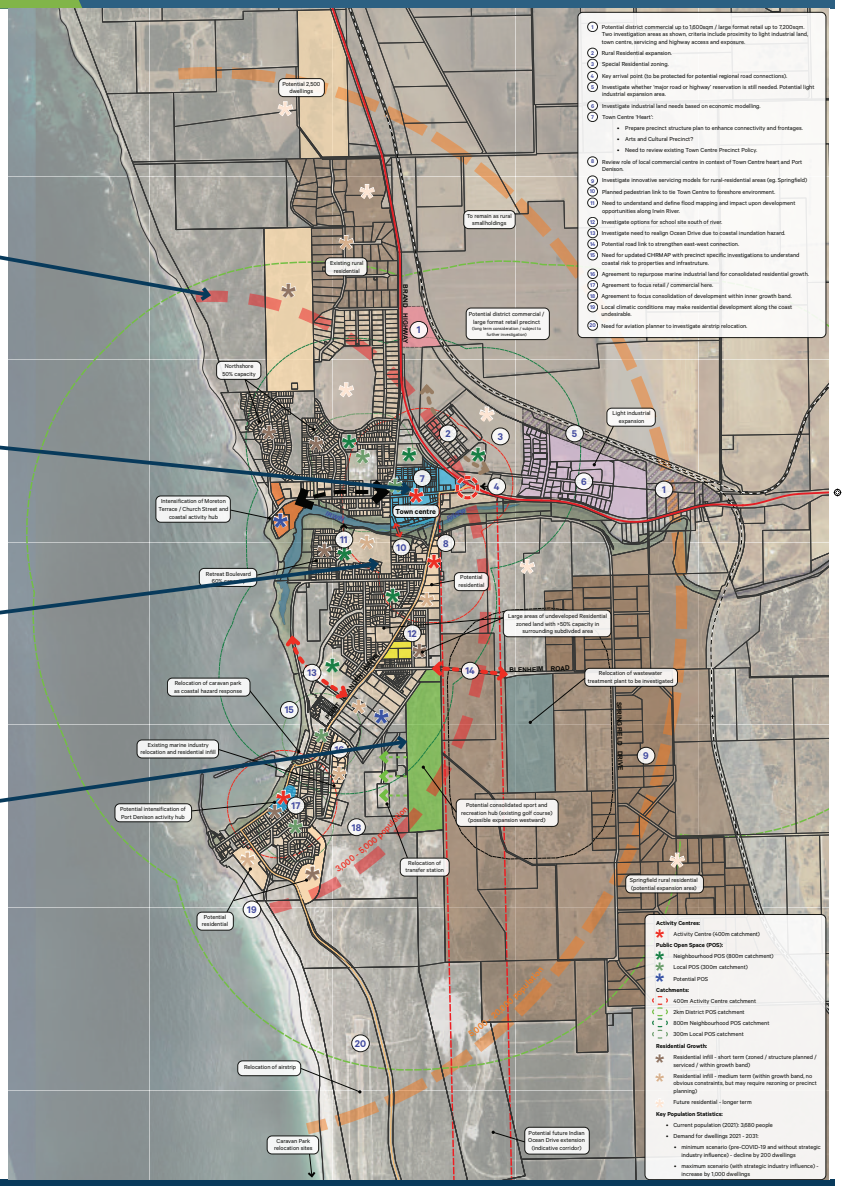
Issue/opportunity	Consolidated Growth
Planning direction	- To ensure efficient use of existing infrastructure close to urban amenities - To support the repurposing of existing marine industrial areas for urban infill
Action	- Identify 5km growth band within the Local Planning Strategy to house up to 1,000 new dwellings

Issue/opportunity	Town Character & Sense Of Place
Planning direction	- To retain the character of the Dongara town centre through development pressures as the population grows
Action	- Prepare local planning policy/ design guidelines to preserve character of Moreton Terrace - Extend activity westward to the Coast

Issue/opportunity	Care For All Ages
Planning direction	- To co-locate community facilities and leverage synergies between aged, youth and child care
Action	- Undertake a community needs gap analysis to understand facility requirements and to inform a future scheme amendment

Issue/opportunity	Regional Reaction
Planning direction	- To provide a district level recreation hub to meet future recreation needs
Action	- Undertake a recreation needs analysis to inform potential consolidation of sporting facilities at the golf course

Issue/opportunity	Coastal Management / Erosion
Planning direction	- To ensure coastal management is undertaken in a coordinated manner
Action	- Implement Coastal Management Plan including investigations into relocation of Ocean Drive, dedication of coastal reserves (e.g. UCL at river mouth and end of Point Leander) and prepare a policy to guide tourism developments in sensitive coastal environments.



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SHIRE OF IRWIN LOCAL PLANNING STRATEGY

Growing Our Economy: Facilitating Industry and Employment Growth

Planning Our Brilliant Future

SHIRE OF IRWIN
DONGARA-PORT DENISON
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Investment In Industry

The Shire of Irwin economy has been founded on strong agriculture and fishing industries. The unique combination of natural and cultural (traditional and European) assets and coastal lifestyle are the foundation of a healthy local tourism industry. More recently, mining and resource industries have become a major driver of the local and regional economies.

There is currently an adequate volume of industrial land available in the Shire to meet expected future demand under a 'Business as Usual' scenario. However, the Shire sits at the heart of a region expected to experience investment in mining, agribusiness and infrastructure. Together with the evolving nature of industrial activity we may see an increase in the total volume of industrial land demand; and a change in the nature of services desired to support emerging energy industries.

We are no longer in an era of change, but a change of era with regard to energy.

Through collaboration with established and emerging industries, energy transition is a great objective for the Shire's southern industrial hub.

The Shire is actively planning to meet the needs of industry through:

1. the identification of approximately 9.7ha of additional zoned industrial land to supply manufacturing and associated industries that will support strategic renewable energy industry;
2. facilitating the establishment of new energy industries within the Southern Strategic Industry Hub; and
3. planning for potential new road corridors to connect the Shire's industry hubs to achieve efficient movement networks through the ongoing development of a broader roads strategy.

Key Planning Directions

General and Light Industrial Areas

Planning direction	- To ensure an adequate supply of land to accommodate industrial activity that support the strategic renewable energy, agribusiness and marine industries
Action	- Prepare a scheme amendment to identify new general and expanded light industrial zonings generally near Brand Highway

Road Planning

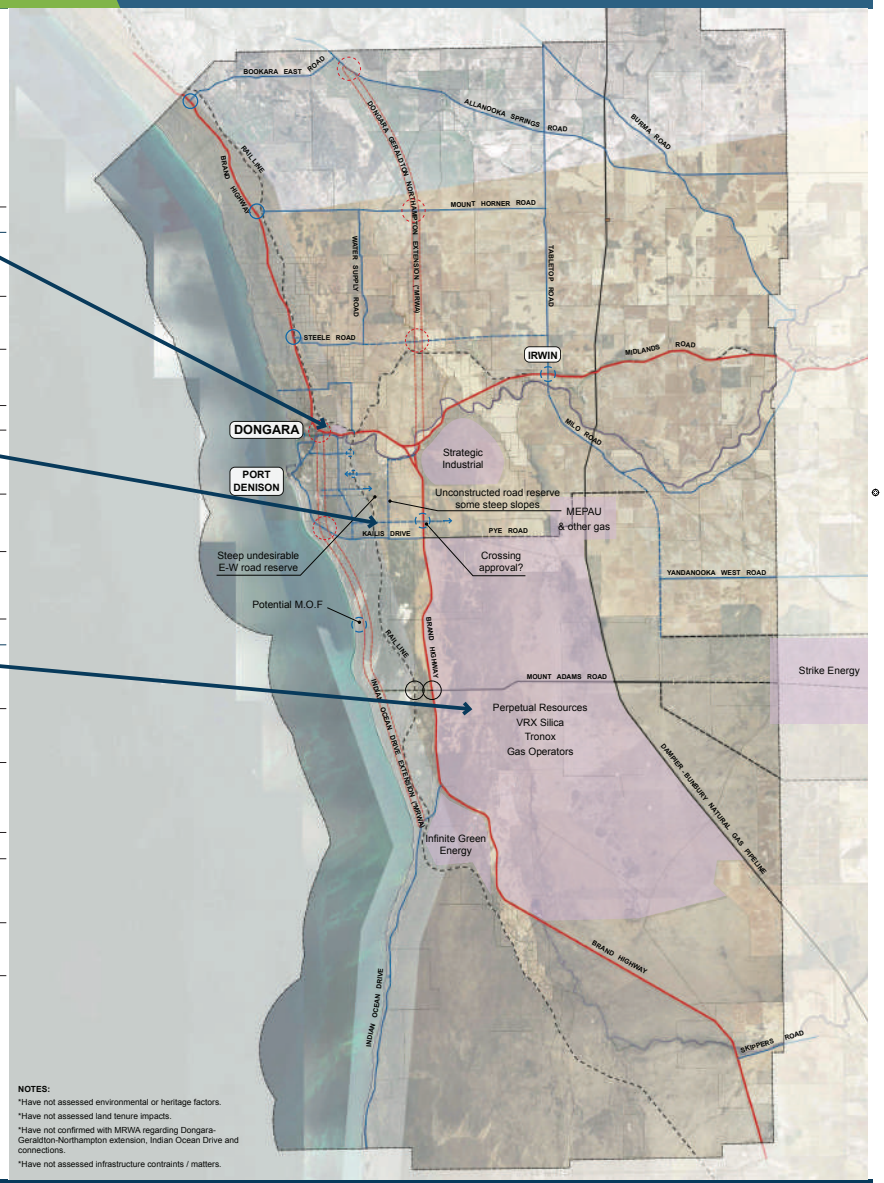
Planning direction	- To ensure key road connections are planned to meet future strategic transport needs and marine industries
Action	- Undertake a road alignment study to identify most appropriate alignment for the Indian Ocean Drive extension - Undertake road alignment studies to strengthen east-west connections

Southern Strategic Industry Hubs

Planning direction	- To ensure an adequate supply of general industry land and an agile planning framework that supports quick on-boarding of emerging renewable energy industries
Action	- Identify an area of strategic industry in the southeast of the Shire in the Local Planning Strategy and prepare a scheme amendment to facilitate development – create a new Planning Policy Area for Significant Industry

Utility Infrastructure

Planning direction	- To ensure adequate and efficient supply of essential infrastructure to meet the needs of future strategic industry
Action	- Undertake a services capacity study to identify upgrades required to support amendments to the local planning scheme for any new infrastructure corridors



NOTES:

*Have not assessed environmental or heritage factors.

*Have not assessed land tenure impacts.

*Have not confirmed with MRWA regarding Dongara-Geraldton-Northampton extension, Indian Ocean Drive and connections.

*Have not assessed infrastructure contraints / matters.

element.

SHIRE OF IRWIN LOCAL PLANNING STRATEGY

Growing Our Economy: Facilitating Tourism and Commercial Growth

Planning Our Brilliant Future

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

A Prosperous and Diverse Economy

- ***Business Expansion and Increased Tourism***
- ***Achieve Thriving Business Precincts***

Tourism

Tourism is a significant opportunity for the Shire given its coastal location, access to natural amenity and due to its proximity to Perth and Geraldton.

Key action items include:

1. Prepare an updated Local Tourism Planning Strategy for the Shire. This should include a feasibility and gap analysis of tourist accommodation within the Shire. Investigate opportunities to deliver a variety of tourism accommodation and associated recreation sites across the Shire. According to previous studies, there is an identified need to provide high end tourist accommodation within Dongara-Port Denison.

2. Relocation of existing Big 4 Caravan Park due to longer term coastal inundation impacts. Alternative site selection to be further investigated adjacent to the existing airstrip.

3. Prepare Design Guidelines for the 'Special Use 28' site at the corner of Point Leander Drive and Samuel Street to provide guidance on how the site can be developed for hotel/motel purposes and contribute to the activation of the Port Denison Foreshore Management Plan.

Commercial Centres

Port Denison

1. Opportunity to create a recreation destination at Port Denison's Point Leander Drive. This will require expanding the existing Commercial planning scheme zone along Point Leander Drive to accommodate future commercial growth and create a focal point to the Point Leander Recreation area – maximising activation between businesses to the planned foreshore masterplan works.

Dongara

1. It is apparent that there is an existing oversupply of commercial zoned land within the Dongara town centre in particular. However, its role will need to be reviewed in the context of potential strong population growth scenarios projected which could require up to 7,200sqm retail area (further detailed commercial/ retail needs and viability analysis required). As part of this review the Town should maximise tourism sector growth opportunities, which could potentially include an Arts and Cultural Precinct.

2. Create a potential district commercial site for large format retail: a site has been identified outside of the Dongara Town Centre on Brand Highway in order to provide good vehicle access and exposure.

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SHIRE OF IRWIN LOCAL PLANNING STRATEGY

Implementation and Review

Planning Our Brilliant Future

SHIRE OF IRWIN
DONGARA-PORT DENISON
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Regular monitoring and review of the Local Planning Strategy is essential to ensure key planning directions and actions are responding to emerging issues and opportunities.

Implementation and review will include:

Implementing proposed key actions, including scheme amendments, further studies and plan and policy preparation

Reviewing the local planning scheme and strategy every 5 years, including a status update on the proposed actions

Amending the Strategy, as required, to apply any new or amended State or regional policy, new studies, or amended Strategic Community Plan

Comments

Comments regarding the Local Planning Strategy 2038 'Key Planning Directions' can be made by:

Dropping written comments into the Shire's administration offices; or

Email to: reception@Irwin.wa.gov.au; or

Post to:
Chief Executive Officer
Shire of Irwin
PMB 21
DONGARA WA 6525

We will use your comments to help inform the Draft Local Planning Strategy. **Thank you.**

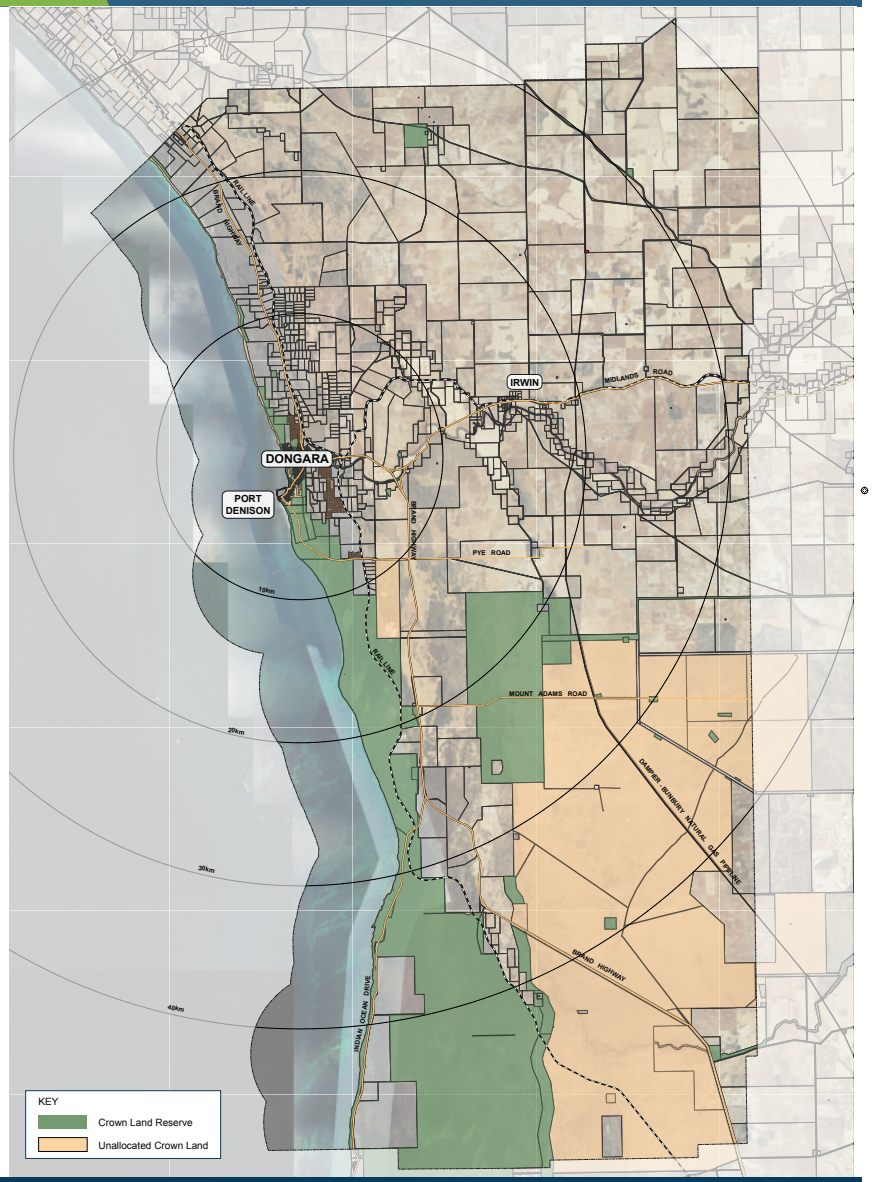
Next Steps

01 — **Open House Session** — *We are here!*

02 — **Comments on Key Planning Directions** — *by 08 June 2023*

03 — **Finalise Draft Local Planning Strategy**

04 — **Present Draft Local Planning Strategy** — *Q4 2023*



Strategy Blueprint 2024

Strategy Blueprint 2024

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SHIRE OF IRWIN LOCAL PLANNING STRATEGY

Planning Our Brilliant Future

SHIRE OF IRWIN
DONGARA-PORT DENISON
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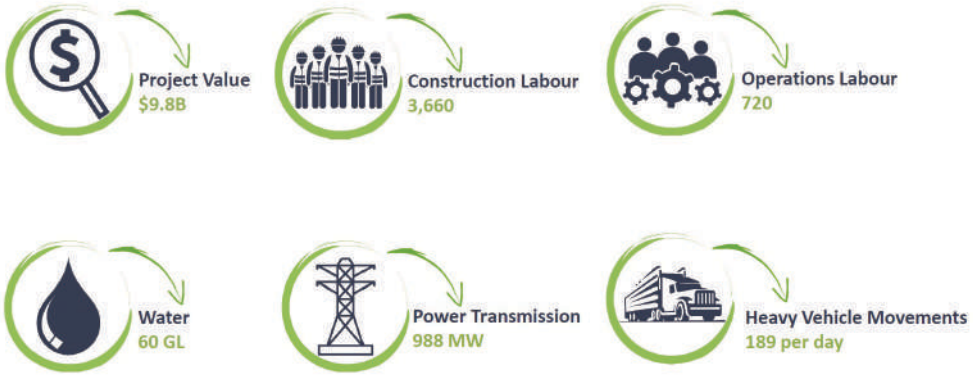

SHIRE OF IRWIN LOCAL PLANNING STRATEGY

Planning Our Brilliant Future

SHIRE OF IRWIN
DONGARA-PORT DENISON
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WHAT WE HEARD FROM COMMUNITY DURING INITIAL PHASES OF THE PROJECT

A Diverse and Prosperous Economy — ***Protect Our Natural Beauty*** — ***A Friendly, Safe and Inclusive Community***

Community, Urban Growth & Settlement

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- Concentrate local facilities in town - easy to walk to, a pool is desired and youth facilities
- Welcome extension of aged care facility
- Support for tertiary level education facility
- Lack of access to health facilities
- Lack of rental properties in town
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- The River, South Beach and North Beach are valued environmental areas
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- Identified need to upgrade telecommunications

SHIRE OF IRWIN LOCAL PLANNING STRATEGY

Community, Urban Growth and Settlement

Planning Our Brilliant Future

SHIRE OF IRWIN
DONGARA-PORT DENISON
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"A friendly, safe and inclusive community"

Under differing population projection scenarios, the Shire's housing needs range from a modest decline of 200 dwellings, to a sizable increase of 1,000 dwellings. The impact of investment in the renewable energy industry is a once in a generation opportunity that can have lasting positive influence on our town.

We have an opportunity to attract additional population from the growth in the renewable energy sector.

We need to identify appropriate residential land and supporting services for new workers and their families.

The Shire is actively planning to meet the needs of community and the environment through:

1. the identification of residential land to supply approximately 1,000 dwellings to 2031, focusing growth close to town to achieve efficient use of existing urban amenities and relieve pressure on quality agricultural land;
2. facilitating the optimal provision and location of core community services to improve accessibility; and
3. planning for potential coastal changes in response to climate change over time.

Key Planning Directions

Issue/ opportunity	**Housing**
Planning direction	- Consolidate the urban footprint and housing activity by encouraging development in existing (or identified) residential areas. - Provide a range of residential densities, housing choice and compatible uses
Action	- Identify an urban growth boundary around the Dongara and Port Denison townsites that will cater for an expected population of around 5,000 persons. - Allow discretion to permit non-residential development (including workforce accommodation) within residential areas that is compatible with the desired future character of the area.

Issue/ opportunity	**Public Open Space And Community Facilities**
Planning direction	- Plan for a district level recreational 'hub' to cater for future recreational needs. - Facilitate site identification of a southern school site when demand warrants.
Action	- Implement the land use planning recommendations of the Public Open Space Strategy and the Port Denison Foreshore Masterplan. - Ensure community facilities can be appropriately developed in various zones.

Dongara and Port Denison are the principal urban centres of the Shire. Future urban infill and expansion should be consolidated within these townsites to make best use of existing infrastructure, community facilities and other urban amenities. Diversity in housing supply, including short-term and workforce accommodation, need to be planned for in anticipation of emerging major energy projects. Built form, character and cultural heritage, among other things, should be considered during the planning and development of urban growth.

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Environment

Planning Our Brilliant Future

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

"Protect our natural beauty"

The natural areas of environmental significance within the Shire include coastal and riverine areas, and State conservation reserves. It is these natural assets that attract residents and tourists alike. Coastal and riverine areas require further planning to manage natural hazards such as flooding, storm surge, inundation, erosion and accretion. Preparation of the new local planning scheme will also allow the opportunity to reserve environmentally significant areas appropriately.

Key Planning Directions

Issue/ opportunity	**Water Resources**
Planning direction	- Safeguard public drinking water source areas. - Recognise floodplain mapping of significant waterways.
Action	- Apply a special control area to the Allanooka-Dongara Water Reserve to protect the resource through the control of land use or development, which has the potential to affect the quality of drinking water supplies for public use. - Identify the 1 in 100 AEP flood event area as per the 2017 Irwin River Flood Study.

Issue/ opportunity	**Coastal Protection**
Planning direction	- Manage and protect the coastal assets of the Shire whilst also ensuring adequate protection for development against coastal processes.
Action	- Implement the land use planning recommendations of the Coastal Hazard Risk Management and Adaptation Plan.

Issue/ opportunity	**Basic Raw Materials**
Planning direction	- Ensure basic raw materials are protected to enable future extraction.
Action	- Include provisions relating to the permissibility for extraction of basic raw materials.

Economy and Employment

Planning Our Brilliant Future

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

"A prosperous and diverse economy"

The Shire of Irwin economy has been founded on strong agriculture and fishing industries. The unique combination of natural and cultural (traditional and European) assets and coastal lifestyle are the foundation of a healthy local tourism industry. More recently, mining and resource industries have become a major driver of the local and regional economies.

There is currently an adequate volume of industrial land available in the Shire to meet expected future demand under a 'Business as Usual' scenario. However, the Shire sits at the heart of a region expected to experience investment in mining, agribusiness and infrastructure. Together with the evolving nature of industrial activity we may see an increase in the total volume of industrial land demand; and a change in the nature of services desired to support emerging energy industries.

We are no longer in an era of change, but a change of era with regard to energy.

Through collaboration with established and emerging industries, energy transition is a great objective for the Shire's Arrowsmith Resources Area.

The Shire is actively planning to meet the needs of industry through:

1. the identification of approximately 9.7ha of additional zoned industrial land to supply manufacturing and associated industries that will support strategic renewable energy industry;
2. facilitating the establishment of new energy industries within the Arrowsmith Resources Area; and
3. planning for potential new road corridors to connect the Shire's industry hubs to achieve efficient movement networks through the ongoing development of a broader roads strategy.

Key Planning Directions

Issue/ opportunity	**Industry**
Planning direction	- Ensure an adequate supply of industrial land. - Facilitate an agile planning framework that supports the timely on-boarding of emerging energy industries including renewables.
Action	- Implement the land use planning recommendations of the Industrial Land Use Strategy. - Review the permissibility of uses in the established marine industry area off Duval Street, Port Denison

Issue/ opportunity	**Tourism**
Planning direction	- To provide opportunities for a wide range of tourism land uses to operate within the Shire.
Action	- Accommodate land use flexibility for tourism accommodation and other compatible uses across a range of zones.

Infrastructure

Key road infrastructure is essential to facilitate the movement of people and goods between the wide range of activities which occur within the Shire. Future transport infrastructure needs to be planned according to demand in economic activities and to provide suitable access between activity centres and rural smallholdings. Ensuring utility infrastructure is readily available to onboard new industries is equally important and having a line of sight on investment will provide a level of confidence to industries and developers.

Key Planning Directions

Issue/ opportunity	**Transport Network**
Planning direction	- Protect key transport infrastructure which serves the Mid West region and/or is part of the wider State network.
Action	- Remove the current Dongara-Geraldton bypass regional road reservation alignment from the Scheme.

Issue/ opportunity	**Buffers**
Planning direction	- Ensure that appropriate buffers are identified to avoid conflict between industry and/or essential infrastructure and sensitive land uses. - Review the location of strategic infrastructure should it constrain future expansion of the urban area.
Action	- Include Special Control Areas in the Scheme to reflect the buffers - Indicate on the Strategy buffer requirements/separation distances for mobile dunes, basic raw materials and other mineral/energy resources.

Issue/ opportunity	**Servicing**
Planning direction	- Align infrastructure service planning to staging of growth to meet predicted supply demands.
Action	- Advocate the use of the Strategy by servicing agencies when planning for infrastructure based on the growth scenarios outlined in the Strategy. - Ensure that infrastructure and public utilities can be appropriately development in various zones.

SHIRE OF IRWIN LOCAL PLANNING STRATEGY

Growing Our Economy: Facilitating Tourism and Commercial Growth

Planning Our Brilliant Future

SHIRE OF IRWIN
DONGARA-PORT DENISON
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A Prosperous and Diverse Economy

- ***Business Expansion and Increased Tourism***
- ***Achieve Thriving Business Precincts***

Tourism

Tourism is a significant opportunity for the Shire given its coastal location, access to natural amenity and due to its proximity to Perth and Geraldton.

Key action items include:

1. Prepare an updated Local Tourism Planning Strategy for the Shire. This should include a feasibility and gap analysis of tourist accommodation within the Shire. Investigate opportunities to deliver a variety of tourism accommodation and associated recreation sites across the Shire. According to previous studies, there is an identified need to provide high end tourist accommodation within Dongara-Port Denison.

2. Relocation of existing Big 4 Caravan Park due to longer term coastal inundation impacts. Alternative site selection to be further investigated adjacent to the existing airstrip.

3. Prepare Design Guidelines for the 'Special Use 28' site at the corner of Point Leander Drive and Samuel Street to provide guidance on how the site can be developed for hotel/motel purposes and contribute to the activation of the Port Denison Foreshore Management Plan.

Commercial Centres

Port Denison

1. Opportunity to create a recreation destination at Port Denison's Point Leander Drive. This will require expanding the existing Commercial planning scheme zone along Point Leander Drive to accommodate future commercial growth and create a focal point to the Point Leander Recreation area – maximising activation between businesses to the planned foreshore masterplan works.

Dongara

1. It is apparent that there is an existing oversupply of commercial zoned land within the Dongara town centre in particular. However, its role will need to be reviewed in the context of potential strong population growth scenarios projected which could require up to 7,200sqm retail area (further detailed commercial/retail needs and viability analysis required). As part of this review the Town should maximise tourism sector growth opportunities, which could potentially include an Arts and Cultural Precinct.

2. Create a potential district commercial site for large format retail: a site has been identified outside of the Dongara Town Centre on Brand Highway in order to provide good vehicle access and exposure.

element.

element.

the art and science of place

Level 18, 191 St Georges Tce, Perth WA 6000

T. (08) 9289 8300 – **E.** hello@elementadvisory.com.au
elementadvisory.com.au

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

24 June 2025

Item DEV 02-06/25
Attachment 2
Submissions

SUBMISSION 1

Department of Energy, Mines, Industry Regulation and Safety
Resource and Environmental Regulation
GOVERNMENT OF WESTERN AUSTRALIA

Your ref 21-014
Our ref DMS03938/2025
Enquiries Steven Batty — 9222 3104
Steven.BATTY@demirs.wa.gov.au

Murray Connell
Manager Development
Shire of Irwin
Sent by Email — mconnell@irwin.wa.gov.au
PMB 21, 11-13 Waldeck Street, Dongara WA 6525

Dear Murray Connell

SHIRE OF IRWIN - DRAFT LOCAL PLANNING STRATEGY

Thank you for your letter dated 25/03/2025 inviting comment on the draft Local Planning Strategy from the Shire of Irwin.

The Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) has assessed this proposal with respect to mineral and petroleum resources, geothermal energy, and basic raw materials and makes the following comments.

- The strategy highlights multiple sections in support or recognition of; Industry (3.3.2) Basic Raw Material (3.4.4), Buffers (3.5.2) and A-Strategic Industry (4.2) and B-Arrowsmith Resources Area (4.3). All these sections contain aspects that would be of concern to us, and it is great to see these topics acknowledged.
- DEMIRS provides information on geology and mineral deposits in various publications, State wide spatial datasets that can be downloaded free of charge from the Data and Software Centre or viewed interactively using GeoView. Maps can be produced directly by using this software, or by downloading the digital data for use in GIS software.
- If we can assist with any aspects of the resources, BRM, tenure or general geology we will be happy to assist.

DEMIRS lodges no objections to the above Local Planning Strategy.

Yours sincerely

Steven Batty | Senior Geologist
Resource Security Directorate
27 March 2025

Mineral House 100 Plain Street East Perth Western Australia 6004
Postal address: Locked Bag 100 East Perth WA 6892
Telephone +61 8 9222 3333 Facsimile +61 8 9222 3862
www.demirs.wa.gov.au
ABN 69 410 335 356

SUBMISSION 2

Murray Connell

From:	Planning and Land Development Referrals <planning.land.development.referrals@westernpower.com.au>
Sent:	27 March 2025 12:40 PM
To:	Murray Connell
Subject:	Response re : Shire of Irwin draft Local Planning Strategy available for public comment
Attachments:	Shire of Irwin draft Local Planning Strategy available for public comment; Shire of Irwin draft Local Planning Strategy available for public comment

Hi Darcy

Please see below highlighted

Thank you for your submission to Western Power for Ref: **Shire of Irwin draft Local Planning Strategy available for public comment**

Unfortunately requests for general comments, feedback and approval for proposals can't be provided for without a formal application and the investigation by Western Power that follows.
We suggest reviewing your query against the processes referred to in our Strategic Planning web page:

- Using our provided mapping tools and Before You Dig Australia to locate any assets that may be affected by any proposed change or development
- Consider the proposal against our Products and Services
- If there are transmission assets (66,000VOLTS-330,000 VOLTS) in proximity to your work, applying via our move or remove transmission and communication assets form,
- Ensuring any developers involved are aware that they will need to make an application to deal with any assets that are in the development area as well as for the power requirements for the development.

Submission of Road Closures or Property Boundary changes:
If the new property boundary changes the relationship of distribution equipment to that boundary, i.e. poles, cables, or ground mounted equipment formerly in the road reserve or running in proximity to the old boundary are now well within the property an application will need to be made to move or remove equipment. This application will determine if an easement is required or if a physical change is necessary.

Even if our assets are present but not affected by a boundary change, continued physical access for maintenance and emergency response must be provided. If this is not via the original road path, changed access conditions should be communicated via our Land Entry Preferences form.

Thank you and we look forward to receiving your information/applications through the correct channels.

Kind Regards

Kate
Customer Service Coordinator – Planning and Land Development
Customer Connection Services

A 363 Wellington Street Perth 6000 | T 13 10 87
E planning.land.development.referrals@westernpower.com.au
Available – Monday to Friday 7am – 3pm | WFH Monday and Thursday

OFFICIAL - Sensitive

SUBMISSION 3

GOVERNMENT OF WESTERN AUSTRALIA

Department of **Planning, Lands and Heritage**

Our ref: ADV 10007844
Contact: Dan Oswald
Daniel.Oswald@dplh.wa.gov.au

Murray Connell
Shire of Irwin
11-13 Waldeck Street
Dongara WA 6525

Via Email: mconnell@irwin.wa.gov.au

ABORIGINAL HERITAGE COMMENTS – LOCAL PLANNING STRATEGY – SHIRE OF IRWIN - ADV 10007844.

Thank you for your correspondence to the Department of Planning, Lands and Heritage (DPLH), Aboriginal Heritage, regarding the Shire of Irwins release of its draft Local Planning Strategy.

The Department provides no specific comments associated with Aboriginal Heritage, in relation to the Vision and associated objectives captured within the local planning strategy.

The Department would like to outline its ability and willingness to work with the Shire as it raises land use proposals and ground disturbing activities and construction so that we can advise on any required approvals and consultation pathways with the Traditional Owner group – the Yamatji Southern Regional Corporation.

It is recommended that for any activities involving ground disturbance that communication and consultation is undertaken with the Traditional Owners, and the Department, so that we can provide written advice.

The Shire of Irwin has rich and strong Aboriginal heritage within its Shire boundaries and some known heritage has been recorded and is visible on the Aboriginal Cultural Heritage Inquiry System. Aboriginal Cultural Heritage Inquiry System.

Please note that limited Aboriginal heritage surveys have been completed over many parts of the land within the Shire and as such it is unknown if there is Aboriginal heritage present in such locations, which strengthens the need for the proponents undertaking ground disturbance works to consult with the Department.

Should you have any further questions or queries regarding this advice please contact Dan OSWALD, Regional Director – Midwest.

Yours sincerely

D OSWALD

Dan OSWALD
Regional Director

31 March 2025

Postal address: Locked Bag 2506 Perth WA 6001 Street address: 140 William Street Perth WA 6000
Tel: (08) 6551 8002 info@dplh.wa.gov.au www.dplh.wa.gov.au
ABN 68 565 723 484
wa.gov.au

SUBMISSION 4

Murray Connell

From: ATCO Engineering Enquiries <eservices@atco.com>
Sent: 01 April 2025 11:03 AM
To: Murray Connell
Subject: ATCO Response - LM01597304 - RE: Shire of Irwin draft Local Planning Strategy available for public comment

Good Morning,

Re: Shire of Irwin draft Local Planning Strategy available for public comment
ATCO Reference: LM01597304

ATCO Gas Australia (ATCO) has **no objection** to the proposed application, based on the information and plan provided.

Advice notes:

- Anyone proposing to carry out construction or excavation works must contact 'Before You Dig Australia' (www.byda.com.au) to determine the location of buried gas infrastructure. Refer to ATCO document AGA-O&M-PR24- Additional Information for Working Around Gas Infrastructure https://www.atco.com/en-au/for-home/natural-gas/wa-gas-network/working-around-gas.html
- Proposed construction and excavation works need to be managed in accordance with the ATCO document Additional Information for Working Around Gas Infrastructure - AGA-O&M-PR24 https://www.atco.com/en-au/for-home/natural-gas/wa-gas-network/working-around-gas.html

Please accept this email as ATCO's written response.

Should you have any queries regarding the information above, please contact us on 13 13 56 or eservices@atco.com.

Kind Regards

Kim Hatcher
Land Liaison/Engineering Coordinator
ATCO, Gas Division, Australia

A. 81 Prinsep Road, Jandakot, Western Australia, 6164
ATCO.com.au LinkedIn Facebook X

ATCO acknowledges Aboriginal people as the Traditional Custodians of country throughout Australia including Torres Strait Islander peoples.

SUBMISSION 5

Murray Connell

From: DFES Land Use Planning <advice@dfes.wa.gov.au>
Sent: 02 April 2025 3:47 PM
To: Murray Connell
Subject: Shire of Irwin Draft Local Planning Strategy - DFES Response

Follow Up Flag: Follow up
Flag Status: Completed

Categories: Recorded

DFES Ref: D38634

Dear Murray Connell,

I refer to your email dated 25 March 2025 in relation to the referral of the Local Planning Strategy for the Shire of Irwin.

It is unclear from the documentation provided if the Shire has applied *State Planning Policy 3.7 – Bushfire* (SPP 3.7) to this proposal. The draft LPS (dated 9 July 2024) references SPP 3.7 but does not provide any documentation demonstrating compliance with the policy.

Given the Local Planning strategy seeks to identify areas within the Shire that are suitable for urban infill and land use intensification, the Local Planning Strategy provides an opportune mechanism for the coordination of bushfire risk to ensure that it does not result in the introduction or intensification of development or land use in an area that has or will, on completion, have an extreme BHL and/or BAL-40 or BAL-FZ.

SPP 3.7 seeks to reduce vulnerability to bushfire through the identification and consideration of bushfire risks in decision-making at all stages of the planning and development process.

A Bushfire Management Plan (BMP) is required to accompany strategic planning proposals designated on the Map of Bushfire Prone Areas as Area 2 that has or will have a bushfire hazard level above low (refer to policy measure 7.1 of SPP 3.7). A BMP should include an assessment of the broader landscape, identification of any environmental, biodiversity or conservation values on the subject site, identification of the bushfire hazard issues arising from the relevant assessment and a clear demonstration that compliance with the bushfire protection criteria contained within the Guidelines, is or can be achieved.

The BMP should be prepared as early as possible in the planning process and progressively refined or reviewed as the level of detail increases. The level of detail provided within a BMP should be commensurate with the applicable planning stage and scale of the proposal or application.

Should you apply SPP 3.7 then, we request the relevant information pursuant to this policy be forwarded to DFES to allow us to review and provide comment prior to the Shire endorsement of the Local Planning Strategy.

Land Use Planning staff are available to discuss planning proposals and provide general bushfire advice at any stage of the planning process. Please do not hesitate to contact me on the number below, should you require clarification of any of the matters raised.

Kind regards

Sasha De Brito
Senior Land Use Planning Officer

SUBMISSION 6

Development Services
629 Newcastle Street Leederville WA 6007
PO Box 100 Leederville WA 6902
T (08) 9420 2099
F (08) 9420 3193

WATER CORPORATION

Our Ref: LPS420706
Enquiries: Matt Calabro
Direct Tel: 9420 2099

3 April 2025

Chief Executive Officer
Shire Of Irwin
PO BOX 21
DONGARA WA 6525

Attention of: Murray Connell

Re: Shire of Irwin - Draft Local Planning Strategy - Public Comment

Thank you for your letter dated 25th March 2025. We offer the following comments regarding this proposal.

Water Corporation has No Objections with the Draft Local Planning Strategy.

It should be noted, contrary to section 4.5.2 that the local water network capacity is constrained to the Dongara and Port Denison areas, with any new subdivisions requiring servicing being assessed on a case-by-case basis. Significant Source and distribution upgrades are required to increase the capacity to this area. These upgrades however will not commence until significant growth and demand increases to the region.

The information provided above is subject to review and may change. If the proposal has not proceeded within the next 6 months, please contact us to confirm that this information is still valid.

Should you have any queries or require further clarification on any of the above issues, please do not hesitate to contact me at matt.calabro@watercorporation.com.au

Regards,

Matt Calabro
Senior Advisor – Land Use Planning
Development Services

SUBMISSION 7

OFFICIAL

Department of
Primary Industries and Regional Development

GOVERNMENT OF WESTERN AUSTRALIA

Your reference: n/a
Our reference: LUP 2121
Enquiries: Louise Murray

Shire of Irwin
11-13 Waldeck Street
Dongara WA 6525

Email: mconnell@irwin.wa.gov.au

Date: 7 April 2025

Attention: Murray Connell, Manager Development

Dear Murray

Shire of Irwin draft Local Planning Strategy

Thank you for inviting the Department of Primary Industries and Regional Development (DPIRD) to comment on the Shire of Irwin's Draft Local Planning Strategy (LPS).

Part 1 – Strategy

Table 3 – Planning Direction 3.3.4 Agriculture (p.7)

DPIRD supports the Planning Directions and Actions listed for Agriculture (3.3.4), including the protection of rural land from incompatible land uses, and the presumption against the subdivision of rural land.

DPIRD notes that residential use is generally an incompatible land use on rural land used for agriculture due to public health factors including spray drift, noise and odour.

DPIRD supports the designation of residential-type uses, including workforce accommodation, as 'D' (discretionary) or 'A' (advertising required) in the Shire's future Local Planning Scheme, so that separation distances to agricultural operations may be enforced through the development approval process.

Table 4 – Planning Direction 3.4.4 Basic Raw Materials (p.8)

Basic Raw Materials (BRM) mapping (DataWA layer DMIRS-050) shows the location of resources for future extraction. It is currently included in the draft LPS under 'Environment', but may be more appropriate to the Economy section. DPIRD notes that mapped BRM areas also require protection from urban encroachment and incompatible land uses, and suggests this is mentioned as an action. Sand and limestone extraction has a recommended buffer distance of 300-500m.[1]

Table 4 – Environment – suggested inclusion: wind erosion (p.8)

The Shire of Irwin is highly susceptible to the effects of wind erosion. (**Attachment 1**) It may be worth noting wind erosion as a local environmental hazard, so that erosion control may be addressed in the local planning scheme and through the development approval process as a land management requirement.

Table 5 – Infrastructure – suggested inclusion: boat harbour (p.9)

The Port Denison Boat Harbour might also be noted as key infrastructure, in Table 5, as it services one of the State's largest rock lobster fishing fleets.

[1] Separation Distances between Industrial and Sensitive Land Uses (June 2005) Environmental Protection Authority

5 – Strategy Maps

Urban Growth Boundary

DPIRD notes that the 'Urban Growth Boundary' shown on the Strategy Map (LPS Figure 2) follows the extent of the Dongara-Port Denison District Structure Plan (2014), which expires this year. Unless DSP is reviewed and approved by the WAPC, DPIRD does not support extending the urban development front this far north, due to the clearing of vegetation it would entail.

Planning Investigation Areas

The Strategy Maps (Figures 1, 2 and 3) show 'Planning Investigation Areas' over land that appears to be constrained:

- A - Strategic Industry – Yardarino – there is an Agreement to Reserve over the land which restricts clearing and requires that the land must remain adequately fenced to exclude livestock and be managed in such a way as to retain and promote the growth of native vegetation. (Landgate Document ID K212826) For further information contact the office of the Soil and Land Conservation Commissioner at commsoil@dpird.wa.gov.au or by phone on 9368 3282.
- B – Arrowsmith Resources Area – there are multiple active mining tenements in this area (refer to DataWA layer DMIRS-003)
- H – Urban Expansion – overlaps areas of native vegetation (DPIRD-005)
- H – Urban Expansion – overlaps the **buffer area** of the wastewater treatment plant (WCORP-296, -297 & -088)
- H – Urban Expansion – overlaps Mining Lease tenement ID M 7000309 (DMIRS-003)
- H – Urban Expansion – overlaps the **buffer area** for Cockburn Cement (Mining Lease ID M 7000311)

DPIRD does not support urban encroachment into the buffer areas for licensed and permitted land uses.

The justification for urban expansion into non-residential zones is unclear, given the Shire of Irwin's demographic profile and low rate of population growth, as described in Part 2.

Part 2 – Background Information and Analysis

Under 'Local Government Profile – 4.3 Economy and Employment' DPIRD suggests that Agriculture and Fisheries should have their own headings. Agriculture is stand-alone 'Planning Direction' in Part 1, but not specifically discussed in Part 2. However, primary industries (agriculture, forestry and fishing) account for the greatest number of businesses in the Shire of Irwin and employ the most residents. (**Attachment 2)**

For more information, please contact Louise Murray on 9368 3833 or louise.murray@dpird.wa.gov.au

Yours sincerely

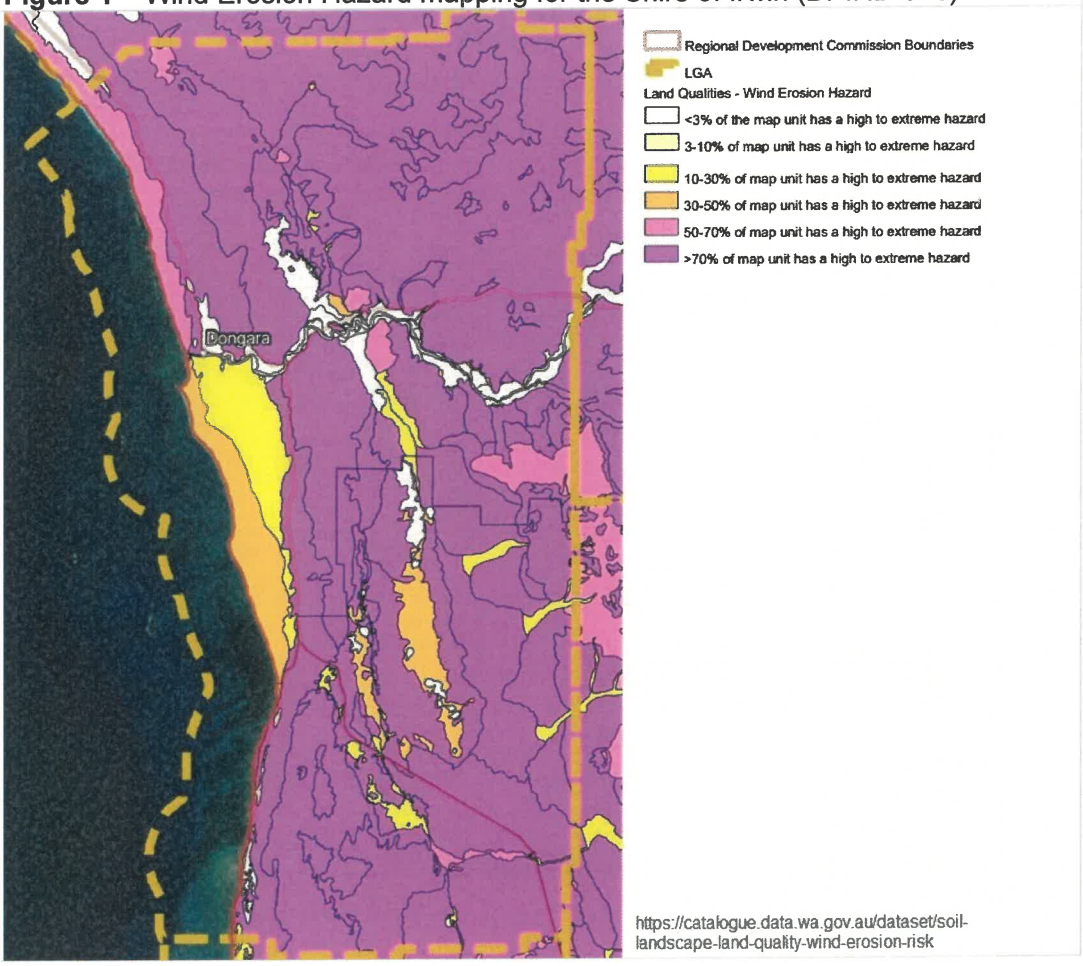
Timothy Overheu

Mr Timothy Overheu
Acting Director Agriculture Resource Management and Assessment
Fisheries and Sustainability

Attachment 1: Figure 1 – Wind Erosion Hazard Map
Attachment 2: ABS data for the Shire of Irwin

Attachment 1: Figure 1 – Wind Erosion Hazard Map

Figure 1 – Wind Erosion Hazard mapping for the Shire of Irwin (DPIRD-016)



Attachment 2: ABS data for the Shire of Irwin

Region summary: Irwin
Geography type: Statistical Area Level 2 (SA2)
Region code: 511041289

Number of businesses by industry - at 30 June

Description	2019	2020	2021	2022	2023
Agriculture, forestry and fishing (no.)	102	100	102	102	97
Mining (no.)	9	7	5	5	5
Manufacturing (no.)	13	12	14	16	15
Electricity, gas, water and waste services (no.)	3	3	3	4	4
Construction (no.)	75	74	77	75	81
Wholesale trade (no.)	9	9	9	9	8
Retail trade (no.)	22	20	20	20	19
Accommodation and food services (no.)	18	16	16	15	16
Transport, postal and warehousing (no.)	26	24	24	27	27
Information media and telecommunications (no.)	3	3	----	----	----
Financial and insurance services (no.)	7	8	9	10	13
Rental, hiring and real estate services (no.)	43	41	43	45	45
Professional, scientific and technical services (no.)	12	13	14	15	15
Administrative and support services (no.)	9	9	10	9	11
Education and training (no.)	3	----	3	3	3
Health care and social assistance (no.)	3	3	----	3	3
Arts and recreation services (no.)	3	3	3	3	3
Other services (no.)	14	15	14	17	19

Agricultural commodities - year ended 30 June

Description	2011	2016	2021
Area of holding - total area (ha)	----	----	94 889.8
Sheep and lambs - total (no.)	----	----	37 730.9
Broadacre crops - total area (ha)	----	----	42 607.3
Meat cattle - total (no.)	----	----	4 453.8
Pigs - total (no.)	----	----	15.3
Vegetables - total area (ha)	----	----	14
Orchard fruit trees and nut trees (produce intended for sale) - total area - (ha)	----	----	8

Gross value of agricultural production - year ended 30 June

Description	2016	2021
Agricultural production - total gross value ($m)	----	38.2
Crops - total gross value ($m)	----	32.4
Livestock slaughtered and other disposals - total gross value ($m)	----	4.1

Region Summary: Irwin (2023) Australian Bureau of Statistics (https://dbr.abs.gov.au/region.html?lyr=sa2&rgn=511041289) Accessed 04.04.2025

Draft Shire of Irwin Local Planning Strategy Our Brilliant Future July 2024 | 21-014

Boyd Emmerson

techenter@yahoo.com.au

SUBMISSION 8

Planning Direction	Action	Feedback	

reception@irwin.wa.gov.au

Attention Mr Murray Connell

	1. Introduction	**Comments**	
	2. Vision		
	"Provide a safe place to live, an exciting place to visit and a progressive place to work."		
	Our Brilliant Future:		
Aging popn Medium age increased from 40 -53			
Draft LPS WAPC: **Our Brilliant Future:** • Safe, inclusive, and growing community, where families thrive;	A friendly, safe and inclusive community enjoying a high quality lifestyle;		
Pride in the presentation of our towns; and • Coastal and river management strategies being reflected in key planning directions. **COMMUNITY:** **4.2.4 Cultural heritage**	**Comments:** Currently these settlements look like tight little units with tin roofs all rammed up against each other in a semi-tropical climate, without any room for trees and shade? They are cramped dwellings Solution the 3-30-300 International Standard Rule for a better living environment. The Shire of Irwin is not even touching base with accepted living standards. See Pt Leander/Golf Course Rd complex, for one. Ocean Drive housing another. There could have been a central green, treed courtyard where all abodes looked upon – surrounding a common green. Imagine that with a Morton Bay Fig in the middle and chairs and tables to relax under. Google Earth Dongara shows a barren virtually treeless urban development, a heat sink situation exiting in a sub tropical climate area. There is no indication of its rural setting or natural environment – mostly removed by progress. I challenge any of our elderly occupants to walk from anywhere in Ocean Drive or Golf Course Rd to Dongara town in 35-40C heat. The Wattandee are briefly mentioned. Culturally they have deep roots and need to be more upfront and centre. For such a warm and generous community like the Mid West, I am surprised the official position has not been gracious enough to negotiate a Reconciliation policy. I believe there was some talk a few years back of developing a Reconciliation Action Plan (RAP), but I don't believe anything came of it. I have trawled through the website and can-not find anything relevant. Action: This needs immediate resolution. In the 21 century this absence is simply shame-ful	The idea of not having an urban sprawl is a commendable, the implementation less so. See previous. There needs to be better use made then of 'Prepare cutting edge land use strategies to guide future development', because it is NOT working. The 3-30-300 Rule should be Shire policy and locked in. It minimum living standard, particular for the sub tropics. https://nbsi.eu/the-3-30-300-rule/ The "3-30-300 rule" is a guideline for urban planning that aims to provide equitable access to green spaces for all residents. It suggests that everyone should have a view of at least three trees from their home, work, or school. Additionally, their neighborhood should have at least 30% tree canopy cover. Finally, people should be within 300 meters of a high-quality public green space. Here's a more detailed breakdown: 3 % **Trees:** This refers to the visibility of mature trees from homes, schools, and work-places, promoting a sense of connection with nature. 30% **Tree Canopy Cover:** This aims to create cooler, more pleasant microclimates and provide other benefits like improved air quality and reduced noise pollution. **300 Meters to Green Space:** This ensures access to high-quality green spaces for recreation, health, and well-being.	

APPENDUM

8

The Shire of Irwin should be proud of its Wattandee Peoples. The Mid West of Western Australia should be proud of their indigenous language groups.

Their presence or lack of is the elephant in the district/Area.

The Wattandee have a cultural obligation to protect their culture and country for future generations. They are also keen to contribute to the broader community and do likewise.

Proposal: It is time to embrace them. If the Sikh Culture can be lauded for their miniscutal time presence in Dongara, I would think an indigenous people's of over 50,000 years + would be worthy of far more, like close integration into the community frabric.

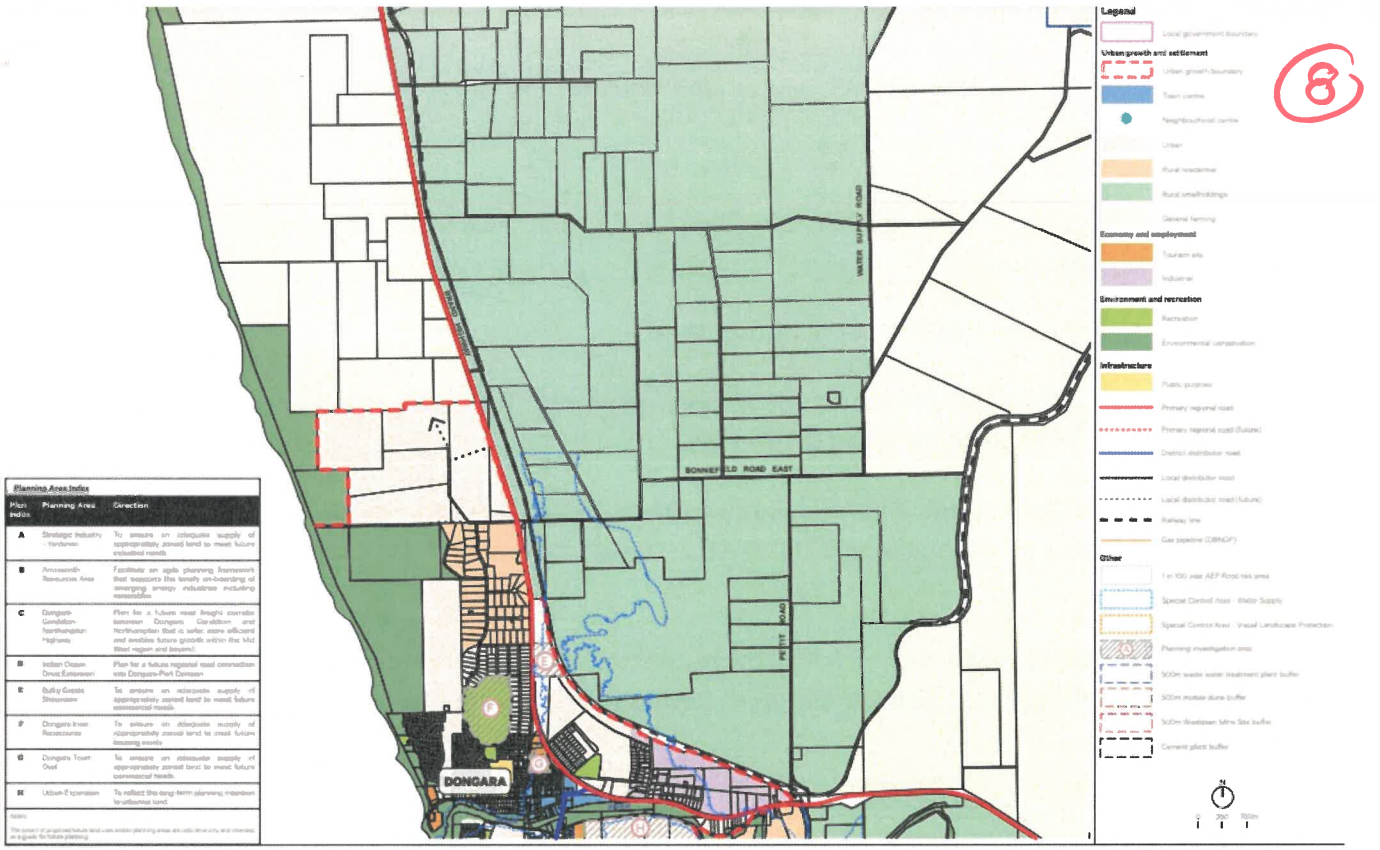
Their history and stories should be told, including the massacres, but emphasising the positives of culture and showing all the language groups associeted with the mid west. Ravensthorpe has done just this. They also have monuments on the massacre sites.

Proposal: Create a Wattandee Cultural Centre. This could be managed by the Wantandee Peoples themselves. It could develop into a rich tourist centre. It should be self funding (eventually and sooner than later) with art works etc. It should also show the other associated language groups, which could assist with the development of other Cutural Centres, where relevant.

II: Have Wattandee rangers that can guide tourists along the Irwin and tell their folk lore. They can also be guides on bush walks and trials that etch across the landscape.

III: Have monuments marking the massacre sites. It is a time for healing and embracing and the history The Wattandee are very gracious and would appreciate this and are eager to contribute more to the community.

All these developments would create a strong influencing cultural embellishment with many spider webs of positive community enhancement and also a tourist stimulus not only in fiscal benefits, but as a cultural embrace that people hunger for, especially tourists.



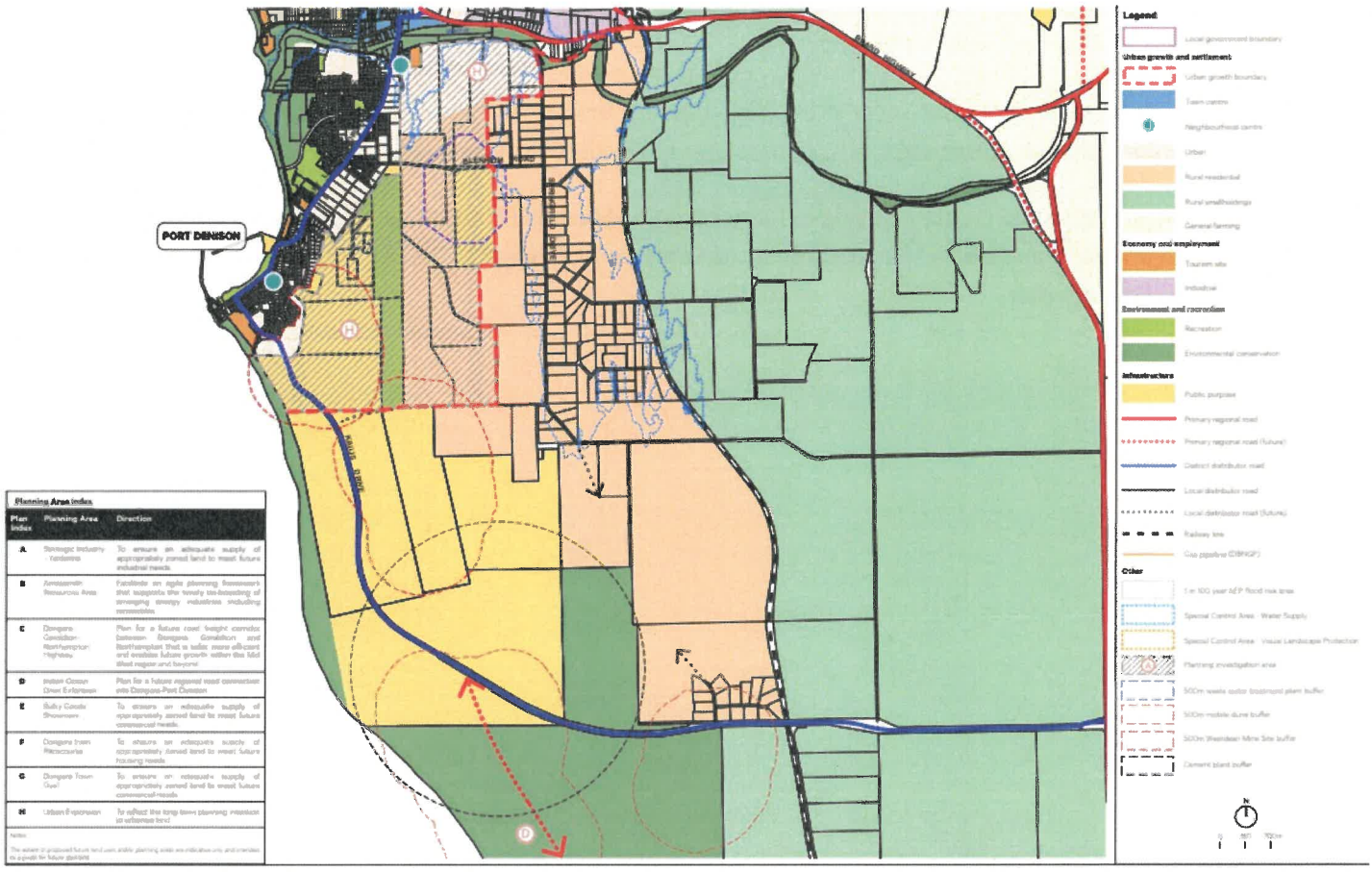


Figure 9.1 Local Planning Strategy Map 5 - Port Denison & Springfield

DRAFT

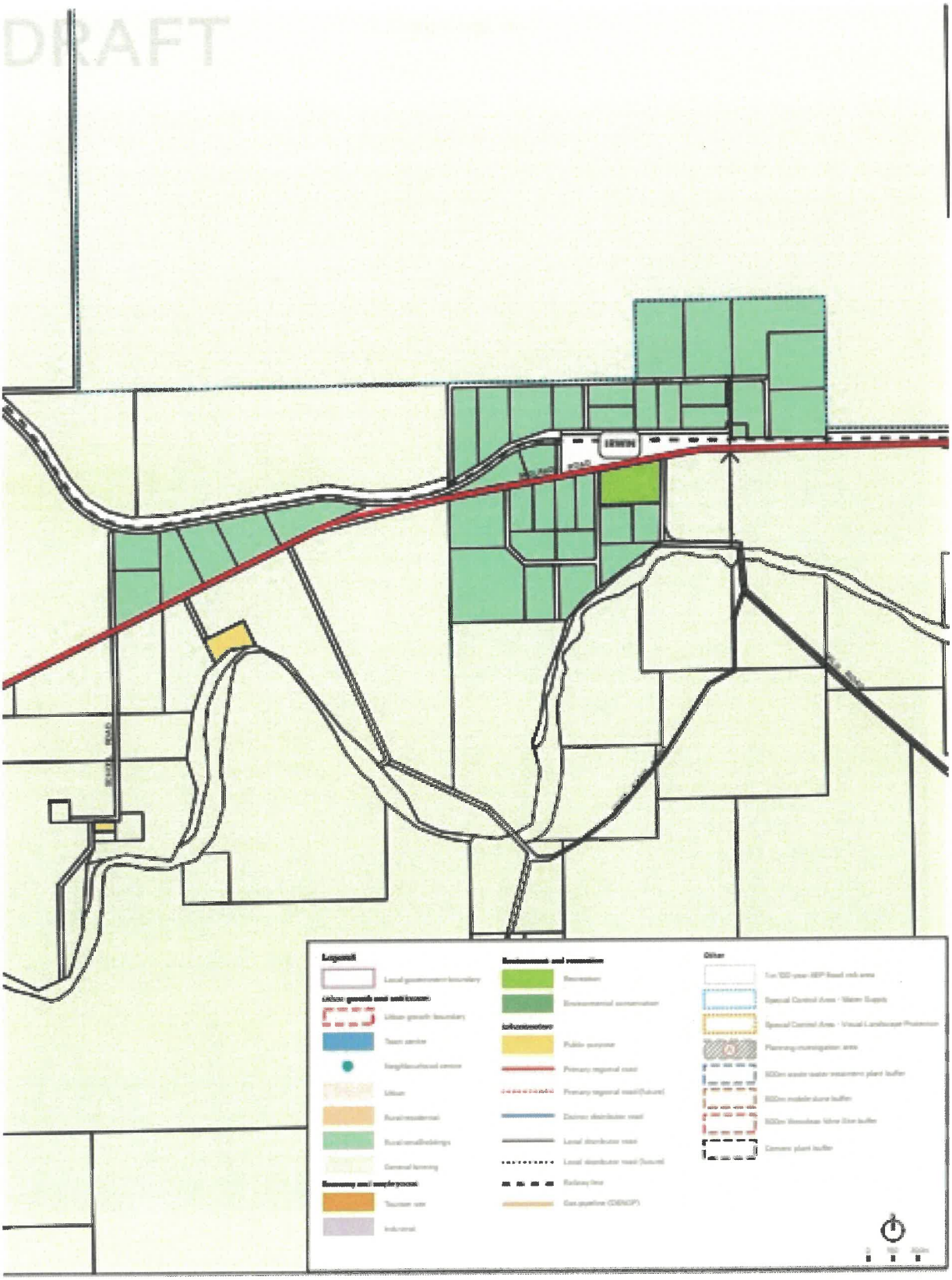


Figure 4. Local Planning Strategy Map 4 – Irwin Townsite

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SUBMISSION 9

GOVERNMENT OF WESTERN AUSTRALIA

Department of **Planning, Lands and Heritage**

Your ref: Draft LPS
Our ref: PLH00051-52339
Enquiries: Lacey Brown (08) 6551 7976

Chief Executive Officer
Shire of Irwin
reception@irwin.wa.gov.au

Attention: Murray Connell, Manager Development

Dear Sir

SHIRE OF IRWIN DRAFT LOCAL PLANNING STRATEGY

Thank you for your email of 25 March 2025 regarding the draft Local Planning Strategy.

The proposed Local Planning Strategy has been considered for its potential impact on heritage places within the Local Planning Strategy area and the following comments are given:

1. It is encouraging that the Shire of Irwin has considered State Planning Policy 3.5, Historic Heritage Conservation and included actions in the Local Planning Strategy (LPS) to ensure the Shire's Local Heritage Survey and Heritage List are updated. We would recommend that reviews be consistent with the requirements of the Planning and Development (Local Planning Schemes) Regulations 2015. We also recommend that these documents are reviewed in line with the current Heritage Council endorsed guidelines.

2. It is noted that the term 'cultural heritage' has been used and does not clearly distinguish between Aboriginal and historic heritage in Part 1 and 2 of the Strategy. It is recommended that the term 'Historic Heritage' be used for consistency with State Planning Policy 3.5 - Historic Heritage Conservation and the Local Planning Strategy Guidelines (2023).

3. We recommend that in Part 1, Section 4.9, H – Urban Expansion East (pg.11), that historic heritage is included as a key consideration.

4. We recommend in Part 2, Section 4.2.4 (pg.49), historical reference to 'European settlers' should be corrected to 'Colonial settlers' for accuracy and appropriateness.

5. We note that the Strategy does not include specific actions relating to a heritage framework. We encourage the Shire to include in the LPS an action to adopt a heritage framework, including heritage related local planning

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policies (LPPs). LPPs for heritage provide useful built form control guidance and clearly set out requirements for development of heritage listed places.

6. We encourage the Shire to become 'inHerit Custodians' and maintain its heritage data on the Heritage Council inHerit online database. This system now supports the provision of data to Landgate's Property Interest Report, demonstrating the benefits of a centralised system. Relevant mapping is maintained by the Department, based on information provided by each local government. Advice and support for data entry is provided by DPLH.

7. The Department has several useful publications for Local Government. For your reference, the complete list of published Heritage Council endorsed guidelines, publications, strategies and policies can be found here. We are also happy to provide further guidance if required.

We hope that these comments are of value in the development of the proposed Local Planning Strategy.

Should you have any queries regarding this advice please contact Lacey Brown at lacey.brown@dplh.wa.gov.au or on 6551 7976.

Yours faithfully

Katie Davies
A/Assistant Manager
Historic Heritage Conservation

14 April 2025

SUBMISSION 10

Murray Connell

From: Lam Sin Cho, Jade <Jade.LamSinCho@transport.wa.gov.au>
Sent: 15 April 2025 1:51 PM
To: Shire Of Irwin
Cc: Murray Connell
Subject: RE: Shire of Irwin draft Local Planning Strategy available for public comment

You don't often get email from jade.lamsincho@transport.wa.gov.au. Learn why this is important

Dear Shire of Irwin

Department of Transport has reviewed the local planning strategy and have no objections or comments.

Kind regards

Jade Lam Sin Cho
Project Officer | Urban Mobility | Department of Transport
GPO Box C102, Perth WA 6839
Email: Jade.LamSinCho@transport.wa.gov.au | Web: www.transport.wa.gov.au

We acknowledge the Traditional Custodians of this land and pay respect to the Elders past and present.

SUBMISSION 11

Government of **Western Australia**
Department of **Health**

Your Ref: 21-014
Our Ref: F-AA-90465-2 / D-AA-25/81686
Contact: Bethany Angus 9222 2000

Mr Murray Connell
Manager Development
Shire of Irwin
11-13 Waldeck Street
DONGARA WA 6525

Via email: mconnel@irwin.wa.gov.au

Dear Mr Connell,

SHIRE OF IRWIN DRAFT LOCAL PLANNING STRATEGY

Thank you for your email dated 25 March 2025, requesting comment from the Department of Health (DoH) on the above proposal.

The DoH provides the following comments:

Land use planning should consider public health to ensure future decisions do not negatively impact on the health and wellbeing of populations living in or around the local area.

The DoH commends the Shire of Irwin for identifying and proposing management actions for potential environmental and public health risks, notably the following planning directions:

- 3.4.2 – safeguarding public drinking water source areas.
- 3.5.2 – ensuring appropriate buffers are identified and included in the local planning scheme to avoid conflict between industry/infrastructure and sensitive land uses.

The DoH webpage Planning considerations for sensitive land uses provides detailed guidelines and position statements that should be considered to ensure the Shire's draft Local Planning Strategy (the Strategy) protects public health.

The DoH notes that urban expansion is a key planning area of the Strategy. To guide land use planning decisions for urban development, it is recommended that the Shire consider the following to mitigate any potential environmental health risks:

- Ability for urban developments to connect to drinking water supplies. Where scheme drinking water is not available from a service provider, all drinking water provided on site must meet the health-related requirements of the Australian Drinking Water Guidelines 2011.

189 Royal Street East Perth Western Australia 6004
Telephone (08) 9222 4222 TTY 133 677
PO Box 8172 Perth Business Centre Western Australia 6849
ABN 28 684 750 332
www.health.wa.gov.au

- Ability for urban developments to receive sewage services provided by a licensed service provider.
- Proximity of urban developments to mosquito breeding habitats (e.g. significant water bodies).
- Proximity of urban developments to industrial land use areas.

Wastewater Management Advice

In areas where deep sewerage is not available, the DoH has no objection to future development, subject to ensuring that the treatment and disposal of wastewater generated on site complies with the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* and meets the Government Sewerage Policy 2019 requirements.

It is noted that a significant portion of the towns of Dongara and Port Denison are located within a sewerage sensitive area. Future developments in these areas will also require:

1. Secondary treatment on site wastewater treatment systems.
2. Specific Site and Soil Evaluations (SSEs) to be undertaken by qualified consultants during the wettest seasonal time of the year (mid-July/August) as per AS/NZS 1547:2012 to ensure the land application areas are located and sized appropriately.
3. Detailed plans showing the proposed building envelopes, proposed and existing on site wastewater systems, all trafficable areas, parking bays and land application area/s including setback distances and exclusion/riparian zones, with all relevant measurements, prior to the building stage.
4. An '*Application to Construct or Install an Apparatus for the Treatment of Sewage*' is required to be submitted to the Shire's health services team for each on site wastewater treatment system. All commercial or industrial proposals exceeding 540 L per day will require applications to be forwarded to the DoH for assessment and approval.
5. Sewage intended to be reused or recycled for beneficial purposes such as landscape and garden bed irrigation, toilet flushing or other purposes, will require prior approval from the DoH. Please refer to the DoH webpage Application process for approval of recycling water schemes for further information.
6. Any proposed development located in proximity to the existing service provider's wastewater treatment plant, or the relocation of an upgraded wastewater treatment plant, will require adequate setback distances to ensure public health safety is met and prevent these from being a public health nuisance.

Should you have any queries or require further information, please contact System Performance on 9222 2000 or eh.eSubmissions@health.wa.gov.au.

Yours sincerely

Dr Michael Lindsay
EXECUTIVE DIRECTOR
ENVIRONMENTAL HEALTH DIRECTORATE

15 April 2025

SUBMISSION 12

Murray Connell

From: Karrie Elder <karriee@cgg.wa.gov.au>
Sent: 15 April 2025 4:50 PM
To: Murray Connell
Cc: Shire Of Irwin
Subject: RE: Shire of Irwin draft Local Planning Strategy available for public comment

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Recorded

Good afternoon

Thank you for your email notifying of the release of the Shire's draft Local Planning Strategy and the opportunity to provide comment.

The City has reviewed the documentation provided and acknowledges the work undertaken to date in preparing the Strategy. The City has no comment to provide.

Kind regards

Karrie Elder
Coordinator Strategic Planning – City Growth

City of Greater Geraldton
PO Box 101 Geraldton WA 6531
p (08) 9956 6914 | e karriee@cgg.wa.gov.au | www.cgg.wa.gov.au

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Please consider the environment before printing this email.

SUBMISSION 13

YAMATJI
SOUTHERN REGIONAL
CORPORATION

17 April 2025

Mr Murray Connell
Manager Development
Shire of Irwin
PMB 21, Dongara WA 6525

By Email: mconnell@irwin.wa.gov.au

Dear Murray,

Yamatji Southern Regional Corporation response to the Shire of Irwin Draft Local Planning Strategy

Thank you for the opportunity to provide feedback on the Shire of Irwin's Draft Local Planning Strategy (LPS).

The Yamatji Southern Regional Corporation (YSRC) was established in January 2020 as part of the historic Yamatji Nation Indigenous Land Use Agreement (ILUA) with the Western Australian Government.

The ILUA provides the people of the Yamatji Nation with a package of benefits, including the Yamatji Land Estate (YLE), to compensate for acts that have impaired or extinguished their Native Title. It is designed to support the development of sustainable economic independence and self-determination for current and future generations of Yamatji people.

YSRC provides the following recommendations for your consideration:

1. Planning Investigation Area H – Urban Expansion

- **Support for Investigation Area H:** YSRC supports the identification of Planning Investigation Area H for Urban Expansion and the subsequent development of a structure plan for this area. We agree that including this area reflects the townsite's future development potential.
- **Rezoning YLE Parcels:** We request that YLE-eligible land parcels within Planning Investigation Area H (as depicted in Figure 2 and Figure 1) be considered for rezoning from 'Public Purpose' to a zoning such as 'Urban Development' in the Local Planning Scheme. This rezoning would facilitate coordinated planning and align the development of these lands with the long-term intentions of both the Yamatji Nation and the Shire.

YAMATJI
SOUTHERN REGIONAL
CORPORATION

2. Mine Buffer Zone Adjustments

- **Constraint on Development:** The current 'Westdean Mine Site Buffer' significantly hinders the logical future urban development of the townsite, particularly impacting Planning Investigation Area H, including land already zoned 'Residential' under Local Planning Scheme No. 5 (Figure 1).
- **Recommendation:** YSRC requests that the Shire explicitly acknowledge the finite operational life of the Westdean Mine. The Local Planning Strategy should include provisions that anticipate the cessation of mining activities and support the complete removal of the Westdean Mine Site Buffer at that time. This approach will provide greater planning certainty and ensure that temporary constraints do not permanently limit the development potential of strategically important land parcels, including those already zoned for residential use.

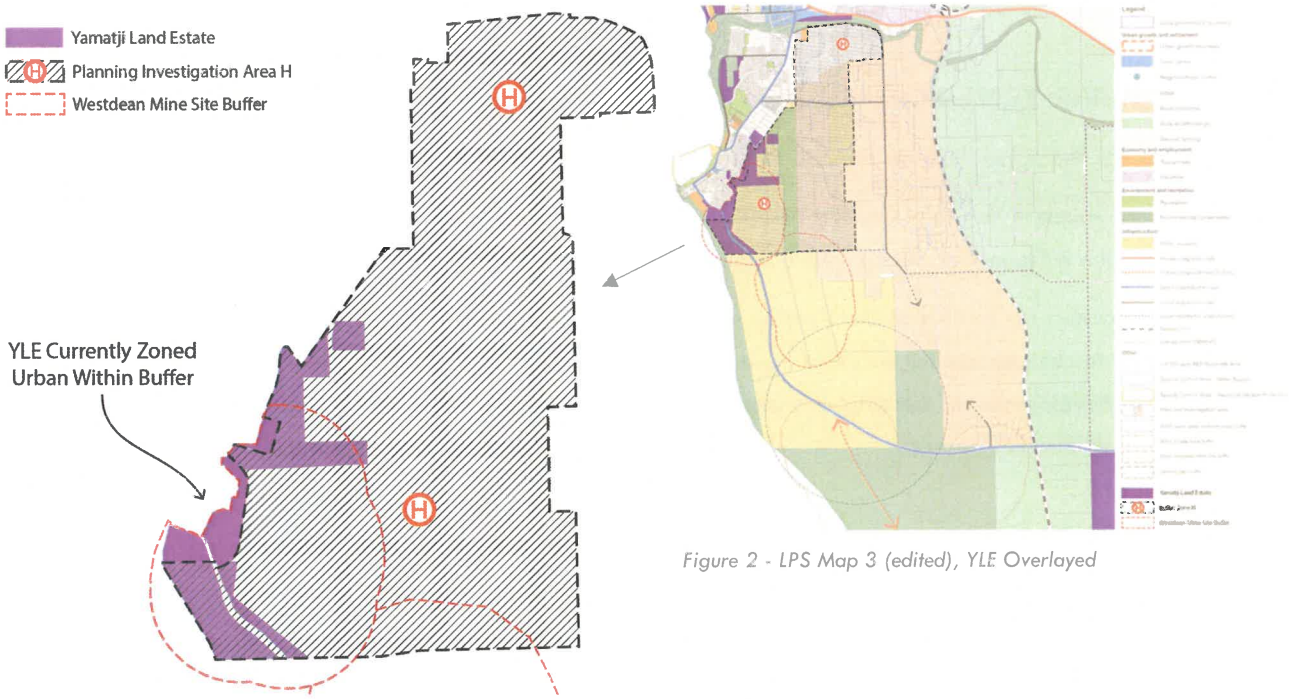

Figure 1 - Planning Investigation Area H, Westdean Mine Site Buffer and YLE

Figure 2 - LPS Map 3 (edited), YLE Overlayed

3. Planning Investigation Area B - Arrowsmith Resources Area

- **Support for Strategic Precinct:** YSRC endorses the formal identification of Planning Investigation Area B, Arrowsmith Resources Area, as a strategic energy and resources precinct, and supports the Shire's planning direction for an agile framework to accommodate emerging energy industries.

YAMATJI
SOUTHERN REGIONAL
CORPORATION

- **Compatible Land Uses:** We support incorporating language in Planning Direction B that allows for a range of discretionary land uses within the Arrowsmith Resources Area.
- **Expansion Recommendation:** A significant portion of Planning Investigation Area B currently overlaps with YLE parcels identified as having high potential for renewable energy development (as shown in Figure 3 and Figure 4). YSRC recommends expanding Planning Investigation Area B to encompass all YLE parcels within the Arrowsmith cluster to maximise strategic planning for potential renewable projects, subject to necessary environmental, cultural, and infrastructure assessments.
- **Zoning for Renewable Energy:** We recommend the Shire consider future Local Planning Scheme amendments to provide discretion for renewable energy projects (e.g., listing 'Wind Farm' as an 'A' use) and associated land uses like workers' accommodation within 'General Farming' and 'Rural Smallholdings' zones. We also suggest a review of the Shire's 'Local Planning Policy: Wind Turbines' to reduce barriers for prospective projects. These changes would better enable YSRC and partners to pursue opportunities aligned with State and Local green energy objectives.

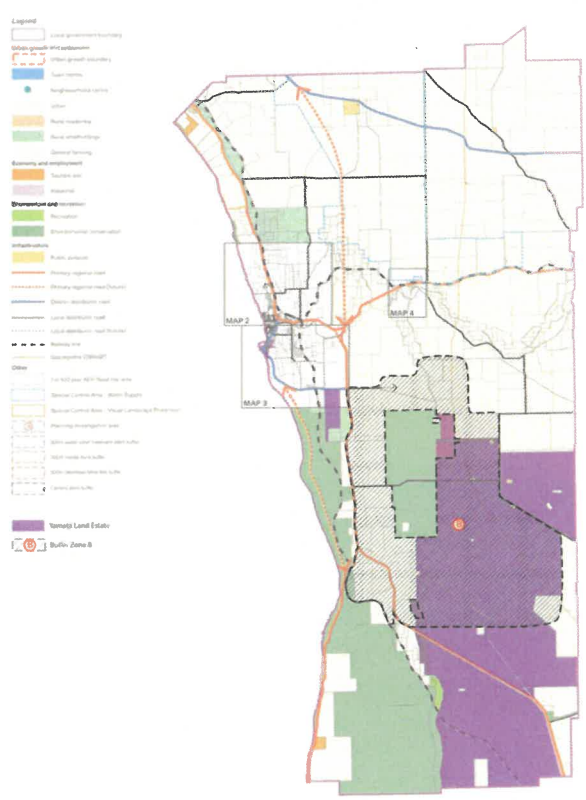

Figure 4 - LPS Map 1 (edited), YLE Overlayed

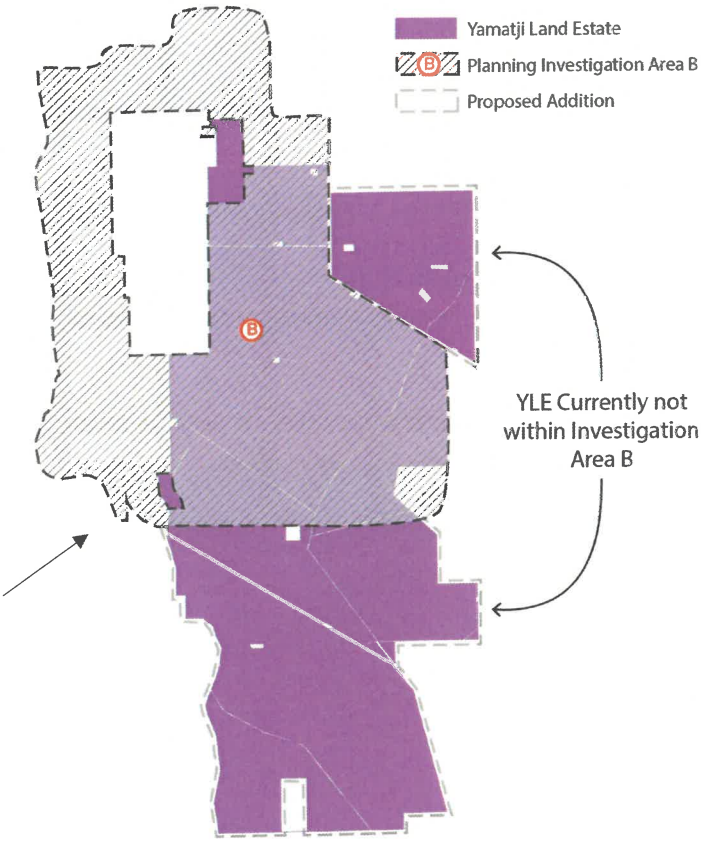

Figure 3 - Planning Investigation Area B, YLE

YAMATJI
SOUTHERN REGIONAL
CORPORATION

4. Recognition of Yamatji Land Estate (YLE) Reserve Purpose

- **Maintaining Optionality:** The designated reserve purpose for most YLE-eligible land parcels is 'Yamatji Social, Cultural and/or Economic Benefit'. It is crucial that planning frameworks maintain flexibility and do not restrict the potential uses envisioned under this purpose through overly prescriptive zoning or definitions.
- **Recommendation:** YSRC recommends the LPS acknowledges the YLE parcels' reserve purpose and includes wording that supports land uses contributing to Yamatji social, cultural, and/or economic benefit. Alternatively, general wording supporting land uses compatible with the reserve purpose should be included. Clear Shire support is vital to ensure planning decisions align with the ILUA and the aspirations of the Yamatji Nation.

YSRC appreciates the Shire of Irwin's consideration of our submission on the Draft Local Planning Strategy. We would welcome the opportunity to meet with relevant Shire representatives and consultants to discuss these recommendations further.

Yours sincerely,

Travis McNaught
Chief Commercial Officer
Yamatji Southern Regional Corporation

CC: Shane Ivers, CEO Shire of Irwin (sivers@irwin.wa.gov.au)

SUBMISSION 14

mainroads WESTERN AUSTRALIA

Enquiries: Mark Willson 9956 1234
Our Ref: 21/3536 (002-222)
Your Ref:

15 April 2025

Manager Development
Shire of Irwin
11-13 Waldeck Street
Dongara WA 6525
Email: mconnell@irwin.wa.gov.au

Dear Murray Connell,

DRAFT Irwin Local Planning Strategy

Thank you for consulting Main Roads on the Draft Irwin Local Planning Strategy.

Main Roads are generally supportive of the Draft Strategy, provided that the following issue is addressed, and we offer the following comments: Consistent with our earlier recommendation to the Shire in 2022 (D23#164788), Main Roads does not support removal of the Dongara Brand Highway Realignment, also referred to Dongara Bypass, from the Local Planning Strategy or other planning instruments.

The Dongara Brand Highway Realignment is expected to be required to alleviate issues with Brand Highway within the Dongara townsite and serves a separate need to the Dongara Geraldton Northampton route which is required to enable very large freight vehicles to travel from the Pilbara region to Perth.

The planning for Dongara Brand Highway Realignment has been confirmed for several decades and embedded within the planning framework to protect the corridor and guide appropriate development. This includes references within the Local Planning Scheme, inclusions as a 'Major Road or Highway' within the Scheme and inclusion in structure planning and subdivisions. Land has been created for a portion of the corridor (to be acquired once funding is available for construction).

Main Roads welcome a meeting with the Shire of Irwin to discuss Main Roads comments as soon as possible, in particular around the road planning for the:

- Dongara Brand Highway Realignment
- Dongara Geraldton Northampton Route – Future Freight Route (DGN)
  Dongara-Geraldton-Northampton Route | Main Roads Western Australia

Please find attached further comments provided on the Draft Planning Strategy and previous comments.

Main Roads Western Australia
Mid-West Gascoyne
Geraldton Office, Eastward Road, PO Box 165, Geraldton WA 6531
Carnarvon Office,470 Robinson Street, PO Box 480, Carnarvon WA 6701

mainroads.wa.gov.au
enquiries@mainroads.wa.gov.au
138 138

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If you would like any further information, please contact Mark Willson on (08) 9956 1234 or email mwgplanning@mainroads.wa.gov.au

Yours sincerely,

Network Manager
Mid West-Gascoyne Region

Attached:

1. MRWA comments for the Draft Irwin Planning Strategy (ref: D25#379754)
2. MRWA Preliminary comments to complete the Draft Strategy (ref: D23#737674)
3. MRWA Response to the Coastal Management Plan (ref: 20#957015)

MRWA Comments for DRAFT Irwin Planning Strategy (MRWA Ref: 002-495 D25#305486)

Transport Network Section 4.5

Main Roads recommend that reference in the Irwin Planning Strategy should be made to the completion of an Integrated Transport Strategy (ref: D23#737674) to provide further description and inform on areas that require further detailed study in Transport Impact Statements (TIS) or Assessments (TIA).

Main Roads provide some preliminary advice to the DPLH who are considering a larger study to the Batavia Coast Sub-Region. This mentions the value of completing a further transport planning and an Integrated Transport Strategy. Advocating a larger area for a Integrated Transport Strategy(ITS) in the proposed Irwin Planning Strategy may assist. (ref: D24#393408)

Completing a Integrated Transport Strategy early provides the opportunity to consider, coordinate and inform further detailed transport work required early in planning stages of proposed developments, including TIS and TIA. This will also assist with planning for the planned impacts from a number of renewable energy projects that will be necessitate Over Size Over Mass (OSOM) movements from Geraldton Port.

Any development adjacent to a primary distributor (MRWA) road will need to be referred to MRWA for approval to access the network. This is to maintain the efficient and safe operation of the State's road network, ensure that access requirements are managed and promote secondary networks that join with primary distributor roads at appropriate locations. Main Roads suggests including information in the Local Planning Strategy to inform future development of the requirement.

Where secondary networks constructed within a development can provide access to the Main Roads Network via local roads or an existing crossover, Main Roads is unlikely to support future connections. Main Roads suggests including information in the Local Planning Strategy to inform future development of local network access requirements. This position is reflected within the Development Control Policy 5.1 Regional Roads (Vehicular Access).

It is recommended the Local Planning Strategy include the requirement that, where rezoning, structure planning, subdivision or development of land could have an impact on a primary distributor (MRWA) road, all applications are submitted together with a Traffic Statement or Assessment (as appropriate), produced in accordance

Main Roads provided preliminary information to the strategy (ref: D23#737674) and included the response provided to Coastal Management Plan (ref: 20#957015) that particularly discussed the coastal nodes. Some of this information is detail that assists with developing the further transport network work mentioned in the above paragraph.

Do we want to specifically comment on :

- Potential Marine Offloading Facility (MOF) and East West Road Crossing Brand SLK 291.9
- Pedestrian Bypass Over Brand Highway (Advocate MRWA for pedestrian overpass over Bran Highway near Dongara town centre pg 93)
- Heritage and District Commercial Brand SLK 305.9 to 306.3 and 302.7 to 302.1 P122 – Plan showing two areas Brand SLK 305.9 to 306.3 and 302.7 to 302.1 for : '*Potential district commercial up to 1,600sqm / large format retail up to 7,200sqm.Two investigation areas as shown, criteria include proximity to light industrial land, town centre, servicing and highway access and exposure.*'

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Comments below on areas in the DRAFT that require correction or further clarification :

1. INDIAN OCEAN DRIVE (IOD) EXTENSION – Shire of Irwin Proposed Project

Main Roads has completed a route assessment of the Shire of Irwin proposed Indian Ocean Drive Extension following discussions with the Shire. The extension to the IOD does not fit the objectives to be considered as State Road. Therefore, Main Roads is not in a position to facilitate the timely delivery of the extension. The reference to this should be removed from the Draft Planning Strategy (reference to pg 12, 123, 134).

2. DONGARA GERALDTON NORTHAMPTON ROUTE (future freight route)

The Dongara Geraldton Northampton Route is planned as a future freight corridor. The description of the route as a 'bypass' is confusing and should be removed from the Draft Planning Strategy (reference to pg 12, 34, 84).

The Dongara Geraldton Northampton Route is not in Main Roads current 4-year forward estimated construction program and all projects not listed are subject to change without notice. Main Roads assumes no liability for the information provided. However, announcements made by the State Government have suggested that the earliest funding may be made available is 2035, which would be subject to review of priorities and transport needs.

The Dongara Geraldton Northampton Route has been planned as single lane carriageway in either direction, and together with the Brand Highway is planned to provide a shared capacity to facilitate traffic volumes between Dongara and Geraldton.

3. DONAGRA BRAND HIGHWAY REALIGNMENT

The Dongara Brand Highway Realignment is the most accurate name for the realignment of the Brand Highway in Dongara that runs parallel to the rail and included in the planning scheme. The description of the route as a 'bypass' is confusing and should be removed. (reference to pages 9,28,51,53,135).

The Dongara Brand Highway Realignment planning has been completed, and is included in the planning scheme. The Dongara Brand Highway Realignment is not in Main Roads current 4-year forward estimated construction program and all projects not listed are subject to change without notice. Main Roads assumes no liability for the information provided.

The Dongara Brand Highway Realignment is separate from the Dongara Geraldton Northampton Highway. References to the Dongara Brand Highway Realignment no longer forming part of Main Roads preferred alignment (pg 28), no longer warranted (pg 51) should be removed.

Main Roads would welcome further discussion with local government on the Dongara Brand Highway Realignment. Discussion around towns in the region may be of interest that require alternative routes for traffic to facilitate; traffic volume, size, provide separation of different transport types, development and verge considerations.

MRWA Preliminary Information for Irwin Planning Strategy (Planning Job No. 002-130)

(the wording layout has been amended taking wording developed during the Geraldton Local Planning Strategy, Local Profile Context Report review with the consultants Taylor Burrell Barnett)
City of Greater Geraldton Local Planning Strategy (cgg.wa.gov.au)

Road Network

Irwin area and the Mid West region is serviced with a network of major sealed roads, connecting region to Perth and the north-west of Western Australia. Main Roads Western Australia (MRWA) is responsible for the main routes including:

- Indian Ocean Drive (IOD) Slk 241.5 to 267.29 (RAV4 Conditioned 80km/hr.)
- Brand Hwy. (National Highway) Slk 239.45 to 329.78 (RAV 7)
- Midland Road Slk 236.42 to 262.85 (RAV 7)

These roads provide access for tourism to the Coral Coast and Batavia Coast, daily commute and freight to including to the Geraldton Port and north-west of the state. Shire of Irwin Boundaries and State Roads shown below:

Network Demands

Demands on road infrastructure across the Mid West can be attributed to mining and agricultural product movement; population in coastal centres; and ongoing promotion of regional tourism. It is important that the road network can meet these pressures whilst working towards efficiency gains, community safety, sustainability and social expectations.

The transport of harvest, animals, fuel and fertilizer between the port and inland locations places increasing demands on the road network, especially during seasonal pressure periods. Long term planning includes the initiative to transport grain via rail network. After harvest, farmlands are treated with lime sand and transported via truck generally from areas close to the coast where it is mined. Seasonal livestock movements utilising special heavy vehicle permits, cause inefficiencies and traffic concerns on the network, especially on NWCH and Brand Highway.

Brand Hwy. Slk 239.45 to 329.78

The Brand Highway forms part of the National Land Transport Network linking the Perth metropolitan area with Geraldton and the North West. The highway is identified as a strategic freight, tourist and inter-town route and services key mining, agricultural, pastoral and tourism sectors in the State. The road is on the RAV 7 Network, is classified as a Primary Distributor and carries a mix of traffic types ranging from light vehicles to road trains.

Indian Ocean Drive (IOD) Slk 241.5 to 267.29

The Indian Ocean Drive was opened in 2010 with the final section of sealed road between Lancelin and Cervantes. The highway was built to provide an alternative route to divert traffic and tourists off the Brand Highway, a busy freight route, and provide easy access to popular tourist destinations. The road forms part of a strategic tourist and inter-town route from the Perth metropolitan Area to the Mid West Region. It is classed as a Primary Distributor carrying mainly light vehicles, and tourist traffic. Certain sections form part of the AGLIME Routes carrying lime sand trucks to the Wheatbelt agricultural areas, and are on the RAV 4 Network (Conditioned 80km/hr).

Midland Road Slk 236.42 to 262.85 (RAV 7)

Midlands Road forms part of the service corridor connecting the Wheatbelt communities between Perth and Dongara and inter town access between Moora and Dongara. It carries seasonal grain & fertiliser trucks and is a popular wildflower tourist route. The Midlands Road is on the RAV 7 Network, classified as a Primary Distributor.

Road Planning & Projects

The Department of Transport's Western Australian Regional Freight Transport Network Plan (2013) identifies a number of strategic road priorities throughout the Irwin and the broader Mid West region, which focus on the safe movement of freight and passenger traffic. Western Australian Regional Freight Transport Network Plan

Main Roads most recent and current projects include:

Tonkin Highway extension to Muchea was completed in 2020 which has reduced travel time and connectivity for the, in particular between Geraldton and Perth, on the Brand Highway.

Indian Ocean Drive. Slk 241.5 to 267.29

Construction of the IOD extension between Lancelin and Cervantes, which was completed in 2011, provided an alternative route between Irwin and Perth via coastal settlements such as Cervantes, Jurien Bay and Green Head.

The Average Annual Daily Traffic comparison figures are shown in the table below at the intersection with IOD and the Brand Hwy. A portion of traffic that used to use the Brand Hwy moved to the IOD when it was completed, and IOD traffic has steadily increased. The current traffic figures at this intersection are in line with projected figures completed in the Coast Road Traffic Report (IOD) that was completed in 2000 to consider extension of the IOD from Lancelin to Cervantes.

IOD and Brand Highway Intersection SLK 273.72 – Average Annual Daily Traffic (AADT) both directions			
	1998 (approx.) *	2017/2018	2020/2021
IOD - west of intersection	100	1,169 (site 52988)	1,000 (Site 18331)
Brand Hwy. – south of intersection	1,500	1,187 (site 18330)	1,384 (Site 2900 subtract Site 18331)
Brand Hwy. – north of intersection	1,600	2,356 (sum of above sites)	2,384 (Site 2900)
* Data taken from Coast Road Traffic Study (June 2000) MRWA ref D06#16590 Prior to IOD link between Lancelin Cervantes being constructed.			

During 2020/21, since the COVID pandemic there has been a significant increase in peak traffic during holiday periods and number of vehicles towing either caravans or trailers.

Main Roads are currently working on a planning study to consider upgrades required to the IOD broadly between the MRS boundary and Lancelin, and an access management strategy for the IOD. The access strategy will include engagement with LG's along the IOD prior to public consultation. Main Roads also understands the DPLH are planning a review of the IOD Planning Guideline in the near term.

Please refer to the attached response Main Roads provided for the Shire of Irwin Coastal Management Plan D20#957015, which discusses access to the IOD.

Brand Highway Slk 239.45 to 329.78

Immediately outside the Dongara townsite, the AADT is currently around 3,180 (site 18330) and south is 2,711 (site 18355).

Please refer to the attached response Main Roads provided to the Shire of Irwin Coastal Management Plan D20#957015, which discusses access to the Brand.

NWCH through Dongara and the option for realignment alongside the realigned railway line SLK 302.1 to 306.8: This proposal was developed in the 1970's around the same time the proclamation process started for this section to become a State Road. The realignment/bypass is listed in the Department of Transport's Western Australian Regional Freight Transport Network Plan (2013).The road corridor is included in the planning scheme and more recent subdivision of land that has provided for the corridor.

Recent land developments adjacent to the existing Brand Hwy through Dongara (SLK302.1 to 306.8), in the 70km/hr and less zone, has provided for increased width to the existing road reserve and / or an easement providing a green visual buffer from development to the west.

Bookarra S Bends listed in The Department of Transport's Western Australian Regional Freight Transport Network Plan (2013).

The Dongara to Northampton Route (Dongara, Geraldton, and Northampton Alignment (DGN)) is currently in the alignment selection phase. Stakeholder and community engagement initiated in August 2015 is ongoing. This is a high level planning study to identify the ultimate corridor to provide a high quality route providing for the future needs of the region for moving people and freight safely and efficiently. This includes consideration of route assessment to consider an increase in RAV vehicle size on the network from Carnarvon to Muchea. While independent of the ONIC project (see details on ONIC below), the section of the Dongara to Northampton Coastal Route between GMMR and Chapman Valley Rd or NWCH (depending on alignment options from Chapman Valley Rd to Northampton) is ultimately planned to utilise the alignment of the road element of the Oakajee Narngulu Infrastructure Corridor (ONIC). Funding has not been allocated for detailed design or construction.

Further information and updates on the DGN can be found on the MRWA website:

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https://project.mainroads.wa.gov.au/home/regional/northeast/Pages/dongara.aspx

Further information on the progress of the ONIC planning found at the following websites:
Oakajee Narngulu Infrastructure Corridor - Department of Planning, Lands and Heritage (dplh.wa.gov.au)

Landcorp: http://www.landcorp.com.au/Industrial-and-Commercial/Oakajee-Industrial-Estate/

Department of Jobs, Tourism, Science and Innovation (JTSI): http://www.jtsi.wa.gov.au/what-we-do/offer-project-support/infrastructure/oakajee_midwest_development_project/oakajee-port

Funding Road Upgrades and Coordination of New or Amend Access & Intersection Upgrades

The State Capital Infrastructure Program (CIP) considers the priority of road projects every 12 months (the projects identified consider the concept planning completed in order to get on the CIP). It is recommend that agencies contact MRWA every 12 months for an update on road & corridor concept planning and the CIP. The early identification and protection of land needed for new road corridors roads can provide for substantial costs savings in the longer term and certainty around land uses. In some cases this may be considered a state priority. New corridors identified in strategic land & structure planning generally remain absent from the local planning scheme planning until the corridor is purchased (which is typically only triggered once funding becomes available for construction).

MRWA are responsible for the management of road reserves for nominated highways and main roads and assist with coordinating all existing infrastructure (utilities, services, pedestrian, cycle, lighting and landscaping requirements) in these state road corridors through town sites. These road corridors in town sites are continually reviewed and the information gathered is used to determine the extent of road and/or corridor concept planning required. The justification to widen existing road corridors in urban areas which are narrow may include a combination of infrastructure requirements requiring interagency consideration and review.

Where a trigger to upgrade existing roads/intersections considers an area of land development that includes lots owned by different developers/owners developing at different times, the local government should work with the planning commission to develop a process to portion the costs between the developers/owners and where applicable the road authority(s) (Main Roads or Local Government).

When considering applications for access on regional roads, the effects of the proposals on traffic flow and road safety will be the primary consideration. Main Roads' general approach is to minimise the number of accesses to roads under our control, consolidating accesses where appropriate. We would like to highlight that new accesses should be sought from local roads or access roads where available as per DPLH DCP 5.1 Regional Roads (Vehicular Access).

For roads under Main Roads jurisdiction, any new or changes to access triggered by change in landuse or additional traffic, will need to conform be detailed in accordance with the WAPC's Transport Assessment Guidelines For Developments, and to Main Roads standards and specifications. Early consultation / prelodgement application meetings are encouraged to identify & address issues early to assist timely completion and review of the technical reports required. Any proposed works within the road reserve will require an Application Form for Undertaking Works Within the Road Reserve to be completed and submitted to Main Roads Mid West-Gascoyne Region for assessment.

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WESTERN AUSTRALIA

Enquiries: Mark Willson on (08) 9956 1234
Our Ref: 20/6970
Your Ref: NA

30 October 2020

Shire of Irwin
Attn: Brendan Jeans
Manager Regulatory Services

By email: reception@irwin.wa.gov.au

Dear Brendan,

Public Consultation – Shire of Irwin Draft Coastal Management Plan

Thank you for the recent referral of the Shire of Irwin Draft Coastal Management Plan, advertised for public consultation, submissions due 29 October 2020.

Main Roads has reviewed the Draft Management Plan and provides the following comments;

Sector 1 - Northern Beaches - Brand Highway 305.00 to 329.85 SLK (Tyford Road to Shire Northern boundary)

ACCESS	
As a majority of the coast north of Dongara is located on UCL or private property, access is not readily available to the public. There are some well-established access tracks leading from Indian Ocean Drive through private property to the beach and access tracks also lead north from Dongara. These tracks are most likely only used by locals. They are all only accessible by 4WD (except for the access road to Seven Mile Beach). A road to McKenzies Beach (Wakeford Road) is only established for half of the length. The remainder of the access track to McKenzies Beach is a 4WD track through the dunes. Wakeford Road is also located in a road reserve which is within the City of Greater Geraldton.	The access restrictions north of Dongara act as a form of self-management for the northern coastline as most areas are only accessible by locals or people who know the area and can gain access to private property. Access to Seven Mile Beach is well-established for 2WD and should be maintained. Boat launching occurs at Seven Mile Beach, however is problematic at the time of site visits due to the vertical separation distance between the beach and the car park. No upgrades are recommended for Wakeford Road and access to McKenzies Beach should remain low-key.

Main Roads agree with the above 'issues' and 'opportunities' identified in the table above and provides the following comments for the Shires consideration:

- The above table refers to access from Indian Ocean Drive, which is incorrect; the correct reference is Brand Highway.
- It is understood that access to the Beach nodes may be formalised in the future as part of development or increased use. One of these areas includes access to Five Mile Lagoon & Beach, which appears to be via lot 761 access to Brand Highway. The access to lot 761 also appears to provide access to lots which have no direct access to a road reserve or access easement. Main Roads understands the Shire has identified the issue and continues

to consider how it may be resolved. Formalising the access for shared use shall require consultation with Main Roads and assessment.

- Wakeford Road intersection with Brand Highway may not have adequate site distance or geometry at this location. Further review may need to be considered and discussed with the City of Greater Geraldton.

Sector 3 - Southern Nodes – Indian Ocean Drive (IOD) - 241.5 to 267.29 SLK (Murra Place to Bee Hallow)

ACCESS	
The coastal reserve in this sector is often narrow, with numerous tracks accessible from Indian Ocean Drive. The number of access points should be reduced over time to focus vehicles to key locations – particularly for general public access to the coast. It is important that safe ingress/egress points from the highway are provided at key sites.	Good access to key nodes is available directly from Indian Ocean Drive and thus there is an opportunity consolidate these as the key points to access the coast within this sector. Accidents along Indian Ocean drive could be reviewed to observe whether there is any link to the use of the coastal sites. Where other existing access points are not required for other purposes (e.g. professional fisherman access) consideration should be given to closing them from the highway.

Main Roads agree with the above 'issues' and 'opportunities' identified in the table above and provide the following comments for the Shires consideration:

Table: type and quantity of coastal accesses;

Type of Access	Qty.
Coastal Node – Beach Access, Rest Area, 72 Hr Paid Camping, Fishing Shacks	5
Coastal Node – Beach Access, Rest Area, 72 Hr Paid Camping	1
Coastal Node - Beach Access & Fishing Shacks	4
Informal Tracks - Beach access - Consider closing/consolidating	17
Gypsum/Lime Sand Access, Cliff Head - 260.2 SLK	1
Proposed Tourist Development Area – Lot 55 on East Side Opp. Knobby Head	1

- Driveway access to a Main Road considers the safety and efficiency of the network and all road users. A road safety inspection was completed in 2019 on the IOD between 240.49 to 253.00 SLK that identified loose material at several of the accesses was being carried onto the IOD. A recommendation was made to seal them for a short distance. In general a sealed driveway provides vehicles with greater control during ingress/egress. Loose material has the potential to cause vehicle damage and affect vehicle traction on the road, creating an unsafe environment. The maintenance of the access and removal of any material carried onto a Main Road is the responsibility of the owner of the driveway. An unsealed driveway is likely to require increased maintenance frequency, in particular at the edge of the road pavement, which has associated costs and risks for completing maintenance work within a road reserve. An unsealed crossover may be more expensive over the life of the driveway.
- To formalise public access from the IOD to the coastal sites, a traffic assessment should be completed to identify accesses that should be closed or consolidated and what upgrades are required to the permanent accesses, including the extent of seal. The assessment may also take into account closure of accesses on the east side of the Indian Ocean Drive. The Shire completed the consolidation of three accesses to one access at Cliff Head in 2016.
- The assessment shall be completed in accordance with:

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- WAPC Transport Impact Assessment Guidelines (August 2016);
- Austroads Guide to Traffic Management Part 12 - Traffic Impacts of Development;
- Main Roads design geometry standards and review process.

- If the assessment identifies that upgrades to intersection with IOD are required, detailed design and construction shall be completed and funded fully or partially by the applicant as part of the development.
- Any proposed works within the IOD road reserve will require an Application Form for Undertaking Works Within the Road Reserve to be completed and submitted to Main Roads Mid West-Gascoyne Region for assessment.

Coastal Erosion needs to be monitored and may have long term future impacts on road alignment and the Shires associated beach access and infrastructure.

If you would like any further information please contact Mark Willson on 08 9956 1234 or by email at mark.willson@mainroads.wa.gov.au.

Yours sincerely,

for Bernie Miller
Regional Manager
Mid West-Gascoyne Region

SUBMISSION 15

Irwin Districts Historical Society Inc

Maintaining the identity of the Irwin District

We acknowledge the First Nations Peoples' owners of the Irwin districts, the Wattandee People on Wattandee Wanda, and their continuing connection to land, sea and community, and pay our respects to Wattandee ancestors, elders, people and country.

Affiliations: Royal Western Australian Historical Society | Australian Museums and Galleries Association | Midland Railway Network

Our Ref: 060/73

Mr Murray Connell
Manager Development
Irwin Shire Council
PMB 21
DONGARA WA 6525
mconnell@irwin.wa.gov.au

Dear Murray,

DRAFT SHIRE OF IRWIN LOCAL PLANNING STRATEGY

Thank you for the opportunity to provide comment on the above development strategy.

I note that the document has been in preparation for four to five years and was then with the planning commission awaiting certification for advertising for six months, but the time provided for public comment has only been three weeks. That is a very short period for any voluntary community group to read, comprehend and provide rational feedback on a document that is lengthy and complex in both its content and implications.

Please find attached our submission.

Yours sincerely,

Bruce Baskerville
Chair

17 April 2025

5 Waldeck Street
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Irwin Districts Historical Society Inc
Maintaining the identity of the Irwin District

Draft Shire of Irwin Local Planning Strategy

SUBMISSION

GENERAL COMMENTS

Heritage mapping

There is no mapping of Local Heritage Survey (LHS), Local Heritage List (LHL) or State Registered Heritage Place (SRHP) places, or recognition of them in the text, despite requests to do so to the consultants at both industry information sessions in March 2021 and October 2023. This needs to be rectified, as the Strategy is incomplete without the inclusion of heritage conservation. The shire is not a blank slate available for industrial development, but a landscape made by several millennia of human endeavour. This needs to be recognised in the strategy to enhance its credibility.

Incentives for heritage owners and stewards

The strategy is silent on issues of incentives and support for the owners and stewards of heritage places. The current process described in Planning Scheme No 5, sections 7.5 and 5.5, is cumbersome and directed at approving non -compliance, which is hardly a positive approach to providing incentives, and is only available on a lengthy case-by-case basis. It is, in effect, a disincentive to incentivising owners and stewards. The IDHS is willing to engage with the Shire to discuss and develop incentives that might include (a) rate discounts or reductions for LHL places being actively conserved, (b) fee waivers for applications for works to LHL places where the works will have positive conservation outcomes, (c) allowing subdivision of large lots containing a LHL place to allow the place to be attached to its own title where this will have positive conservation outcomes – this might be restricted to certain zonings such as General Farming, Industry (General, Light and Marine) and Special Use rather than urban areas, (d) waiver of Waste Transfer Station fees for disposing of building materials associated with a LHL place where the demolition has assisted in achieving positive conservation outcomes. These are some examples, with the key point being that incentives need to be clearly linked to achieving positive conservation outcomes, and they do not all need to involve revenue reductions for the Shire. The establishment of a heritage conservation fund to support a local grants scheme for owners and stewards financed with a proportion of developer contribution fees is another potential incentive.

Character areas

Provision needs to be made within the Strategy for the development of character protection areas and policies. These may be more effective in conserving and managing distinctive precincts through design and built form controls. Character areas may contain many,

some or no heritage places. The draft strategy includes no reference to character areas and policies and would be improved by including such provision.

Jargon

The document includes considerable jargon that should be replaced with plain English appropriate to a planning context. A representative example is this: "Ensuring utility infrastructure is readily available to *onboard* new industries is equally important and having a line of sight on investment will provide a level of confidence in industries and developers." The language is impenetrable to many readers, and its meaning is obscure. The language should be accessible to at least most residents of the shire.

Maritime industries

The omission of maritime industries from the Draft Strategy, in a place where fishing and ocean-based tourism have been significant industries with social, economic and geographical impacts over the past 70 years (at least), is notable and curious. The proposed offshore carbon sequestration project and the proposed temporary harbour facility in the vicinity of White Point will both have marine impacts on the coastal littoral as well as the seashore and seabed that will require planning frameworks. The Irwin Coast has been a site of fisheries research for at least 50 years, notably at Seven Mile, and the UWA Oceans Institute has worked for several decades with local fishers in lobster research projects that involve onshore facilities such as car parks and storage spaces. The re-opening of the Chinese market to live rock lobster imports clearly points to an evolving future for the crayfishing industry. The CHRMAP contains many recommendations directly related to the coastal zone. The development of marine-based tourism activities linked with the Houtman Abrolhos Islands National Park is only just beginning. These factors mean the strategy is incomplete without the inclusion of maritime industries and land uses.

Greenwashing

Use of the term 'renewable/green energy industries' and the conflation of renewable energy projects and resource extraction projects, which are quite different things, needs to be avoided. Readers have a right to know clearly and upfront what sort of industrial projects are being proposed for their shire – if the projects are rational, understandable and supportable, there will be no need to disguise or obscure them with ambiguous language. Oil and fossil methane gas extraction, and carbon sequestration, are not green or renewable energy projects they are resource projects and should not be greenwashed. The language needs to be clear and straightforward.

Landscape fragmentation

A principle should be adopted in the Strategy of avoiding the fragmentation of natural areas and facilitating the aggregation of scattered parcels of nature reserve land. The Strategy could, for example, encourage the consolidation and growth of Beekeepers Nature Reserve with the addition of adjacent Unallocated Crown Land and other land as it becomes available, possibly through

(1) zoning of Unallocated Crown Land between Beekeepers and Yardanogo nature reserves for environmental conservation, ideally as a prelude to extending either reserve to include this land, and

(2) the creation of a complementary marine reserve to protect the adjacent coastal zone for nature conservation and heritage fishery values.

Generally, the maximum area of Unallocated Crown Land in the Mt Adams and Arrowsmith areas, and the Bookara to Dongara coastal hills, should be zoned for environmental conservation and incorporated into the conservation estate as nature reserve or national park.

Aboriginal engagement with the process

It is not clear from the Draft Strategy what degree or level of engagement there has been with the Wattandee people in the preparation of the document. We assume there has been meaningful engagement during the strategy's preparation, or that that may be being undertaken through a separate process. Ideally, to ensure completeness, that should be noted in the document in some way without breaching any confidentiality protocols surrounding such engagement.

Industrialisation

The draft strategy assumes the industrialisation of the southern half of the shire is a *fait accompli*. It is implicit in some of the assumptions that a 'Kwongan to Kwinana' transformation is intended to take place. However, there has been negligible local public debate or awareness of these substantial changes or what they entail in terms of impacts on the natural and cultural environments of the shire and the social structures of the local population. The strategy needs to be more explicit about this context and why the strategy is the answer to managing the impacts (if it is), especially where industrialisation will or might impact cultural and natural heritage places.

Post-industrial site rehabilitation

Should some or all the industrial projects referred to in the documentation be implemented, they will at some stage come to the end of their life. The strategy does not address this, or the need for these sites to be rehabilitated or restored. Post-industrial rehabilitation or

restoration should be a key component of approvals for these projects, and this needs to be referenced in the strategy – especially where this involves kwongan, watercourse and marine sites and heritage places that have been materially impacted by the project.

SPECIFIC COMMENTS

Page	Section	Comments	Recommendation
iv	Executive summary	Where Are We Going? Section – Protect: this is vague and needs to be more specific to reflect wording in the draft strategy.	Amend text to protect cultural and natural environmentally significant areas and places
4	Vision, Table 1	SCP Outcomes, 2nd and 7th dot points, and LPS Principles, 1st, 3rd and 4th dot points: good from a heritage perspective	These points can be agreed, but some follow up in the strategy relating to heritage places or values is needed.
5	Planning Issues, Table 2	Action A – identify an urban growth boundary … cater for an expected population of 5,000: agree with the boundary principle, but no particular boundary is mapped in the draft strategy or criteria for defining a boundary; and the population projections in Part 2, s 4.1.1 (actual population growth since 2011 is just 115), s4.2 (peak dwellings in 2025) and 4.3.1 (peak industrial land in 2025) do not support a short-medium term population projection of 5,000. Planning for urban growth of this magnitude when the population projection looks exaggerated may promote land speculation that, among other things, negatively impacts heritage places.	Identify a specific boundary line or boundary zone on the Strategy Maps, or criteria for defining a boundary, and match as much as possible with recreation and/or environmental conservation zonings to create a green belt to separate urban and non-urban land use areas. Use a more realistic population projection figure.
5	Planning Issues, Table 2	Action D – this action assumes that 'desired future character' is already identified; and it assumes that any such development will be permanent	Include references in appropriate parts of the Strategy to preparing 'character area' plans or strategies (for existing character and planned new character).

Page	Section	Comments	Recommendation
			Revise Action D to include both new development and post-development site rehabilitation needing to be compatible with existing or planned new character.
6	Planning Issues, Table 2	3. Built Form and Character – we have no objection to the direction, action and rationale regarding character and atmosphere of Dongara Town Centre.	
6	Planning Issues, Table 2	4. Cultural Heritage – we have no objection to the direction and action regarding cultural heritage – but note that the LHS includes more than 'built' places. If a place has been assessed as being of cultural heritage significance, then it is worthy of conservation.	Amend the statement by deleting the word 'built': "and worthy of ~~built~~ heritage conservation".
6	3.3 Economy and employment	The paragraph refers twice to a "high growth scenario" as the basis for projections – would it not be prudent to also include low and medium growth scenarios? The figures in the Land Demand Analysis (AEC 2023) suggest that development growth has already peaked in 2025.	
7	Table 3	3.3.1 The Planning Direction to ensure Dongara Town Centre remains the primary activity centre, which will build upon this role that dates to around 1901-1906 can be supported. However the Action refers to implementing the recommendations in the Dongara Town Centre Revitalisation Plan of 2014 – the Plan includes two options, and both options and the final concept include retention of Dongara	Clarify whether Dongara Showground/Town Oval (LHS #49) is to be made available for redevelopment for other purposes, or in what scenarios that would happen, and if so, how its identified heritage values will be conserved. See comment on s4.8.

Page	Section	Comments	Recommendation
		Showground/Town Oval as open space, which appears to conflict with other references in the Draft Strategy, such as s4.8 and 4.10(G).	
7	Table 3	3.3.2 The Planning Direction refers to "timely on-boarding" – what does that mean?	Replace jargon with plain English appropriate to a planning context.
7	Table 3	3.3.2 Actions E and F – marine industries have been directed into the Duval-Russ streets precinct since the 1975 planning scheme – the actions to review or consolidate this marine industry zone, and its possible transformation into residential uses assumes that marine industries are dying out and will be replaced (somewhere else) by energy industries. There do not appear to be any references in Part 2 of the Draft Strategy to either a decline in marine industries or to any new marine industries being developed, or facilitating new developments in the future, making it unclear how this action has been developed. Marine industries have been socially significant in Port Denison for at least 70 years, but the Strategy adopts an at-best ambiguous at worst dismissive or even antagonistic approach to their continuity, for no discernible reason.	If this historical land use (70 years) is to be removed or relocated, the Strategy needs to provide some supporting rationale about both a decline in marine industries and whether new marine industries might develop during the life of the Strategy. It also should nominate potential relocation areas for marine industries, with access to the harbour, and identify criteria for a buffer zone (Table 5, 3.5.2) to prevent future encroachment by residential uses, which is implied to be the problem with the Duval-Russ precinct.
7	Table 3	3.3.3 Action I – ensure caravan parks retain an adequate supply of caravan and camping sites – it is unclear if that means the parks will remain where they are and be enabled to physically expand, or if future	This action needs to be clarified to state that the action will be ensured without negative impacts on the heritage values or character of a place.

Page	Section	Comments	Recommendation
		caravan park sites will be identified to accommodate an adequate supply.	
7	Table 3	3.3.4 – the planning direction can be supported.	
8	Table 4	3.4.1 – the planning direction can be supported, but there is no reference to Dongara Nature Reserve (R23600), which is in this area. This is the oldest nature reserve in the Shire, gazetted in 1952. The Direction could be better achieved if more of the public land in this area was dedicated to nature conservation, as recommended in Griffin, *Flora of the Quindalup Dunes between the Swan and Irwin Rivers*, DPUD/Heritage Council, 1993	Add a new Action to specifically require planning proposals to consider impacts on the natural heritage values of Dongara Nature Reserve. Add a new action to change the purpose of Crown reserves R25581, R43544 and R39959 to nature conservation, and amalgamate them all with R23600 and the Unallocated Crown Land coastal strip as far as the shire boundary at Bookara to create a coastal dunes national park.
8	Table 4	3.4.2 – custodianship of the natural environment would be assisted by more specific direction to facilitate bush regeneration in water reserves and waterways.	Add an additional Direction to facilitate regeneration of natural vegetation in water reserves and significant waterways – this would strengthen Actions B, C and D and be consistent with the Rationale.
8	Table 4	3.4.3 – Action E refers to implementing the CHRMAP, which is now a decade old. Given the rate at which climate change is proceeding, and its effects on coastal zones including heritage assets within coastal zones, the CHRMAP needs to be reviewed for currency.	Include an Action to have the CHRMAP reviewed in view of contemporary knowledge before implementing the Action.
8	Table 4	3.4.4 – presumably one of the basic raw materials being referenced here is gravel? The basic raw materials extraction sites, current or future, being referred to in	Include an Action for provisions for post-extraction site rehabilitation strategies or plans to be provided with any planning proposals, especially

Page	Section	Comments	Recommendation
		this Direction, that are or may be in heritage or conservation areas should be identified.	for sites in or adjacent to heritage places or character areas or that might otherwise affect their heritage or character values.
9	3.5	Last sentence of the introductory paragraph reads "Ensuring utility infrastructure is readily available to onboard new industries is equally important and having a line of sight on investment will provide a level of confidence in industries and developers." What does this mean?	Replace jargon with plain English appropriate to a planning context.
9	Table 5	3.5.1 – Direction 3 can be supported, and if the airstrip is relocated Crown reserve R36040 should either be re-incorporated into Denison Common (R137), from which it was excised in 1979, or its purpose be changed to nature conservation and incorporated into Beekeepers Nature Reserve (R24496). The current flight paths for the airstrip should be mapped for clarity in the Strategy.	Action C should be enlarged to require that any new airstrip site should avoid heritage places or character areas or otherwise affecting their heritage values. It should also consider the impacts of current and potential flight paths and associated issues such as noise regarding the directions and actions set out in Table 2.
9	Table 5	3.5.2 Action F – the action is too open ended and provides no guidance.	Qualify Action 5 to the effect that compatible uses should not have the effect of extending uses in the Control Area into the buffer.
9	Table 5	3.4.3 Rationale – "Having a line of sight on infrastructure investment and location requirements will provide a level of confidence in industries and developers." What does this mean?	Replace jargon with plain English appropriate to a planning context.

Page	Section	Comments	Recommendation
10	4.2 Strategic Industry	It appears from the maps that this refers to the proposed Yardarino Strategic Industrial Area – is that correct?	Clarify what area is being referred to.
10	4.2 Strategic Industry	The reference to a "dramatic increase" in demand for industrial land is only one possibility, and the use of such emotive language needs to be reviewed.	Replace emotive language with plain English appropriate to a planning context.
10	4.3 Arrowsmith Resources Area	2nd paragraph about a 'temporary onshore loading/unloading facility' is quite vague but appears to be important to achieving forecast ARA benefits. Presumably this is the 'Potential MOF' near White Point shown in the Strategy Blueprint 2024. This section makes no reference to any constraints associated with Beekeepers Nature Reserve, even though the envisaged facility would sever the northern part pf the Reserve from the southern, and it makes no reference to any site rehabilitation planning after the temporary use has finished, or to even ensuring it is a temporary facility.	Revise this paragraph to say that any planning proposal for such a facility must not have the effect of severing Beekeepers Nature Reserve or otherwise fragmenting the reserve, temporarily or permanently, and must include site restoration strategies or plans.
10	4.3 Arrowsmith Resources Area	3rd paragraph refers to facilitating renewable energy and resource industries, but makes no reference to how that interacts with Beekeepers Nature Reserve, Yardanogo Nature Reserve, the South West Australia Biodiversity Hotspot or the State Heritage Register-nominated Coastal Stock Route (P25092), all places in the ARA with significant heritage values.	Revise this paragraph to say that any planning proposal for such industries must address potential impacts on the heritage values of Beekeepers Nature Reserve, Yardanogo Nature Reserve, the South West Australia Biodiversity Hotspot or the State Heritage Register-nominated Coastal Stock Route. Zone the Coastal Stock Route for recreation and/or environmental conservation.

Page	Section	Comments	Recommendation
10	4.3 Arrowsmith Resources Area	3rd paragraph – it is implied here that the ARA is informed by or an element in several State position documents, strategies or plans, but none of these are listed and analysed in Part 2 State & Regional Planning Context. It could be inferred, when taken together, that section 4.3 and Map 1 are referring to a strategy or policy for the large-scale industrialisation, or kwinanaisation, of the Mt Adams and Arrowsmith kwongan, but this is not at all clear.	Include the relevant statements, strategies or plans in Part 2 of the Strategy. Include an explicit reference to the nature and degree of industrialisation that is being contemplated, especially as the supporting information in the Land Demand Analysis (AEC 2023) suggests this process has peaked this year (2025).
10	4.4 Highway Bypass	The proposed by-pass also has the advantage of avoiding the destruction of a large number of State and local heritage places and landscapes located along or close to the current Brand Highway route. IDHS supports the Mt Hill route because of this reduced risk to heritage places, although we regard it as the least-worst option rather than the best option.	Revise the 2nd paragraph to acknowledge this advantage of the route in avoiding the destruction of a large number of State and local heritage places and landscapes located along or close to the current Brand Highway route.
11	4.5 Indian Ocean Drive extension	The description is interesting, but it does not state any reasons or rationale for extending Indian Ocean Drive into Port Denison or Dongara. Any extension, unless it parallels the existing Eneabba railway line, will have to be at the cost of further fragmenting northern Beekeepers Nature Reserve, which **IDHS does not support**.	Revise this paragraph to include the advantages and disadvantages of extending Indian Ocean Drive, and to restrict potential routes to areas of existing non-nature reserve land adjacent to or within the existing Eneabba Railway Line reserve land.

Page	Section	Comments	Recommendation
11	4.6 Bulky Goods Showroom	This site refers LHS Place 006/LHL Place 5 'Cypress Holme' and LHS Place 051 Old Railway Station site, which is not noted in the paragraph and should be. Any 'bulky goods showroom' (which we understand to mean something like a Bunnings or Harvey Norman structure with expansive car parking) of the type envisaged in the paragraph will be at the cost of the demolition of 'Cypress Holme' and the Old Railway Station archaeological site. **IDHS does not support this.** If such a site is desired in this North Dongara area (and the paragraph doesn't really establish such a case), then consideration could be given to nominating a site that is currently not built on or contain any heritage place or any character area, but within an area intended for urban development. Consideration could be given to a site in the vicinity of Francisco Road.	Remove the reference to a bulky goods showroom on the 'Cypress Holme'/Old Railway Station site and, if such a site continues to be considered necessary, locate that site within the North Dongara urban development area.
11	4.7 Dongara Irwin Racecourse	This site appears to include LHS Place 009/LHL Place 9 'Silo', but this is not acknowledged in the paragraphs or key considerations and should be. The racecourse function of the place dates from 1948, and the initial pavilion and other structures from around the same time, but the silo dates from c1925 (i.e. is now 100 years old)	Revise this section to include reference to the Heritage Place 'Silo' and its curtilage and include impacts on heritage values in the dot-point 'Key considerations'. Ideally, some proportion of any income generated by infill housing (Developer contribution?) should be dedicated to conservation works on the Silo and maintaining its curtilage. This could also be referenced in this section.

Page	Section	Comments	Recommendation
11	4.8 Dongara Town Oval	This site is LHS 049 'Old Oval', which should be noted in the paragraph. The discussion describes it as located on the northern periphery of the townsite, but a more accurate description would be in the north-eastern quarter of the townsite. The LHS Statement of Significance describes its location as "the heart of Dongara", which may reference the more expansive ABS statistical locality. Either way, it is not peripheral to the Dongara townscape. The description infers that a 'district level recreation hub' may be progressed elsewhere, in which case there will no longer be a need for a recreational facility in Dongara. At the same time, the Draft Strategy envisages increased urban population and population density and an expanded commercial area between Smith and Walton streets. Apart from organised sports such as cricket, the town oval continues to be well used for passive recreation (recognised in the LHS State of Significance) such as dog walking and strolling. The Statement of Significance also assesses the Morton Bay Fig tree avenues on the south and east boundaries, and the open space character, as making a "high contribution" to the character of the town. None of these qualities are referenced in this section and need to be. The **IDHS does not support** the implied loss of the town oval as green space or the reuse of the town oval for commercial development.	Revise this section to include reference to the LHS listing of the oval, and the values itemised in the Statement of Significance. Include impacts on heritage values in the dot-point 'Key considerations'.

Page	Section	Comments	Recommendation
11-12	4.9 Urban Expansion	Presumably the area referred to here is shown in Map 3 by the diagonal hatching? This should be clear in the text. The reference in the 2nd paragraph to this area containing "a vast amount of Crown land" needs to be reviewed and less emotive terminology used. Vast compared to what? **Identification of means by which the natural environment and heritage features in the area will be protected is supported by IDHS.** The following heritage places are within this area but they are not referenced in this text or shown on Map 3: SRHP 1242 Sandhills Obelisk, LHS 056/LHL 37 Dominican Cemetery, LHS 55/LHL 36 Priory Hotel, and LHS 118 Bounabadja.	Replace emotive language with plain English appropriate to a planning context, and use a quantifiable acreage of Crown land in this area. Identify the LHS, LHL and SRHP places, and natural features, in the paragraph and on Map 3. Include an additional dot point concerning the protection of heritage values (natural and cultural) within the area. Show on the map the SRHP, LHL and LHS places.
12	Table 6	A - Strategic Industry – Rationale – The rationale for numerous and significant new industrial developments in the shire in the short-medium term appears to depend on a lot of unknown or assumed factors. The Action is vague and non-specific.	If these new industries are to be located in the proposed Yardarino Strategic Industry area, that should be clearly stated,
12	Table 6	A - Strategic Industry – assuming this does refer to a Yardarino Strategic Industry area, or something similarly named, the presence of heritage places needs to be identified. The IDHS is **very unlikely to support the industrialisation of this landscape**.	Revise the Action to require any planning proposals to address potential impacts on the heritage values of SRHP 1215/LHL 51/LHS 115 The Grange, LHS 112 Pells Cottage Ruins, LHS 113 Flowerdale, LHS 126 Pell Bridge, Quarry and Lime Kiln Sites and LHS 127 Mountain Bridge & Grey's Crossing, and also the aesthetic character of the

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Page	Section	Comments	Recommendation
			Stonyhurst escarpment and Irwin Moors, and the natural heritage values of the place.
12	Table 6	B – Arrowsmith Resources Area – Planning Direction – the sentence "Facilitate an agile planning framework that supports the timely onboarding of emerging energy industries including renewables". What does this mean?	Replace jargon with plain English appropriate to a planning context.
12	Table 6	B - Arrowsmith Resources Area – Action – "Investigate new land use definitions (other than industry) for green energy/resource type industries)". The conflation of renewable energy projects and resource extraction projects should be avoided. A renewable energy industry'(presumably this refers to the proposed Infinite Green hydrogen project at Aramal) is a very different sort of project to a project that extracts fossil methane gas (such as Waitsia) on Pye Road. They should not be conflated.	Revise to refer to separate new definitions for renewable energy industries and for resource extraction industries, especially for fossil fuel extraction such as oil or fossil methane gas.
12	Table 6	B – Arrowsmith Resources Area – Rationale – the text refers to the "State government's renewable energy mandate" and to "consultation with key industry stakeholders" – see comment on page 10, s4.3, 3rd paragraph	Include the documentation that forms the "State government's renewable energy mandate" and some identification of the key industry stakeholders and summary of the consultations in Part 2 of the Draft Strategy.
12	Table 6	C – New Highway – Action – the action is essentially a meaningless motherhood statement, and needs to be strengthened to produce a verifiable action	Amend the action to read that the highway corridor will be clearly shown in the Planning scheme maps as a 'local scheme reserve – major road or

Page	Section	Comments	Recommendation
			highway' (or similar), and that the corridor will be zoned for such purposes.
12	Table 6	D – Indian Ocean Drive Extension – Planning Direction and Action – see comments on page 11, section 4.5.	Restrict potential routes to areas of existing non-nature reserve land adjacent to or within the existing Eneabba Railway reserve land, ideally where the rail reserve passes through Beekeepers Nature Reserve, on the eastern side of the railway reserve.
13	Table 6	E – Bulky Goods Showroom – Action – **IDHS does not support the proposed location of this land use** – see comment on page 11, section 4.6.	Remove the reference to a bulky goods showroom on the 'Cypress Holme'/Old Railway Station site and, if such a site continues to be considered necessary, locate that site within the North Dongara urban development area.
13	Table 6	F – Dongara Irwin Racecourse – Action – see our comment at Page 11, section 4.7 – Action needs to refer to conservation of LHS9; Rationale needs to consider the relationship between the potential recreational demands on the racecourse land if recreational uses are removed from the Dongara Town Oval site.	Revise Action to include reference to LHL9 'Silo' and its curtilage and include impacts on heritage values. Revise Action to include assessing impacts of recreational uses on the racecourse land if recreational uses are to be removed from Dongara Town Oval.
13	Table 6	G – Dongara Town Oval – see our comments at page 11, section 4.8 – **IDHS does not support the loss of the LHL49 'Old Oval' as green space or recreation space, or re-use for commercial purposes**. IDHS supports maintaining the values in the Statement of Significant for LHL49. The Action should refer to conserving the	Revise Action to include reference to LHL49 'Old Oval' and its curtilage and include impacts on heritage values. Revise Action to include assessing impacts of recreational uses on the old oval land if

Page	Section	Comments	Recommendation
		heritage values of the place, and the Rationale needs to consider the relationship between the potential recreational demands on the town oval land if recreational uses are removed from the racecourse site	recreational uses are to be removed from the racecourse land.
13	Table 6	H – Urban Expansion East – see our comments on page 11, section 4.9	Revise the Action to include mapping listed heritage places and their curtilages, and identifying significant natural features, before any new development is considered.

ATTACHMENT 1: Potential rezonings of heritage listed places, with comments
Based on details in the maps in the Draft Strategy

General Recommendations:

- All LHS, LHL and SRHP places to be shown on all the maps
- All places assessed in the Local Heritage Survey as Category 1, 2 and 3 should be automatically included in the Local Heritage List, and places assessed as Category 4 should be considered on individual merit for inclusion.
- Unless a relevant alternative zoning is available, (a) all non-Crown heritage places could be zoned 'Special Use – Conservation', which would mean the same as the 'Special Use' zone definition in Planning Scheme No 5, section 4.2.10 with an additional sub-clause that requires new development to be consistent with the LHS, LHL or SRHP statement of significance for the place, and (b) all Crown heritage places should be zoned 'Public Purpose – Historic Place', with a requirement that new development is to be consistent with the LHS, LHL or SRHP statement of significance for the place.
- These recommendations should be read in conjunction with the recommendations made by the IDHS in its submission to the Local Heritage Study Review (September 2020).
- Given the nearly 5 years that have elapsed since the IDHS submission, ideally IDHS would be offered an opportunity to make a revised submission before the LHS review is finalised.

Specific remarks and recommendations

Place name	Heritage ID number(s)	Current zoning	Proposed new zoning or other change	Remarks
Old East End	LHS 106 LHL 48 SRHP 1217	General Farming, with Major Road Reserve over part of site	Industrial	**Not supported.** This is a State Heritage place, and **the place and its curtilage should be zoned 'Special Use – Conservation'.** The proposed rezoning will encourage and facilitate the demolition of the place and destruction of its heritage values.

Place name	Heritage ID number(s)	Current zoning	Proposed new zoning or other change	Remarks
Cypress Holme	LHS 06 LHL 5	Special Residential, with Major Road Reserve over part of site	District Commercial (Investigation)	**Not supported.** This is a Local Heritage Place, **and the place and its curtilage should be zoned 'Special Use – Conservation'.** The proposed rezoning will encourage and facilitate the demolition of the place and destruction of its heritage values.
Old Railway Station site	LHS 051	Special Residential	District Commercial (Investigation)	**Not supported.** This is a Local Heritage Place, **and the place and its curtilage should be zoned 'Special Use – Conservation'.** The proposed rezoning will encourage and facilitate the destruction of this archaeological site and its heritage values.
Irwin River Mouth	LHS 052 LHL 34	Local Reserve	Part rezone to Tourism Site adjacent to SU6	**Not supported.** This is a Local Heritage Place, and the current zoning of the land adjoining SU6 should remain unchanged. The proposed rezoning will encourage and facilitate the destruction of its heritage values as expressed in the LHL statement of significance, especially in light of the annotation for "intensification of ... coastal activity hub" which appears to include intruding into the estuary landscape and riverbank, to negatively impact its aesthetic values, and the material evidence of the historic quarry site.
Irwin River Mouth	LHS 052 LHL 34	Local Reserve	No change	**Not supported,** this is a Local Heritage Place and **the public purpose of the local reserve should be specified as 'Historic Place, Conservation and Recreation'** (or similar). The place should be investigated to consider whether all of

Place name	Heritage ID number(s)	Current zoning	Proposed new zoning or other change	Remarks
				the contiguous Crown-owned land currently shaded green and diagonally hatched in Planning Scheme No 5 Maps 11, 12 and 14 can be amalgamated into single Crown reserve with the same or similar purpose to that requested for the local reserve.
Kailis Factory Site	LHS 053	Special Use 5	Rezone to Tourism	**Could be supported,** provided new development is consistent with the LHS statement of significance, and especially if the proposed rezoning of land adjacent to SU6 is removed.
Dominican Cemetery site	LHS 056 LHL 37	General Farming	Within Urban Expansion East area	**Could be supported,** provided new development within the curtilage of the place is consistent with the LHS statement of significance, and if the adjoining land below the 1/100 year flood risk area (at least) is zoned environmental conservation.
Bounabadja or Mt Pleasant	LHS 118	General Farming	Within Urban Expansion East area	**Could be supported,** provided new development within the curtilage of the place is consistent with the LHS statement of significance, and if sufficient adjoining land to conserve its heritage and landmark values is zoned environmental conservation.
Town Oval	LHS 049	Local Reserve	Neighbourhood POS or implied future commercial development	**Redevelopment of LHS 049 for commercial or any other use that negatively impacts its aesthetic values or reduces is function as public open space is not supported.** The implied rezoning will encourage and facilitate the destruction of its heritage values as expressed in the LHS statement of significance, in particular its aesthetic values,

Place name	Heritage ID number(s)	Current zoning	Proposed new zoning or other change	Remarks
				and its long-term uses for recreation. The whole place should be zoned **'Public Purpose – Historic Place'**
Obelisks and sites + 2-6 Herbert Street	SRHP 1242, LHS 081, LHL 41 2-6 Herbert Street - none	Leander Point – Local Reserve; 2-6 Herbert Street - Residential Sandhills – Local Scheme Reserve, Public Purposes	Leander Point – no change; 2-6 Herbert Street – no change Sandhills - within Urban Expansion East area	***Leander Point*** – retaining the current zoning of the three adjacent freehold lots in Herbert Street as Residential R50 is **not supported and should be rezoned 'Special Use – Adjacent to State Heritage Register Place'** with future development to be consistent with the SRHP statement of significance. It should be clear that when the current residential structures on this site reach the end of their life, they will be deemed a non-conforming use under the planning scheme. ***Sandhills*** – retaining the current zoning is **not supported**, and an appropriate curtilage, guided by the statement of significance, should be identified over the adjacent Unallocated Crown Land, R15903 and part of R17696 and **rezoned 'Public Purpose – Historic Place'** with future development to be consistent with the SRHP statement of significance.
Stock Route	SRHP – being assessed (P25092) LHS 128 LHL 56	Mostly General Farming, parts Conservation, parts Local Reserve	Within Arrowsmith Resource Area	Retaining this place within the Arrowsmith Resource Area is **not supported**. The whole route, defined as the place currently being assessed by the Heritage Council (P25092), should be **zoned 'Public Purpose – Historic Place', and/or 'Special Use – Conservation' and/or 'Recreation'**, as appropriate, and clearly shown in the planning scheme maps.

Place name	Heritage ID number(s)	Current zoning	Proposed new zoning or other change	Remarks
Silo	LHS 09 LHL 7	Local Reserve (part)	Within Planning Area F Dongara Irwin Racecourse	**Could be supported,** provided new development within the curtilage of the place is consistent with the LHS/LHL statement of significance, and if sufficient adjoining land to conserve its heritage and landmark values is zoned environmental conservation, retained in public ownership, and the place is zoned **'Public Purpose – Historic Place'**
Moreton Bay Fig Trees etc Denison (Old Denison Foreshore, inc. old jinka park)	LHS 87	Local Reserve (part) and SU28	Hotel/Motel Purposes (SU28)	**Not supported.** This is a Local Heritage Place, **and the place and its curtilage should be zoned 'Public Purpose – Historic Place'.** The proposed purpose or uses for SU28 will encourage and facilitate the destruction of the Samuel Street Moreton Bay Fig Trees and compromise the aesthetic values of the whole avenue of fig trees on Point Leander Drive and their contribution to the heritage values and character of the foreshore setting, including the relatively open space of R22266. The proposed purpose or uses of SU28 is also contrary to the purpose of the original gifting of this land to the Shire in 1941 for a children's playground. **The zoning of SU28 should be 'Public Purpose - Recreation' and/or 'Historic Place'.** Denison Town Lots 53 and 54 should incorporated into R22266 or R41088. Reference should be made to the IDHS recommendations to the LHS review (2020) regarding this place.

Place name	Heritage ID number(s)	Current zoning	Proposed new zoning or other change	Remarks
Fishing Boat Harbour	LHS 88	None	None	**This site could be zoned either 'Marine-based industry' or 'Special Use – Marine Industries',** with a purpose of supporting development consistent with the LHS statement of significance. Revise the Zoning Table to include on-water Restaurant, Lunch Bar or Tavern uses as an 'X' use. Revise the Zoning Table to include 'Museum' and 'Marine Research Facility' as 'P' uses.
Arurine Bay	LHS 91	None	None	**This site could be zoned a Local Reserve, or possibly Regional Reserve, with the purpose of 'Historic Place and Environmental Conservation'** to enable the Shire to manage the values in the LHS statement of significance, and assist with managing the CHRMAP recommendations and climate change issues.
Armstrong Street Telecoms site	None	Town Centre	No change	**Not supported.** This site is adjacent to Old Post Office & Quarters SRHP 1236 and Old Police Station SRHP 1235, and Shire Hall & Offices LHL 34. **The place and its Lot should be zoned 'Public Purpose – Adjacent to State Heritage Register Place'.** It should be clear that when the current telecoms structures in this site reach the end of their life, they will be deemed a non-conforming use under the planning scheme. In conjunction with rezoning, an appropriate site should be identified that will meet the current and projected needs of

Place name	Heritage ID number(s)	Current zoning	Proposed new zoning or other change	Remarks
				the telecommunications companies to enable their orderly relocation without impacting any heritage values.
Brand Highway relocation (East End to Bonniefield)	None [but impacts SRHP 1217, LHL 5]	Local Scheme Reserve – Major Road or Highway	Remove the Local Scheme Reserve	**IDHS supports this recommendation.** Alternately, the Local Scheme Reserve purpose could be retained and its purpose changed to 'Environmental Conservation' or 'Recreation' or 'Green Belt' to give help give effect to the recommendation at Page 5, Planning Issues, Table 2, Action A.
Old Yardarino School	SRHP 1245, LHL LHS	Local Scheme Reserve – Historic Building	Local Heritage Scheme – Historic Place	Old Yardarino School and its curtilage could be a candidate for developing a model character protection area suitable for a rural setting
Sub-Precinct 6 - Civic	Includes various SRHP, LHL and LHS places	Town Centre and Local Reserve	No change	A cultural precinct based on Waldeck Street precinct and its curtilage could be a candidate for developing a model character protection area suitable for a complex urban setting. This would take into account Dongara Town Centre Precinct Plan (2009), in particular Sub-Precinct 6 'Civic'.
Old Police Station	SRHP 1235	Town Centre	No change	**This site could be zoned a Local Reserve with the purpose of 'Historic Place'** to enable the Shire to manage the values in the SRHP and LHL statements of significance. The Town Centre zoning has no clear connection to the statement of significance values.
Russ Cottage	SRHP 1230	Town Centre	No change	**This site could be zoned a Local Reserve with the purpose of 'Historic Place'** to enable the Shire to manage the values

Place name	Heritage ID number(s)	Current zoning	Proposed new zoning or other change	Remarks
				in the SRHP and LHL statements of significance. The Town Centre zoning has no clear connection to the statement of significance values.
Denison House	SRHP 1221	SU8	No change	**This site could be zoned a Local Reserve with the purpose of 'Historic Place'** to enable the Shire to manage the values in the SRHP and LHL statements of significance. The SU8 zoning has no connection to the statement of significance values, or anything to do with heritage or character. The **adjoining land zoned R30 should be investigated** with a view to identifying the location of the surviving archaeological evidence of Smith's Mill (1862-1899) and, once identified, the zoning needs to be adjusted to exclude the archaeological site from new development. That may mean increasing the density of the southern part of the R30 zone as a trade-off.
James Drummond Wildflower Walk	None	None	No change	**This site could be zoned a Local Reserve with the purpose of 'Historic Place and Environmental Conservation'** to enable the Shire to manage the conservation and heritage values of the place. The lack of zoning provides no connection to these values. IDHS will prepare a nomination of this place for inclusion in the LHS.
Seven Mile Fishery	None	Part Local Reserve, part not zoned	No change	**This whole site could be zoned a Local Reserve with the purpose of 'Fishery Research and Environmental Conservation'** to enable the Shire to manage the

Place name	Heritage ID number(s)	Current zoning	Proposed new zoning or other change	Remarks
Research Area				conservation and heritage values of the place. The lack of zoning provides no connection to these values. IDHS nominated this place for inclusion in the LHS in 2020.

SUBMISSION 16

Murray Connell

From: WAPCreferrals <WAPCreferrals@pta.wa.gov.au>
Sent: 17 April 2025 2:56 PM
To: Murray Connell
Subject: RE: Shire of Irwin draft Local Planning Strategy available for public comment

Hi Murray,

On behalf of the Public Transport Authority (PTA), thank you for referring the draft Local Planning Strategy (LPS) for review on Tuesday 25 March 2025.

The PTA has no objections to the draft LPS.

Kind regards,

Connor Kiss (They/Them)
Transport and Land Use Planner | Infrastructure Planning and Land Services
Public Transport Authority of Western Australia
Public Transport Centre, West Parade, Perth, 6000
PO Box 8125, Perth Business Centre, WA, 6849
Tel (08) 9326 5845 | Web: www.pta.wa.gov.au

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CLE Town Planning + Design

SUBMISSION 17

Our Reference: 3779Ltr11
Enquiries: Eleni Thorman / Joshua Lombardo

17 April 2025

Shire of Irwin
11-13 Waldeck Street
DONGARA WA 6525

Attention: **Murray Connell (Manager, Development)**

Dear Murray

RE: **SUBMISSION**
SHIRE OF IRWIN DRAFT LOCAL PLANNING STRATEGY

On behalf of BJ Clarke Property, Beruca Ptd Ltd, James William Clarke and Texas Property Development Pty Ltd please find enclosed a submission on the Shire of Irwin's Draft Local Planning Strategy (Draft LPS).

As background, the landowners listed above own the following sites:

- **Dongara Site** - Lots 303 (no street address), 9502 (no street address) and Lot 9503 (no street address).
- **Bonniefield Site** - Lot 10 (30799 Brand Hwy).

The submission provides general support for the intent and objectives of the Draft LPS, however more specifically provides the following comments and requested variations to some of the proposed outcomes given the impact on the above landholdings.

Draft LPS Strategy proposal	**Response**
Identification of the floodplain area as per the 2017 Irwin River Flood Study.	The Draft Strategy seeks to recognise floodplain mapping of significant waterways and identify the 1 in 100 AEP flood event area as per the 2017 Irwin River Flood Study. Whilst the current scheme reflects outdated flood mapping, we are not supportive of the identification of the 2017 Irwin River Flood Study floodplain mapping within the Strategy. State Planning Policy 3.4 indicates that *"the Department of Water is the state government's lead agency in floodplain mapping and floodplain management strategies."* As noted within the Draft Strategy, the Department of Water and Environmental Regulation (DWER) have advised the 2017 Irwin River Flood Study needs refinement before any scheme provisions can accurately reflect flood risk extent. We therefore believe this identification is premature and should be verified by DWER before it is reflected within the Strategy. The floodplain mapping intersects the Dongara site which has recently been subdivided for residential purposes. This identification is therefore

	problematic as it identifies existing residential land within a floodplain. The development undertaken to date over the Dongara site included a 1:100 modelling undertaken for the first 45 lots developed. The result of this included developing swales and a detention basin/lake within the existing POS to deal with stormwater for the site. There has been no water identified within the basin to date which further demonstrates that the site is currently unimpacted by flood. By way of background to further support the removal of the floodplain mapping, the subject site has a documented 150-year history of farming, during which time there has been no recorded incidence of flooding on the land. Specifically, the significant flood event that occurred in circa 1985, which inundated the areas on the southern side of the river whilst the subject site remained unaffected. Following this flood event, road infrastructure works were undertaken to allow floodwaters to bypass the bridge preventing water levels from backing up on the upstream side during high-flow events. This intervention was understood to have been implemented to reduce the extent of the 1:100 floodplain mapping. It is therefore requested that the floodplain mapping reflected in the Strategy is consistent with current DWER data for this area until such a time that this is updated accordingly to appropriately manage the risk of riverine flooding to people, property and infrastructure.
Removal of the current Dongara-Geraldton bypass regional road reservation alignment from the Scheme adjacent to Dongara site.	We are supportive of this identification given the land currently reserved under the Scheme as 'Major Road or highway' has significant implications on the progression of development of affected land. The revised Dongara-Geraldton-Northhampton Highway removes the requirement for this reserved land, therefore allowing for the balance portion of the landholdings to be considered for future residential and industrial development. This is consistent with the adjoining zoning and land uses. We note that the Brand Highway Bypass (future) shall remain identified until such time that the land required for the Dongara-Geraldton-Northhampton Highway is zoned accordingly. The Strategy approach to identify both routes and remove the identification of Lot 303 as a reserve is supported. Specifically, the following text which relates to the Brand Highway Bypass is supported within the Strategy: *Main Roads WA has completed its investigation into the preferred alignment of the Brand Highway bypass. The preferred alignment does not include the area adjacent to the existing railway line and this Strategy plans to better use this road reservation for the expansion of the adjoining light industrial area.* We request that the above text includes reference to the special residential area in addition to the light industrial area to accurately reflect the zoning within the Draft Strategy. It is also requested that the reference to 'future' for the Brand Highway Bypass, be placed with 'former' to align more accurately with the overall intention of Main Roads and the draft LPS text.

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Identification of the Dongara-Geraldton-Northhampton Highway (future).	We are supportive of the identification of this future highway. This identification of the route at a strategic level plays a critical role in facilitating the progression of rezoning activities required for the Dongara-Geraldton-Northhampton Highway, consistent with the intentions and investigations of Main Roads. The identification provides greater certainty for future infrastructure planning and the development of this transport corridor enables activation of the land to support the future growth in the region. The Dongara-Geraldton-Northhampton Highway also highlights the need for the current Brand Highway Bypass route designation to be removed as this is no longer required. We note that this is still identified as a future Bypass, with the intent for this to be removed as the plan for the Dongara-Geraldton-Northhampton Highway progresses.
Planning Investigation area identified north of the Dongara site which is identified for Bulky Good/Showroom.	We are supportive of the location for the Planning Investigation Area within Dongara. Given its proximity to the Dongara site, future development has the potential to provide a level of activation to the adjoining land. It is considered that the consolidation of commercial land uses will facilitate additional opportunities for development proposals in the long term.

CLE Town Planning + Design appreciates this opportunity to comment on the Shire of Irwin's Draft Local Planning Strategy. We welcome the opportunity to discuss any aspect of this submission further.

Please do not hesitate to contact the undersigned should you wish to discuss any aspect of this correspondence.

Yours faithfully

ELENI THORMAN
PARTNER – GENERAL MANAGER
CLE TOWN PLANNING + DESIGN

SUBMISSION 18

Department of
Education

GOVERNMENT OF
WESTERN AUSTRALIA

Your ref: N/A
Our ref: D25/0363138
Enquiries Joshua Gould

Chief Executive Officer
Shire of Irwin

Email: mconnell@irwin.wa.gov.au

Attention: Murray Connell
Manager Development

Dear Sir / Madam

Shire of Irwin draft Local Planning Strategy available for public comment

Thank you for your email on 25 March 2025 providing the Department of Education (the Department) with the opportunity to comment on the Shire of Irwin draft Local Planning Strategy (Strategy).

The Department notes that the draft Strategy estimates up to 1,000 additional dwellings by 2038. As per the Western Australian Planning Commission's (WAPC) Operational Policy – Planning for School Sites (OP 2.4) requirements, one public primary school site is required for a threshold of every 1,500 dwellings.

Based on the estimated number of additional primary and secondary students over this period, it is anticipated that they could potentially be accommodated by Dongara District High School over the short to medium term. An additional primary school site is unlikely needed within the timeframe of this Strategy but may need to be investigated for the long-term.

In view of the above, the Department has no in principle objections to the draft Strategy. The Department will continue to monitor residential growth and student enrolment demand of public schooling and welcomes the opportunity to continue to work with the Shire to forward plan future public school sites to accommodate the educational needs of the Shire in the long term.

Should you have any questions in relation to the above, please do not hesitate to contact Joshua Gould, Senior Consultant - Land Planning on 9264 4008 or email joshua.gould@education.wa.edu.au.

Yours sincerely

M Turnbull

Matt Turnbull
Manager Land and Planning
Infrastructure Strategy and Planning

16 April 2025

SUBMISSION 19

Murray Connell

From: Karen McKeough <karen.mckeough@dwer.wa.gov.au>
Sent: 03 April 2025 4:23 PM
To: Murray Connell
Subject: Shire of Irwin Local planning strategy

Categories: Recorded

OFFICIAL

OFFICIAL

Our ref: PA 71217 / DWERVT1067-6~3

Dear Murray,
Thank you for referring the Shire of Irwin Local Planning Strategy to the Department of Water and Environmental Regulation (DWER) for consideration.
DWER provides the following advice

Flood plain mapping
Draft State Planning Policy 2.9 contains a policy objective (5.3) to *Manage the risk of riverine flooding to people, property and infrastructure.*
DWER recommends that the Shire create a special control area (SCA) based on the 2017 mapping 100-year flood level of the Irwin River. The SCA should impose controls on planning and development in and around flood prone land such that new development:

i. does not introduce unacceptable risk to people, property or infrastructure;
ii. does not impede the movement of or increase floodwater (upstream or downstream) in flood events; and
iii. reduces, where possible, the impact of flooding on people, property and infrastructure.

The SCA should include for all dwellings a minimum habitable floor level of 0.5 metre above the expected 100-year flood event.

Sensitive water resource areas
Draft State Planning Policy 2.9 has defined and mapped sensitive water resource areas as *areas in which development has the potential to affect water dependent ecosystems, natural waterways and estuaries, wetlands and selected coastal inlets and embayment that have been recognised at either the State or National level as having high ecological, social, cultural and/or economic values and are sensitive to contamination associated with land use and development.*
In the Shire of Irwin, land that drains to and is within a 2km of the estuarine area of the Irwin River is identified as a sensitive water resource area. The Shire should consider planning controls to protect the environmental values of the Irwin River.

Water resources
The Allanooka-Dongara water reserve provides a water supply to connected households in the Shire of Irwin
DWER acknowledges the strategies in section 3.4.2 to protect the Allanooka-Dongara water reserve with an SCA.

Please note the preferred method of communication with the regional office of DWER is via email to our regional inbox – midwestgascoyne@dwer.wa.gov.au

19

Murray Connell

From: Simon Rodgers <simon.rodgers@dwer.wa.gov.au>
Sent: 12 May 2025 10:05 AM
To: Murray Connell; Karen McKeough
Cc: Flood; Shane Ivers - Chief Executive Officer; Mid West Gascoyne
Subject: RE: Shire of Irwin Local planning strategy

Categories: Recorded

OFFICIAL

OFFICIAL

Hi Murray

As discussed last week, the 2017 mapping is more appropriate than the older 1988 mapping but there are some locations that require further investigation. We have commenced a review and will work with you to revise the 2017 mapping to something that may be appropriate for use as a special control area in your planning documents. We expect this work will take a few months.

Although the review will result in a more fit-for-purpose mapping product for your planning strategy, the main issue with the 2017 work is the uncertainty in the elevation data that underpins both the modelling and mapping. Consequently, we recommend that new survey and modelling is undertaken to provide greater confidence in the flood mapping (inc. how climate change will impact flooding at Dongara) and guide future land use planning and development controls.

We can work with you to identify funding opportunities and provide technical guidance.

Please contact me if you require any further information.

Regards

Simon Rodgers
Supervising Engineer, Flood Risk Science

Department of Water and Environmental Regulation
Prime House, 8 Davidson Terrace, JOONDALUP WA 6027
Locked Bag 10, Joondalup DC, WA 6919
T: (08) 6364 6923 M: 0429 080 517
E: simon.rodgers@dwer.wa.gov.au |

SUBMISSION 20

GOVERNMENT OF WESTERN AUSTRALIA

Department of **Biodiversity, Conservation and Attractions**

PARKS AND WILDLIFE SERVICE

Your ref: Draft Local Planning Strategy
Our ref: PRS 53939
Enquiries: Jess Gillespie
Phone: 9964 0901
Email: jess.gillespie@dbca.wa.gov.au

Mr Shane Ivers
Chief Executive Officer
Shire of Irwin
11-13 Waldeck Street
Dongara WA 6525

Email: reception@irwin.wa.gov.au

Dear Mr Ivers

NOTICE OF PUBLIC ADVERTISEMENT – SHIRE OF IRWIN DRAFT LOCAL PLANNING STRATEGY

Thank you for your correspondence of 25 March 2025. The Department of Biodiversity, Conservation and Attractions (DBCA) appreciates the opportunity to comment on the Shire of Irwin Draft Local Planning Strategy. DBCA provides the following comments pursuant to its roles and responsibilities under the *Conservation and Land Management Act 1984* (CALM Act) and the *Biodiversity Conservation Act 2016* (BC Act) for your consideration.

DBCA notes that Planning Investigation Area D for the future regional road connection into Dongara-Port Denison intersects Beekeepers Nature Reserve (R 24496, C Class), reserved under the CALM Act and soon to be jointly vested and jointly managed by DBCA and Yamatji Southern Regional Corporation. Inclusion of the proposed road extension and Planning Investigation Area in the Local Planning Strategy gives the expectation that the proposed extension of Indian Ocean Drive (and associated excision of the nature reserve) has progressed beyond the conceptual phase.

DBCA's Midwest Region is not aware of any formal consultation regarding the proposed extension of Indian Ocean Drive. Consideration should be given to the constraints associated with access to CALM Act reserves. DBCA recommends that consideration be given to alternative options for the development of this type of infrastructure outside the reserve system. DBCA recommends that the Shire considers removal of the proposed Planning Investigation Area D from the Local Planning Strategy until such a time that there is consensus amongst all stakeholders for the proposal.

Specific comments on the Shire of Irwin Draft Local Planning Strategy 2024 (Part 1) include:

- Section 4. – Planning Areas (page 10): DBCA notes that Planning Investigation Area B intersects areas of largely intact remnant vegetation. Conservation significant flora, fauna and ecological communities are known to occur in the area. It is recommended that the Local Planning Strategy includes that planning proposals be informed by surveys to

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determine the presence of conservation significant values and requires measures to ensure that impacts are avoided and minimised.

Planning Investigation Area B abuts areas of conservation estate managed by DBCA. It is recommended that the Local Planning Strategy recognises the presence of adjoining conservation estate and recognises that impacts to these areas will need to be avoided. It is also recommended that the Local Planning Strategy suggests that future planning includes bushfire mitigation measures that will ensure that future development does not place any reliance or imposition on the management of adjacent DBCA managed land.

- Shire of Irwin Maps (pages 14 – 17):
    - Lots 701 (on Deposited Plan 408197) and 702 (on Deposited Plan 408197) are part of Beekeepers Nature Reserve (R 24496). These lots are identified in Figure 1. Local Planning Strategy Map 1 – Overall Shire as General Farming. It is recommended that this is amended to identify as Environmental Conservation.
    - Beharra Springs Nature Reserve (R 47436) (Lot 12819 on Deposited Plan 82825) is identified in Figure 1. Local Planning Strategy Map 1 – Overall Shire as Recreation. It is recommended that this is amended to identify as Environmental Conservation.
    - Lot 1457 on Deposited Plan 251675 is freehold land held by the state of WA and managed for conservation. This Lot is identified as in Figure 1. Local Planning Strategy Map 1 – Overall Shire as Recreation. It is recommended that this is amended to identify as Environmental Conservation.
    - Lot 11863 on Deposited Plan 134888, Lot 327 on Deposited Plan 403121, Lot 11864 on Deposited Plan 403121, and Lot 329 on Deposited Plan 403121 are part of the of the Yamatji Nation Indigenous Land Use Agreement and proposed for addition to Beekeepers Nature Reserve (R 24496). These lots are identified in Figure 1. Local Planning Strategy Map 1 – Overall Shire as Recreation. It is recommended that these Lots are amended to be identified as Environmental Conservation.
    - A portion of Stock Route 19219 (Lot 326 on Deposited Plan 403121 and Lot 325 on Deposited Plan 403121) is identified in Figure 1. Local Planning Strategy Map 1 – Overall Shire as Recreation. These areas may contain heritage values which may be inconsistent with the proposed zoning. It is recommended that the Department of Planning, Lands and Heritage are consulted on the appropriate zoning for this area to ensure the protection of heritage values.

Specific comments to the Shire of Irwin Draft Local Planning Strategy 2024 (Part 2) include:

- 4.4.1 Natural Areas (page 52):
    - It is noted that a reference is made to '*declared rare flora*', which was a term used under the *Wildlife Conservation Act 1950* (WC Act). The WC Act has been repealed and replaced by the BC Act which uses the terms threatened species and threatened ecological communities. In accordance with the BC Act, reference to declared rare flora should be replaced with threatened flora.
    - To provide a more detailed overview of the significant biodiversity and conservation values within the Shire, it is recommended that the first two sentences of this section are replaced with the following:

      'The natural areas of environmental significance within the Shire include coastal and riverine areas and State reserves, including, a portion of Beekeepers Nature Reserve (R 24496, C Class), Yardanogo Nature Reserve (R 36203, C Class), Beharra Springs Nature Reserve (R 47346, A Class), Dongara Nature Reserve (R 23600, C Class) and unnamed Nature Reserve R 25495 (C Class). The Shire provides suitable habitat for several Threatened flora and fauna species protected under state and federal legislation, an ecological community protected under federal legislation, migratory fauna species, DBCA priority listed species and ecological communities and regionally significant vegetation complexes.'

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Thank you for opportunity to comment on the Draft Local Planning Strategy. If you have any queries regarding this matter, please contact Jess Gillespie on 9964 0901.

Yours sincerely

Allison Donovan
REGIONAL MANAGER
Midwest Region

16 May 2025

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

24 June 2025

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

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
1	Department of Energy, Mines, Industry Regulation and Safety (DEMIRS)	No objections. Multiple sections of the Strategy highlight support or recognition of industry, basic raw materials, buffers, strategic industry and resource areas.	**Note submission.**
2	Western Power	Unfortunately request for comment can't be provided without a formal application and the investigation by Western Power that follows.	The Strategy was formally referred to Western Power for comment via the appropriate contact email.
3	Department of Planning, Lands and Heritage (DPLH) – Aboriginal Heritage	No specific comments associated with Aboriginal Heritage, in relation to the vision and associated objectives captured within the Strategy.	**Note submission.**
4	ATCO Gas Australia	No objection.	**Note submission.**
5	Department of Fire and Emergency Services (DFES)	It is unclear if the Shire has applied State Planning Policy 3.7 – Bushfire (SPP 3.7). The Strategy references SPP 3.7 but does not provide any documentation demonstrating compliance with the policy. A bushfire management plan is required to accompany strategic planning proposals.	**No change to the Strategy is recommended.** It is acknowledged that large components of the Strategy are designated as bushfire prone areas. The Strategy does not include a bushfire assessment as there is generally no intensification of use or development. Areas identified for intensification located within Planning Areas for further investigation, are existing identified areas, and will be required to manage bushfire risk in any subsequent planning stages.
6	Water Corporation	No objection. The local water network capacity is constrained to the Dongara and Port Denison areas. Significant source and distribution upgrades are required to increase the capacity to this area.	**Note submission.**
7	Department of Primary Industries and Regional Development (DPIRD)	<u>Table 3 – Planning Direction 3.3.4 Agriculture</u> Support the planning directions and actions listed. Support the designation of residential-type uses, including workforce accommodation, as 'D' (discretionary) or 'A' (advertising required) in the future local planning scheme.	**Note submission.** Land use permissibility will be reviewed as part of the preparation of a new local planning scheme.

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
7 continued		Table 4 – Planning Direction 3.4.4 Basic Raw Materials Basic Raw Materials (BRM) mapping shows the location of resources for future extraction. It is currently included under 'Environment' but may be more appropriate to the 'Economy' section. Notes that mapped BRM areas also require protection from urban encroachment and incompatible land uses and suggest this is mentioned as an action. Sand and limestone extraction has a recommended buffer distance of 300-500m.	**No change to the Strategy is recommended.** The Strategy has been prepared in accordance with the WAPC's Local Planning Strategy Guidelines, which lists BRM under the 'Environment' theme. Under Table 5 – 3.5.2 Buffers, there is an action to indicate buffer requirements/separation distances for mobile dunes, basic raw materials and other mineral/energy resources. The Strategy Maps have indicated 500m mobile dune buffers. Buffer issues are matters that are more appropriately and specifically dealt with at the subdivision/development stage.
		Table 4 – Environment The Shire is highly susceptible to the effects of wind erosion. It may be worth noting wind erosion as a local environmental hazard.	**No change to the Strategy is recommended.** The wind erosion issue is a matter that is more appropriately and specifically dealt with at the subdivision/development stage.
		Table 5 – Infrastructure The Port Denison Boat Harbour might also be noted as key infrastructure.	**No change to the Strategy is recommended.** The purpose of Table 5 is to identify specific planning issues that require directions and actions. The Port Denison Harbour requires no specific land use planning actions.
		Urban Growth Boundary The 'Urban Growth Boundary' follows the extent of the Dongara-Port Denison District Structure Plan (2014), which expires this year. Unless this structure plan is reviewed and approved by the WAPC, extending the urban development front this far north is not supported, due to the clearing of vegetation it would entail.	**No change to the Strategy is recommended.** The urban growth boundary follows the extent of land already zoned 'Development' which has an endorsed structure plan that doesn't expire until 2035. The intent of the Strategy is to replace the District Structure Plan as detailed in Table 14.

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
7 continued		Planning Areas The Strategy Maps show 'Planning Areas' over land that appears to be constrained. Urban encroachment into the buffer areas for licensed and permitted land uses is not supported. The justification for urban expansion into non-residential zones is unclear, given the Shire's low rate of population growth.	**No change to the Strategy is recommended.** Planning Areas are identified for future land use change and development. As part of the more detailed planning of these areas, relevant planning investigations will be undertaken which includes an analysis of any constraints on the land. The Strategy sets out the long-term planning directions for the Shire. Urban growth caters for an expected population of 5,000 persons within a 10-15 year horizon. The 'Shire of Irwin Land Demand' supporting information developed employment and land demand estimates for the region, with a range of outcomes which could potentially occur under various population (or employment) scenarios.
		Part 2 – 4.3 Economy and Employment Suggest that Agriculture and Fisheries should have their own headings. Agriculture is stand-alone 'Planning Direction' in Part 1, but not specifically discussed in Part 2. However, primary industries (agriculture, forestry and fishing) account for the greatest number of businesses in the Shire and employ the most residents.	**No change to the Strategy is recommended.** The Strategy has been prepared in accordance with the WAPC's Local Planning Strategy Guidelines, which states that information that does not inform Part 1 or is not relevant to land use planning, should be avoided. The Strategy does acknowledge that the Shire economy has been founded on strong agriculture and fishing industries. Agriculture is a specific planning issue that requires directions and land use planning actions.

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
8	Emmerson – Public	The Wattandee Peoples are briefly mentioned. Culturally they have deep roots and need to be more upfront and centre. There was some talk a few years back of developing a Reconciliation Action Plan, but I don't believe anything came of it. I would think an indigenous people's of over 50,000 years + would be worthy of far more, like close integration into the community fabric. • Create a Wattandee Cultural Centre. • Have Wattandee rangers that can guide tourists along the Irwin and tell their folk lore. • Have monuments marking the massacre sites.	**No change to the Strategy is recommended.** The Wattandee people are acknowledged in the Strategy (Part 2 – 4.2.4). The Strategy has been prepared in accordance with the WAPC's Local Planning Strategy Guidelines, which states that information that is not relevant to land use planning, should be avoided. The issues regarding a cultural centre, rangers and monuments are not within the scope of a local planning strategy.
		The idea of not having an urban sprawl is a commendable, the implementation less so. There needs to be better use made then of 'Prepare cutting edge land use strategies to guide future development'. The 3-30-300 rule should be Shire policy and locked in. The 3-30-300 rule is a guideline for urban planning that aims to provide equitable access to green spaces for all residents. It suggests that everyone should have a view of at least 3 trees from their home, work, or school. Additionally, their neighbourhood should have at least 30% tree canopy cover. Finally, people should be within 300 meters of a high-quality public green space.	**No change to the Strategy is recommended.** The Nature Based Solutions Institute (NBSI), is an institute focused on supporting the greening of cities. In 2021 it launched a new rule of thumb for urban forestry and urban greening, the 3+30+300 rule. The Shire currently has an extensive tree planting regime along key roads including Point Leander Drive, Hunts Road and Waldeck Street. Development is governed by the WAPC's state planning policy framework The framework consists of Codes, State Policies, Position Statements, Operational /Development Control Policies, Guidelines, Manuals, Bulletins and Fact Sheets. The Strategy notes that all of the Shire's current local panning polices will require review as part of the preparation of a new local planning scheme. The issue of tree retention will be considered as part of this process.

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
9	Department of Planning, Lands and Heritage (DPLH) – Historic Heritage	It is encouraging that the Shire has considered State Planning Policy 3.5 – Historic Heritage Conservation (SPP 3.5) and included actions in the Strategy to ensure the Shire's Local Heritage Survey and Heritage List are updated.	**Note submission.**
		The term 'cultural heritage' has been used and does not clearly distinguish between Aboriginal and historic heritage in Part 1 and 2. It is recommended that the term 'Historic Heritage' be used for consistency with SPP 3.5 and the Local Planning Strategy Guidelines (2023).	**No change to the Strategy is recommended.** The Strategy has been prepared in accordance with the WAPC's Local Planning Strategy Guidelines. The following planning issues/opportunities are suggested headings in which to discuss the relevant considerations of the community, urban growth and settlement theme: • Cultural heritage (historic and Aboriginal heritage)
		Recommended that in Part 1 – 4.9 H – Urban Expansion, historic heritage is included as a key consideration.	**Modification to the Strategy is recommended.** There are a number of heritage sites in Planning Area H that would be a key consideration in any future structure planning. Part 1 – 4.9, add the following dot point: • 'Heritage – The area contains a number of historic and Aboriginal heritage sites and structure planning should ensure that development does not adversely affect the significance of heritage places and areas'.
		Recommended in Part 2 – 4.2.4, historical reference to 'European settlers' should be corrected to 'Colonial settlers' for accuracy and appropriateness.	**Modification to the Strategy is recommended.** Part 2 – 4.2.4 (third paragraph), replace the term 'European' with 'Colonial'.

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
9 continued		The Strategy does not include specific actions relating to a heritage framework. Include an action to adopt a heritage framework, including heritage related local planning policies.	**No change to the Strategy is recommended.** The Strategy notes that all of the Shire's current local panning polices will require review as part of the preparation of a new local planning scheme. The issue of heritage will be considered as part of this process.
10	Department of Transport (DoT)	No objections or comments.	**Note submission.**
11	Department of Health (DoH)	The Shire is commended for identifying and proposing management actions for potential environmental and public health risks, notably: • 3.4.2 – safeguarding public drinking water source areas. • 3.5.2 – ensuring appropriate buffers are identified and included in the local planning scheme to avoid conflict between industry/infrastructure and sensitive land uses.	**Note submission.**
		Noted that urban expansion is a key planning area of the Strategy. Recommended to consider the following to mitigate any potential environmental health risks: • Ability for urban developments to connect to drinking water. • Ability for urban developments to receive sewage services. • Proximity of urban developments to mosquito breeding habitats. • Proximity of urban developments to industrial land use areas. In areas where deep sewerage is not available, there is no objection to future development, subject to ensuring that the treatment and disposal of wastewater generated on site complies with the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* and meets the Government Sewerage Policy 2019 requirements.	**Note submission.** All of the issues raised are acknowledged in the Strategy and are matters that are more appropriately and specifically dealt with at the subdivision/development stage.

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
11 continued		Significant portion of the towns of Dongara and Port Denison are located within a sewerage sensitive area. Future developments in these areas will require: • Secondary treatment on site wastewater treatment systems. • Specific Site and Soil Evaluations to ensure the land application areas are located and sized appropriately. • Detailed plans prior to the building stage. • An 'Application to Construct or Install an Apparatus for the Treatment of Sewage'. • Sewage intended to be reused or recycled will require approval. Any proposed development located in proximity to the wastewater treatment plant will require adequate setback distances to ensure public health safety is met.	**Note submission.** All of the issues raised are more appropriately and specifically dealt with at the subdivision/development stage.
12	City of Greater Geraldton (CGG)	Acknowledges the work undertaken to date in preparing the Strategy and has no comments.	**Note submission.**
13	Yamatji Southern Regional Corporation (YSRC)	<u>Planning Area H – Urban Expansion</u> Supports Planning Area H and subsequent development of a structure plan for this area. Agree that including this area reflects the townsite's future development potential. Request that Yamatji Land Estate (YLE) eligible land parcels within Planning Area H be considered for rezoning from 'Public Purpose' to a zoning such as 'Urban Development' in the local planning scheme.	**Note submission.** Planning Areas require extensive planning investigations to be completed either prior to or in conjunction with rezoning proposals. These investigations will not be completed as part of the preparation of a new local planning scheme.
		<u>Mine Buffer Zone Adjustments</u> The current 'Westdean Mine Site Buffer' hinders future urban development of the townsite, particularly impacting Planning Area H, including land already zoned 'Residential' under Local Planning Scheme No. 5. Recommended that the Shire explicitly acknowledge the finite operational life of the Mine. The Strategy should include provisions that anticipate the cessation of mining activities and support the removal of Buffer at that time.	**No change to the Strategy is recommended.** Buffers are acknowledged in the Strategy (Part 2 – 4.4.4) and more specifically in Part 1 – 3.5.2 there is a planning direction to *"review the location of strategic infrastructure should it constrain future expansion of the urban area."* It is not considered appropriate to make any assumptions regarding the life expectancy of the mine site at present, however if there are changes then Part 1 – 6 of the Strategy allows for reviews to reflect any land use planning changes.

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
13 continued		<u>Planning Area B – Arrowsmith Resources Area</u> Supports Planning Area B, that allows for a range of discretionary land uses.	**Note submission.**
		Significant portion of Planning Area B currently overlaps with YLE parcels identified as having high potential for renewable energy development. Recommended expansion of Planning Area B to encompass all YLE parcels to maximise strategic planning for potential renewable projects.	**Modification to the Strategy is recommended.** Strategy Map – Figure 1, expand Planning Area B to the southern extent of the Shire.
		Recommend the Shire consider future local planning scheme amendments to provide discretion for renewable energy projects (e.g., listing 'Wind Farm' as an 'A' use) and associated land uses like workers' accommodation within 'General Farming' and 'Rural Smallholdings' zones. Also suggest a review of the Shire's 'Wind Turbines' local planning policy.	**Note submission.** Land use permissibility will be reviewed as part of the preparation of a new local planning scheme. The Strategy notes that all of the Shire's current local panning polices will require review as part of the preparation of a new local planning scheme.
		<u>Recognition of YLE Reserve Purpose</u> The designated reserve purpose for most YLE eligible land parcels is 'Yamatji Social, Cultural and/or Economic Benefit'. Recommended the Strategy acknowledges the YLE parcels' reserve purpose and includes wording that supports land uses contributing to Yamatji social, cultural, and/or economic benefit. Alternatively, general wording supporting land uses compatible with the reserve purpose should be included.	**No change to the Strategy is recommended.** Specific reserve purposes will be reviewed as part of the preparation of a new local planning scheme.

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
14	Main Roads WA (MRWA)	<u>Dongara Brand Highway Realignment</u> Generally supportive of the Strategy, provided that the following issue is addressed. Does not support removal of the Dongara Brand Highway realignment, from the Strategy or other planning instruments. The Dongara Brand Highway realignment is expected to be required to alleviate issues with Brand Highway within the Dongara townsite and serves a separate need to the Dongara Geraldton Northampton (DGN) route which is required to enable very large freight vehicles to travel from the Pilbara region to Perth. Planning for the Dongara Brand Highway realignment has been confirmed for several decades and embedded within the planning framework. Land has been created for a portion of the corridor (to be acquired once funding is available for construction).	**Note change to the Strategy is recommended.** It is acknowledged that the current alignment of the Dongara Brand Highway realignment is zoned as 'Major Road or Highway' in Local Planning Scheme No. 5, and this zoning has reflected the planning direction proposed for several decades. However, it is now questionable if the planning for the realignment envisaged the new DGN route and the specific benefits of the route that (as quoted in the MRWA web site) *"will divert heavy vehicles away from regional townsites, minimise conflicts with local traffic and contribute to greater freight efficiency removing heavy vehicles from town centres."* As the realignment has been mooted now for several decades it is an opportune time to revisit its requirement especially in light of the DGN route. It is also notable that the realignment is not listed as a 'Project' on the MWRA web site. Should the WAPC be satisfied that the realignment is still warranted then the Strategy can be amended accordingly.
		<u>Table 5 – 3.5.1 Transport Network</u> Recommend that reference should be made to the completion of an Integrated Transport Strategy (ITS) to provide further description and inform on areas that require further detailed study in Transport Impact Statements or Assessments. Recommended the Strategy include the requirement that, where rezoning, structure planning, subdivision or development of land could have an impact on a primary distributor road, all applications are submitted together with a Traffic Statement or Assessment (as appropriate).	**No change to the Strategy is recommended.** Without any further detail, it is not considered appropriate to make any comment on a possible Integrated Transport Strategy. If this strategy eventuates then Part 1 – 6 of the Strategy allows for reviews to reflect any land use planning changes. The requirement for traffic assessments are more appropriately and specifically dealt with at the subdivision/development stage.

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
14 continued		Indian Ocean Drive (IOD) Extension The extension to the IOD does not fit the objectives to be considered as State Road and therefore, MRWA is not in a position to facilitate the timely delivery of the extension. The reference to this should be removed from the Strategy.	**No change to the Strategy is recommended.** The Strategy advocates for the timely delivery of the extension to be *"in conjunction with MRWA".*
		Dongara Geraldton Northampton (DGN) Route The DGN route is planned as a future freight corridor. The description of the route as a 'bypass' is confusing and should be removed from the Strategy.	**Modification to the Strategy is recommended.** Modify wording throughout the Strategy to clearly distinguish between the DGN route and the Brand Highway realignment.
15	Irwin Districts Historical Society Inc (IDHS)	Public comment period was too short.	**Note submission.** A substantial amount of community and stakeholder engagement was undertaken during the preparing the Strategy. The advertising period is set by the *Planning and Development (Local Planning Schemes) Regulations 2015* which stipulates that the period for making submissions is 21 days.
		Heritage Mapping There is no mapping of Local Heritage Survey, Local Heritage List or State Registered Heritage Places, or recognition of them in the text. This needs to be recognised in the Strategy.	**No change to the Strategy is recommended.** The Strategy acknowledges heritage matters (as evidenced by the HCWA Submission No. 9). The Strategy has been prepared in accordance with the WAPC's Local Planning Strategy Guidelines. The guidelines stipulate the content of the Strategy Maps.
		Incentives for Heritage Owners and Stewards The Strategy is silent on issues of incentives and support for the owners and stewards of heritage places. Character Areas Provision needs to be made within the Strategy for the development of character protection areas and policies.	**No change to the Strategy is recommended.** The Strategy notes that all of the Shire's current local panning polices will require review as part of the preparation of a new local planning scheme. Various heritage issues will be considered as part of this process.

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
15 continued		<u>Jargon</u> The document includes considerable jargon that should be replaced with plain English appropriate to a planning context. • "Timely on-boarding"? • "Ensuring utility infrastructure is readily available to onboard new industries is equally important and having a line of sight on investment will provide a level of confidence in industries and developers."? • "Having a line of sight on infrastructure investment and location requirements will provide a level of confidence in industries and developers."? • "Facilitate an agile planning framework that supports the timely on-boarding of emerging energy industries including renewables."	**No change to the Strategy is recommended.** Land use planning instruments (such as a local planning strategy) are inherently technical to some degree which requires a level of specialist 'jargon' to be incorporated. It is important that the Strategy provides spatial land use planning direction and sufficient agility for emerging industries to make investment decisions. The Strategy provides predicted demand scenarios so that the provision of infrastructure can be planned for by the appropriate State agency.
		<u>Maritime Industries</u> Omission of maritime industries from the Strategy. 3.3.2 Actions E and F – the actions to review or consolidate this marine industry zone, and its possible transformation into residential uses assumes that marine industries are dying out and will be replaced (somewhere else) by energy industries. There do not appear to be any references in Part 2 of the Strategy to either a decline in marine industries or to any new marine industries being developed, or facilitating new developments in the future, making it unclear how this action has been developed. The Strategy needs to provide supporting rationale about both a decline in marine industries and whether new marine industries might develop during the life of the Strategy. It also should nominate potential relocation areas and identify criteria for a buffer zone to prevent future encroachment by residential uses, which is implied to be the problem with the Duval-Russ precinct.	**No change to the Strategy is recommended.** The Strategy does acknowledge that the Shire economy has been founded on strong agriculture and fishing industries. The current 'Marine Based Industry' zoning is out-dated and not supported by either the deemed or model provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. There has been a noticeable decline in the active marine industries located in the precinct. The Strategy is not intending to remove or relocate these industries nor restrict them from continuing to operate, however it does acknowledge that for future planning the land uses will need to be reviewed to reduce potential conflict with the existing surrounding residential area. The Strategy identifies ample land for industrial land uses.

Submission Number	Submitter	Summary of Submission	Comment
15 continued		<u>Greenwashing</u> Use of the term 'renewable/green energy industries' and the conflation of renewable energy projects and resource extraction projects needs to be avoided. Revise Action for Planning Area B to refer to separate new definitions for renewable energy industries and for resource extraction industries, especially for fossil fuel extraction such as oil or fossil methane gas.	**No change to the Strategy is recommended.** The Strategy has been prepared in accordance with the WAPC's Local Planning Strategy Guidelines which requires the planning issues of relevance to the local government be presented under the key themes identified in the State Planning Framework. One of these themes is 'Economy and Employment' and under this theme 'Industry' is the heading used to discuss relevant considerations (including both renewable and green energy industry). The current wording is considered sufficient and captures both industry types.
		<u>Landscape fragmentation</u> A principle should be adopted in the Strategy of avoiding the fragmentation of natural areas and facilitating the aggregation of scattered parcels of nature reserve land. 3.4.1 – the planning direction has no reference to Dongara Nature Reserve (R23600). The Direction could be better achieved if more of the public land in this area was dedicated to nature conservation. Add a new Action to specifically require planning proposals to consider impacts on the natural heritage values of Dongara Nature Reserve. Add a new Action to change the purpose of Crown reserves R25581, R43544 and R39959 to nature conservation, and amalgamate them all with R23600 and the Unallocated Crown Land coastal strip as far as the Shire boundary at Bookara to create a coastal dunes national park.	**No change to the Strategy is recommended.** Subdivision of land in Western Australia is governed by the WAPC and the Strategy adopts a general presumption against subdivision of rural land. Planning Direction 3.4.1 refers to the 'Special Control Area – Visual Landscape Protection' as shown on Figure 1. This area does not include R23600. Any nature reserve land is crown land managed usually by State Agencies which are not under the control of the local government. Specific reserve purposes will be reviewed as part of the preparation of a new local planning scheme.

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
15 continued		<u>Aboriginal engagement with the process</u> It is not clear what degree or level of engagement there has been with the Wattandee people. We assume there has been meaningful engagement during the strategy's preparation, or that that may be being undertaken through a separate process. Ideally, to ensure completeness, that should be noted in the document.	**No change to the Strategy is recommended.** The 'Engagement Outcomes Summary' supporting information presents a summary of the outcomes from all engagement activities. The Strategy has been publicly available for inspection and submissions invited.
		<u>Industrialisation</u> The Strategy assumes the industrialisation of the southern half of the Shire is a *fait accompli*. However, there has been negligible local public debate or awareness of these substantial changes or what they entail in terms of impacts on the natural and cultural environments of the Shire and the social structures of the local population. The Strategy needs to be more explicit about this context and why the Strategy is the answer to managing the impacts (if it is), especially where industrialisation will or might impact cultural and natural heritage places.	**No change to the Strategy is recommended.** The primary changes in planning direction to consider since preparation of the former local planning strategy include population growth scenarios based on key major energy projects within the region. Planning Area B (Arrowsmith Resources Area) acknowledges the already existing and potential future renewable/green energy and other industries. Council sees high industry growth and employment influencing the longer-term development in the region. The 'Shire of Irwin Land Demand' supporting information developed employment and land demand estimates for the region, with a range of outcomes which could potentially occur under various population (or employment) scenarios. Any impact of specific industries on heritage places are matters that are more appropriately and specifically dealt with at the development stage.

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
15 continued		Post-Industrial Site Rehabilitation Should some or all the industrial projects referred to in the Strategy be implemented, they will at some stage come to the end of their life. The Strategy does not address this, or the need for these sites to be rehabilitated or restored. Post-industrial rehabilitation or restoration should be a key component of approvals for these projects and needs to be referenced in the Strategy. 3.4.4 – The basic raw materials extraction sites being referred to in this Direction, that are or may be in heritage or conservation areas should be identified. Include an Action for provisions for post-extraction site rehabilitation strategies or plans to be provided with any planning proposals.	**No change to the Strategy is recommended.** Rehabilitation of land from specific developments are matters that are more appropriately and specifically dealt with at the development stage. The Strategy has been prepared in accordance with the WAPC's Local Planning Strategy Guidelines. The guidelines stipulate the content of the Strategy Maps.
		Executive Summary Where Are We Going? Section – Protect. This is vague and needs to be more specific to reflect wording in the Strategy. Amend text to protect cultural and natural environmentally significant areas and places.	**Modification to the Strategy is recommended.** Executive Summary (Protect), replace "Environmentally significant areas" with "Cultural heritage and environmentally significant areas and places"
		Urban Growth Boundary Table 2, Action A – No boundary is mapped in the Strategy or criteria for defining a boundary. The population projections do not support a short-medium term population projection of 5,000. Planning for urban growth of this magnitude when the population projection looks exaggerated may promote land speculation that, among other things, negatively impacts heritage places.	**No change to the Strategy is recommended.** The Strategy Maps 2 and 3 clearly define the 'Urban Growth Boundary' which is based primarily on current zoning and the Dongara – Port Denison District Structure Plan. The Strategy sets out the long-term planning directions for the Shire. Urban growth caters for an expected population of 5,000 persons within a 10-15 year horizon. The 'Shire of Irwin Land Demand' supporting information developed employment and land demand estimates for the region, with a range of outcomes which could potentially occur under various population (or employment) scenarios. It is unclear how land speculation would negatively impact heritage places.

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
15 continued		<u>Cultural Heritage</u> Note that the local heritage survey includes more than 'built' places.	**Modification to the Strategy is recommended.** Table 2, 3.2.3 – Planning Direction 4, delete the word "built".
		<u>Economy and Employment</u> 3.3 – The paragraph refers twice to a "high growth scenario" as the basis for projections – would it not be prudent to also include low and medium growth scenarios? The figures in the Land Demand Analysis suggest that development growth has already peaked in 2025.	Council sees high industry growth and employment influencing the longer-term development in the region. The Strategy sets out the long-term planning directions for the Shire which is based on the high growth scenario as detailed in the 'Shire of Irwin Land Demand' supporting information.
		<u>Dongara Town Oval</u> 3.3.1 – Action B. The Dongara Town Centre Revitalisation Plan includes two options, and both options and the final concept include retention of the Oval as open space, which appears to conflict with other references in the Strategy. Planning Area G – Dongara Town Oval. Do not support the loss of the 'Old Oval' as green or recreation space, or re-use for commercial purposes. Revise Action to include reference to 'Old Oval' and its curtilage and include impacts on heritage values. Revise Action to include assessing impacts of recreational uses on the old oval land if recreational uses are to be removed from the racecourse land.	**Modification to the Strategy is recommended.** The Dongara Town Oval is identified as Planning Area G. The Strategy advocates for the review of its recreational purpose only if a district level recreation facility is progressed elsewhere. This is a long-term prospect, and a number of key considerations are listed which includes 'current utilisation (recreation and other)'. Part 1 – 4.8, add the following dot point: • 'Heritage values.'
		<u>Dongara Irwin Racecourse</u> Planning Area 4.7 F. This site includes the 'Silo' heritage site but this is not acknowledged in the paragraphs or key considerations. Revise this section to include reference to the Heritage Place 'Silo' and its curtilage and include impacts on heritage values in the dot-point 'Key considerations'. Ideally, some proportion of any income generated by infill housing should be dedicated to conservation works on the Silo and this could be referenced in this section.	**Modification to the Strategy is recommended.** Part 1 – 4.7, add the following dot point: • 'Heritage values.' As this is a long-term prospect it is not appropriate for the Strategy to speculate on any potential income generated from infill housing.

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
15 continued		<u>Caravan Parks</u> 3.3.3 Action I – Unclear if that means the parks will remain and be enabled to physically expand, or if future caravan park sites will be identified to accommodate an adequate supply. This action needs to be clarified to state that the action will be ensured without negative impacts on the heritage values or character of a place.	**No change to the Strategy is recommended.** The Action is intended to ensure that existing caravan parks are predominantly retained for short-term tourism accommodation purposes and not turned into quasi-permanent residences. The Strategy Maps identify tourism sites that may accommodate future caravan park development.
		<u>Bush Regeneration</u> 3.4.2 – Custodianship of the natural environment would be assisted by more specific direction to facilitate bush regeneration in water reserves and waterways. Add an additional Direction to facilitate regeneration of natural vegetation in water reserves and significant waterways.	**No change to the Strategy is recommended.** The current planning directions for water resources are considered sufficient from a land use planning point of view.
		<u>CHRMAP</u> 3.4.3 Action E – The CHRMAP needs to be reviewed for currency. Include an Action to have the CHRMAP reviewed in view of contemporary knowledge before implementing the Action.	**No change to the Strategy is recommended.** As with all land use planning reports, they can be reviewed as required.
		<u>Dongara Airstrip</u> 3.5.1 Direction 3 – If the airstrip is relocated Crown reserve R36040 should either be re-incorporated into Denison Common (R137), or its purpose be changed to nature conservation and incorporated into Beekeepers Nature Reserve (R24496). The current flight paths for the airstrip should be mapped in the Strategy. Action C should require that any new airstrip site should avoid heritage places or character areas. It should also consider the impacts of current and potential flight paths and associated issues such as noise regarding the directions and actions set out in Table 2.	**No change to the Strategy is recommended.** Subdivision of land in Western Australia is governed by the WAPC. Any reserve land is crown land managed usually by State Agencies which are not under the control of the local government. Specific reserve purposes will be reviewed as part of the preparation of a new local planning scheme. The Strategy has been prepared in accordance with the WAPC's Local Planning Strategy Guidelines. The guidelines stipulate the content of the Strategy Maps. The current planning actions for the Dongara airstrip are considered sufficient from a land use planning point of view.

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
15 continued		Arrowsmith Resources Planning Area Planning Area B, 4.3 – 2nd paragraph about a 'temporary onshore loading/unloading facility' is vague. This section makes no reference to any constraints associated with Beekeepers Nature Reserve, and it makes no reference to any site rehabilitation planning after the temporary use has finished, or to even ensuring it is a temporary facility. Revise this paragraph to say that any planning proposal for such a facility must not have the effect of severing Beekeepers Nature Reserve or otherwise fragmenting the reserve, temporarily or permanently, and must include site restoration strategies or plans. 3rd paragraph refers to facilitating renewable energy and resource industries, but makes no reference to how that interacts with Beekeepers Nature Reserve, Yardanogo Nature Reserve, the South West Australia Biodiversity Hotspot or the State Heritage Register-nominated Coastal Stock Route. Revise this paragraph to say that any planning proposal for such industries must address potential impacts on the heritage values. 3rd paragraph – it is implied here that the ARA is informed by or an element in several State position documents, strategies or plans, but none of these are listed and analysed in Part 2 State & Regional Planning Context. It could be inferred, when taken together, that section 4.3 and Map 1 are referring to a strategy or policy for large-scale industrialisation, of Mt Adams and Arrowsmith but this is not clear. Include the relevant statements, strategies or plans in Part 2 of the Strategy. Include an explicit reference to the nature and degree of industrialisation that is being contemplated	**Modification to the Strategy is recommended.** Planning Areas are identified for future land use change and development. As part of the more detailed planning of these areas, relevant planning investigations will be undertaken which includes an analysis of any constraints on the land. Rehabilitation of land from specific developments are matters that are more appropriately and specifically dealt with at the development stage. The Strategy refers to the 'State Energy Transformation Strategy' and 'PoweringWA'. Part 2 – 2.6, add the 'Energy Transformation Strategy Stage 2: 2021-2025' along with relevant explanatory text.
		Buffers 3.5.2 Action F – The action is too open ended and provides no guidance. Qualify Action 5 to the effect that compatible uses should not have the effect of extending uses in the Control Area into the buffer.	**No change to the Strategy is recommended.** The current planning actions for buffers are considered sufficient from a land use planning point of view.

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
15 continued		<u>Strategic Industry</u> 4.2 – It appears from the maps that this refers to the proposed Yardarino Strategic Industrial Area – is that correct? The reference to a "dramatic increase" in demand for industrial land is only one possibility, and the use of such emotive language needs to be reviewed. The Action is vague and non-specific. Revise action to require planning proposals to address potential impacts on heritage values.	**No change to the Strategy is recommended.** Yes, Planning Area A is shown on the Strategy Maps as 'Strategic Industry – Yardarino'. Council sees high industry growth and employment influencing the longer-term development in the region. The Strategy sets out the long-term planning directions for the Shire which is based on the high growth scenario as detailed in the 'Shire of Irwin Land Demand' supporting information. The current action wording in Table 6 for Planning Area A is considered sufficient and the process of 'updating the local planning framework' will inherently involve addressing any heritage issues.
		<u>Highway Bypass</u> Planning Area C, 4.4 – The proposed by-pass also has the advantage of avoiding the destruction of a large number of heritage places and landscapes located along or close to the current Brand Highway route. Revise the 2nd paragraph to acknowledge this advantage of the route. Table 6 action is meaningless. Amend wording to read that the Highway corridor will be clearly shown on the Scheme Maps and zoned accordingly.	**No change to the Strategy is recommended.** The current wording for Planning Area C is considered sufficient from a land use planning point of view. Specific reserve purposes will be reviewed as part of the preparation of a new local planning scheme. MRWA's website states that it is expected to take around 3 years to complete Alignment Definition and once the required road reservation has been identified, Main Roads will then seek to include it in relevant planning documentation.

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
15 continued		<u>Indian Ocean Drive Extension</u> Planning Area D, 4.5 – The description does not state any reasons or rationale for extending Indian Ocean Drive into Port Denison or Dongara. Any extension, unless it parallels the existing Eneabba railway line, will have to be at the cost of further fragmenting northern Beekeepers Nature Reserve, which is not supported. Revise this paragraph to include the advantages and disadvantages of extending Indian Ocean Drive, and to restrict potential routes to areas of existing non-nature reserve land adjacent to or within the existing Eneabba Railway Line reserve land.	**No change to the Strategy is recommended.** The current wording for Planning Area D is considered sufficient from a land use planning point of view.
		<u>Bulky Goods Showroom</u> Planning Area E, 4.6 – This site contains heritage sites which is not noted in the paragraph and should be. Any 'bulky goods showroom' will be at the cost of the demolition of 'Cypress Holme' and the Old Railway Station archaeological site which is not supported. If such a site is desired in this area, then consideration could be given to nominating a site that is currently not built on or contain any heritage places. Consideration could be given to a site in the vicinity of Francisco Road. Remove the reference to a bulky goods showroom on the 'Cypress Holme'/Old Railway Station site and, if such a site continues to be considered necessary, locate that site within the north Dongara urban development area.	**No change to the Strategy is recommended.** Planning Areas are identified for future land use change and development. As part of the more detailed planning of these areas, relevant planning investigations will be undertaken which includes an analysis of any heritage values.

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
15 continued		<u>Urban Expansion</u> Planning Area H – Presumably the area is shown in Map 3 by the diagonal hatching? This should be clear in the text. The reference in the 2nd paragraph to this area containing "a vast amount of Crown land" needs to be less emotive and use a quantifiable acreage of Crown land in this area. Heritage places are within this area, but they are not referenced in this text or shown on Map 3. Include an additional dot point concerning the protection of heritage values (natural and cultural) within the area.	**Modification to the Strategy is recommended.** Yes, Planning Area H is clearly shown on the Strategy Maps. There are a number of heritage sites in Planning Area H that would be a key consideration in any future structure planning. The Strategy has been prepared in accordance with the WAPC's Local Planning Strategy Guidelines. The guidelines stipulate the content of the Strategy Maps. Part 1 – 4.9, add the following dot point: • 'Heritage – The area contains a number of historic and Aboriginal heritage sites and structure planning should ensure that development does not adversely affect the significance of heritage places and areas'.
		<u>Potential Rezonings of Heritage Listed Places</u> The submission provided detailed comment and recommendations for specific heritage sites in terms of current and proposed zonings.	**Note submission.** The Strategy Maps are not intended to replicate zoning maps of a local planning scheme. They are expected to be indicative and have a strategic intent. Site specific zoning will be reviewed as part of the preparation of a new local planning scheme.
16	Public Transport Authority (PTA)	No objections.	**Note submission.**

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
17	CLE Town Planning + Design (on behalf of landowner)	<u>Flood Risk Area</u> Not supportive of the identification of the 2017 Irwin River Flood Study floodplain mapping within the Strategy. State Planning Policy 3.4 indicates that "*the Department of Water is the state government's lead agency in floodplain mapping and floodplain management strategies*." As noted within the Strategy, DWER have advised the 2017 Irwin River Flood Study needs refinement before any scheme provisions can accurately reflect flood risk extent. Requested that the floodplain mapping reflected in the Strategy is consistent with current DWER data for this area until such a time that this is updated accordingly.	**No change to the Strategy is recommended.** The existing flood mapping (both 1987 and 2017 versions) are still useful for assessing flood risk, and the 2017 mapping is more appropriate than the older 1987 mapping. At this point in time it is appropriate for the Strategy to identify the extent of flood risk for the Irwin River based on the 2017 mapping. However this mapping is not suitable for the final definition of a SCA. Once the flood plain mapping for the Irwin River has been re-modelled then the Strategy can be amended accordingly and consideration then be given for inclusion of a SCA. Refer to DWER Submission No. 19.
		<u>Dongara-Geraldton Bypass</u> Support removal of the current Dongara-Geraldton bypass regional road reservation alignment from the Scheme. The land currently reserved under the Scheme as 'Major Road or highway' has significant implications on the progression of development of affected land. The revised Dongara-Geraldton-Northampton Highway removes the requirement for this reserved land.	**Note submission.** As the realignment has been mooted now for several decades it is an opportune time to revisit its requirement especially in light of the DGN route. It is also notable that the realignment is not listed as a 'Project' on the MWRA web site. Should the WAPC be satisfied that the realignment is still warranted then the Strategy can be amended accordingly.
		<u>Dongara-Geraldton-Northampton Highway</u> Supportive of the identification of this future highway.	**Note submission.**
		<u>Bulky Goods Showroom</u> Supportive of the location for Planning Area E.	**Note submission.**

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
18	Department of Education (DoE)	No in principle objections to the draft Strategy. Noted that the draft Strategy estimates up to 1,000 additional dwellings by 2038. As per WAPC Operational Policy – Planning for School Sites, one public primary school site is required for a threshold of every 1,500 dwellings. Based on the estimated number of additional primary and secondary students over this period, it is anticipated that they could potentially be accommodated by Dongara District High School over the short to medium term. An additional primary school site is unlikely needed within the timeframe of this Strategy but may need to be investigated for the long-term.	**Note submission.** Planning Area H notes the identification of a school site as a key consideration.
19	Department of Water and Environmental Regulation (DWER)	<u>Flood Plain Mapping</u> Draft State Planning Policy 2.9 – Planning for Water (SPP 2.9) contains a policy objective (5.3) to manage the risk of riverine flooding to people, property and infrastructure. Recommends a special control area (SCA) based on the 2017 mapping 100-year flood level of the Irwin River. Subsequently DWER advised the 2017 mapping is more appropriate than the older 1987 mapping but there are some locations that require further investigation. DWER have commenced a review to revise the 2017 mapping which will result in a more fit-for-purpose mapping product for the Strategy and something that may be appropriate for use as a SCA.	**No change to the Strategy is recommended.** During preparation of the Strategy DWER specifically advised *"we would recommend that the existing flood mapping (both 1987 and 2017 versions) may not be suitable (on their own) for defining a special control area, and planning and building controls, within your LPS but are still useful for assessing flood risk."* At this point in time it is appropriate for the Strategy to identify the extent of flood risk for the Irwin River based on the 2017 mapping. However this mapping is not suitable for the final definition of a SCA. Once the flood plain mapping for the Irwin River has been re-modelled then the Strategy can be amended accordingly and consideration then be given for inclusion of a SCA.

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
19 continued		<u>Sensitive Water Resource Areas</u> Draft SPP 2.9 has defined and mapped sensitive water resource areas that have been recognised as having high ecological, social, cultural and/or economic values and are sensitive to contamination associated with land use and development. In the Shire, land that drains to and is within a 2km of the estuarine area of the Irwin River is identified as a sensitive water resource area. Should consider planning controls to protect the environmental values of the Irwin River.	**Note submission.** Specific planning controls for the Irwin River will be considered as part of the preparation of a new local planning scheme, including a SCA.
		<u>Water Resources</u> 3.4.2 – Action to protect the Allanooka-Dongara water reserve with a SCA is acknowledged.	**Note submission.**
20	Department of Biodiversity, Conservation and Attractions (DBCA)	<u>Planning Area D</u> Planning Area D intersects Beekeepers Nature Reserve. Inclusion of the proposed road extension gives the expectation that the proposed extension has progressed beyond the conceptual phase. Recommends that consideration be given to alternative options for this type of infrastructure outside the reserve system. Consider removal of the proposed Planning Area until such a time that there is consensus amongst all stakeholders for the proposal.	**No change to the Strategy is recommended.** Planning Areas are identified for future land use change and development. Planning Area D is indicative only and provides a strategic intent. As part of the more detailed planning of these areas, relevant planning investigations will be undertaken which includes an analysis of any constraints on the land.
		<u>Planning Area B</u> Planning Area B intersects areas of remnant vegetation. Recommended that the Strategy: • includes that planning proposals be informed by surveys to determine the presence of conservation significant values • recognises the presence of adjoining conservation estate and that impacts to these areas will need to be avoided; and • includes bushfire mitigation measures that will ensure that future development does not place any imposition on the management of the land.	**No change to the Strategy is recommended.** Planning Areas are identified for future land use change and development. As part of the more detailed planning of these areas, relevant planning investigations will be undertaken which includes an analysis of any conservation values and bushfire risk.

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
20 continued		Part 2 – 4.4.1 Natural Areas To provide a more detailed overview of the significant biodiversity and conservation values within the Shire, it is recommended that the first two sentences of this section are replaced with the following: *'The natural areas of environmental significance within the Shire include coastal and riverine areas and State reserves, including, a portion of Beekeepers Nature Reserve (R24496, C Class), Yardanogo Nature Reserve (R36203, C Class), Beharra Springs Nature Reserve (R47346, A Class), Dongara Nature Reserve (R23600, C Class) and unnamed Nature Reserve R25495 (C Class). The Shire provides suitable habitat for several Threatened flora and fauna species protected under state and federal legislation, an ecological community protected under federal legislation, migratory fauna species, DBCA priority listed species and ecological communities and regionally significant vegetation complexes.'*	**Modification to the Strategy is recommended.** Part 2 – 4.4.1, replace the first two sentences with the wording provided by DBCA.
		Figure 1 – Overall Shire Map 1 Several crown land parcels have been identified by DBCA as being more appropriately designated as 'Environmental conservation' in line with their management purpose.	**Modification to the Strategy is recommended.** Strategy Maps Figure 1, designate the land parcels identified by DBCA as 'Environmental conservation'.
21	Shire of Irwin	Numbering for Table 5 – 3.4.3 is incorrect.	**Modification to the Strategy is recommended.** Table 5 – 3.4.3, renumber to '3.5.3'
		The 'Strategy Maps' should be referenced in 4.1 (last paragraph).	**Modification to the Strategy is recommended.** 4.1 (last paragraph), replace 'Figure 1 and 2' with 'Strategy Maps.'
		Part 2, 2.5 Table 10 – Draft Tourism Planning Guidelines; and Holiday Homes Guidelines – short stay use of residential dwellings. Update to reflect current WAPC Position Statement and Guideline.	**Modification to the Strategy is recommended.** Part 2, 2.5 Table 10, replace 'Draft Tourism Planning Guidelines; and Holiday Homes Guidelines – short stay use of residential dwellings' with 'Planning for tourism and short-term rental accommodation' and update the associated 'Overview' text accordingly.

Submission Number	Submitter	Summary of Submission	Comment
21 continued		Part 2, 2.5 Table 10 – As per the WAPC's Local Planning Strategy Guidelines, climate change is a pressing global issue that creates both challenges and opportunities for Western Australia, it is expected that the Western Australian Climate Policy (November 2020) would be acknowledged in Table 10.	**Modification to the Strategy is recommended.** Part 2, 2.5 Table 10, add the 'Western Australian Climate Policy' and associated text.
		Part 2, 3.4 Table 13 – Update with new policies adopted by the Shire.	**Modification to the Strategy is recommended.** Part 2, 3.4 Table 13, add the following local planning polices and associated text: • Caravans & Tiny Homes for Temporary Accommodation • Short-Term Rental Accommodation
		Part 2, 3.5 Table 14 – The WAPC has extended the approval period for the structure plan for Lots 4, 5 and 10 Brand Highway, Bonniefield. In addition, a first stage subdivision has been approved by the WAPC on 2 September 2024 (WAPC Ref: 200365).	**Modification to the Strategy is recommended.** Part 2, 3.5 Table 14, update the 'Lots 4, 5 and 10 Brand Highway, Bonniefield Local Structure Plan' to reflect the WAPC extension of approval period and recent subdivision approval.
		Strategy Maps Legend – Planning Investigation Areas, should be referred to as 'Planning Areas'.	**Modification to the Strategy is recommended.** Strategy Maps Legend, replace 'Planning Investigation Areas' with 'Planning Areas'.
		Strategy Map, Figure 2 – Local distributor road (future). Francisco Road – the eastern portion of this road is proposed to be closed under the endorsed structure plan and, given the topography of the land, the western portion is unlikely to be built. Philbey Road – this road will serve more as a local distributor given the connection to the Brand Highway.	**Modification to the Strategy is recommended.** Strategy Maps Figure 2, remove Francisco Road as a future local distributor road and designate Philbey Road as a future local distributor road.
		Strategy Map, Figure 2 – Local Planning Scheme Amendment No. 22. The Shire has initiated Amendment No. 22 to Local Planning Scheme No. 5 that proposes the rezoning of Lot 9000 Hidden Valley Close and Brennand Road, Dongara from 'Residential R12.5' to 'Rural Residential'.	**Modification to the Strategy is recommended.** Strategy Maps Figure 2, designate Lot 9000 as 'Rural residential'.

Schedule of Submissions – Shire of Irwin Local Planning Strategy

Submission Number	Submitter	Summary of Submission	Comment
21 continued		Strategy Map, Figure 3 – There is a small section at the top of the map, north of Brand Highway and east of the railway line, that is incorrectly shown as 'Rural smallholdings'. This should be shown as 'General farming' as shown in Figure 2.	**Modification to the Strategy is recommended.** Strategy Maps Figure 3, correct 'Rural smallholdings' and 'General farming' anomaly.
		Strategy Map, Figure 4 – The Milo Road extension alignment has been refined, and the alignment should be modified.	**Modification to the Strategy is recommended.** Strategy Maps Figure 4, realign the 'Local distributor road (future)' for Milor Road to the latest design alignment.

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

24 June 2025

Item CEO 01-06/25
PID Guidelines

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

PUBLIC INTEREST DISCLOSURE GUIDELINES

2025

www.irwin.wa.gov.au

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Organisational commitment for reporting public interest information

The Shire of Irwin does not tolerate corrupt or other improper conduct.

The Shire of Irwin is committed to the aims and objectives of the *Public Interest Disclosure Act 2003* (PID Act). The PID Act recognises the value and importance of reporting as a means to identify and address wrongdoing.

We strongly support disclosures being made by employees about corrupt or other improper conduct. We also strongly support contractors and members of the community making disclosures about corrupt or improper conduct.

The Shire of Irwin does not tolerate any of its employees, contractors or subcontractors taking reprisal action against anyone who makes or proposes to make a public interest disclosure.

The Shire of Irwin will take all reasonable steps to protect employees from any detrimental action in reprisal for the making of a public interest disclosure.

The commitment to effectively manage public interest disclosures extends to a proper authority of the Shire of Irwin. The persons responsible for receiving disclosures of public interest information designated under s. 23(1)(a) of the PID Act will abide by the *PID Code of conduct and integrity* in performing their duties.

The Shire of Irwin is also committed to responding to the disclosure thoroughly and impartially. We will treat all people in the disclosure process fairly, including those who may be the subject of a disclosure.

The Shire of Irwin will provide as much information as possible to people considering making a public interest disclosure. These internal procedures are accessible to all employees and contractors. Copies are available from the designated person appointed as the proper authority (Public Interest Disclosure (PID) Officer) and will also be made available on the Shires website and on the Employee intranet.

General information about public interest disclosures and how the Shire of Irwin will manage a disclosure is available for external clients and members of the community on our website www.irwin.wa.gov.au.

While these procedures focus on public interest disclosures, we are committed to dealing with all reports of suspected wrongdoing. We encourage people to make a report if they witness any such behaviour. The Shire of Irwin will consider each matter under the appropriate reporting pathway and make every attempt to protect staff members making reports, from any reprisals.

Purpose of the internal procedures

Our Chief Executive Officer must prepare and publish these internal procedures under s. 23(1)(e) of the PID Act.

These procedures outline how we will meet our obligations under the PID Act. They cover the roles and responsibilities of the Chief Executive Officer, the person designated as the proper authority in accordance with s. 23(1)(a) and s. 5(3)(h) referred to in this document as the PID Officer, the discloser and the subject of the disclosure.

Scope and application of internal procedures

These procedures apply to all people involved in the public interest disclosure process, including our Chief Executive Officer (the PID Officer), employees of the Shire of Irwin and/or any person making a public interest disclosure and any subject(s) of a disclosure.

These procedures should be read in conjunction with:

- *Public Interest Disclosure Act 2003;*
- *Public Interest Disclosure Regulations 2003;*
- Shire of Irwin Code of Conduct for Elected Members, Committee Members and Employees; and
- The Public Sector Commission Guide - *Don't be afraid to speak up.*

The behaviour of all employees involved in the public interest disclosure process must accord with our Code of conduct at all times. A breach of the Code of conduct may result in disciplinary action.

Overview of roles and responsibilities of parties involved in the disclosure process at the Shire of Irwin

Person / role	Responsibilities

Principal executive officer (s. 23) being the Chief Executive Officer for the Shire of Irwin	• Designates the occupant of a specified position (a PID Officer) to receive public interest disclosures related to the Shire of Irwin (s. 23(1)(a).
	• Provides protection from detrimental action or the threat of detrimental action for any employee of the Shire of Irwin who makes a public interest disclosure (s. 23(1)(b)).
	• Ensures the Shire of Irwin complies with the PID Act and the code of conduct and integrity established by the Public Sector Commissioner (ss. 23(1)(c) and (d)).
	• Prepares and publishes internal procedures, consistent with those prepared by the Public Sector Commission, detailing how the Shire of Irwin will meet its obligations under the PID Act (s. 23(1)(e)).
	• Provides information (s. 23(1)(f)) to the Public Sector Commissioner on the:
	  ○ number of disclosures received by the Shire of Irwin
	  ○ results of any investigations conducted as a result of the disclosures
	  ○ action, if any taken, as a result of each disclosure
	  ○ any matters as prescribed.
	• May have a role in enabling an investigation to be undertaken or taking disciplinary action against individuals under functions and powers separately from the PID Act.

Person / role	Responsibilities
The Proper Authority (s. 5(3), s. 7 and s. 18) or PID Officer (s 23(1)(a)):	• As is designated by ss. 5(3)(a-g) or by the Chief Executive Officer of the Shire of Irwin, under s. 23(1)(a) the PID Officer is to receive disclosures related to the Shire of Irwin. • Provides information to potential disclosers about their rights and responsibilities consistent with the Code of conduct and integrity established under s. 20(1). • Receives and manages public interest disclosures in accordance with the PID Act (s. 5(3)). • Notifies the discloser within three months of the disclosure being made about what action is planned in dealing with the disclosure (s. 10(1)). • Where appropriate, investigates, or causes an investigation of, the matters in the disclosures (s. 8(1)). • Where appropriate, provides information to subjects of a disclosure about their rights, responsibilities, duties and potential offences (s. 9(2), s. 14, s. 15, s. 16 and s. 24). • Where appropriate, takes such action as is necessary and reasonable, within their functions and powers in accordance with s. 9. • Maintains confidentiality of the identity of the discloser and subject(s) of disclosures, in accordance with the requirements of the PID Act (s. 11 and s. 16). • Provides progress reports (where requested) and a final report to the discloser in accordance with s. 10. • Creates and maintains proper and secure records in relation to the disclosures in accordance with the Code of conduct and integrity established under s. 20(1) and the *State Records Act 2000*. • Completes a PID Register for each disclosure lodged (s. 23(1)(f)). • Acts in accordance with the rules of natural justice (s. 9(2) and s. 16(1)(b)). • Acts in accordance with the code of conduct and integrity established by the Public Sector Commissioner (s. 20(1)) and any authority-specific code of conduct established separately from the PID Act.

Person / role	Responsibilities
The discloser:	• Makes a public interest disclosure to a proper authority or our PID Officer if the matter relates to the Shire of Irwin (s. 5(1)). • Believes on reasonable grounds the information in their disclosure is, or may be, true (s. 5(2)). • Does not disclose information subject to legal professional privilege (s. 5(6)). • Does not knowingly and recklessly make a false or misleading disclosure (s. 24(1)). • Maintains confidentiality of the information disclosed and the identity of the person(s) to whom the information relates, in accordance with the requirements of the PID Act (s. 16 and s. 17(1)(b)). • Assists any person investigating the matter to which the disclosure relates by supplying the person with any information requested (s. 17(1)(a)).
The subject of the disclosure (person about whom disclosure is made):	• Is afforded the opportunity to make a submission, either orally or in writing, in relation to the matter before preventative or disciplinary action is taken (s. 9(2)). • Maintains confidentiality of the identity of the discloser, in accordance with the requirements of the PID Act (s. 16(1)). • Is to be treated in accordance with the rules of natural justice (s. 16(1)(b)). • Does not take or threaten to take detrimental action (defined in s. 3) against a person because they have made or intend to make a disclosure (s. 14(1)). • Does not incite another person to take detrimental action against another because they have made or intend to make a disclosure (s. 14(2)). • Does not commit an act of victimisation by taking or threatening to take detrimental action against the person making or intending to make a disclosure (s. 15(1)).
An investigating officer:	• May investigate matters of public interest information on behalf of a proper authority of Shire of Irwin, in accordance with the terms of reference given to them. • Maintains confidentiality of the identity of the disclosure and any persons subject to the disclosure, in accordance with s. 16. • Makes, and keeps secure, comprehensive records of any investigation undertaken.

Managing public interest disclosures

The following procedures describe how the Shire of Irwin will manage the public interest disclosure process.

1. Overarching requirements of the *Public Interest Disclosure Act 2003*

The PID Act has some overarching requirements for handling disclosures. These requirements separate the public interest disclosure process from other reporting or complaint handling processes. The PID Act does not, however, displace the notification or reporting requirements of the *Corruption, Crime and Misconduct Act 2003*, which are paramount. The following section outlines how we will meet these requirements, as well as expectations of you, as a discloser, and any subject(s) of your disclosure.

2. What is 'public interest information'?

The PID Act only applies to disclosures of public interest information (defined in s. 3). Public interest information means information that:

- relates to the performance of a public function by a public authority, public officer or public sector contractor (either before or after the commencement of the PID Act) and
- shows or tends to show that a public authority, a public officer, or a public sector contractor is, has been or proposes to be involved in:
  - improper conduct or
  - an act or omission that constitutes an offence under a written (State) law or
  - substantial unauthorised or irregular use of, or substantial mismanagement of, public resources or
  - an act done or omission that involves a substantial and specific risk of:
    - injury to public health or
    - prejudice to public safety or
    - harm to the environment or
- a matter of administration that can be investigated under section 14 of the Parliamentary Commissioner Act 1971 by the Parliamentary Commissioner (Ombudsman Western Australia).

3. Confidentiality

Maintaining confidentiality is an important part of managing a disclosure. The confidentiality requirements of the PID Act (s. 16) not only protects the discloser, but also any other people affected by the disclosure.

The confidentiality requirements do not apply to all information in a disclosure, although, we are committed to maintaining confidentiality around:

- any information that may identify the discloser or any person who may be the subject of a disclosure, including the fact a disclosure has been made; and
- information relating to a disclosure that, if known, may cause detriment.

Throughout the disclosure process and after its completion, the PID Act provides for the disclosers identity and the identity of any persons, that is, any subject of the disclosure to be kept confidential, except in certain circumstances. Disclosing information which might identify, or tend to identify the disclosers s. 16(1)) or any person, that is, the subject(s) (s. 16(3)) of your disclosure, except in accordance with the PID Act, is an offence punishable with a penalty of a $24,000 fine or imprisonment for two years.

4. Confidentiality regarding the discloser

Maintaining confidentiality is an important part of protecting the discloser, from any detrimental action in reprisal for making or intending to make a disclosure.

If the discloser consents to having their identity revealed to assist us in dealing with the disclosure, our PID Officer will record this using the *Consent to disclosure of identifying information form*.

Sometimes we may need to identify the discloser, without the discloser's consent s. 16(1)(b)-(f) but only where:

- it is necessary to do so having regard to the rules of natural justice or
- it is necessary to do so to enable the matter to be investigated effectively or
- we are ordered by a court or any other person or body having authority to hear, receive or examine evidence or
- we are required by ss.152 or 153 of the *Corruption, Crime and Misconduct Act 2003*.

Before we identify the discloser for any of the reasons above, our PID Officer will take all reasonable steps to inform the discloser that this will happen and the reasons why. Our PID Officer will use the *Notification of disclosure of identifying information form* to do this.

If we need to provide information about the identity of the discloser to another person for the reasons above, our PID Officer will inform the other person that further disclosure to a third person may put them at risk of committing an offence.

Our PID Officer will also consider whether it is necessary to inform any external investigator about the identity of the discloser. Where it is necessary to provide this identifying information, our PID Officer will notify as described above.

5. Confidentiality regarding the person, that is, the subject of the disclosure

The subject of a disclosure may consent to having their identity revealed to assist with the disclosure process s. 16(3)(a). Our PID Officer will use the *Consent to disclosure of identifying information form* to record this.

Additionally, we may need to reveal identifying information about the subject(s) of a disclosure without their consent, ss. 16(3)(b)-(g) where:

- it is necessary to do so to enable the matter to be investigated effectively
- it is necessary to do so in the course of taking action under s. 9
- there are reasonable grounds to believe that it is necessary to prevent or minimise the risk of injury to any person or damage to any property
- we are ordered by a court or any other person or body having authority to hear, receive or examine evidence or
- we are required by ss. 152 or 153 of the *Corruption, Crime and Misconduct Act 2003*.

There is no obligation to advise the subject of a disclosure that identifying information will be released.

6. Protections

The PID Act provides a range of protections for disclosers (Part 3). It also requires that our Chief Executive Officer provides protection for any employees who make disclosures (s. 23(1(b)).

'Don't be afraid to speak up' contains general information about the protections provided by the PID Act. Our PID Officer will be able to expand on this information specific to Shire of Irwin.

We are committed to ensuring that no detrimental action, including workplace reprisals by managers or other employees, occurs as a result of a person making a disclosure. If any of the above does occur, the discloser can request that we take action to protect them. Tell the PID Officer who is handling the disclosure immediately.

The PID Act also provides that the discloser may lose the protections provided in s. 13 in some circumstances, including where they on-disclose information or fail, without reasonable excuse, to assist any person investigating the matters of the disclosure.

7. Notification requirements

The Chief Executive Officer will ensure that we complete all reporting in accordance with the legislative and administrative requirements of the PID Act.

Provided it is not an anonymous disclosure, our PID Officer will provide the following reports:

- within three months of making a disclosure, the action taken, or propose to take, in relation to the disclosure (s. 10(1))
- when the disclosure process has concluded, the outcome of the investigation and the reasons for taking any action following the investigation (s. 10(4)).

Our PID Officer may also provide a progress report during any investigation, either on their initiative or upon your request (ss. 10(2) and (3)).

Our PID Officer has some limits on what they can include in their reports. Section 11 prevents provision of information that would be likely to adversely affect:

- any person's safety s(1)(a) or
- the investigation of an offence or possible offences s(1)(b) or
- confidentiality as to the existence or identity of any other person who made a public interest disclosure s(1)(c).

Our PID Officer is also prevented from giving any information they must not disclose under ss. 151, 152 or 153 of the *Corruption, Crime and Misconduct Act 2003*.

8. Record keeping

During the investigation our PID Officer may make comprehensive and contemporaneous records of any discussions and interviews. These records along with any other documentation or files relating to the disclosure, whether paper or electronic, will be stored securely and only accessed by authorised persons.

9. PID Register

To assist with annual reporting to the Public Sector Commissioner we will maintain a public interest disclosure register. We will assign a unique register number to each disclosure and record key information about your disclosure, any investigation and the outcome in the public interest disclosure register. This register (paper and/or electronic) is kept strictly confidential and maintained in a secure location.

How to make a public interest disclosure

1. Before you make a disclosure

We strongly encourage anyone thinking about making a public interest disclosure to seek advice from our PID Officer ('proper authority') before they do. A disclosure must be made to a proper authority for it to be covered by the PID Act.

A number of other requirements apply to the discloser, so it is important to understand the rights and responsibilities in the process.

This information is outlined generally in *Don't be afraid to speak up*, available from the Public Sector Commission website at www.publicsector.wa.gov.au and is included as an attachment to this document.

At the Shire of Irwin, the occupant(s) of the following designated position(s) are specified with the authority as the person(s) responsible for receiving disclosures of public interest information in accordance with s. 23(1)(a). For the purposes of this procedure a PID Officer(s) is the proper authority designated under s. 5(3)(h) for dealing with information that falls within the sphere of responsibility for Shire of Irwin.

Position	Name of PID Officer	Contact details
Chief Executive Officer	Shane Ivers	reception@irwin.wa.gov.au

Initial discussions between the discloser and the PID Officer should be general in nature and should not discuss the specific details of the disclosure until the discloser understands their rights and responsibilities under the PID Act. Our PID Officer will also let the discloser know that they need to make the disclosure voluntarily and consciously – we will never force a person to make a disclosure. This is because they cannot withdraw the disclosure once it is made. Once we receive your disclosure, our PID Officer is obliged to take action and we may continue to look into the matters within your disclosure irrespective of your continued approval.

These initial discussions with our PID Officer may help in deciding whether to make a public interest disclosure and also enable the PID Officer to ascertain if the information would be covered by the PID Act. If the information appears not to be the type covered by the PID Act, our PID Officer will discuss other mechanisms through which issues may be made, for example, our general complaints or grievance resolution process.

Our PID Officer will be able to provide more detailed information about Shire of Irwin's disclosure process and what people can expect from it.

You can also contact the Public Sector Commission Advisory Line on (08) 6552 8888 (or 1800 676 607 for country callers) for general information about the disclosure process.

What is 'sphere of responsibility'?

Under s. 5(3)(h) the PID Officer for an authority can receive information relating to a matter which falls within the 'sphere of responsibility' for their public authority. 'Sphere of responsibility' is not defined in the PID Act but may include:

- matters that relate to the Shire of Irwin; or
- a public officer or public sector contractor of the Shire of Irwin; or
- a matter or person that the Shire of Irwin has a function or power to investigate.

The proper authority to which you need to make the disclosure depends on the type of disclosure information. Where the information is outside of our PID Officer's sphere of responsibility, it may need to be made to another proper authority for it to be considered as a public interest disclosure and for the discloser to receive the protections of the PID Act. A list of proper authorities and the information they can receive is covered in *Don't be afraid to speak up*.

2. Making the disclosure

A discloser needs to clearly identify that they are making a public interest disclosure. For the purposes of accountability and certainty, persons wishing to make a disclosure of public interest information under the PID Act are encouraged to do so in writing. As we expect that most disclosures will be made in writing the Shire of Irwin has developed a form which can be used for the purpose of making such a disclosure. There is no requirement to use the form. The form will help to define the details of the disclosure. A discloser may fill out the form themself or our PID Officer may complete the form if they are speaking with the discloser and then have them sign the form to acknowledge they are making a disclosure voluntarily and consciously.

We must accept anonymous disclosures, but if a discloser decides to make an anonymous disclosure they should understand that it may be more difficult for our PID Officer to investigate or take action about the disclosure. This is because they cannot come back to seek any further information. We are also not required to provide any reports about the progress or final outcome of the disclosure, if the discloser chooses to remain anonymous.

An anonymous disclosure may not prevent the discloser from being identified during an investigation. Additionally, if our PID Officer does not know who made the disclosure, it will be difficult for them to ensure the discloser is protected and to prevent any reprisal or detrimental action.

A *Public Interest Disclosure Lodgement Form* is contained within this document at Appendix 1.

3. Determining whether your matter is an appropriate disclosure

Once our PID Officer has received the disclosure they will assess whether it meets the requirements under the PID Act. It may be that our PID Officer undertakes initial inquiries and decides not to take the matter any further, as it does not constitute an appropriate public interest disclosure.

If the disclosure is not one to which the PID Act applies, our PID Officer will let the discloser know the reasons for their decision (unless you made an anonymous disclosure) and make proper and adequate records about it. Some matters raised within the disclosure may not be matters to which the PID Act applies and the PID Officer may discuss with the discloser other pathways to report these matters.

If the disclosure is one to which the PID Act applies, our PID Officer will ensure proper and adequate records are made and will communicate with the discloser further, unless it is an anonymous disclosure.

Our PID Officer will notify the discloser within three months about what we plan to do in dealing with the disclosure, unless it is an anonymous disclosure.

4. Determining whether your public interest disclosure will be investigated

After assessing the disclosure as one to which the PID Act applies, our PID Officer will consider whether it will be investigated, guided by the requirements in s. 8. The reasons a PID Officer may not investigate the disclosure include:

- the matter is trivial
- the disclosure is vexatious or frivolous
- there is no reasonable prospect of obtaining sufficient evidence due to the time that has elapsed since the matter(s) occurred
- the matter is being or has been adequately or properly investigated by another proper authority, s. 5(3).

Our PID Officer will make proper and adequate records of their decision and reasons about whether to investigate or not.

5. Referring public interest matters

Where our PID Officer assesses the disclosure as one to which the PID Act applies, but they do not have the functions or power to investigate one or more matters within the disclosure, they will refer the information to the appropriate authority for investigation as provided for under the PID Act. Alternatively, a discloser may also be able to make a disclosure directly to this new authority, if they wish to receive reports from them about the disclosure. For example, our PID Officer may need to refer an allegation of an offence supported by evidence to the Western Australia Police for investigation.

6. Investigating the disclosure

Our PID Officer will investigate, or cause to be investigated, any matters in the disclosure within the sphere of responsibility. Our PID Officer may cause the disclosure to be investigated by engaging a suitably skilled staff member within the Shire of Irwin or an externally contracted investigator.

If causing the disclosure to be investigated, our PID Officer will ensure that the person undertaking the investigation understands the requirements of the PID Act, in particular the confidentiality requirements and protections for disclosers. Our PID Officer will only provide the name of the discloser and that of the subject of the disclosure to the investigator in accordance with s. 16 of the PID Act.

When investigating the disclosure, our PID Officer or investigator is limited by the functions and powers derived from our operating legislation. The PID Act does not provide for any additional investigative powers.

If you are an employee, you are expected to cooperate with any investigation into the disclosure to maintain the protections under the PID Act. A discloser is also expected to act in accordance with our Code of conduct at all times.

Employees who are the subject of the disclosure can clarify the process and what to expect with our PID Officer.

Our PID Officer may also decide to discontinue an investigation, in accordance with s. 8(2). If this happens, they will give the discloser reasons for their decision in accordance with s. 8(3), unless they made an anonymous disclosure. The PID Officer may also notify any subject(s) of the disclosure, if they discontinue the investigation.

To ensure the disclosure is adequately and properly investigated our PID Officer, or other investigator, will be guided by the procedures below.

Internal investigative procedures
Where the PID Officer determines that the disclosure is a public interest disclosure that should be investigated, the PID officer must investigate the disclosed matter them self or engage another person to carry out the investigation.

In conducting an investigation relevant to the Shire of Irwin, the following investigative procedures will apply:

- Drawing up terms of reference which should clarify the key issues identified by the disclosure.
- Specifying a date by which the investigation should be completed and a report provided to the discloser about the final outcome.
- Ensuring the objectives of the investigation, include collecting and collating information relating to the disclosure, considering the information collected and drawing conclusions, is carried out objectively and impartially.
- Maintaining procedural fairness for the person who is the subject of the disclosure.
- Giving information to the person who is the subject of a disclosure about their rights and obligations.
- Ensuring strict security with all investigations so as to maintain the confidentiality requirements of the PID Act.

What are your responsibilities if you are the subject of a disclosure?
A subject of a disclosure is a person of interest about whom an allegation of a public interest disclosure has been made.

We will treat the person fairly and impartially throughout the process and inform them of their rights and obligations. We will generally keep the parties involved informed during any investigation, although we cannot release any information to the person that may prejudice our investigation. As an employee it is expected that they will act in accordance with our Code of conduct at all times.

The PID Act provides the person with some rights and obligations as a person subject to a disclosure. Firstly, the subject has a right to have their identity kept confidential under s. 16(3), unless one of the following conditions apply:

- you consent to your identity being disclosed;
- it is necessary to enable the matter to be investigated effectively;
- it is necessary to do so in taking action within s. 9;
- there are reasonable grounds to believe that it is necessary to prevent or minimise the risk of injury to any person or damage to any property;
- is made in accordance with a court order or other body having authority to hear evidence; or
- it is made in accordance with ss. 152 or 153 of the *Corruption, Crime and Misconduct Act 2003*.

We will also provide appropriate natural justice. This means that, before we take any disciplinary or other action against the person under s. 9, we will give you the opportunity to:

- be informed of the substance of the allegations and
- make a submission either verbally or in writing in relation to the matter.

If you are the subject of a disclosure, you must not identify or tend to identify the identity of the discloser or a person who they think might be the discloser, as they also have rights to confidentiality under the PID Act. It is an offence under s. 16 to identify or tend to identify any person who has made a disclosure under the PID Act.

Also, you must not engage in reprisal action, threaten anyone with reprisal action or have someone else conduct this action on your behalf because someone has made, or intends to make, a disclosure. It is still an offence to conduct this action against any person you believe has made the disclosure even if they were not the individual who actually made the disclosure. This is an offence under s. 14(1) of the PID Act.

7. Taking action

Our PID Officer will take action where they form the opinion that a person may be, may have been or may in the future be involved in conduct which may be the subject of a public interest disclosure. Usually, our PID Officer will form this opinion at the conclusion of an investigation, although there may be instances where they need to take immediate action and the PID Act enables them to do this.

Action our PID Officer may take under s. 9 includes, but is not limited to:

- preventing the matter disclosed from continuing or occurring
- referring the matter to the Western Australia Police or other appropriate body or
- taking disciplinary action against a person responsible for the matter.

The options above are not mutually exclusive. Our PID Officer may take more than one action depending on the circumstances. For example, our PID Officer may seek to terminate the employment of an employee caught stealing and refer the matter to the Western Australia Police.

In taking action our PID Officer and/or Shire of Irwin is limited by the powers and functions derived from our operating legislation. The PID Act does not provide for any additional powers to take action. We are also guided by what is necessary and reasonable in the circumstances.

Before taking any action we will give the person against whom the action is to be taken (the subject of the disclosure) an opportunity to respond, either verbally or in writing, to ensure procedural fairness.

Confidentiality and record keeping when taking action

We will maintain confidentiality in accordance with the PID Act when taking action.

Our PID Officer will keep appropriate records about any action taken, as well as recording a summary of this action in the public interest disclosure register.

8. After the public interest disclosure process has been finalised

The PID Act places no further obligations on the Shire of Irwin or our PID Officers after the disclosure process is complete. The confidentiality requirements of the PID Act, however, continue to apply to you and all other people involved with the disclosure.

The PID Act does not provide for you to appeal the outcome of the disclosure process. You may be able to make another disclosure to another proper authority, if the information relates to their functions or sphere of responsibility (s. 5). See *Don't be afraid to speak up* for the correct proper authority for your disclosure.

However, this 'new' proper authority may be able to decline to investigate the disclosure under s. 8, if they consider the matter(s) has already been properly or adequately investigated (as a public interest disclosure).

9. Making a disclosure to a journalist

The PID Act provides for certain circumstances where a discloser may be able to make a protected disclosure to a journalist s. 7A(d). These circumstances apply where the discloser has first made a disclosure to the PID Officer or another proper authority named in the PID Act (outlined in s. 5 or Don't be afraid to speak up).

Importantly, the PID Act states that to attract the privileges and protections of the PID Act when disclosing to a journalist, the discloser must disclose information that is substantially the same as what was disclosed in the original disclosure and the PID Officer that received the original disclosure:

- did not notify the discloser within three months of making the disclosure about actions they propose to take or have already taken;
- refused to investigate, or discontinued the investigation of, a matter raised in the disclosure;
- did not complete an investigation within six months of the discloser making the disclosure;
- completed an investigation but did not recommend that action be taken; or
- did not provide the discloser with a report stating the outcome of any investigation or any action proposed or taken and the reasons for those actions.

We are committed to ensuring that we provide the notifications required under the PID Act and that the discloser understands the reasons for our decisions and actions. If a discloser is considering making a disclosure to a journalist because they believe their circumstances meet one or more of the requirements outlined above, we would encourage the discloser to discuss this with the PID Officer prior to disclosure to a journalist.

It is also recommended that the discloser seek their own legal advice before taking any action in relation to matters that have been disclosed under the PID Act.

If a discloser makes an anonymous disclosure they may not be able to demonstrate they meet the above requirements and we are not obliged to provide the discloser with any notifications about what happens to the disclosure.

10. Contact details and further information

For further information you can:

- contact the Shire's PID Officer on 9927 0000
- visit the Shire's website – www.irwin.wa.gov.au
- visit the Public Sector Commission's website www.publicsector.wa.gov.au or contact their Advisory Line on 6552 8888 or (for country callers) 1800 676 607.

11. Appendices

Appendix 1 – PID Code of Conduct and Integrity

Code of conduct and integrity

Established by the Public Sector Commissioner under Section 20 of the *Public Interest Disclosure Act 2003* (PID Act).

The Code operates from 1 July 2003.

The Code is to be complied with by any person to whom a disclosure is made under the PID Act.

The Code

The Code uses as its ethical base the principles of personal integrity, relationships with others and accountability as referred to in the Western Australian Public Sector Code of Ethics.

Consistent with those principles, to meet the minimum standards of conduct and integrity, persons receiving disclosures, must:

- be professional and courteous to those involved in a disclosure, and give prompt attention to all their lawful requirements
- not use any circumstance or information connected to a disclosure for personal profit or gain
- take all reasonable steps to seek to ensure informants who make a public interest disclosure are protected in accordance with the provisions specified in the PID Act
- take all reasonable steps to seek to ensure that persons who are the subject of a disclosure are also provided with appropriate safeguards and protections as specified in the PID Act
- maintain records that ensure all action taken about the receipt and processing of a disclosure is reviewable
- declare to an appropriate person, in writing, any interests that may conflict with their obligations to impartially receive and process disclosures
- immediately report corrupt behaviour that has been, or may be occurring, to an appropriate authority
- provide information to the informant about their rights and responsibilities and the possible implications of lodging a public interest disclosure.

Consent to disclosure of identifying information form

Public Interest Disclosure Act 2003

Personal details		
Family name		
Given name		
Disclosure No.		(to be completed by proper authority/Public Interest Disclosure (PID) Officer)

Consent	
Consent to disclosure of identifying information by discloser I consent to the disclosure of information that might identify or tend to identify me as a person who has made an appropriate disclosure of public interest information under section 16(1)(a) of the *Public Interest Disclosure Act 2003*.	☐
Consent to disclosure of identifying information by subject I consent to the disclosure of information that might identify or tend to identify me as a person in respect of whom a disclosure of public interest information has been made (subject) under section 16(3)(a) of the *Public Interest Disclosure Act 2003*.	☐

Limitations on consent	
This consent only applies to disclosures made to the following persons	
This consent only applies to the following information	

Authorisation	
Signature of discloser/subject: (delete as appropriate)	
Date	
Signature of proper authority/PID Officer	
Date	

Notification of disclosure of identifying information form

Public Interest Disclosure Act 2003

To					
Title	☐ Mr	☐ Ms	☐ Mrs	☐ Dr	☐ Other:
Given name					
Family name					
Provided by	☐ email ☐ mail ☐ in person				

I intend to make a disclosure of information that might identify or tend to identify you as a person who has made an appropriate disclosure of public interest information under section 16 of the *Public Interest Disclosure Act 2003*.	
The disclosure of this information	
Is necessary, having regard to the rules of natural justice (section 16(1)(b))	☐
Is necessary to enable the matter to be investigated effectively (section 16(1)(c))	☐
The reason(s) why the disclosure of this information is necessary is (specify reason(s))	
Important: A person making an identifying disclosure for these reasons must take all reasonable steps to provide this information to the discloser within a reasonable time before making the disclosure in accordance with section 16(2).	

Authorisation	
Signature of person proposing to make disclosure	
Name	
Position	
Contact details	
Date	

Public interest disclosure lodgement form

The **Shire of Irwin** strongly encourages anyone thinking about making a public interest disclosure to seek out a nominated proper authority to discuss their issues first. Our proper authority(ies) (Public Interest Disclosure (PID) Officer(s) are:

Position	Chief Executive Officer
Name of PID Officer	Shane Ivers
Contact details	reception@irwin.wa.gov.au

Ensure you understand your rights and responsibilities under the *Public Interest Disclosure Act 2003* (PID Act) before you sign this lodgement form. You may wish to seek external legal advice about those rights and responsibilities. Lodge your public interest disclosure form with the Shire of Irwin's proper authority (PID Officer), not the Public Sector Commission.

Personal details					
Family name					
Given name					
Title	☐ Mr	☐ Ms	☐ Mrs	☐ Dr	☐ Other
Address					
Work phone					
Mobile					
Email					

☐	I wish to make an anonymous public interest disclosure. I understand that: • I will not receive any information about what happens to this disclosure • it may be more difficult for the proper authority to look into the matter(s) as they cannot come back to me for further information • it may be more difficult for the proper authority/public authority to protect me • this anonymous disclosure may not prevent me from being identified during any investigation or when action is being taken.

Categories of public interest information Tick relevant box(es)	
Improper conduct	☐
An offence under written State law	☐
Substantial unauthorised or irregular use of, or substantial mismanagement of, public resources	☐
Conduct involving a substantial and specific risk of injury to public health, or prejudice to public safety or harm to the environment	☐
Administration matter(s) affecting you personally	☐

Disclosure details	
Name of the public authority(ies) the disclosure relates to	
Do you work for a public authority?	☐ Yes ☐ No If yes, which public authority and what is your position title?
Does the disclosure relate to one or more individuals?	☐ Yes ☐ No If yes, provide name(s) and position(s) held by person(s) in the public authority
When did the alleged events occur?	
Summary of the matters to disclose	

Additional information	
Description of any documents provided or names of witnesses	
Have you reported this information to any other person or agency?	☐ Yes ☐ No
If yes, did you report this information as a Public Interest Disclosure matter?	☐ Yes ☐ No If yes, please provide details

You should read the following information and sign this form prior to lodgement.

Acknowledgement

I believe on reasonable grounds that the information contained in this disclosure is or may be true.

I have been informed and I am aware that:

- I will commit an offence under section 24 of the PID Act, if I know that the information contained in this disclosure is false or misleading in a material particular, or I am reckless as to whether it is false or misleading in a material particular.
  Penalty: $12 000 or imprisonment for one (1) year.
- I will forfeit the protection provided by section 13 of the PID Act, if I fail, without reasonable excuse, to assist a person investigating the matter by supplying requested information (s17).
- I will forfeit the protection provided by section 13 of the PID Act, if I subsequently disclose this information to any person other than a proper authority under the PID Act (s17).
- I will commit an offence, if I subsequently make a disclosure of information that might identify or tend to identify anyone as a person in respect of whom this disclosure has been made under the PID Act, except in accordance with section 16(3) of the PID Act.
  Penalty: $24 000 or imprisonment for two (2) years.
- I cannot withdraw my disclosure after I have made it.

Authorisation	
Discloser's signature	
Date	

Consent to disclosure of identifying information form

Public Interest Disclosure Act 2003

Personal details		
Family name		
Given name		
Disclosure No.		(to be completed by proper authority/Public Interest Disclosure (PID) Officer)

Consent	
Consent to disclosure of identifying information by discloser I consent to the disclosure of information that might identify or tend to identify me as a person who has made an appropriate disclosure of public interest information under section 16(1)(a) of the *Public Interest Disclosure Act 2003*.	☐
Consent to disclosure of identifying information by subject I consent to the disclosure of information that might identify or tend to identify me as a person in respect of whom a disclosure of public interest information has been made (subject) under section 16(3)(a) of the *Public Interest Disclosure Act 2003*.	☐

Limitations on consent	
This consent only applies to disclosures made to the following persons	
This consent only applies to the following information	

Authorisation	
Signature of discloser/subject: (delete as appropriate)	
Date	
Signature of proper authority/PID Officer	
Date	

11-13 Waldeck Street
PMB 21
Dongara WA 6525
t - 9927 0000
reception@irwin.wa.gov.au
www.irwin.wa.gov.au

A Brilliant Blend

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

24 June 2025

Item CEO 02-06/25
WAEC Cost Estimate

WESTERN AUSTRALIAN
Electoral Commission

Mr Shane Ivers
Chief Executive Officer
Shire of Irwin
PMB 21
DONGARA WA 6525

Dear Mr Ivers,

Cost Estimate Letter: 2025 Local Government Ordinary Election

As you are aware, the next local government ordinary election will be held on 18 October 2025. This letter is your Cost Estimate for the Western Australian Electoral Commission to conduct your election, should you proceed with making a declaration under the *Local Government Act 1995* for us to do so.

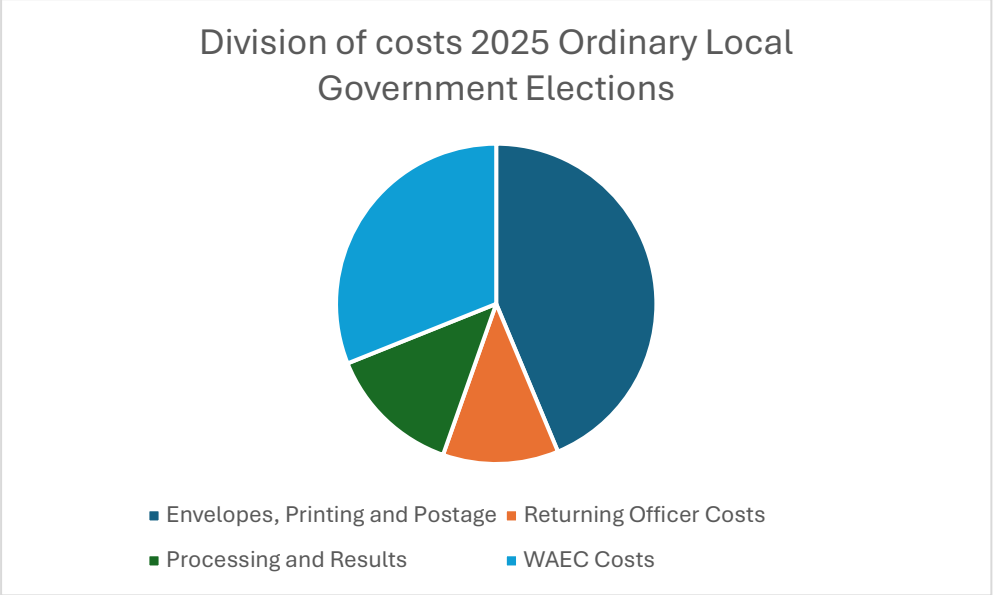
Cost Estimate
The Commission has estimated the cost to conduct your Council's election in 2025 as a postal election at approximately $25,467 (ex GST).

This cost has been based on the following assumptions:

- The method of election will be postal;
- 4 Councillor(s) vacancies;
- 2900 electors;
- response rate of approximately 45%
- appointment of a local Returning Officer; and
- count to be conducted at your office using CountWA.

If any of these assumptions are not correct, please contact us and we can provide a new cost estimate.

Cost Methodology
To provide your estimate, the Commission has estimated the costs of all aspects of the election, from supply of materials to staffing costs. For the 2025 Local Government elections, we have applied the following apportionment across the State:



For individual local Governments the exact apportionment of costs may differ slightly from the above, as the cost categories are determined by applying the following variables:

- Envelopes, Printing and Postage, and WAEC Costs are determined by the number of electors in your Local Government;
- Processing and Results is determined by the expected response rate for your election; and
- Returning Officer Costs are determined by the complexity of the election for the Returning Officer; we classify Local Governments into bands depending on a number of factors including number of Wards, number of vacancies and the number of candidates, and then we pay our Returning Officers a rate which reflects this band.

Estimated Cost of 2025 Local Government Elections

The Commission estimates that the total cost of conducting the Local Government Elections across Western Australia in 2025 will increase by $1.3 million, compared to 2023. The key drivers for this cost increase are as follows:

- a 45% cost increase from Australia Post, comprising of a 25% increase which came into effect in March 2024, and an additional 20% proposed increase currently being considered by the Australian Competition and Consumer Commission, which if approved will take effect in July 2025; and
- a 9% increase in the salaries paid to Returning Officers as required by the Public Sector CSA Agreement 2024.

Variations to the final costs for your Council

In accordance with the *Local Government (Elections) Regulations 1997*, the Commission conducts elections on the basis of full accrual cost recovery. This means that should the actual costs incurred to conduct the election be less or greater than what we have estimated, the final cost may differ from the cost estimate you have been provided.

Whilst we aim to keep additional costs at a minimum wherever possible, the following are examples of where cost increases may arise:

- If a Returning Officer is selected that is not local to your area;
- If you elect for Australia Post Priority Service for the lodgement of your election package;
- If casual staff are required for the issuing of Replacement Election Packages;
- If casual staff are required to assist the Returning Officer on election day or night; or
- Unanticipated cost increases from our suppliers.

We will endeavour to keep you informed of any unanticipated cost increases as they are incurred during the election.

Service Commitment

The Commission is committed to conducting elections impartially, effectively, efficiently and professionally. Following each election event, we review our performance and identify ways to improve our service delivery.

The Commission acknowledges that during the 2023 Local Government Ordinary Elections, the results for many Local Governments were delayed. Since this time we have improved our Count Processes, and as demonstrated through extraordinary elections conducted in 2024, we are now able to finalise our results more quickly whilst still retaining accuracy and integrity.

If you have any suggestions for improvements we can make to deliver your election, your feedback is welcome at all times.

Next Steps

Should you wish to accept this cost estimate and proceed with the Electoral Commission undertaking this election, there are specific steps that must be taken under the *Local Government Act 1995*. These steps are summarised in the attached flow chart (Attachment A).

As outlined in the flow chart, if you accept this Cost Estimate then please advise of us this in writing, so that we can issue a Written Agreement letter. Both the Cost Estimate letter, and the Written Agreement letter then need to be taken to Council for a decision.

If you have any queries, please contact lgelections@waec.wa.gov.au .

Yours sincerely,

Robert Kennedy
ELECTORAL COMMISSIONER

12 December 2024

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

24 June 2025

Item CEO 03-06/25
Register of Delegated Authority

Shire of Irwin
Register of Delegated Authority

REVIEW

There are no reviews to display

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INTRODUCTION

Introduction

Section 5.42 of the *Local Government Act 1995* (the Act) allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act (other than those under s5.43). The local government may also delegate the exercise of any of its powers to Committees pursuant to section 5.16, other than those under Section 5.17(1).

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of his or her powers to another employee, this must be done in writing. The Act also allows for the Chief Executive Officer to place conditions on any delegations that he or she has delegated. These powers or duties cannot, however, be further sub-delegated. These powers or duties are delegated to assist with improving the time taken to make decisions and are made within the constraints allowed by the relevant legislation. This is consistent with our commitment to a strong customer service focus.

The Department of Local Government & Communities *Guideline No.17 – Delegations*, establishes the principal issue in determining whether a statutory function or duty is suitable for 'acting through' that being - where the statute provides no discretion in carrying out a function or duty, then the function or duty may be undertaken through the 'acting through' concept.

Conversely, where the statute allows for discretion on the part of the decision maker, then the function must either be delegated or a person authorised, or a policy implemented, that provides sufficient control for another person to have that authority and fulfil the function or duty.

The *Local Government Act 1995* does not specifically define the meaning of the term "acting through", however section 5.45(2) states;

"Nothing in this Division is to read as preventing –

(a) A local government from performing any of its functions by acting through a person other than the CEO"; or
(b) A CEO from performing any of his or her functions by acting through another person."

The purpose of this register is to ensure a record is kept of those powers or duties that have been delegated to ensure accountability and to meet the requirements of Section 5.46 of the Act. This register is a public document that contains 'Instruments of Delegation' that detail the function being delegated and the relevant statutory reference which is the source of power for the exercise of that function. Without limiting the effect of sections 58 and 59 of the *Interpretation Act 1984*, these delegations, made under the Act have effect for the period of time specified in the delegation or where no period has been specified, indefinitely. Any decision to amend or revoke these delegations by a local government is to be by an absolute majority.

This register of delegated authority will be reviewed in accordance with the Act on an annual basis.

Delegations and authorisations under other Legislation

Where legislation provides for the direct delegation to authorise a person or a member of a class of persons by other agencies or decision makers. For example: the *Environmental Protection Act* allows for the CEO of the Department of Environment Regulation to grant delegated authority direct to a local government.

The authorisation is dealt with in the relevant legislation and, where required, the Instrument of Delegation or Notice of the Appointment is advertised in the Government Gazette.

Those Delegations or authorisations that may occur under legislation other than the *Local Government Act 1995*, its regulations and the local government's local laws include:

Planning and Development Act 2005 and associated regulations
Dog Act 1976 and regulations;
Cat Act 2011 and regulations
Bush Fires Act 1954, regulations and local law created under that Act;
Litter Act 1979 and regulations
Local Government (Miscellaneous Provisions) 1960 as amended;
Caravan Parks and Camping Grounds Act 1995;
Control of Vehicles (Off-Road Areas) Act 1978 and regulations;
Environmental Protection Act 1986
Environmental Protection (Noise) Regulations 1997
Building Act 2011

N.B. – This is not an exhaustive list.

DELEGATIONS

Delegation	**13 Infringement Notices**
Category	CEO to Employees
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government Act 1995:* s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of Time s.9.20 Withdrawal of Notice
Function	1. Authority to determine that the Shire is satisfied that within 28 days after the owner of a vehicle that was served a notice and the owner submits that the vehicle had been stolen or unlawfully taken, or was being unlawfully used, at the time the offense is alleged to have been committed. [s.9.13(6)(b)] 2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19]. 3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid, by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20(1),(2)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Audit) Regulations 1996.*
Delegates	Manager Community Services
Conditions	a. A delegate or authorised person who participated in a decision to issue an infringement notice, is NOT to determine any matter related to that infringement notice under this Delegation. b. See specific delegations under the Building Act and the Parking and Parking Facilities Local Law for reference to delegations under s.9.13, s.9.19 and s.9.20 of the Local Government Act 1995. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Local Government Act 1995* – Section 5.46(3) *Local Government (Audit) Regulations 1996*
Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	Local Government Act 1995 – Section 5.46(3) All exercises of delegated authority are to be recorded within the Shire's ICT system

Date adopted	8 March 2021
Adoption references	Approved by CEO see Altus ECM record INT21/6D3D1ABB
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14.02.2023 - as advised during meeting with CEO, new delegate to be Manager, Community Services. Subsequently advised by WALGA (on 23.02.23) that no Council-CEO delegation required for this Delegation as legislation allows for CEO to be the delegator.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 - 3.00024

Delegation	**40 Infringement Notices - Extensions and Withdrawals**
Category	CEO to Employees
Head of power	04 Cat Act 2011
Delegator	CEO
Express power to delegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Express power or duty delegated	*Cat Act 2011:* s.64 Extension of time The CEO of a local government may, in a particular case, extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed. s.65 Withdrawal of notice (1) Within one year after the notice was given the CEO of the local government may, whether or not the modified penalty has been paid, withdraw an infringement notice by sending to the alleged offender a notice in the prescribed form stating that the infringement notice has been withdrawn. (2) Where an infringement notice is withdrawn after the modified penalty has been paid, the amount is to be refunded.
Function	1. Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. 2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65]. *Actions under this Delegation are required to comply with procedural and form requirements detailed in the Cat Act 2011 and Cat Regulations 2012.*
Delegates	Manager Community Services
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Cat Act 2011* *Cat Regulations 2012*
Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Cat Act 2011* s.47 (3) A person to whom a power or duty is delegated under this Division is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty. All exercises of delegated authority are to be recorded within the Shire's ICT system.
Date adopted	8 March 2021
Adoption references	Approved by CEO see Altus ECM record INT21/6D3D1ABB
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**100 Tenders for Goods and Services**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Function	1. Authority to call tenders [F&G r.11(1)]. 2. Authority with regards to the following, due to the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11(f)]. 3. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is $250,000 or less [F&G.r.11(2). r.11(2)(aa) the supply of the goods or services is associated with a state of emergency; r.11(2)(h) the following apply- i. the goods or services are to be supplied by — I. a person registered on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia Limited ABN 96 929 977 985; or II. Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) ABN 50 134 720 362; r.11(2)(ja) the contract is a renewal or extension of the term of a contract (the original contract) r.11(3) For the purposes of subregulation (2)(aa) a supply of goods or services is associated with a state of emergency if — see [F&G r.11(3)] for further information 4. Authority to invite tenders although not required to do so [F&G r.13]. 5. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 6. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 7. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, by taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14 (5)].

	8. Authority to evaluate tenders, by written evaluation of the extent to which each tender satisfies the criteria and decide which is the most advantageous [F&G r.18(4)]. 9. Authority to accept a tender which does not exceed the value detailed as a condition on this Delegation and in accordance with s.5.43(b). and; Authority to accept and reject tenders in accordance with the requirements of the Functions and General Regulations [F&G r.18]. 10. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender and negotiate minor variations with the successful tenderer before entering into a contract, in accordance with Council Conditions on this delegation. [F&G r.20(1) (3)]. 11. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 12. Authority to decline to accept any tender [F&G r.18(5)]. 13. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&G r.20(2)] 14. Authority to: i. Vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or as per Council conditions on this delegation ii. Exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j)(ja). [F&G r.21A] and before the contract is to expire. 15. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) (7)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996.*
Delegates	CEO

Conditions	a. Sole supplier arrangements may only be approved where a record is retained that evidences: i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; and iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; b. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the: i. proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government, ii. current supply contract expiry is imminent, iii. value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council. c. Tender exempt procurement is required to have the expense included in the adopted annual budget, unless exercising the requirement for emergency purchasing under the definition of Emergency or a declared State of Emergency. d. In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is $250,000 or less and the expense is included in the adopted Annual Budget. e. A minor variation negotiation, in relation to an invitation to Tender, is subject to a maximum 20% variation and is not to exceed $500,000. f. The variation of a contract is subject to a maximum limit of a 15% increase of the contract value. *Actions under this Delegation are required to comply with any related local laws and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	Not sub-delegated
Statutory framework	*Local Government Act 1995* *Local Government (Functions and General) Regulations 1996*
Policy	Council Policy - CP20 Purchasing Management Policy MP04 Purchasing
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* r.19 Local Government (Functions and General) Regulations 1996 r.17 Tender Register (1) The CEO is responsible for keeping the tenders register and making it available for public inspection
Date adopted	28 July 2020

Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
28 Feb 2023	Amended delegation	Adopted by Coumcil at OCM 28.02.2023	Minute reference: 100223
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**101 Payments from the Municipal or Trust Funds**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* *Local Government (Financial Management) Regulations 1996:* r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.*
Delegates	CEO
Conditions	a. Authority to make payments is subject to Council approved budget. b. or the payments have been authorised by a resolution of Council in advance, or authorised in advance by the Shire President in an emergency. c. A list of payments is presented to Council in accordance with Financial Management Regulations 13. d. All payments are signed by two delegated signatories, one being the CEO the other sub -delegated by the CEO. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Community Emergency Services Manager Human Resource Supervisor Manager Community Services Manager Finance Manager Operations

Subdelegate conditions	a. Authority to make payments is subject to Council approved budget. b. or the payments have been authorised by a resolution of Council in advance, or authorised in advance by the Shire President in an emergency. c. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. d. Payments by cheque and EFT transactions must be approved jointly by two delegates. In the case of payroll authorisation, one of these delegates must be the CEO. e. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods/service received, must be undertaken independent of the payment approval. f. Payments with Corporate Credit Card shall not exceed the credit limit of the card.
Statutory framework	*Local Government Act 1995* – Section 5.46(3) *Local Government (Financial Management) Regulations 1996*
Policy	Council Policy – CP20 Purchasing
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* r.19
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	Correction to Amendment comment above - Manager Finance and Chief Operating Officer given delegation 14/02/2023 (not 2022).	---
22 Feb 2023	Amended delegation	Following subdelegates added, on instruction of CEO, as follows: - 20/08/2022: Human Resources Supervisor (refer amendment comment 20/8/22 in EMP101); - 23/08/2022: Community Emergency Services Manager (refer amendment comment 23/08/22 in EMP101); - 14/09/2022: Manager, Community Services (refer amendment comment 14/09/22 in EMP101); - 15/02/2022: Manager Finance and Chief Operating Officer (ALTUS folder: 3.00342; ref: INT23/14767209).	---
8 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO, as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**102 Trust Fund**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.9(4) Trust fund -
Function	1. Authority to transfer money, where money has been held in the trust fund for 10 years it may be transferred to the municipal fund but the local government is required to repay the money, together with any interest earned from its investment, from that fund to a person claiming and establishing a right to the repayment. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Development Manager Finance Manager Operations
Subdelegate conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Local Government Act 1995*
Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* r.19 All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO, as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.	
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.0024

Delegation	**103 Expression of Interest Goods and Services**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Function	1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996.*
Delegates	CEO
Conditions	a. Compliance with Delegation CEO100 - Tender for Goods and Services b. Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	Not sub-delegated
Statutory framework	*Local Government Act 1995* *Local Government (Functions and General) Regulations 1996*
Policy	Council Policy - CP20 Purchasing
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* r.19 All exercises of delegated authority are to be recorded within the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720

Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**104 Application of Regional Price Preference Policy**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Functions and General) Regulations 1996:* r.24G Adopted regional price preference policy, effect of
Function	1. Authority to decide when not to apply the regional price preference policy to a particular tender in the future for a contract of that type [F&G r.24G]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	Not sub-delegated
Statutory framework	*Local Government Act 1995* – Section 5.46(3) *Local Government (Functions and General) Regulations 1996*
Policy	Council Policy - CP01 Localised Purchasing (Regional Price Preference) Council Policy - CP20 Purchasing
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* r.19 All exercises of delegated authority are to be recorded within the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**105 Appoint Authorised Persons**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] s.9.10 Appointment of authorised persons
Function	1. Authority to appoint persons or classes of persons as authorised persons for the purpose of fulfilling prescribed functions within the Local Government Act 1995 and its subsidiary legislation, including Local Government Act Regulations, the Local Government (Miscellaneous Provisions) Act 1960 and Local Laws made under the Local Government Act. [s.3.24 and s.9.10]. 2. Authority to appoint authorised persons for the purposes of section 9.16 of the Local Government Act 1995, as a precondition for appointment as authorised officers in accordance with Regulation 70(2) of the Building Regulations 2012 and section 6(b) of the Criminal Procedure Act 2004. 3. Authority to appoint authorised person for the purposes of the Graffiti Vandalism Act 2016, which prescribes Part 9 of the Local Government Act 1995 as the enabling power [s.15 of the Graffiti Vandalism Act 2016]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.*
Delegates	CEO
Conditions	a. A Register of Authorised Persons is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be appointed as authorised persons. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	Not sub-delegated
Statutory framework	*Local Government Act 1995* *Graffiti Vandalism Act 2016*
Policy	Schedule of Authorised Persons Management Policy - MP02 Purchasing Order Authorisation

Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* r.19 Exercises of delegated authority to be recorded in the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**106 Compensation for Damage Incurred when Performing Executive Functions**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.22(1) Compensation s.3.23 Arbitration
Function	1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.*
Delegates	CEO
Conditions	a. Delegation is limited to settlements which do not exceed a material value of $5,000. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Operations
Subdelegate conditions	Delegation is limited to settlements which do not exceed a material value of $5,000. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Local Government Act 1995*
Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* – regulation 19 All exercises of delegated authority are to be recorded within the Shire's ICT system.
Date adopted	28 July 2020

Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO, as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.	
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**107 Powers of Entry**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Function	1. Authority to exercise powers of entry to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, without notice if not practicable. Using such force as is reasonable [s.3.34(1) (3) (5)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.*
Delegates	CEO
Conditions	a. Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Local Government Act 1995*
Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations

Record keeping	*Local Government Act 1995* – Section 5.46(3) All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**108 Declare Vehicle is Abandoned Vehicle Wreck**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.3.40A(4) Abandoned vehicle wreck may be taken
Function	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.*
Delegates	CEO
Conditions	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegation CEO109 Confiscated or Uncollected Goods or alternatively, referred to Council for a decision. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegation CEO109 Confiscated or Uncollected Goods or alternatively, referred for Council decision. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	Local Government Act 1995
Policy	Council Policy CP43 Disposal of Property Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* – regulation 19 All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**109 Confiscate or Uncollected Goods**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.46 Goods may be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Function	1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A, or removed under s.3.40 or 3.40A to be collected until the costs of removing and/or impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43. [s.3.47] 3. Authority to recover expenses if goods are removed and impounded under section 3.39 and the alleged offender is convicted, by action in a court of competent jurisdiction. [s.3.48] *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Function and General) Regulations 1996.*
Delegates	CEO
Conditions	a. May be disposed of by any means considered to provide best value, provided the process is transparent and accountable. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	May be disposed of by any means considered to provide best value, provided the process is transparent and accountable. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Local Government Act 1995* *Local Government (Functions and General) Regulations 1996*
Policy	Council Policy CP43 Disposal of Property Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations

Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* – regulation 19 All exercises of delegated authority are to be recorded within the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**110 Disposal of Sick or Injured Animals**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Function	1. Authority to determine when an impounded animal is ill or injured to an extent that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses if goods are removed and impounded under section 3.39 and the alleged offender is convicted, by action in a court of competent jurisdiction [s.3.48]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.*
Delegates	CEO
Conditions	As per the Local Government Act a. On the condition that the animal has been impounded for no less than 7 days and reasonable steps have been taken to notify the owner [s.3.47A(2)(i)(3)]. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	1. Authority to determine when an impounded animal is ill or injured to an extent that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. In accordance with the Local Government Act: On the condition that the animal has been impounded for no less than 7 days and reasonable steps have been taken to notify the owner, allowed the owner a reasonable opportunity to collect the animal. [s.3.47A,,B(2)(i)(ii)(3)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.*
Statutory framework	*Local Government Act 1995*
Policy	Council Policy CP43 Disposal of Property Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations

Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* – regulation 19 All exercises of delegated authority to be recorded in the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**111 Close Thoroughfares to Vehicles**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Function	1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks [s.3.50(1a) (2) (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Functions & General) Regulations 1996.*
Delegates	CEO

Conditions	As per the Local Government Act a. Before doing anything to which section 3.51 applies, fixing or alter the level or alignment of a public thoroughfare or draining water from a public thoroughfare or other public place onto adjoining land, a person having an interest is to be notified in writing. If any land is likely to be adversely affected by doing of the thing, give local public notice. Allow reasonable time for submissions and consider any submissions made. [s3.51]. b. In determining to close a thoroughfare for a period exceeding 4 weeks [s.3.50(1a) (2) (4)] and before doing so, to: • give; public notice • give written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a) (2) (4)]. c. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. d. Maintain access to adjoining land [s.3.52(3)] (relevant to the metropolitan area or a Townsite only). *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Operations Technical Services Supervisor

Subdelegate conditions	As per the Local Government Act: a. Before doing anything to which section 3.51 applies, fixing or alter the level or alignment of a public thoroughfare or draining water from a public thoroughfare or other public place onto adjoining land, a person having an interest is to be notified in writing. If any land is likely to be adversely affected by doing of the thing, give local public notice. Allow reasonable time for submissions and consider any submissions made. [s3.51]. b. In determining to close a thoroughfare for a period exceeding 4 weeks [s.3.50(1a) (2) (4)] and before doing so, to: • give; public notice • give written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a) (2) (4)]. c. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. d. Maintain access to adjoining land [s.3.52(3)] (relevant to the metropolitan area or a Townsite only). *Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Local Government Act 1995*
Policy	Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* – regulation 19 All exercies of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
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20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO, as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.	
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**112 Control Reserves and Certain Unvested Facilities**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Function	1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land that is vested in or placed under the control and management of the Shire of Irwin, that it could do under s.5 of the Parks and Reserves Act 1895. [s.3.54(1)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.*
Delegates	CEO
Conditions	a. Limited to matters where the financial implications do not exceed a relevant and current budget allocation and which do not create a financial liability in future budgets. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Development
Statutory framework	*Local Government Act 1995*
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* – regulation 19 All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
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Amendments			
Date	**Type**	**Amendment**	**References**
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25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**113 Obstruction of Footpaths and Thoroughfares**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996* r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Function	1. Authority to give, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: [ULP r.5(2)] a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove anything that has fallen from the land or from anything on the land and is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Uniform Local Provisions) Regulations 1996.*
Delegates	CEO

Conditions	a. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Development Manager Operations
Subdelegate conditions	Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Local Government Act 1995* *Local Government (Uniform Local Provisions) Regulations 1996*
Policy	**Local Law** Activities on Thoroughfares and Trading Places in Thoroughfares and Public Places Local Law Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* – regulation 19 All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020

Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO, as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.	
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**114 Gates Across Public Thoroughfares**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996* r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
Function	1. Authority to provide, or refuse to provide permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Authority to impose conditions on granting permission [ULP r.9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]. 5. Authority to cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Uniform Local Provisions) Regulations 1996.*
Delegates	CEO
Conditions	a. Each approval provided must be recorded in the Shire of Irwin's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 9(8). *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Development Manager Operations
Subdelegate conditions	Each approval provided must be recorded in the Shire of Irwin's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 9(8). *Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Local Government Act 1995* *Local Government (Uniform Local Provisions) Regulations 1996*

Policy	**Local Law** Activities on Thoroughfares and Trading Places in Thoroughfares and Public Places Local Law Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* r.19 All exercises of delegated authority to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO, as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.	
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**115 Public Thoroughfare - Dangerous Excavations**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996* r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Function	1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11 (4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Uniform Local Provisions) Regulations 1996.*
Delegates	CEO
Conditions	Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. *Actions under this Delegation are required to comply with any related local law, policies and procedures.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Development Manager Operations Technical Services Supervisor

Subdelegate conditions	Permission may only be granted where, the proponent has: a. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. b. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. c. Provided evidence of sufficient Public Liability Insurance. d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. *Actions under this Delegation are required to comply with any related local law, policies and procedures.*
Statutory framework	*Local Government Act 1995* *Local Government (Uniform Local Provisions) Regulations 1996*
Policy	**Local Law** Activities on Thoroughfares and Trading Places in Thoroughfares and Public Places Local Law Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* – regulation 19 All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.	
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**116 Crossing - Construction, Repair and Removal**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996* r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7 (2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Function	1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12 (1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to, subject to regulation 14(2), give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to, if the person fails to comply with the notice, construct or repair the crossing as the notice required and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Uniform Local Provisions) Regulations 1996.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law, policies and procedures.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Development Manager Operations Technical Services Supervisor
Subdelegate conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Local Government Act 1995* – Section 5.46(3) *Local Government (Uniform Local Provisions) Regulations 1996*

Policy	Council Policy P20 Vehicle Crossover Policy Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations **Local Law** Activities on Thoroughfares and Trading Places in Thoroughfares and Public Places Local Law
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* r.19 All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.	
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**117 Private Works on, over or under Public Places**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996* r.17 Private works on, over, or under public places – Sch.9.1 cl.8
Function	1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including but not limited to those prescribed in r.17(5) [ULP r.17(5)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Uniform Local Provisions) Regulations 1996.*
Delegates	CEO
Conditions	Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. *Actions under this Delegation are required to comply with any related local law, policies and procedures.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	Not sub-delegated
Statutory framework	*Local Government Act 1995* *Local Government (Uniform Local Provisions) Regulations 1996*
Policy	**Local Law** Activities on Thoroughfares and Trading Places in Thoroughfares and Public Places Local Law

Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* r.19 All exercises of delegated authority are to be recorded into Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**118 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) 1996* r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12
Function	1. Authority to give notice to an owner and/or occupier of land if it is considered that clearing the owner and/or occupier's land might cause local government land having a common boundary, to be adversely affected by wind erosion or sand drift [ULP r.21(1)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Uniform Local Provisions) 1996.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Development Manager Operations Technical Services Supervisor
Subdelegate conditions	a. Consult with the Manager Development prior to issuing a notice under this delegation. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Local Government Act 1995* *Local Government (Uniform Local Provisions) Regulations 1996*
Policy	**Local Law** Prevention and Abatement of Sand Drift Local Law 2004 Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* r.19 All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020

Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.	
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**119 Disposal of Property**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.3.58(2) & (3) Disposing of Property *Local Government (Functions & General) Regulations 1996* r.30 Disposition of property excluded from Act s.3.58
Function	1. Authority to dispose of property: (a) to the highest bidder at public auction [s.3.58(2)(a)]. (b) to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)]. 2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of local public notice [s.3.58(3)]. 3. Authority to dispose of property excluded from Act s.3.58 [(F&G) r.30(1)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Functions & General) Regulations 1996.*
Delegates	CEO
Conditions	a. acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph [s5.43(d)], that amount being a maximum value of $50,000 or less. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	*Local Government Act 1995* *Local Government (Functions and General) Regulations 1996*
Policy	Council Policy CP43 Disposal of Property
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* r.19 All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020

Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Revoked	14 February 2023 - Sub-delegation revoked as advised by CEO on 21.02.2023 - not to be sub-delegated at this time.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**120 Defer, Grant Discounts, Waive or Write off Debts**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.6.12 Power to defer, grant discounts, waive or write off debts
Function	1. Waive a debt which is owed to the Shire of Irwin. [s.6.12(1)(b)] 2. Waive or grant a concession in relation to money which is owed to the Shire of Irwin. [s.6.12 (1)(b)] 3. Write off any amount of money which is owed to the Shire of Irwin. [s.6.12(1)(c)] *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.*
Delegates	CEO
Conditions	a. This Delegation does not apply to debts, which are prescribed as debts that are taken to be a rate or service charge. b. A debt may only be waived or concession be granted for charitable; or not for profit community groups. c. A debt may only be written off where all necessary measures have been taken to locate/contact the debtor and where costs associated continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Irwin. i. Limited to individual debts valued below $1,000 or cumulative debts of a debtor valued below $1,000. Write off of debts greater than these values must be referred for Council *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Community Services Manager Finance

Subdelegate conditions	a. This Delegation does not apply to debts, which are prescribed as debts that are taken to be a rate or service charge. b. A debt may only be waived or concession be granted for charitable; or not for profit community groups. c. A debt may only be written off where all necessary measures have been taken to locate/contact the debtor and where costs associated continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Irwin. i. Limited to individual debts valued below $1,000 or cumulative debts of a debtor valued below $1,000. Write off of debts greater than these values must be referred for Council. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Local Government Act 1995*
Policy	Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* r.19 All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	13 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments

Date	Type	Amendment	References
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
18 Jul 2023	New delegation	Additional sub-delegation added for Peter Bracegirdle	Altus INT23/5F9E3DB
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**121 Power to Invest and Manage Investments**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.6.14 Power to invest *Local Government (Financial Management) Regulations 1996* r.19 Investments, control procedures for
Function	1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose, under the Trustees Act Part III. [s.6.14(1)] 2. Authority to establish and document internal control procedures to be followed by employees in the investment and management of investments. [FM r.19] *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.*
Delegates	CEO
Conditions	a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy C15 Management of Investments. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17] *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Finance

Subdelegate conditions	a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy C15 Management of Investments. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17] *Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Local Government Act 1995* *Local Government (Financial Management) Regulations 1996*
Policy	Council Policy C15 Management of Investments Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* r.19 All exercises of delegated authority are to be recorded in the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	1 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**122 Rate Record Amendment**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.6.39(2)(b) Rate record
Function	1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.*
Delegates	CEO
Conditions	a. Delegates must comply with the requirements of s.6.40 of the Act. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Finance
Subdelegate conditions	Delegates must comply with the requirements of s.6.40 of the Act. *Actions under this Delegation are required to comply with any related local law and/or policies*.
Statutory framework	*Local Government Act 1995*
Policy	Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* r.19 All exercises of delegated authority are to be recorded into the Shire's ICT system. *Note – Decisions under this delegation may be referred for review by the State Administration Tribunal*
Date adopted	28 July 2020
Adoption references	130720

Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**123 Agreement as to Payment of Rates and Service Charges**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.6.49 Agreement as to payment of rates and service charges
Function	1. Authority to accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person [s.6.49]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Finance
Subdelegate conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Local Government Act 1995*
Policy	CP14 Debt Recovery Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* r.19 All exercises of delegated authority to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**124 Determine Due Date for Rates or Service Charges**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.6.50 Rates or service charges due and payable
Function	1. Authority to determine the date on which rates or service charges become due and payable to the Shire of Irwin [s.6.50]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.*
Delegates	CEO
Conditions	a. The annual budget process captures the due dates for rates and service charges, however this delegation allows for minor adjustments for administrative purposes. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	Not sub-delegated
Statutory framework	*Local Government Act 1995*
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* r.19 All exercises of delegated authority to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**125 Recovery of Rates or Service Charges**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.6.56 Rates or service charges recoverable in court
Function	1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction. [s.6.56(1)] 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears. [s.6.64(3)] *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.*
Delegates	CEO
Conditions	a. Decisions under this delegation must comply with Council Policy CP14 Debt Recovery. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	Not sub-delegated
Statutory framework	*Local Government Act 1995*
Policy	Council Policy CP14 Debt Recovery
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* r.19 All exercises of delegated authority to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**126 Recovery of Rates - Lessee to Pay Rent**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.6.60 Local Government may require lessee to pay rent
Function	1. Authority to give notice, if payment of a rate or service charge imposed in respect of any land is due and payable, notice may be given to the lessee of the land requiring the lessee to pay to the Shire of Irwin any rent as it falls due in satisfaction of the rate or service charge. [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.*
Delegates	CEO
Conditions	a. Decisions under this delegation must comply with Council Policy CP14 Debt Recovery. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Finance
Subdelegate conditions	a. Decisions under this delegation must comply with Council Policy CP14 Debt Recovery. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Local Government Act 1995*
Policy	Council Policy CP14 Debt Recovery
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* r.19 All exercises of delegated authority to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - previously not sub-delegated. Sub-delegated to Manager Finance as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**127 Rate Record - Objections**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.6.76 Grounds of objection
Function	1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)(6)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.*
Delegates	CEO
Conditions	A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Finance
Subdelegate conditions	A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Local Government Act 1995* Note - Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Council Policy CP14 Debt Recovery Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations

Record keeping	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 r.19 All exercises of delegated authority is to be recorded into the Shire's ICT system. *Note – Decisions under this delegation may be referred for review by the State Administration Tribunal*
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**128 Issuing Notices to Owner or Occupier of Land**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.3.25 Notices requiring certain things to be done by owner or occupier of land s.3.26 Additional powers when notices given
Function	1. Authority to give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice [s.3.25(1)]. 2. Authority to do anything that it considers necessary to achieve, so far as is practicable, the purpose for which the notice was given, If the person who is given the notice (notice recipient) fails to comply with it [s.3.26(2)]. 3. Authority to recover the cost of anything it does under subsection (2) as a debt due from the person who failed to comply with the notice [s.3.26(3)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Development Manager Operations
Subdelegate conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Local Government Act 1995*
Policy	Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* r.19 All exercises of delegated authority to be recorded into the Shire's ICT system. *Note – Decisions under this delegation may be referred for review by the State Administration Tribunal*

Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.	
25 Jul 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**129 Actions on Land that is not Local Government Property**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.3.27 Particular things local Governments can do on land that is not local government property
Function	1. Authority to do any of the things prescribed in Schedule 3.2, in performing its general function, even though the land on which it is done is not local government property and the local government does not have consent to do it [s.3.27(1)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and associated Regulations.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Operations Operations Maintenance Supervisor Parks & Gardens Supervisor Technical Services Supervisor
Subdelegate conditions	*Actions under this Delegation are required to comply with any related local laws and/or policies.*
Statutory framework	*Local Government Act 1995*
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* r.19 All exercises of delegated authority are to be recorded into the Shire's ICT system. *Note – Decisions under this delegation may be referred for review by the State Administration Tribunal*
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2004

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.	
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**130 Works Required for Supply of Gas or Water**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.20(1) Works required for supply of gas or water — Sch. 9.1 cl. 11
Function	1. Where the Local Government is responsible for supplying water or gas, authority to carry out works that are necessary for the purpose of providing, maintaining or modifying the supply system [ULP r.20(1)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government (Uniform Local Provisions) Regulations 1996.*
Delegates	CEO
Conditions	a. Works may only be undertaken where there is an approved budget allocation. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	*Local Government Act 1995* *Local Government (Uniform Local Provisions) Regulations 1996*
Record keeping	*Local Government Act 1995* – Section 5.46(3) *Local Government (Administration) Regulations 1996* r.19 All exercises of delegated authority are to be recorded into the Shire's ICT system. *Note – Decisions under this delegation may be referred for review by the State Administration Tribunal*
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Revoked	14 February 2023 - Sub-delegation removed as advised by CEO on 21.02.2023 - i.e. NO sub-delegation at this time.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**131 Complaints Officer**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*The Local Government (Model Code of Conduct) Regulations 2021* 11(3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.
Function	Authority to receive complaints and withdrawals of complaints alleging a breach of a requirement set out in the Model Code of Conduct.
Delegates	CEO
Conditions	The CEO may authorise, as Complaints Officers, one or more persons to receive complaints and withdrawals of complaints for the purposes of Division 3 of the Code of Conduct. Delegation is in accordance with section 5.42 of the Local Government Act 1995 [Council Decision 28/21(4)]. It is noted that the CEO, or another employee designated by the CEO, is the Complaints Officer for the purposes of s5.120 of the Local Government Act 1995, to deal with matters pursuant to Division 4 of the Code of Conduct. The CEO has not chosen to designate another employee for these purposes.
Express power to subdelegate	Local Government Act 1995 s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	*Local Government Act 1995* *Local Government (Model Code of Conduct) Regulations 2021*
Record keeping	All exercises of delegated authority to be recorded into the Shire's ICT system.
Date adopted	23 February 2021
Adoption references	Adopted by Absolute Majority OCM 23 Feb 2021 Minute#120221
Last reviewed	1 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
23 Feb 2021	New delegation	OCM Decision #120221	OCM Decision #120221
23 Feb 2021	New delegation	OCM Decision #130221	OCM Decision #130221
23 Feb 2021	New delegation	Adopted by Absolute Majority OCM 23 Feb 2021 Minute#120221	Adopted by Absolute Majority OCM 23 Feb 2021 Minute#120221
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**132 Request Information (s.14) ROAD TRAFFIC (ADMINISTRATION) ACT 2008**
Category	CEO to Employees
Head of power	Road Traffic (Administration) Act 2008
Delegator	CEO
Express power to delegate	r.7(2)(n) Disclosure of information to prescribed persons
Express power or duty delegated	*Road Traffic (Administration) Act 2008* s.14 – Disclosure of information to prescribed persons *Road Traffic (Administration) Regulations 2014* r.7 – Disclosure of information to prescribed persons
Function	Nominate Prescribed Persons to the CEO of the Public Authority for the purpose of requesting information on an ad hoc basis from the Department of Transport, Driver and Vehicle Services (DVS) and Release of Information (ROI) section via email.
Delegates	Executive Assistant to the CEO Manager Community Services
Conditions	The information disclosed to the nominated persons will only be used in connection with the administration of the Acts and Regulations specifically the: • *Local Government Act 1995;* • *Caravan Parks and Camping Grounds Act 1995;* • *Animal Welfare Act 2002;* • *Dog Act 1976;* • *Litter Act 1979;* • *Cat Act 2011;* • *Local Government (Miscellaneous Provisions) Act 1960;* and • *Bush Fires Act 1954.* Any information provided by the Department of Transport cannot be used for a purpose other than the authorised purpose for which it was disclosed.
Statutory framework	*Road Traffic (Administration) Act 2008* *Road Traffic (Administration) Regulations 2014* *Local Government Act 1995*
Record keeping	All exercises of delegated authority are to be recorded into the Shire's record keeping system
Date adopted	25 June 2024
Adoption references	CEO1-06/24
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. Update to delegates to include Executive Assistant to the CEO as of 5 August 2024.	CEO 01-06/24 3.00024

Delegation	**200 Grant a Building Permit**
Category	Council to CEO
Head of power	02 Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011:* *s.127(1) & (3) Delegation: special permit authorities and local government*
Express power or duty delegated	*Building Act 2011:* s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit *Building Regulations 2012:* r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Function	1. Authority to require an applicant to provide any documentation or information, within a specified time of not more than 21 days that it requires to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit before the building work is complete [s.27(1) (3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23 and 24]. 5. Authority to approve an application for a new responsible person for a building permit [r.26]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Building Act 2011 and Building Regulations 2012.*
Delegates	CEO
Conditions	**a. As per Building Regulation 2012** Decisions under this delegated authority should be either undertaken or informed by a person having the appropriate experience or qualifications in accordance with r.5. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Building Act 2011*: s.127(6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section.
Subdelegates	EHO/Building Surveyor Manager Development

Subdelegate conditions	In accordance with Building Regulations 2012 r.5: Decisions under this delegated authority should be either undertaken or informed by a person having the appropriate experience or qualifications. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Building Act 2011* *Building Regulations 2012* *Building Services (Registration Act) 2011* – Section 7 *Home Building Contracts Act 1991*–Part 3A, Division 2 – Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage of Western Australia Act 2018*
Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Building Act 2011* s.130 All exercises of delegated authority to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
15 Dec 2023	Amended delegation	The role of EHO/Building Surveyor included, to accommodate staffing updates. As instructed by the CEO.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**201 Demolition Permits**
Category	Council to CEO
Head of power	02 Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit *Building Regulations 2012:* r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Function	1. Authority to require an applicant to provide any documentation or information, within a specified time of not more than 21 days that it requires to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit, before demolition works are complete. [s.27(1) (3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Building Act 2011 and Building Regulations 2012.*
Delegates	CEO
Conditions	**a. As per Building Regulation 2012** Decisions under this delegated authority should be either undertaken or informed by a person having the appropriate experience or qualifications in accordance with r.5. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	Building Act 2011: s.127(6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section.
Subdelegates	EHO/Building Surveyor Manager Development

Subdelegate conditions	**In accordance with Building Regulations 2012 r.5:** Decisions under this delegated authority should be either undertaken or informed by a person having the appropriate experience or qualifications. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Building Act 2011* *Building Regulations 2012* *Building Services (Registration Act) 2011* – Section 7 *Home Building Contracts Act 1991*–Part 3A, Division 2 – Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage of Western Australia Act 2018*
Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Building Act 2011 s.130* All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
15 Dec 2023	Amended delegation	The role of EHO/Building Surveyor included to accommodate staffing updates. As instructed by the CEO.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**202 Occupancy Permits or Building Approval Certificates**
Category	Council to CEO
Head of power	02 Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* Division 3 — Making and dealing with applications for occupancy permits and building approval certificates s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration *Building Regulations 2012* r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Function	1. Authority to require an applicant to provide any documentation or information required, within a specified time of not more than 21 days in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit, while the occupancy permit or building approval certificate has effect. [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Building Act 2011 and Building Regulations 2012.*
Delegates	CEO
Conditions	**a. As per Building Regulation 2012** Decisions under this delegated authority should be either undertaken or informed by a person having the appropriate experience or qualifications in accordance with r.5. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	Building Act 2011: s.127(6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section
Subdelegates	EHO/Building Surveyor Manager Development

Subdelegate conditions	**In accordance with Building Regulations 2012 r.5:** Decisions under this delegated authority should be either undertaken or informed by a person having the appropriate experience or qualifications. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Building Act 2011* *Building Regulations 2012* *Building Services (Registration Act) 2011* – Section 7 *Home Building Contracts Act 1991*–Part 3A, Division 2 – Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage of Western Australia Act 2018*
Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Building Act 2011 s.130* All exercises of delegated authority are to be recorded in the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
15 Dec 2023	Amended delegation	the role of EHO/ Building Surveyor included to accommodate staffing updates. As instructed by the CEO.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting	CEO 01-06/24 3.00024

Delegation	**203 Authorised and Approved Persons/Officers**
Category	Council to CEO
Head of power	02 Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.96(3)(6) Authorised persons s.99(3) Limitation on powers of authorised person *Building Regulations 2012:* r.70 Approved officers and authorised officers
Function	1. Authority to designate a local government employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that employee [s.99(3)]. 3. Authority to appoint a specified employee of the local government as an approved officer for the purposes of s.6(a) of the Criminal Procedure Act 2004 [70(1),(1A)]. 4. Authority to appoint to be an authorised officer for the purposes of the Criminal Procedure Act 2004 section 6(b), a person appointed under the Local Government Act 1995 section 9.10(1) and authorised for the purpose of performing functions under section 9.16 of that Act [70(2)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Building Act 2011 and Building Regulations 2012.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Building Act 2011*: s.127(6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section.
Subdelegate conditions	Not sub delegated
Statutory framework	*Building Act 2011* Section 97. A permit authority must be give an identity card to each person designated by it as an authorised person. *Building Regulations 2012*
Record keeping	*Building Act 2011 s.130* *All exercises of delegated authority are to be recorded into the Shire's ICT system.*
Date adopted	28 July 2020

Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**204 Building Orders**
Category	Council to CEO
Head of power	02 Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.110(1) Building Orders s.111(1) Notice of proposed building order other than building order (emergency) s.117 Revocation of building order s.118(2) (3) Permit authority may give effect to building order if non-compliance s.133(1) Prosecutions
Function	1. Authority to make Building Orders in relation to: a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response [s.111(1)(c)]. 3. Authority to, by notice in writing revoke a building order at any time. [s.117(1)]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: a. take any action specified in the order; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt from a person who has been served with a copy of a building order the reasonable costs and expenses incurred in doing anything under s.118(2) in relation to the order. [s.118(3)]. 6. Authority to initiate a prosecution for an offense against this Act [s.133(1)] (see Council conditions) *Actions under this Delegation are required to comply with procedural requirements detailed in the Building Act 2011 and Building Regulations 2012.*
Delegates	CEO
Conditions	a. Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012. b. Authority to initiate a prosecution for an offense against this Act [s.133(1)] is limited to non-compliance with a building order made pursuant to section 110 of the Building Act 2011. *Actions under this Delegation are required to comply with any related local law and/or policies.*

Express power to subdelegate	*Building Act 2011*: s.127(6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section.
Subdelegates	EHO/Building Surveyor Manager Development
Subdelegate conditions	**In accordance with Building Regulations 2012 r.5:** Decisions under this delegated authority should be either undertaken or informed by a person having the appropriate experience or qualifications. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Building Act 2011*
Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Building Act 2011 s.130* All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
15 Dec 2023	Amended delegation	The role of EHO/Building Surveyor included to accommodate staffing updates. As instructed by the CEO.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**205 Inspection and Copies of Building Records**
Category	Council to CEO
Head of power	02 Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.131(2) Inspection, copies of building records
Function	1. Authority to, on application by an interested person and on payment of the prescribed fee, if any — (a) allow the interested person to inspect a building record; and (b) provide to the interested person a copy of a building record [s.131(2)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Building Act 2011 and Building Regulations 2012.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	Building Act 2011: s.127(6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section.
Subdelegates	EHO/Building Surveyor Manager Development
Subdelegate conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Building Act 2011*
Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Building Act 2011 s.130* All exercises of delegated authority are to be recorded into the Shire's ICT System.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
15 Dec 2023	Amended delegation	The role of EHO/Building Surveyor included to accommodate staffing updates. As instructed by the CEO.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**206 Referrals and Issuing Certificates**
Category	Council to CEO
Head of power	02 Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.145A Local Government functions
Function	1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance that is signed by a building surveyor who is employed by the local government whether or not - a. the building or incidental structure that is the subject of the application is, or is proposed to be, located in the local government's district; or b. the applicant is an owner or occupier of land in the local government's district [s.145A(2)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Building Act 2011 and Building Regulations 2012.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	Building Act 2011: s.127(6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section.
Subdelegates	EHO/Building Surveyor Manager Development
Subdelegate conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Building Act 2011*
Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Building Act 2011 s.130* All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720

Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
15 Dec 2023	Amended delegation	The role of EHO/Building Surveyor included to accommodate staffing updates, As instructed by the CEO.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**207 Private Pool Barrier - Alternative and Performance Solutions**
Category	Council to CEO
Head of power	02 Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Regulations 2012:* r.51 Approvals by permit authority
Function	1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)]. 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51 (3)]. 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Building Act 2011 and Building Regulations 2012.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Building Act 2011:* s.127(6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section.
Subdelegates	EHO/Building Surveyor Manager Development
Subdelegate conditions	**In accordance with Building Regulations 2012 r.5:** Decisions under this delegated authority should be either undertaken or informed by a person having the appropriate experience or qualifications. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Building Act 2011*
Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations

Record keeping	*Building Act 2011 s.130* All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
15 Dec 2023	Amended delegation	The role of EHO/Building Surveyor included to accommodate staffing updates. As instructed by the CEO.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**208 Smoke Alarms - Alternative Solutions**
Category	Council to CEO
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Regulations 2012:* r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Function	1. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61]. In accordance with Division 3 – Smoke Alarms. *Actions under this Delegation are required to comply with procedural requirements detailed in the Building Act 2011 and Building Regulations 2012.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	Building Act 2011: s.127(6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section.
Subdelegates	EHO/Building Surveyor Manager Development
Subdelegate conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Building Act 2011*
Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Building Act 2011 s.130* All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
15 Dec 2023	Amended delegation	The role of EHO/Building Surveyor included to accommodate staffing updates. As instructed by the CEO	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**300 Firebreaks**
Category	Council to CEO
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.33 Local government may require occupier of land to plough or clear fire-breaks
Function	1. Authority to, subject to subsection s.33(2) give written notice to all owners or occupiers of land within the District, or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring within a time specified in the notice and to the satisfaction of the Shire of Irwin: a. clearing and maintaining of firebreaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated operation with any other person carry out a similar operation on adjoining or neighbouring land [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer or any other officer of the local government to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice in any court of competent jurisdiction as a debt due from the owner or occupier of land to the local government [s.33(5)]. 3. Authority to, at the request of the owner or occupier of land within Shire of Irwin district, carry out on the land, at the expense of the owner or occupier, any works for the removal or abatement of a fire danger, and the amount of the expense, if not paid on demand, may be recovered from the owner or occupier in a court of competent jurisdiction as a debt due from the owner or occupier to the local government. [s.33(6)] *Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	Bush Fires Act 1954 - s.50
Policy	Council Policy - CP02 Fire Management
Record keeping	All exercises of delegated authority to be recorded in the Shire's ICT system.
Date adopted	28 July 2020

Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**301 Make Request to FES Commissioner - Control of Fire**
Category	Council to CEO
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.13(4) Duties and powers of bush fire liaison officers
Function	1. Authority to request on behalf of the Shire of Irwin that the FES Commissioner authorise a Bush Fire Liaison Officer or another person to take control of all operations in relation to the fire. [s.13(4)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* - s.50
Policy	Council Policy - CP02 Fire Management
Record keeping	All exercises of delegated authority is to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**302 Prohibited Burning Times - Vary**
Category	Council to CEO
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government s. 17(10) A local government may by resolution delegate to its mayor, or president, and its Chief Bush Fire Control Officer, jointly its powers and duties under subsections (7) and (8)
Express power or duty delegated	*Bush Fires Act 1954:* s.17(7) Prohibited burning times may be declared by Minister.
Function	1. Authority to, subject to subsection s.17(7B), in any year in which a local government considers that seasonal conditions warrant a variation of the prohibited burning times in its district, after consultation with an authorised CALM Act officer if forest land is situated in the district, vary the prohibited burning times in respect of that year in the district or a part of the district by — (a) shortening, extending, suspending or reimposing a period of prohibited burning times; or (b) imposing a further period of prohibited burning times. [s.17(7)] In accordance with the provisions of s.17(7B) (8). *Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.*
Delegates	Chief Bush Fire Control Officer Shire President
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* - s.50
Policy	Council Policy - CP02 Fire Management
Record keeping	All exercises of delegated authority are to be recorded in the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**303 Restricted Burning Times - Vary**
Category	Council to CEO
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954*: s.18(5) Restricted burning times may be declared by FES Commissioner *Bush Fire Regulations 1954*: r.15C Local government may prohibit burning on certain days
Function	1. Authority, subject to subsection s.18(5B), where seasonal conditions warrant it and after consultation with an authorised CALM Act officer if forest land is situated in its district, to - (a) vary the restricted burning times in respect of that year in the district or a part of the district by — (i) shortening, extending, suspending or reimposing a period of restricted burning times; or (ii) imposing a further period of restricted burning times; or (b) vary the prescribed conditions by modifying or suspending all or any of those conditions. [s.18(5)]. 2. Authority, by notice published in a newspaper circulating in its district, to prohibit the burning of the bush in that district on Sundays and specified public holidays during restricted burning times, and may, by subsequent notice so published, revoke that notice. [r.15C] *Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* - s.50
Policy	Council Policy - CP02 Fire Management
Record keeping	All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**304 Prohibited and/or Restricted Burning Times - Control Activities**
Category	Council to CEO
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954*: s.18(11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) (3) (4) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land *Bush Fire Regulations 1954*: r.15 Permit to burn form of and applying for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times

Function	1. Authority to, during restricted burning times, where a person starts a fire on land, if the fire escapes from the land or if the fire is in the opinion of a bush fire control officer or an officer of a bush fire brigade out of control on the land, the person shall be liable to pay to the local government on the request of and for recoup to its bush fire brigade, any expenses up to a maximum amount of $10,000 incurred by it in preventing the extension of or extinguishing the fire, and such expenses may be recovered in any court of competent jurisdiction [s.18(11)]. 2. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks on the respective lands. The local government shall notify the occupier of the adjoining land of the date the burning is to take place and require him to provide by that date ploughed or cleared fire-breaks parallel to the common boundary and of a distance therefrom of not more than 60m and as specified by the local government [s.22(6) and (7)]. 3. Authority to prohibit the operation in its district of any tractor, or self-propelled harvester other than a tractor or self-propelled harvester that is equipped with a fire extinguisher, during a prohibited or restricted burning times, and to give permission for use of same during the prohibited or restricted burning time subject to compliance with requirements specified in a notice [s.27(2) (3) (4)]. 4. Authority to recover the cost of measures taken by the Bush Fire Liaison Officer or Bush Fire Control Officer or authorised CALM Act Officer, to extinguish a fire burning during prohibited and restricted burning times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire on the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)]. 5. Authority to grant permits to burn during prohibited and restricted burning times that have previously been refused or granted with special conditions by a Bush Fire Control Officer [r.15]. 6. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during prohibited or restricted burning times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 7. Authority to determine, during a prohibited or restricted burning time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 8. Authority to issue directions, during a prohibited or restricted burning time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* - s.50
Policy	Council Policy - CP02 Fire Management
Record keeping	All exercises of delegated authority to be recorded into the Shire's ICT system.

Date adopted	28 July 2020
Adoption references	130720
Last reviewed	1 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**305 Control of Operations Likely to Create Bush Fire Danger**
Category	Council to CEO
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.27D Requirements for carriage and deposit of incendiary material *Bush Fires Regulations 1954:* r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times r.39D Explosives, use of r.39E Fireworks, use of
Function	1. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning), in accordance with provisions in s.27D (2) (3). Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer. 2. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, or a power operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3) *Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* - s.50
Policy	Council Policy - CP02 Fire Management
Record keeping	All exercises of delegated authority are to be recorded in the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**306 Burning Garden Refuse / Open Air Fires**
Category	Council to CEO
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 *Bush Fires Regulations 1954:* r.27(3) Permit, issue of
Function	1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Authority to, by notice of published in the Gazette and a newspaper circulating in the its district, prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]: a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27 (3) and r.33(5)]. b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plant growing upon any land within the District, specified by the Shire of Irwin in a notice in writing given by it to the duly authorised officer for the Shire of Irwin [r.34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: a. camping or cooking [s.25(1)(a)]. b. conversion of bush into charcoal or in or about a lime kiln for the production of lime, in consultation with a bush fire control officer or authorised CALM Act officer [s.25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open area for the purposes of camping or cooking for such period during the prohibited burning times, as specified in a note published in the Gazette and newspaper circulating in the District and authority to cancel or vary such notice [s.25(1a) and (1b)]. 5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person and any person acting under his instructions from lighting a fire and to determine conditions on the notice [s.25A(5)(6)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*

Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* - s.50
Record keeping	All exercises of delegated authority is to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting	CEO 01-06/24 3.00024

Delegation	**307 Appoint Bush Fire Control Officer/s and Fire Weather Officer**
Category	Council to CEO
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.38 Local Government may appoint bush fire control officer
Function	1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and a. Of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to an appointed Bush Fire Control Officer or to an officer of a bush fire brigade registered by the Shire of Irwin to burn, subject to the provision of the Bush Fires Act 1954, on or at the margins of a road reserve under the care, control and management of the Shire of Irwin [s.38(5A)]. 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* - s.50
Policy	Bush Fire Brigades Local Law
Record keeping	All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**308 Control and Extinguishment of Bush Fires**
Category	Council to CEO
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.46 Bush fire control officer or forest officer may postpone lighting fire
Function	1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. a. Where it is proposed that the fire will be lit on land within 3km of the boundary of forest land, and an authorised CALM Act officer is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	Bush Fires Act 1954 - s.50
Record keeping	All exercises of delegated authority are to be recorded in the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**309 Recovery of Expenses Incurred through Contraventions of this Act**
Category	Council to CEO
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.58 General penalty and recovery of expenses incurred
Function	1. Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Irwin or those on behalf of the Shire of Irwin to do, in accordance with the provisions of s.58 (3) (3A) (3B) (4). *Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* - s.50
Record keeping	All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**310 Prosecution of Offences**
Category	Council to CEO
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Function	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act in accordance with the provisions of s.59 (1) (2) (3) (4) (5). 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.*
Delegates	CEO Chief Bush Fire Control Officer
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* - s.50
Record keeping	All exercises of delegated authority are to be recorded in the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**311 Withdrawal of Infringement Notices**
Category	Council to CEO
Head of power	03 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954*: s.59A(5) Alternative procedure – infringement notices
Function	1. Authority to withdraw an infringement notice for an offence against this Act, at any time within 60 days after the service of the notice, by the sending of a notice, in the prescribed form, signed by a prescribed officer, to the alleged offender at his last known place of residence or business, advising the alleged offender that the infringement notice has been withdrawn, and, in that event, the amount of any prescribed penalty that has been paid shall be refunded [s.59A (5)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Bush Fire Act 1954.*
Delegates	CEO
Conditions	a. The person who issued an infringement and/or notice is not permitted to determine an objection, extend time, withdraw or revoke an infringement and/or notice, as is applicable, for the same applicant and/or issue. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	Bush Fires Act 1954 - s.50
Record keeping	All exercises of delegated authority to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**400 Cat Registrations**
Category	Council to CEO
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011:* s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags *Cat Regulations 2012* Schedule 3, cl.1(4) Fees Payable
Function	1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9 (1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the shire of Irwin's District [Regs. Sch. 3 cl.1(4)]. 6. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat. [Schedule 3 s.1(4)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Cat Act 2011 and Cat Regulations 2012.*
Delegates	CEO
Conditions	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011. b. This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any class of cat within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the Local Government Act 1995. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegate conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*

Statutory framework	*Cat Act 2011* *Cat Regulations 2012*
Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Cat Act 2011* s.47 All exercises of delegated authority is recorded in the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - previously not sub-delegated. Sub-delegated to Manager Community Services as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**401 Cat Control Notices**
Category	Council to CEO
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011*: s.26 Cat control notice may be given to cat owner
Function	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Irwin's District [s.26]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Cat Act 2011 and associated Regulations.*
Delegates	CEO
Conditions	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegate conditions	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Cat Act 2011* *Cat Regulations 2012*
Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	Cat Act 2011 s.47 All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**402 Approval to Breed Cats**
Category	Council to CEO
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011:* s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Function	1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information, within a specified time of not more than 21 days, required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats if one or more of the things set out in s.37(2) applies in respect of the approved cat breeder [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)]. 5. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011. *Actions under this Delegation are required to comply with procedural requirements detailed in the Cat Act 2011 and associated Regulations.*
Delegates	CEO
Conditions	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Manager Development
Subdelegate conditions	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Cat Act 2011* *Cat Regulations 2012*

Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Cat Act 2011* s.47 All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.

Delegation	**403 Appoint Authorised Person**
Category	Council to CEO
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011:* s. 48 Authorised persons
Function	1. Authority to appoint authorised persons by issuing a certificate of authorisation [s.48]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Cat Act 2011 and associated Regulations.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegate conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Cat Act 2011* *Cat Regulations 2012*
Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	Cat Act 2011 s.47 All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - not previously sub-delegated. Sub-delegated to Manager Community Services as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**404 Recovery of Costs - Destruction of Cats**
Category	Council to CEO
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011:* s.49(3) Authorised person may cause cat to be destroyed
Function	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat from the owner in a court of competent jurisdiction. [s.49(3)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Cat Act 2011 and associated Regulations.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegate conditions	Not sub-delegated
Statutory framework	*Cat Act 2011* *Cat Regulations 2012*
Record keeping	Cat Act 2011 s.47 All exercises of delegated authority are to be recorded in the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**405 Applications to Keep Additional Cats**
Category	Council to CEO
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat (Uniform Local Provisions) Regulations 2013:* r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Function	1. Authority to require any document or additional information to be provided within a specified time of not more than 21 days to determine an application. [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application. [r.8 (4)] 3. Authority to grant or refuse approval for additional number of cats specified in an application or less than the amount specified in the application, to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats. [r.9] 4. Notices of decisions must include advice as to review rights in accordance with r.11 of the Cat (Uniform Local Provisions) Regulations 2013. *Actions under this Delegation are required to comply with procedural requirements detailed in the Cat Act 2011 and associated Regulations.*
Delegates	CEO
Conditions	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegate conditions	Notices of decisions must include advice as to review rights in accordance with r.11 of the *Cat (Uniform Local Provisions) Regulations 2013*. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Cat Act 2011* *Cat (Uniform Local Provision) Regulations 2013*

Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	Cat Act 2011 s.47 All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**500 Refuse or Cancel Registration**
Category	Council to CEO
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.15(2) (4A) Registration periods and fees s.16(2) (3) Registration procedure s.17A(2) If no application for registration made
Function	1. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Irwin's District [s15(4A)]. 2. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)].| 3. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions as per the requirements the Dog Act 1976 because - [s.16(3) and s.17A(2)] a. the applicant, owner or registered owner has been convicted or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the Cat Act 2011 or the Animal Welfare Act 2002; or b. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease; or c. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept; or d. the dog is required to be microchipped but is not microchipped; or e. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog following a decision to refuse or cancel a registration where the owner/applicant was given proper notice of the reason for the decision and has not applied to the State Administrative Tribunal for the decision to be reviewed within the time fixed. [s.17(4)]. 5. Authority to cause the dog to be seized, if an order for the seizure of the dog is made under subsection (4) or (5), and detained or destroyed or otherwise disposed of as though it had been found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)] *Actions under this Delegation are required to comply with procedural requirements detailed in the Dog Act 1976 and associated Regulations.*
Delegates	CEO
Conditions	a. The Chief Executive Officer may further delegate to a person which is determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. *Actions under this Delegation are required to comply with any related local laws and/or policies.*

Express power to subdelegate	*Dog Act 1976:* s.10AA(3) The delegation may expressly authorise the delegate to further delegate the power or duty.
Subdelegate conditions	Not sub-delegated
Statutory framework	*Dog Act 1976*
Policy	Dog Local Law 2000
Record keeping	*Dog Act 1976* s.10AA All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**501 Kennel Establishments**
Category	Council to CEO
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.27 Licensing of approved kennel establishments
Function	1. Authority to grant a licence to keep an approved kennel establishment, upon an application received in the Shire's prescribed manner and form. If due notice of the proposed use of the land was required to be given to persons in the locality, the Shire shall have regard to any objections raised. [s.27(4)]. 2. Authority to cancel a licence for a kennel buy the service of a notice on the licensee specifying a period at the end of which the licence is cancelled, which shall be a period of not less than 3 months [s.27(6)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Dog Act 1976 and associated Regulations.*
Delegates	CEO
Conditions	a. The Chief Executive Officer may further delegate to a person which is determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. *Actions under this Delegation are required to comply with any related local laws and/or policies.*
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) The delegation may expressly authorise the delegate to further delegate the power or duty.
Subdelegates	Manager Development
Subdelegate conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Dog Act 1976*
Policy	Dog Local Law 2000 Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	*Dog Act 1976* s.10AA All exercises of delegated authority are to be recorded into the Shire's ICT system. *Note – Decisions under this delegation may be referred for review by the State Administration Tribunal*

Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - previously not sub-delegated. Sub-delegated to Manager Development as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**502 Appoint Authorised Persons**
Category	Council to CEO
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.11 Staff and Services
Function	1. Authority to appoint authorised persons to exercise the powers conferred on an authorised person by this Act [s.3 s.11(1)(2)(3) and s.29(1)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Dog Act 1976 and associated Regulations.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local laws and/or policies.*
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) The delegation may expressly authorise the delegate to further delegate the power or duty.
Subdelegate conditions	Not sub-delegated
Statutory framework	*Dog Act 1976*
Policy	Dog Local Law 2000
Record keeping	Dog Act 1976 s.10AA All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	310720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**503 Recovery of Moneys Due Under this Act**
Category	Council to CEO
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.29(5) Power to seize dogs
Function	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Dog Act 1976 and associated Regulations.*
Delegates	CEO
Conditions	a. The Chief Executive Officer may further delegate to a person which is determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. *Actions under this Delegation are required to comply with any related local laws and/or policies.*
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) The delegation may expressly authorise the delegate to further delegate the power or duty.
Subdelegate conditions	Not sub-delegated
Statutory framework	*Dog Act 1976*
Policy	Dog Local Law 2000
Record keeping	Dog Act 1976 s.10AA All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**504 Dispose of or Sell Dogs Liable to be Destroyed**
Category	Council to CEO
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.29(11) Power to seize dogs
Function	1. Authority to dispose of or sell a dog which is liable to be destroyed pursuant to subsection (10) [s.29(11)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Dog Act 1976 and associated Regulations.*
Delegates	CEO
Conditions	a. The Chief Executive Officer may further delegate to a person which is determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. *Actions under this Delegation are required to comply with any related local laws and/or policies.*
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) The delegation may expressly authorise the delegate to further delegate the power or duty.
Subdelegate conditions	Not sub-delegated
Statutory framework	*Dog Act 1976*
Policy	Dog Local Law 2000 Council Policy CP43 Disposal of Property
Record keeping	*Dog Act 1976* s.10AA All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**505 Declare a Dangerous Dog**
Category	Council to CEO
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	1. Authority to declare an individual dog to be a dangerous dog by notice in writing given in accordance with section 33F [s.33E(1)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Dog Act 1976 and associated Regulations.*
Delegates	CEO
Conditions	a. If the Chief Executive Officer declares a Dangerous Dog, objections are to be referred to Council. b. The Chief Executive Officer may further delegate to a person which is determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. *Actions under this Delegation are required to comply with any related local laws and/or policies.*
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) The delegation may expressly authorise the delegate to further delegate the power or duty.
Statutory framework	*Dog Act 1976*
Policy	Dog Local Law 2000
Record keeping	*Dog Act 1976* s.10AA All exercises of delegated authority are to be recorded into the Shire's ICT system. *Note – Decisions under this delegation may be referred for review by the State Administration Tribunal*
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Revoked	14 February 2023 - Sub-delegation revoked as advised by CEO on 21.02.2023 - not to be sub-delegated at this time.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**506 Dangerous Dog Declared or Seized - Deal with Objections and Determine when to Revoke**
Category	Council to CEO
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1)(2)(5) Local government may revoke declaration or proposal to destroy
Function	1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)]. 4. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)]. 5. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: (a) a notice declaring a dog to be dangerous; or (b) a notice proposing to cause a dog to be destroyed. *Actions under this Delegation are required to comply with procedural requirements detailed in the Dog Act 1976 and associated Regulations.*
Delegates	CEO
Conditions	a. If the Chief Executive Officer declares a Dangerous Dog, objections are to be referred to Council. b. The Chief Executive Officer may further delegate to a person which is determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. *Actions under this Delegation are required to comply with any related local laws and/or policies.*
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) The delegation may expressly authorise the delegate to further delegate the power or duty.
Subdelegate conditions	Not sub-delegated

Statutory framework	*Dog Act 1976*
Policy	Dog Local Law 2000
Record keeping	Dog Act 1976 s.10AA All exercises of delegated authority are to be recorded in the Shire's ICT system. *Note – Decisions under this delegation may be referred for review by the State Administration Tribunal*
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**507 Determine Recoverable Expenses for Dangerous Dog Declaration**
Category	Council to CEO
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33M(1)(a) Local Government expenses to be recoverable
Function	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to any maximum amount prescribed, having regard to the expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Dog Act 1976 and associated Regulations.*
Delegates	CEO
Conditions	a. The Chief Executive Officer may further delegate to a person which are determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. *Actions under this Delegation are required to comply with any related local laws and/or policies.*
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) The delegation may expressly authorise the delegate to further delegate the power or duty.
Subdelegate conditions	Not sub-delegated
Statutory framework	*Dog Act 1976*
Policy	Dog Local Law 2000
Record keeping	Dog Act 1976 s.10AA All exercises of delegated authority to recorded into the Shire's ICT system. *Note – Decisions under this delegation may be referred for review by the State Administration Tribunal*
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**600 Food Business Registrations**
Category	Council to CEO
Head of power	06 Food Act 2008
Delegator	Enforcement Agency (Local Government)
Express power to delegate	*Food Act 2008:* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Function	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Food Act 2008 and associated Regulations.*
Delegates	CEO
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, see ww2.health.wa.gov.au for up-to-date DoH CEO approved documents. *Actions under this Delegation are required to comply with any related local laws and/or policies.*
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Subdelegate conditions	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	*Food Act 2008*
Record keeping	All exercises of delegated authority are to be recorded into the Shire's ICT system. Note - Decisions under this delegation may be referred for review by the State Administration Tribunal.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**601 Appoint Authorised Officers and Designated Officers**
Category	Council to CEO
Head of power	06 Food Act 2008
Delegator	Enforcement Agency (Local Government)
Express power to delegate	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Function	1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the Public Health Act 2016, to be a Designated Officer for the purposes of issuing Infringement Notices under the Food Act 2008 [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Food Act 2008 and associated Regulations.*
Delegates	CEO
Conditions	a. In accordance with s.122(2) the Department of Health (DoH) CEO may issue guidelines that describe the qualifications and experience that are appropriate for a person to be appointed as an authorised officer. See ww2.health.wa.gov.au for up-to-date DoH CEO approved guidelines. *Actions under this Delegation are required to comply with any related local laws and/or policies.*
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	*Food Act 2008*
Record keeping	All exercises of delegated authority to be recorded in the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**602 Determine Compensation**
Category	Council to CEO
Head of power	06 Food Act 2008
Delegator	Enforcement Agency (Local Government)
Express power to delegate	*Food Act 2008:* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Function	1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)(3)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2)(3)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Food Act 2008 and associated Regulations.*
Delegates	CEO
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health (DoH) CEO Guidelines, as amended from time to time. b. Compensation under this delegation may only be determined upon documented losses up to a maximum of $1,000. Compensation requests above this value are to be reported to Council. c. The person who seized an item is not permitted to determine an objection, extend time, withdraw or revoke and/or compensation, as is applicable. *Actions under this Delegation are required to comply with any related local laws and/or policies.*
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	Food Act 2008 *Note – Decisions under this delegation may be referred for review by the State Administration Tribunal*
Record keeping	All exercises of delegated authority are to be recorded in the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**603 Prohibition Orders**
Category	Council to CEO
Head of power	06 Food Act 2008
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Function	1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67 (4)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Food Act 2008 and associated Regulations.*
Delegates	CEO
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health (DoH) CEO Guidelines, as amended from time to time. *Actions under this Delegation are required to comply with any related local laws and/or policies.*
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	Food Act 2008 *Note – Decisions under this delegation may be referred for review by the State Administration Tribunal*
Record keeping	All exercises of delegated authority are to be recorded in the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**604 Debt Recovery and Prosecutions**
Category	Council to CEO
Head of power	06 Food Act 2008
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Function	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs s.54(1) and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the Food Act 2008 within 12 months after the date of which the offense is alleged to have been committed, or within 6 months if proceedings are in respect of a food sample [s.125]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Food Act 2008 and associated Regulations.*
Delegates	CEO
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health (DoH) CEO Guidelines, as amended from time to time. *Actions under this Delegation are required to comply with any related local laws and/or policies.*
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	*Food Act 2008*
Record keeping	All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**605 Food Business List - Preparation, Maintenance and Public Access**
Category	Council to CEO
Head of power	06 Food Act 2008
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* r.51 Enforcement agency may make list of food businesses publicly available
Function	1. Authority to prepare and maintain a list of — (a) food businesses notified to the agency in respect of any premises under section 107; and (b) food businesses registered by the agency in respect of any premises under section 110 [s.115]. 2. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Food Act 2008 and associated Regulations.*
Delegates	CEO
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health (DoH) CEO Guidelines, as amended from time to time. *Actions under this Delegation are required to comply with any related local laws and/or policies.*
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	Food Act 2008
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Delegation	**700 Give Notice Requiring Obliteration of Graffiti**
Category	Council to CEO
Head of power	07 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016* s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Function	1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, if applicable with s.18(1), requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner s.19(3) and to take action to recover reasonable costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Graffiti Vandalism Act 2016 and associated Regulations.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local laws and/or policies.*
Express power to subdelegate	*Graffiti Vandalism Act 2016*: s.17 Delegation by CEO of local government
Subdelegates	Manager Operations
Subdelegate conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Graffiti Vandalism Act 2016* *Note – Decisions under this delegation may be referred for review by the State Administration Tribunal*
Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	All exercises of delegate authority are to be recorded in the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**701 Notices - Deal with Objections and Suspension of Effect of Notices**
Category	Council to CEO
Head of power	07 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016* s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Function	1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged against a notice or a decision or for a review of a decision, to: i. determine that there are urgent reasons why the effect of the notice or decision should not be suspended; or ii. suspension of the effect of the notice or decision is reasonably likely to endanger the safety of any person, cause damage to property or to create a serious public nuisance [s.24(1)(b)]; and ii. to give notice to the affected person in writing of its decision explaining its reasons under subsection s.24(1)(b) [s.24(3)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Graffiti Vandalism Act 2016 and associated Regulations.*
Delegates	CEO
Conditions	a. The person who issued an infringement and/or notice is not permitted to determine an objection, extend time, withdraw or revoke an infringement and/or notice, as is applicable, for the same applicant and/or issue. *Actions under this Delegation are required to comply with any related local laws and/or policies.*
Express power to subdelegate	*Graffiti Vandalism Act 2016*: s.17 Delegation by CEO of local government
Subdelegate conditions	Not sub-delegated
Statutory framework	Graffiti Vandalism Act 2016 *Note – Decisions under this delegation may be referred for review by the State Administration Tribunal*
Record keeping	All exercises of delegated authority to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**702 Obliterate Graffiti on Land not Local Government Property**
Category	Council to CEO
Head of power	07 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016* s.25(1) Local government graffiti powers on land not local government property
Function	1. Authority to determine to obliterate graffiti that is visible from a public place and has been applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent to do it [s.25 (1)]. a. Subject to exercising Powers of Entry. *Actions under this Delegation are required to comply with procedural requirements detailed in the Graffiti Vandalism Act 2016 and associated Regulations.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local laws and/or policies.*
Express power to subdelegate	Graffiti Vandalism Act 2016: s.17 Delegation by CEO of local government
Subdelegate conditions	Not sub-delegated
Statutory framework	Graffiti Vandalism Act 2016
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Delegation	**703 Powers of Entry**
Category	Council to CEO
Head of power	07 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016* s.28 Notice of entry s.29 Entry under warrant
Function	1. Authority to give notice, not less than 24 hours before, of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Graffiti Vandalism Act 2016 and associated Regulations.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local laws and/or policies.*
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegate conditions	Not sub-delegated
Statutory framework	*Graffiti Vandalism Act 2016*
Record keeping	All exercises of delegated authority to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**800 Appoint Authorised Officer or Approved Officer (Asbestos Regs)**
Category	Council to CEO
Head of power	08 Public Health Act 2016
Delegator	Local Government
Express power to delegate	*Health (Asbestos) Regulations 1992:* r.15D(7) Infringement Notices
Express power or duty delegated	*Health (Asbestos) Regulations 1992:* r.15D(5) Infringement Notices
Function	1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the Criminal Procedure Act 2004 Part 2. [r.15D(5)] *Actions under this Delegation are required to comply with procedural requirements detailed in the Public Health Act 2016 and associated Regulations.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local laws and/or policies.*
Express power to subdelegate	Nil – the *Health (Asbestos) Regulations 1992* do not provide a power to sub-delegate.
Statutory framework	*Health (Miscellaneous Provisions) Act 1911* *Public Health Act 2016* *Health (Asbestos) Regulations 1992* *Criminal Procedure Act 2004 – Part 2*
Record keeping	All exercises of delegated authority to be recorded in the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**801 Enforcement Agency Reports to the Chief Health Officer**
Category	Council to CEO
Head of power	08 Public Health Act 2016
Delegator	Enforcement Agency (Local Government)
Express power to delegate	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016* s.22 Reports by and about enforcement agencies
Function	1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Irwin [s.22(1)]. 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Public Health Act 2016 and associated Regulations.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local laws and/or policies.*
Express power to subdelegate	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	*Public Health Act 2016*
Record keeping	All exercises of delegated authority are to be recorded in the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**802 Designate Authorised Officers**
Category	Council to CEO
Head of power	08 Public Health Act 2016
Delegator	Enforcement Agency (Local Government)
Express power to delegate	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016* s.24(1) and (3) Designation of authorised officers
Function	1. Authority to designate a person or class of persons as authorised officers for the purposes of: a. The *Public Health Act 2016* or other specified Act b. Specified provisions of the *Public Health Act 2016* or other specified Act c. Provisions of the *Public Health Act 2016* or another specified Act, other than the specified provisions of that Act. Including: a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers; OR c. a mixture of the two [s.24(1) and (3)]. Subject to each person so appointed being appropriately qualified and experienced s.25(1)(a) and has regard to any guidelines issued under s.29. *Actions under this Delegation are required to comply with procedural requirements detailed in the Public Health Act 2016 and associated Regulations.*
Delegates	CEO
Conditions	a. Subject to each person appointed being; 1. Appropriately qualified and experienced [s.25(1)(a)]; and 2. Issued with a certificate, identity card identifying the authorised officer [s.30 and 31] b. A register (list) of authorised officers is to be maintained in accordance with s.27. *Actions under this Delegation are required to comply with any related local laws and/or policies.*
Express power to subdelegate	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	*Public Health Act 2016*
Record keeping	All exercises of delegated authority are to be recorded to be in the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**803 Determine Compensation for Seized Items**
Category	Council to CEO
Head of power	08 Public Health Act 2016
Delegator	Enforcement Agency (Local Government)
Express power to delegate	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016* s.264 Compensation
Function	1. Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act in relation to the item and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264]. *Actions under this Delegation are required to comply with procedural requirements detailed in the Public Health Act 2016 and associated Regulations.*
Delegates	CEO
Conditions	a. Compensation is limited to a maximum value of $100, with any proposal for compensation above this value to be referred for Council's determination. *Actions under this Delegation are required to comply with any related local laws and/or policies.*
Express power to subdelegate	Nil – Unless a Regulation enacted under the *Public Health Act 2016*, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	*Public Health Act 2016* *Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.*
Record keeping	All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**804 Commence Proceedings**
Category	Council to CEO
Head of power	08 Public Health Act 2016
Delegator	Enforcement Agency (Local Government)
Express power to delegate	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016* s.280 Commencing Proceedings
Function	1. Authority to commence proceedings for an offence under the Public Health Act 2016 [s.280] *Actions under this Delegation are required to comply with procedural requirements detailed in the Public Health Act 2016 and associated Regulations.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local laws and/or policies.*
Express power to subdelegate	Nil – Unless a Regulation enacted under the *Public Health Act 2016*, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	*Public Health Act 2016*
Record keeping	All exercises of delegated authority to be recorded into the Shire's ICT system.
Date adopted	28 July 2020
Adoption references	130720
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**900 Illegal Development**
Category	Council to CEO
Head of power	09 Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Planning and Development Act 2005*: s.16(3)(e) - Delegation by Commission
Express power or duty delegated	*Planning and Development Act 2005*: s.214(2), (3) and (5) Illegal development, responsible authority's powers as to s.215 Illegal development, responsible Authority's powers to remove
Function	1. Authority to give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements. [s.214(2)] 2. Authority to give a written direction to the owner or any other person who undertook an unauthorised development: (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. [s.214(3)] 3. Authority to give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order. [s.214(5)] 4. Authority to recover any expenses incurred by a responsible authority under subsection s.215 (1) may be recovered from the person to whom the direction was given as a debt due in a court of competent jurisdiction. [s.215] See Council conditions. Note - Authority to prosecute a person for an office under Division 2 Offences irrespective of whether or not a direction has been given under section 214. [s.224] Authority to give an infringement notice can be issued under section 234. *Actions under this Delegation are required to comply with procedural requirements detailed in the Planning and Development Act 2005, Planning and Development Regulations 2009 and Local Planning Scheme 05.*
Delegates	CEO Manager Development
Conditions	a. The authority to recover expenses is only exercisable by the Chief Executive Officer. *Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	s.16(6) Delegation by Commission – A delegate must not further delegate any function.
Statutory framework	*Planning and Development Act 2005* Part 13

Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	22 September 2020
Adoption references	060920
Last reviewed	25 June 2024

Amendments

Date	Type	Amendment	References
14 Feb 2023	Amended delegation	14 February 2023 - amendments to delegations as advised by CEO at meeting 14/2/23 (Old role of A/Manager Infrastructure and Development removed). Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**901 Waiving or Refunding Planning Application Fee**
Category	Council to CEO
Head of power	09 Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Planning and Development Act 2005:* s.16(3)(e) - Delegation by Commission
Express power or duty delegated	*Planning and Development Regulations 2009* r.52 Local Government may waive or refund fee
Function	1. Authority to waive or refund, in whole or in part, payment of a fee for a planning service. [r.52] *Actions under this Delegation are required to comply with procedural requirements detailed in the Planning and Development Act 2005, Planning and Development Regulations 2009 and Local Planning Scheme 05.*
Delegates	CEO Manager Development
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	s.16(6) Delegation by Commission – A delegate must not further delegate any function.
Statutory framework	*Planning and Development Act 2005* Part 13
Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	All exercises of delegated authority to be recorded into the Shire's ICT system.
Date adopted	22 September 2020
Adoption references	060920
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to delegations as advised by CEO at meeting 14/2/23 (Old role of A/Manager Infrastructure and Development removed). Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**902 Grant a Certificate**
Category	Council to CEO
Head of power	09 Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Planning and Development Act 2005*: s.16(3)(e) - Delegation by Commission
Express power or duty delegated	*Liquor Control Act 1988*: s.40 Certificate of planning authority as to whether use of premises complies with planning laws
Function	1. Authority to grant a certificate, with or without conditions, to support an application for a licence under the *Liquor Control Act 1988*. [s.40(1) & (4)] *Actions under this Delegation are required to comply with procedural requirements detailed in the Planning and Development Act 2005, Planning and Development Regulations 2009 and Local Planning Scheme 05.*
Delegates	CEO Manager Development
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	s.16(6) Delegation by Commission – A delegate must not further delegate any function.
Statutory framework	*Planning and Development Act 2005* Part 13
Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	22 September 2020
Adoption references	060920
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**903 Subdivision Clearances**
Category	Council to CEO
Head of power	09 Planning and Development Act 2005
Delegator	Council
Express power to delegate	Planning and Development Act 2005: s.16(3)(e) - Delegation by Commission
Express power or duty delegated	Planning and Development Act 2005: s.157(1) When approval of subdivision deemed to be approval under planning scheme
Function	1. Upon subdivision approval by the Commission, authority under the planning scheme to approve the carrying out of works necessary to enable the subdivision of the land that are — (a) shown on the plan of subdivision; or (b) required by the Commission to be carried out as a condition of approval of the plan of subdivision. *Actions under this Delegation are required to comply with procedural requirements detailed in the Planning and Development Act 2005, Planning and Development Regulations 2009 and Local Planning Scheme 05.*
Delegates	CEO Manager Development
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	s.16(6) Delegation by Commission – A delegate must not further delegate any function.
Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	All exercises of delegated authority are to be recorded in the Shire's ICT system.
Date adopted	22 September 2020
Adoption references	060920
Last reviewed	25 June 2024

Delegation	**904 Local Planning Scheme No.5**
Category	Council to CEO
Head of power	09 Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Planning and Development (Local Planning Schemes) Regulations 2015* s.82 Delegations by local government s.84 Other matters relevant to delegations under this Division *Local Government Act 1995*: s.5.45 Other matters relevant to delegations under this Division s.5.46 Register of, and records relevant to, delegations to CEO and employees *Local Planning Scheme 5 (The Scheme)* 11.3 Delegation of functions

Express power or duty delegated	**PART 4 – ZONES AND THE USE OF THE LAND** 4.3 Zoning table **PART 5 – GENERAL DEVELOPMENT REQUIREMENTS** 5.3 Special application of residential design codes 5.5 Variations to site and development standards and requirements 5.7 Home businesses, home occupations and cottage industries 5.8 Car Parking Standards 5.9 Car Parking – Cash in Lieu or Staging 5.10 Secondhand Dwellings 5.12 Waste Disposal 5.15 Development of land without constructed road frontage 5.16 Land liable to flooding and the Irwin River Floodplain 5.17 Development of lots with more than one street frontage 5.22 Traffic Entrances 5.23 Flora preservation and planting 5.25 Residential Zone 5.26 Special Residential Zone 5.30 Rural Residential Zone and the Rural Smallholdings Zone 5.34 Structure Planning Areas **PART 6 SPECIAL CONTROL AREAS** 6.2 Water Supply Protection Area **PART 7 HERITAGE** 7.4 Heritage Assessment 7.5 Variations to Scheme provisions for a heritage place or heritage area **PART 8 – DEVELOPMENT OF LAND** 8.1 Requirement for approval to commence development 8.3 Amending or revoking a planning approval 8.4 Unauthorised existing developments **PART 9 – APPLICATION FOR PLANNING APPROVAL** 9.4 Advertising of applications **PART 10 PROCEDURE FOR DEALING WITH APPLICATIONS** 10.1 Consultations with other authorities 10.6 Temporary planning approval **PART 11 ENFORCEMENT AND ADMINISTRATION** 11.1 Powers of the Local Government 11.2 Removal and repair of existing advertisements
Function	**PART 4 – ZONES AND THE USE OF LAND** 1 Change the use of land from one use to another. [cl.4.3.3 & 4.3.4] **PART 5 – GENERAL DEVELOPMENT REQUIREMENTS** 2 Approve a Grouped Dwelling development containing a maximum of two (2) dwelling units, subject to relevant provision of R20 and The Scheme. [cl.5.3.1] 3 Approve Ancillary Dwelling as per the provision of the development application process, Zoning Table and the Residential Design Codes. [cl.5.3.3 & 5.11]

4 Approve an application for planning approval that does not comply with a standard or requirement prescribed under The Scheme, unconditionally or subject to such conditions as the local government thinks fit. Except for development in respect of which the Residential Design Codes apply. [cl.5.5.1] In accordance with cl.5.5.2 & 5.5.3.

5 Issue an annual approval to conduct a home business, home occupation or industry-cottage. Re-issue or refuse to re-issue annual approvals. [cl.5.7.1 & 5.7.2].

6 Authority to determine parking standards not specified in The Scheme [cl5.8.1]

7 Authority to permit car parking to be provided in stages subject to the landowner setting aside an area of land sufficient to accommodate the total car parking requirement for the development and entering into a legal agreement to satisfactorily complete all the remaining parking when required to do so by the local government. [cl5.9.1]

8 Refuse a development application until the road has been constructed or access by means of a constructed road is provided. Or grant approval to the application subject to a condition requiring the applicant to pay a sum of money in or towards the cost of constructing the road or part thereof and any other condition it considers fit to impose. Or require other legal arrangements are made for permanent access. [cl.5.15]

9 Refuse an application for planning approval for any building or development located on land which is considered as being liable to flooding or inundation. [cl.5.16]

10 Decide which street frontage the street setback shall be applied and allow up to a 50% reduction in the street frontage setback to the other street, where development is proposed on a lot with frontage to more than one street or road, and the lot is in a zone or zones other than Residential. Except where development is subject to the Residential Design Codes. [cl.5.17]

11 Approve Outbuildings, through a development application, that are consistent with The Scheme. [cl.5.18]

12 Approve, through a development application, retaining walls or boundary fences in accordance with The Scheme. [cl.5.21.1 & 5.21.2]

13 Refuse to permit more than one vehicular entrance or exit to or from any lot. May require separate entrances and exits; or may require that entrances and exits be placed in positions nominated by it, if it considers such provision necessary to avoid or reduce traffic hazards. [cl.5.22.1]

14 Authority to as a condition of any approval for new development or change of use, require existing accesses to major roads to be closed where access from a secondary street is or can be made possible. [cl.5.22.2]

15 Authority to approve to vary the position of any required firebreak to avoid destruction of vegetation due to the physical features on the subject land. [cl.5.23.4]

16 May, by notice served upon individual landowners or developers of land, require the preservation of groups and/or corridors of indigenous flora and thereafter no landowner shall cut, remove or otherwise destroy any such flora unless the Shire rescinds the notice or orders. And may impose conditions on a planning approval or request conditions on a subdivision approval. [cl.5.23.5 & 5.23.6]

17 Approve the parking of a commercial vehicle on a lot in the Residential Zone in accordance with The Scheme. [cl.5.25.3]

18 At the time of subdivision, the local government may request the Western Australian Planning Commission to impose conditions related to the subdivision, in accordance with The Scheme.

19 Refuse planning approval for any outbuildings on any Rural Residential zoned lot which does not contain a residence unless forming Stage 1 of a planning application containing a residence, the local government may require a performance bond for the future construction of the residence [cl.5.30.12]

20 Notwithstanding clause 5.34.4.1 may recommend subdivision or approve the development of land within a Structure Planning Area prior to a structure plan coming into effect in relation to that land, if the local government is satisfied that this will not prejudice the specific purposes and requirements for the Structure Planning Area. [cl.5.34.4.2]

21 Notwithstanding the provisions of sub-clause 5.34.4.4, may approve the construction of the following structures outside of the building envelopes—
• Water tanks;
• Windmills;
• Stock watering and feed troughs; and
• Roofed structure open on all sides for the purposes of providing shelter to animals.
[cl.5.34.4.5]

PART 6 SPECIAL CONTROL AREAS
22 Authority to refuse a use or development where DWER advises that a use or development should be refused, nothwithstanding that a use or development may be classified as 'P' in the zoning table. [cl.6.2.5]

PART 7 HERITAGE
23 May require a heritage assessment to be carried out prior to the approval of any development proposed in a heritage area or in respect of a heritage place listed on the Heritage List. [cl.7.4]

24 May vary any site or development requirement specified in The Scheme or the Residential Design Codes, where desirable to –
a) Facilitate the conservation of a heritage place entered in the Register of Places under the Heritage of Western Australia Act 1990 or listed in the Heritage List under Clause 7.1.1; or
b) Enhance or preserve heritage values in a heritage area designated under Clause 7.2.1.
In accordance with the procedures set out in Clause 5.5.2.

PART 8 – DEVELOPMENT OF LAND
25 Approve and or refuse, with or without conditions, subject to Clause 8.2, all development on land zoned and reserved under The Scheme and in accordance with Part 9 Application for Planning Approval [8.1] With regard to the following:
a) For the purpose of a use of land mentioned in the Zoning table of the LPS5 and designated 'P', 'D' or 'A'.
b) On a Local Reserve under the LPS05 for the purpose for which the land is reserved under. [cl.3.4]
c) On Land specified in Schedule No.2 Additional Uses of the LPS05 for the purpose specified with respect to that land in Schedule No.2.
d) On land specified in Schedule No.3 Restricted Uses for the purpose specified with respect to that land in Schedule No.3.
e) For the purpose of a use of land mentioned in Schedule No.4 Special Use Zones of LPS05 and designated 'P', 'D' or 'A'.
f) To the erection placement and display of advertisements and the use of land or buildings for that purpose in accordance with The Scheme.

26 Revoke or amend, on written application from the owner of land in respect of which planning approval has been granted, revoke or amend the planning approval, prior to the commencement of the use or development subject of the planning approval. [cl.8.3]

27 Grant planning approval, for an unauthorised development, if the development conforms to the provisions of The Scheme and in accordance with Part 9 Application for Planning Approval. [cl.8.4]

	PART 9 APPLICATION FOR PLANNING APPROVAL 28 May give notice or require the applicant to give notice of an application for planning approval in accordance with Part 9 and for the purpose of a use or commence or carry out development which involves a use which is- a) An 'A' use under Clause 4.3.2; or b) A use not listed in the Zoning Table [cl.9.4.1] **PART 10 PROCEDURE FOR DEALING WITH APPLICATIONS** 29 May consult with any other statutory, public, or planning authority it considers appropriate in considering any application for planning approval. [cl.10.1.1] 30 May impose conditions limiting the period of time for which a temporary planning approval is granted. [cl.10.6] **PART 11 ENFORCEMENT AND ADMINISTRATION** 31 May, at all reasonable times and with such assistance as may be required, enter any building or land for the purpose of ascertaining whether the provisions of The Scheme are being observed. [cl.11.1.2] 32 May by written notice (giving clear reasons) require the advertiser to remove, relocate, repair, adapt or otherwise modify the advertisement, where an existing advertisement at, or at any time after, the coming into force of The Scheme, is, in the opinion of the local government, in conflict with the amenity of the locality. [cl.11.2.1] 33 Where, in the opinion of the local government, an advertisement has deteriorated to a point where it is in conflict with the aims of The Scheme or it ceases to be effective for the purpose for which it was erected or displayed, the local government may by written notice require the advertiser to – a) repair, repaint or otherwise restore the advertisement to a standard specified by the local government in the notice; or b) remove the advertisement. [cl.11.2.2] *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Planning Scheme 05, local planning policies and the standards and policies of the Western Australia Planning Commission.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Planning and Development (Local Planning Schemes) Regulations 2015* s.83 Local Government CEO may delegate powers s.84 Other matters relevant to delegations under this Division
Subdelegates	Manager Development
Subdelegate conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Statutory framework	*Planning and Development Act 2005 Part 13* *Planning and Development (Local Planning Schemes) Regulations 2015* *Local Planning Scheme 05*

Policy	Local Planning Policy – Advertising Signs Local Planning Policy – Developer Contributions for Upgrades to Roads and Footpaths Local Planning Policy – Extractive Industries LPP01 Local Planning Policy – Shipping Containers Local Planning Policy – Water Sensitive Urban Design Local Planning Policy – Wind Turbines Code of Conduct – Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	Local Government Act s.5.46 All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	22 September 2020
Adoption references	060920
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
1 Jul 2024	Amended delegation	Determining applications for prescribed single house development is no longer a function able to be delegated by the local government, this function is now performed under authorisation from the Chief Executive Officer. From 1 July 2024. Please refer to Planning and Development (Local Planning Schemes) Amendment (Single House Development) Regulations 2024	INT24/D9C3974

Delegation	**905 Strata Title Applications - Certificates of Approval**
Category	Council to CEO
Head of power	09 Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Planning and Development Act 2005*: Section 16(3)(e) - Delegation by Commission
Express power or duty delegated	*Strata Titles Act 1985:* s.23 Requirement for local government approval
Function	1 Authority to provide written subdivision approval in accordance with s.15 if the parcel is situated in the Shire of Irwin district, if the subdivision involves — (a) 2 or more lots being consolidated into 1 lot; or (b) 1 or more lots being converted into common property; or (c) the removal, from the parcel, of land comprised of common property. [s.23(1)] 2 If the subdivision is approved, it is subject to any planning (scheme by-laws) condition attached to the local government approval. [s.23(2)] *Actions under this Delegation are required to comply with procedural requirements detailed in the Strata Titles Act 1985 and associated legislation.*
Delegates	CEO Manager Development
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	s.16(6) Delegation by Commission – A delegate must not further delegate any function.
Statutory framework	*Planning and Development Act 2005* Part 13 *Strata Titles Act 1985* SOI Local Planning Scheme No.5
Policy	Code of Conduct - Employees Council Policy CP24 Recordkeeping Management Policy MP10 Exercising of Delegations
Record keeping	All exercises of delegated authority are to be recorded in the Shire's ICT system.
Date adopted	22 September 2020
Adoption references	060920
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
14 Feb 2023	Amended delegation	14 February 2023 - amendments to delegations as advised by CEO at meeting 14/2/23 (Old role of A/Manager Infrastructure and Development removed). Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**CEO1000 Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000*
Function	Authority to administer the Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000, subject to Part 9, Division 1 of the Local Government Act 1995. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Operations
Statutory framework	*Local Government Act 1995*
Policy	P22 Stallholder Permits
Record keeping	*Local Government Act 1995* – Section 5.46(3) All exercises of delegated authority are to be recorded in the Shire's ICT system.
Date adopted	22 September 2020
Adoption references	050920
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper. Manager Regulatory Services role no longer exists. Delegation changed to Manager Community Services.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**CEO1001 Bush Fire Brigades Local Law**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Council
Express power or duty delegated	Bush Fire Brigades Local Law
Function	Authority to administer the Bush Fire Brigades Local Law, subject to Part 9, Division 1 of the Local Government Act 1995. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Bush Fire Brigades Local Law.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	Not sub-delegated
Statutory framework	Local Government Act 1995
Policy	CP02 Bush Fire Management E21 Protective Clothing Volunteer Bush Fire Brigades
Record keeping	Local Government Act 1995 s.5.46(3)
Date adopted	22 September 2020
Adoption references	050920
Last reviewed	25 June 2024

Delegation	**CEO1002 Cemeteries Local Law 2000**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Cemeteries Local Law 2000
Function	Authority to administer the Cemeteries Local Law, subject to Part 9, Division 1 of the Local Government Act 1995. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Cemeteries Local Law.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Community Services Manager Operations
Statutory framework	*Local Government Act 1995*
Record keeping	*Local Government Act 1995* s.5.46(3) All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	22 September 2020
Adoption references	050920
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper. Manager Corporate & Community role no longer exists. Delegation changed to Manager Community Services.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**CEO1003 Dogs Local Law**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Dogs Local Law 2000
Function	Authority to administer the Dogs Local Law, subject to Part 9, Division 1 of the Local Government Act 1995. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Dogs Local Law.*
Delegates	CEO
Conditions	Actions under this Delegation are required to comply with any related local law and/or policies.
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Community Services Manager Operations
Statutory framework	*Local Government Act 1995*
Record keeping	*Local Government Act 1995* s.5.46(3) All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	22 September 2020
Adoption references	050920
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
20 Jun 2023	Amended delegation	Following subdelegates added on instruction of CEO, as follows: Manager Infrastructure and Development and Manager Regulatory Services roles no longer exist. Delegation changed to Manager Operations and Community Services.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**CEO1004 Extractive Industries Local Law 2000**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Extractive Industries Local Law 2000
Function	Authority to administer the Extractive Industries Local Law, subject to Part 9, Division 1 of the *Local Government Act 1995*. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Extractive Industries Local Law 2000.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Community Services Manager Operations
Statutory framework	*Local Government Act 1995*
Policy	LLP Extractive Industries
Record keeping	*Local Government Act 1995* s.5.46(3) All exercises of delegated authority are to be recorded in the Shire's ICT system.
Date adopted	22 September 2020
Adoption references	050920
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
20 Jun 2023	Amended delegation	Manager Infrastructure and Development & Manager Regulatory Services roles no longer exist. Delegations amended to Manager Operations and Manager Community Services.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**CEO1005 Health Local Laws 2002**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Health Local Laws 2002
Function	Authority to administer the Health Local Laws, subject to Part 9, Division 1 of the Local Government Act 1995. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Health Local Laws 2002.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Development Manager Operations
Statutory framework	*Local Government Act 1995*
Record keeping	*Local Government Act 1995* s.5.46(3) All exercises to be delegated authority are to be recorded into the Shire's ICT system.
Date adopted	22 September 2020
Adoption references	050920
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
20 Jun 2023	Amended delegation	Manager Infrastructure and Development & Manager Regulatory Services roles, no longer exist. Delegations amended to Manager Development ang Manager Operations.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**CEO1006 Local Government Property Local Law**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Property Local Law 2000
Function	Authority to administer the Local Government Property Local Law, subject to Part 9, Division 1 of the Local Government Act 1995. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Government Property Local Law.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Development Manager Operations
Statutory framework	Local Government Act 1995
Record keeping	*Local Government Act 1995* s.5.46(3) All exercises of delegated authority are to be recorded in the Shire's ICT system.
Date adopted	22 September 2020
Adoption references	050920
Last reviewed	28 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
20 Jun 2023	Amended delegation	Manager Infrastructure and Development & Manager Regulatory Services roles no longer exist. Delegations amended to Manager Development and Manager Operations.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**CEO1007 Local Law Relating to Signs, Hoarding and Bill Posting**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Law Relating to Signs, Hoarding and Bill Posting 2005
Function	Authority to administer the Local Law Relating to Signs, Hoarding and Bill Posting, subject to Part 9, Division 1 of the Local Government Act 1995. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Law Relating to Signs, Hoarding and Bill Posting.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Community Services Manager Operations
Statutory framework	*Local Government Act 1995*
Policy	LLP Advertising Signs
Record keeping	*Local Government Act 1995* s.5.46(3) All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	22 September 2020
Adoption references	050920
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
20 Jun 2023	Amended delegation	Manager Infrastructure and Development & Manager Regulatory Services roles no longer exist. Delegation amended to Manager Community Services and Manager Operations.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**CEO1008 Local Laws Relating to Fencing**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Law Relating to Fencing 2002
Function	Authority to administer the Local Law Relating to Fencing, subject to Part 9, Division 1 of the *Local Government Act 1995*. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Local Law Relating to Fencing.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Community Services Manager Operations
Statutory framework	*Local Government Act 1995*
Record keeping	*Local Government Act 1995* s.5.46(3) All exercises of delegated authority are to be recorded in the Shire's ICT system.
Date adopted	22 September 2020
Adoption references	050920
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
20 Jun 2023	Amended delegation	Manager Infrastructure and Development & Manager Regulatory Services roles no longer exist. Delegation amended to Manager Community Services and Manager Operations.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**CEO1009 Meeting Procedures Local Law 2016**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Meeting Procedures Local Law 2016
Function	Authority to administer the Meeting Procedures Local Law 2016, subject to Part 9, Division 1 of the Local Government Act 1995. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Meeting Procedures Local Law 2016.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	Not sub-delegated
Statutory framework	*Local Government Act 1995*
Policy	CP36 Council or Committee Meeting attendance by telephone, video conference or other electronic means
Record keeping	*Local Government Act 1995* s.5.46(3)
Date adopted	22 September 2020
Adoption references	050920
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**CEO1010 Parking and Parking Facilities Local Law 2000**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Parking and Parking Facilities Local Law 2000
Function	Authority to administer the Parking and Parking Facilities Local Law 2000, subject to Part 9, Division 1 of the *Local Government Act 1995*. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Parking and Parking Facilities Local Law 2000.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Community Services Manager Operations
Statutory framework	*Local Government Act 1995*
Record keeping	*Local Government Act 1995* s.5.46(3) All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	22 September 2020
Adoption references	050920
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
20 Jun 2023	Amended delegation	Manager Infrastructure and Development & Manager Regulatory Services roles no longer exist. Delegations amended to Manager Community Services and Manager Operations.	---
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	**CEO1011 Prevention and Abatement of Sand Drift Local Law 2004**
Category	Council to CEO
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Prevention and Abatement of Sand Drift Local Law 2004
Function	Authority to administer the Prevention and Abatement of Sand Drift Local Law 2004, subject to Part 9, Division 1 of the *Local Government Act 1995*. *Actions under this Delegation are required to comply with procedural requirements detailed in the Local Government Act 1995 and Prevention and Abatement of Sand Drift Local Law 2004.*
Delegates	CEO
Conditions	*Actions under this Delegation are required to comply with any related local law and/or policies.*
Express power to subdelegate	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Manager Community Services Manager Operations
Statutory framework	*Local Government Act 1995*
Record keeping	*Local Government Act 1995* s.5.46(3) All exercises of delegated authority are to be recorded into the Shire's ICT system.
Date adopted	22 September 2020
Adoption references	050920
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

AMENDMENTS

Delegation	Date	Type	Amendment	References
10 Information to be available to the public	25 Jun 2024	Revoked	This delegation was revoked at the 25 June 2024 Ordinary Council Meeting.	CEO 01- 06/24 - 3.00024
13 Infringement Notices	14 Feb 2023	Amended delegation	14.02.2023 - as advised during meeting with CEO, new delegate to be Manager, Community Services. Subsequently advised by WALGA (on 23.02.23) that no Council-CEO delegation required for this Delegation as legislation allows for CEO to be the delegator.	Nil
13 Infringement Notices	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 - 3.00024
40 Infringement Notices - Extensions and Withdrawals	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
100 Tenders for Goods and Services	28 Feb 2023	Amended delegation	Adopted by Coumcil at OCM 28.02.2023	Minute reference: 100223
100 Tenders for Goods and Services	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
101 Payments from the Municipal or Trust Funds	14 Feb 2023	Amended delegation	Correction to Amendment comment above - Manager Finance and Chief Operating Officer given delegation 14/02/2023 (not 2022).	Nil
101 Payments from the Municipal or Trust Funds	22 Feb 2023	Amended delegation	Following subdelegates added, on instruction of CEO, as follows: - 20/08/2022: Human Resources Supervisor (refer amendment comment 20/8/22 in EMP101); - 23/08/2022: Community Emergency Services Manager (refer amendment comment 23/08/22 in EMP101); - 14/09/2022: Manager, Community Services (refer amendment comment 14/09/22 in EMP101); - 15/02/2022: Manager Finance and Chief Operating Officer (ALTUS folder: 3.00342; ref: INT23/14767209).	Nil

Delegation	Date	Type	Amendment	References
101 Payments from the Municipal or Trust Funds	8 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO, as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.	Nil
101 Payments from the Municipal or Trust Funds	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
102 Trust Fund	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
102 Trust Fund	20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO, as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.	
102 Trust Fund	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.0024
103 Expression of Interest Goods and Services	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
104 Application of Regional Price Preference Policy	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
105 Appoint Authorised Persons	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	Date	Type	Amendment	References
106 Compensation for Damage Incurred when Performing Executive Functions	20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO, as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.	
106 Compensation for Damage Incurred when Performing Executive Functions	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
107 Powers of Entry	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
107 Powers of Entry	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
108 Declare Vehicle is Abandoned Vehicle Wreck	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
108 Declare Vehicle is Abandoned Vehicle Wreck	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	Date	Type	Amendment	References
109 Confiscate or Uncollected Goods	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
109 Confiscate or Uncollected Goods	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
110 Disposal of Sick or Injured Animals	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
110 Disposal of Sick or Injured Animals	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
111 Close Thoroughfares to Vehicles	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
111 Close Thoroughfares to Vehicles	20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO, as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.	

Delegation	Date	Type	Amendment	References
111 Close Thoroughfares to Vehicles	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
112 Control Reserves and Certain Unvested Facilities	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
112 Control Reserves and Certain Unvested Facilities	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
113 Obstruction of Footpaths and Thoroughfares	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
113 Obstruction of Footpaths and Thoroughfares	20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO, as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.	
113 Obstruction of Footpaths and Thoroughfares	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	Date	Type	Amendment	References
114 Gates Across Public Thoroughfares	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
114 Gates Across Public Thoroughfares	20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO, as follows: Mark Jones in position of Manager Operations (acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.	
114 Gates Across Public Thoroughfares	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
115 Public Thoroughfare – Dangerous Excavations	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
115 Public Thoroughfare – Dangerous Excavations	20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations(acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.	
115 Public Thoroughfare – Dangerous Excavations	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	Date	Type	Amendment	References
116 Crossing – Construction, Repair and Removal	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
116 Crossing – Construction, Repair and Removal	20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations(acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.	
116 Crossing – Construction, Repair and Removal	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
117 Private Works on, over or under Public Places	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
118 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
118 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations(acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.	
118 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	Date	Type	Amendment	References
119 Disposal of Property	14 Feb 2023	Revoked	14 February 2023 - Sub-delegation revoked as advised by CEO on 21.02.2023 - not to be sub-delegated at this time.	Nil
119 Disposal of Property	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
120 Defer, Grant Discounts, Waive or Write off Debts	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
120 Defer, Grant Discounts, Waive or Write off Debts	18 Jul 2023	New delegation	Additional sub-delegation added for Peter Bracegirdle	Altus INT23/5F9E3DB
120 Defer, Grant Discounts, Waive or Write off Debts	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
121 Power to Invest and Manage Investments	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
121 Power to Invest and Manage Investments	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	Date	Type	Amendment	References
122 Rate Record Amendment	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
122 Rate Record Amendment	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
123 Agreement as to Payment of Rates and Service Charges	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
123 Agreement as to Payment of Rates and Service Charges	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
124 Determine Due Date for Rates or Service Charges	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
125 Recovery of Rates or Service Charges	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
126 Recovery of Rates – Lessee to Pay Rent	14 Feb 2023	Amended delegation	14 February 2023 - previously not sub -delegated. Sub-delegated to Manager Finance as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil

Delegation	Date	Type	Amendment	References
126 Recovery of Rates – Lessee to Pay Rent	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
127 Rate Record - Objections	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
127 Rate Record - Objections	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
128 Issuing Notices to Owner or Occupier of Land	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
128 Issuing Notices to Owner or Occupier of Land	20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations(acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.	
128 Issuing Notices to Owner or Occupier of Land	25 Jul 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	Date	Type	Amendment	References
129 Actions on Land that is not Local Government Property	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
129 Actions on Land that is not Local Government Property	20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations(acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper.	
129 Actions on Land that is not Local Government Property	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
130 Works Required for Supply of Gas or Water	14 Feb 2023	Revoked	14 February 2023 - Sub-delegation removed as advised by CEO on 21.02.2023 - i.e. NO sub-delegation at this time.	Nil
130 Works Required for Supply of Gas or Water	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
131 Complaints Officer	23 Feb 2021	New delegation	OCM Decision #120221	OCM Decision #120221
131 Complaints Officer	23 Feb 2021	New delegation	OCM Decision #130221	OCM Decision #130221
131 Complaints Officer	23 Feb 2021	New delegation	Adopted by Absolute Majority OCM 23 Feb 2021 Minute#120221	Adopted by Absolute Majority OCM 23 Feb 2021 Minute#120221
131 Complaints Officer	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	Date	Type	Amendment	References
132 Request Information (s.14) ROAD TRAFFIC (ADMINISTRATION) ACT 2008	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting. Update to delegates to include Executive Assistant to the CEO as of 5 August 2024.	CEO 01-06/24 3.00024
200 Grant a Building Permit	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
200 Grant a Building Permit	15 Dec 2023	Amended delegation	The role of EHO/Building Surveyor included, to accommodate staffing updates. As instructed by the CEO.	Nil
200 Grant a Building Permit	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
201 Demolition Permits	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
201 Demolition Permits	15 Dec 2023	Amended delegation	The role of EHO/Building Surveyor included to accommodate staffing updates. As instructed by the CEO.	Nil
201 Demolition Permits	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	Date	Type	Amendment	References
202 Occupancy Permits or Building Approval Certificates	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
202 Occupancy Permits or Building Approval Certificates	15 Dec 2023	Amended delegation	the role of EHO/ Building Surveyor included to accommodate staffing updates. As instructed by the CEO.	Nil
202 Occupancy Permits or Building Approval Certificates	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting	CEO 01-06/24 3.00024
203 Authorised and Approved Persons/Officers	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
204 Building Orders	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
204 Building Orders	15 Dec 2023	Amended delegation	The role of EHO/Building Surveyor included to accommodate staffing updates. As instructed by the CEO.	Nil
204 Building Orders	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	Date	Type	Amendment	References
205 Inspection and Copies of Building Records	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
205 Inspection and Copies of Building Records	15 Dec 2023	Amended delegation	The role of EHO/Building Surveyor included to accommodate staffing updates. As instructed by the CEO.	Nil
205 Inspection and Copies of Building Records	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
206 Referrals and Issuing Certificates	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
206 Referrals and Issuing Certificates	15 Dec 2023	Amended delegation	The role of EHO/Building Surveyor included to accommodate staffing updates, As instructed by the CEO.	Nil
206 Referrals and Issuing Certificates	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
207 Private Pool Barrier – Alternative and Performance Solutions	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil

Delegation	Date	Type	Amendment	References
207 Private Pool Barrier – Alternative and Performance Solutions	15 Dec 2023	Amended delegation	The role of EHO/Building Surveyor included to accommodate staffing updates. As instructed by the CEO.	Nil
207 Private Pool Barrier – Alternative and Performance Solutions	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
208 Smoke Alarms – Alternative Solutions	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
208 Smoke Alarms – Alternative Solutions	15 Dec 2023	Amended delegation	The role of EHO/Building Surveyor included to accommodate staffing updates. As instructed by the CEO	Nil
208 Smoke Alarms – Alternative Solutions	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
300 Firebreaks	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
301 Make Request to FES Commissioner – Control of Fire	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
302 Prohibited Burning Times - Vary	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
303 Restricted Burning Times - Vary	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
304 Prohibited and/or Restricted Burning Times – Control Activities	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
305 Control of Operations Likely to Create Bush Fire Danger	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	Date	Type	Amendment	References
306 Burning Garden Refuse / Open Air Fires	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting	CEO 01-06/24 3.00024
307 Appoint Bush Fire Control Officer/s and Fire Weather Officer	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
308 Control and Extinguishment of Bush Fires	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
309 Recovery of Expenses Incurred through Contraventions of this Act	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
310 Prosecution of Offences	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
311 Withdrawal of Infringement Notices	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
400 Cat Registrations	14 Feb 2023	Amended delegation	14 February 2023 - previously not sub -delegated. Sub-delegated to Manager Community Services as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
400 Cat Registrations	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
401 Cat Control Notices	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil

Delegation	Date	Type	Amendment	References
401 Cat Control Notices	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
402 Approval to Breed Cats	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
402 Approval to Breed Cats	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.
403 Appoint Authorised Person	14 Feb 2023	Amended delegation	14 February 2023 - not previously sub -delegated. Sub-delegated to Manager Community Services as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
403 Appoint Authorised Person	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
404 Recovery of Costs – Destruction of Cats	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	Date	Type	Amendment	References
405 Applications to Keep Additional Cats	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
405 Applications to Keep Additional Cats	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
500 Refuse or Cancel Registration	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
501 Kennel Establishments	14 Feb 2023	Amended delegation	14 February 2023 - previously not sub -delegated. Sub-delegated to Manager Development as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
501 Kennel Establishments	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
502 Appoint Authorised Persons	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
503 Recovery of Moneys Due Under this Act	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
504 Dispose of or Sell Dogs Liable to be Destroyed	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
505 Declare a Dangerous Dog	14 Feb 2023	Revoked	14 February 2023 - Sub-delegation revoked as advised by CEO on 21.02.2023 - not to be sub-delegated at this time.	Nil

Delegation	Date	Type	Amendment	References
505 Declare a Dangerous Dog	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
506 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
507 Determine Recoverable Expenses for Dangerous Dog Declaration	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
600 Food Business Registrations	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
601 Appoint Authorised Officers and Designated Officers	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
602 Determine Compensation	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
603 Prohibition Orders	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
604 Debt Recovery and Prosecutions	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
700 Give Notice Requiring Obliteration of Graffiti	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
701 Notices – Deal with Objections and Suspension of Effect of Notices	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
703 Powers of Entry	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
800 Appoint Authorised Officer or Approved Officer (Asbestos Regs)	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	Date	Type	Amendment	References
801 Enforcement Agency Reports to the Chief Health Officer	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
802 Designate Authorised Officers	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
803 Determine Compensation for Seized Items	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
804 Commence Proceedings	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
900 Illegal Development	14 Feb 2023	Amended delegation	14 February 2023 - amendments to delegations as advised by CEO at meeting 14/2/23 (Old role of A/Manager Infrastructure and Development removed). Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.	Nil
900 Illegal Development	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
901 Waiving or Refunding Planning Application Fee	14 Feb 2023	Amended delegation	14 February 2023 - amendments to delegations as advised by CEO at meeting 14/2/23 (Old role of A/Manager Infrastructure and Development removed). Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.	Nil
901 Waiving or Refunding Planning Application Fee	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
902 Grant a Certificate	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	Date	Type	Amendment	References
904 Local Planning Scheme No.5	14 Feb 2023	Amended delegation	14 February 2023 - amendments to sub-delegations as advised by CEO at meeting 14/2/23. Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles. 22 February 2023 - Council to CEO and CEO to Employee delegations combined into the one template (as approved by CEO).	Nil
904 Local Planning Scheme No.5	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
904 Local Planning Scheme No.5	1 Jul 2024	Amended delegation	Determining applications for prescribed single house development is no longer a function able to be delegated by the local government, this function is now performed under authorisation from the Chief Executive Officer. From 1 July 2024. Please refer to Planning and Development (Local Planning Schemes) Amendment (Single House Development) Regulations 2024	INT24/D9C3974
905 Strata Title Applications - Certificates of Approval	14 Feb 2023	Amended delegation	14 February 2023 - amendments to delegations as advised by CEO at meeting 14/2/23 (Old role of A/Manager Infrastructure and Development removed). Amendments required due to staffing changes, change in staff titles and responsibilities falling under these new titles.	Nil
905 Strata Title Applications - Certificates of Approval	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
CEO1000 Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000	20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations(acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper. Manager Regulatory Services role no longer exists. Delegation changed to Manager Community Services.	Nil

Delegation	Date	Type	Amendment	References
CEO1000 Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
CEO1002 Cemeteries Local Law 2000	20 Jun 2023	Amended delegation	Following subdelegate added on instruction of CEO,as follows: Mark Jones in position of Manager Operations(acting), from 29/05/2023 position review replaces existing role of COO, vacated by Ted Roper. Manager Corporate & Community role no longer exists. Delegation changed to Manager Community Services.	Nil
CEO1002 Cemeteries Local Law 2000	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
CEO1003 Dogs Local Law	20 Jun 2023	Amended delegation	Following subdelegates added on instruction of CEO, as follows: Manager Infrastructure and Development and Manager Regulatory Services roles no longer exist. Delegation changed to Manager Operations and Community Services.	Nil
CEO1003 Dogs Local Law	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
CEO1004 Extractive Industries Local Law 2000	20 Jun 2023	Amended delegation	Manager Infrastructure and Development & Manager Regulatory Services roles no longer exist. Delegations amended to Manager Operations and Manager Community Services.	Nil
CEO1004 Extractive Industries Local Law 2000	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
CEO1005 Health Local Laws 2002	20 Jun 2023	Amended delegation	Manager Infrastructure and Development & Manager Regulatory Services roles, no longer exist. Delegations amended to Manager Development ang Manager Operations.	Nil

Delegation	Date	Type	Amendment	References
CEO1005 Health Local Laws 2002	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
CEO1006 Local Government Property Local Law	20 Jun 2023	Amended delegation	Manager Infrastructure and Development & Manager Regulatory Services roles no longer exist. Delegations amended to Manager Development and Manager Operations.	Nil
CEO1006 Local Government Property Local Law	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
CEO1007 Local Law Relating to Signs, Hoarding and Bill Posting	20 Jun 2023	Amended delegation	Manager Infrastructure and Development & Manager Regulatory Services roles no longer exist. Delegation amended to Manager Community Services and Manager Operations.	Nil
CEO1007 Local Law Relating to Signs, Hoarding and Bill Posting	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
CEO1008 Local Laws Relating to Fencing	20 Jun 2023	Amended delegation	Manager Infrastructure and Development & Manager Regulatory Services roles no longer exist. Delegation amended to Manager Community Services and Manager Operations.	Nil
CEO1008 Local Laws Relating to Fencing	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
CEO1009 Meeting Procedures Local Law 2016	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024
CEO1010 Parking and Parking Facilities Local Law 2000	20 Jun 2023	Amended delegation	Manager Infrastructure and Development & Manager Regulatory Services roles no longer exist. Delegations amended to Manager Community Services and Manager Operations.	Nil
CEO1010 Parking and Parking Facilities Local Law 2000	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

Delegation	Date	Type	Amendment	References
CEO1011 Prevention and Abatement of Sand Drift Local Law 2004	25 Jun 2024	Amended delegation	This delegation was reviewed and presented to the 25 June 2024 Ordinary Council Meeting.	CEO 01-06/24 3.00024

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

24 June 2025

Item CEO 04-06/25
CP20 - Purchasing

Policy Number	Policy Title
CP20	**Purchasing**

1. PURCHASING

The Shire of Irwin (the Shire) is committed to applying the objectives, principles and practices outlined in this Policy, to all purchasing activity and to ensuring alignment with the Shire's strategic and operational objectives.

1.1 Objective

The Shire's purchasing activities will:

(a) Achieve best value for money that considers sustainable benefits, such as environmental, social and local economic factors.

(b) Foster economic development by maximising participation of local businesses in the delivery of goods and services.

(c) Use consistent, efficient and accountable purchasing processes and decision-making, including competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements.

(d) Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently.

(e) Commit to probity and integrity, including the avoidance of bias and of perceived, potential and actual conflicts of interest.

(f) Comply with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, other relevant legislation, Codes of Practice, Standards and the Shire's Policies and procedures.

(g) Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire of Irwin.

(h) Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire's Risk Management framework.

(i) Ensure records evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

(j) Ensure confidentiality that protects commercial-in-confidence information and only releases information where appropriately approved.

1.2 Ethics & Integrity

The Shire's Code of Conduct applies when undertaking purchasing activities and decision making, requiring Council Members and employees to always observe the highest standards of ethics and integrity and act in an honest and professional manner.

1.3 Value for Money

The Shire will apply value for money principles in critically assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

Value for money assessment will consider the balanced assessment of price against non-price factors listed below:

(a) All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to; holding costs, consumables, deployment, training, maintenance and disposal.

(b) The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, the supplier's resource availability, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications, etc.

(c) The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history.

(d) A strong element of competition by obtaining a sufficient number of competitive quotations consistent with this Policy, where practicable.

(e) The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance.

(f) The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy including Local Economic Benefit.

(g) Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required.

1.4 Purchasing Thresholds

1.4.1 Defining the purchasing value

The Shire will apply reasonable and consistent methodologies to assess and determine Purchasing Values, which ensure:

(a) The appropriate purchasing threshold and practice is applied in all purchasing activities; and

(b) Wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements to achieve best value and efficiency in future purchasing activities where the requirements can be provided by a single supplier.

A ***category of supply*** can be defined as groupings of similar goods or services with common: supply and demand drivers; market characteristics; or suppliers.

1. Strategic Purchasing Value Assessments

The Shire will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Shire will have continuing need, and which can be aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the Purchasing Value threshold applicable to future purchasing activity.

2. Individual Purchasing Value Assessments

In any case, where there is no relevant current contract, each purchasing activity is to assess the Purchasing Value based upon the following considerations:

(a) Exclusive of Goods and Services Tax (GST).

(b) The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations.

(c) The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.

(d) Requirements must not be split to avoid purchasing or tendering thresholds [F&G Reg. 12].

The calculated estimated Purchasing Value will determine the applicable threshold and purchasing practice to be undertaken.

1.4.2 Table of Purchasing Thresholds

1 Supplier Order of Priority

The Shire will consider and apply, where applicable, the following Supplier Order of Priority:

Priority 1:	**Existing Prequalified Supplier Panel or other Contract/ Agreements** Current contracts, including the Shire's Panel of Prequalified Suppliers or contracted supplier, must be used where the Shire's supply requirements can be met through an existing contract. If the Shire does not have a current contract relevant to the required supply, then a relevant WALGA PSA is to be used.
Priority 2:	**Local Suppliers** Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that wherever possible quotations are obtained from local suppliers; a) permanently located within the Shire's boundaries as a first priority, and b) those permanently located within the Midwest region as the second priority. If the Shire does not have a current contract relevant to the required supply, then a relevant WALGA PSA is to be used.
Priority 3:	**Tender Exempt - WALGA Preferred Supplier Arrangement (PSA)** Use a relevant WALGA PSA regardless of whether or not the Purchasing Value will exceed the tender threshold. However, if a relevant PSA exists but an alternative supplier is considered to provide best value, then the CEO, or an officer authorised by the CEO, must approve the alternative supplier. Reasons for not using a PSA may include: Local supplier availability (that are not within the PSA); or, Social procurement – preference to use Aboriginal businesses or Disability Enterprises.

	If no relevant WALGA PSA is available, then a relevant State Government Contract may be used. If no relevant State Government Contract is available, then a Tender Exempt [F&G Reg.11(2)] arrangement may be used. **Tender Exempt - WA State or Federal Government Contract Arrangement** Use a relevant State or Federal Government Contract regardless of whether or not the Purchasing Value will exceed the tender threshold. However, if a relevant State or Federal Government Contract exists, but an alternative supplier is considered to provide best value for money, then the proposed alternative supplier must be approved by the CEO, or an officer authorised by the CEO. If no relevant State of Federal Government Contract is available, then a Tender Exempt [F&G Reg.11(2)] arrangement may be used.
Priority 4:	**Other Tender Exempt arrangement** *[F&G Reg. 11(2)]* Regardless of whether or not the Purchasing Value will exceed the tender threshold, the Shire will investigate and seek quotations from tender exempt suppliers and will specifically ensure that wherever possible quotations are obtained from a WA Disability Enterprise and / or an Aboriginal Owned Business that is capable of providing the required supply.
Priority 5:	**Other Suppliers** Where there is no relevant existing contract or tender exempt arrangement available, purchasing activity from any other supplier is to be in accordance with relevant Purchasing Value Threshold and Purchasing Practice specified in the table below.

2 Purchasing Practice Purchasing Value Thresholds

The Purchasing Value, assessed in accordance with clause 1.4.1, determines the Purchasing Practice to be applied to the Shire's purchasing activities.

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:

Purchase Value (ex GST)	Purchasing Practice
Up to $10,000	Direct purchase from supplier. Seek one (1) verbal quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).
$10,001 - $35,000	Seek at least one (1) written quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1). If purchasing from a WALGA PSA, State or Federal Contract or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained. The purchasing decision is to be based upon assessment of the supplier's response to: • a brief outline of the specified requirement for the goods; services or works required; and • Value for Money criteria, not necessarily the lowest price. May include a RFQ and detailed specification as required.
$35,001 - $85,000	Seek at least two (2) written quotations from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1). If purchasing from a WALGA PSA, State or Federal Contract or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained. The purchasing decision is to be based upon assessment of the supplier's response to: • a brief outline of the specified requirement for the goods; services or works required; and • Value for Money criteria, not necessarily the lowest price. May include a RFQ and detailed specification as required.
$85,001 - $250,000	Seek at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1). The purchasing decision is to be based upon assessment of the supplier's response to: • a detailed written specification for the goods, services or works required; and • pre-determined selection criteria that will assess all best and sustainable value considerations. The purchasing decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.

Over $250,000	Conduct a **Public Tender** undertaken in accordance with the Local Government Act 1995 or other public procurement process such as Expressions of Interests or Request for Proposal; or **Tender Exempt** arrangements (i.e. WALGA PSA, State or Federal Government Contract or other tender exemption under *F&G Reg.11(2)*). The Tender Exempt or Public Tender purchasing decision is to be based on the supplier's response to: • a detailed written specification for the goods, services or works required; and • pre-determined selection criteria that assess all best and sustainable value considerations. The purchasing decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.
Emergency purchases *(Within Budget)*	Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds. If there is no existing Panel or contract, then clause 1.4.2(1) Supplier Order of Priority will apply wherever practicable. However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply. OR Compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice. The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Record Keeping Plan.
Emergency Purchases *(No budget allocation available)*	Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the *Local Government Act 1995,* the President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred. The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting. The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply
LGIS Services Section 9.58(6)(b) Local Government Act	The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the *Local Government Act 1995* and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-based service and is not defined as a purchasing activity subject to this Policy. Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.

1.5 Procurement Practices

All procurement practices shall comply with relevant legislation, regulations and requirements. The following principals, standards and behaviours must be observed and enforced through all stages of the procurement process to ensure the fair and equitable treatment of all parties.

1.5.1 Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

(a) A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets, OR

(b) A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the Local Government Act 1995 and Functions and General Regulation 11(2)(a), OR

(c) A State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

1.5.2 Inviting Tenders though no need to do so

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the $250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance, value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire's tendering procedures *[F&G Reg.13]*.

1.5.3 Expressions of Interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process *[F&G Reg.21]* where the required supply evidence one or more of the following criteria:

(a) Unable to sufficiently scope or specify the requirement.

(b) There is significant variability for how the requirement may be met.

(c) There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created or delivered.

(d) Subject to a creative element; or

(e) Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information only.

1.5.4 Unique nature of Supply (Sole Supplier)

An arrangement with a supplier based on the unique nature of the goods or services required or for any other reason, where it is unlikely that there is more than one potential supplier may only be approved where the:

(a) purchasing value is estimated to be over $10,001; and

(b) purchasing requirement has been documented in a detailed specification; and

(c) specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement: and

(d) market testing process and outcomes of supplier assessments have been evidenced in records, inclusive of a rationale for why the supply is determined as unique and why quotations / tenders cannot be sourced through more than one potential supplier.

(e) CEO approval is required.

An arrangement of this nature will only be approved for a period not exceeding one (1) year. For any continuing purchasing requirement, the approval must be re-assessed before expiry, to evidence only one potential supplier still genuinely exists.

1.5.5 Anti-Avoidance

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

1.5.6 Contract Renewals, Extensions and Variations

Where a contract has been entered into as the result of a publicly invited tender process, then *Functions and General Regulation 21A* applies.

For any other contract, the contract must not be varied unless

(a) The variation is necessary for the goods or services to be supplied and does not change the scope of the contract; or

(b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

1.5.7 Minor variations prior to award of Contract

If after the Request has been issued either by public tender, invited quotations or other procurement process, and a successful Respondent has been chosen but before the Shire and the supplier have entered into a contract, a minor variation may be made by the Shire.

A minor variation will not alter the nature of the goods and/or services or works procured, nor will it materially alter the specification or structure provided for by the initial procurement process. It will also ensure that the changed value would be within 10 per cent tolerance of the original value.

It should not be of a nature that changes methodology or approach to a project which may open up the possibility that different suppliers may have responded if they had been aware of the new approach.

If a contract has already been entered into with a supplier, the contract may be varied (subject to approval by the CEO), if necessary, in order for the goods or services to be supplied, and provided

the variation/s do not change the scope of the original contract or increase the contract value beyond 10 per cent of the original value.

A contract may also be varied if it is a renewal or extension of the term of the contract as described in the Regulations.

1.5.8 Probity Experts

Probity experts ensure a transparent and fair procurement process and to achieve best Value for Money. An independent person may be appointed to act as a probity expert. The decision to appoint a probity expert will be at the complete discretion of the Chief Executive Officer.

1.5.9 Notification of Outcome

Each tenderer or respondent to a public procurement process shall be notified. Each unsuccessful respondent shall be offered a debrief on their response to the procurement process.

1.5.10 Contract Management

All Shire Contracts will be managed during their lifecycle by the responsible officer in accordance with good contract management practices.

1.5.11 Waiver of Quotation

Where obtaining quotes are impractical due to significant financial or other adverse impact to the Shire, the CEO or their delegate, at their discretion, may waive the requirements to obtain quotes. The request to waive the quotation requirement as well as the justification for approval (or other) must be in writing. The request for quotation waiver as well as the CEO's (or their delegate's) decision must be saved in accordance with the Shire's Records Management Policy.

1.5.12 Purchase Order Exemptions

Supply of goods or services must not commence until a purchase order has been issued, unless exempt from this requirement. A purchase order is unnecessary in the case of the following:

a) Insurances;
b) Payments made through payroll;
c) Utilities (service and/or consumption charges/fees only);
d) Goods or services purchased through a purchasing card;
e) Fees and payments that are statutory, this includes bank fees;
f) Other statutory damages, infringements and penalties;
g) Loan repayments;
h) Freight, postal charges and fuel cards;
i) Goods purchased from petty cash;
j) Purchasing card payment requests;
k) State or Federal Government agencies such as Landgate, Office of State Revenue, Western Australia Planning Commission, Environmental Protection Authority, Department of Commerce, Department Fire and Emergency Services

2. SUSTAINABLE PROCUREMENT

The Shire supports and encourages sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection, and local economic benefits).

The Shire will apply Sustainable Procurement criteria as part of the value for money assessment to ensure, wherever possible, our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes.

Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (e.g. initiatives such as corporate philanthropy).

2.1 Local Economic Benefit

The Shire promotes economic development through the encouragement of competitive participation in the delivery of goods and services by local suppliers permanently located within the Shire first, and secondly, those permanently located within the Midwest region.

The Shire has adopted a Regional Price Preference, Policy- CP01 Localised Purchasing Policy, which will be applied when undertaking all purchasing activities over $1,000.

2.2 Socially Sustainable Procurement

The Shire will support the purchasing of requirements from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives

A qualitative weighting will be used in the evaluation of Requests for Quotes and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

Engaging Aboriginal Businesses & Australian Disability Enterprises

Functions and General Regulation 11(2)(h) provides a tender exemption if the goods or services are supplied by a person on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) and 11(2)(i) an Australian Disability Enterprise, where the consideration under contract is $250,000 or less, or worth $250,000 or less, and the Shire is satisfied that the offer truly represents value for money.

The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

2.3 Environmentally Sustainable Procurement

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives.

3. PANELS OF PRE-QUALIFIED SUPPLIERS

3.1 Objectives

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

(a) there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';
(b) the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
(c) the Panel will streamline and will improve procurement processes; and
(d) the Shire has the capability to establish a Panel and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

3.2 Establishing and Managing a Panel

If the Shire decides that a Panel is to be created, it will establish the panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the CEO.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If the Shire deems it needs additional suppliers to be added to a category within the panel, or the panel itself, to satisfy its needs or those of the local community, it will do so with the approval of the CEO.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A Panel contract arrangement needs to be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed.

3.3 Distributing work amongst Panel members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

(a) seek quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
(b) purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
(c) develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

(a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded based on value for money in every instance; or

(b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under *Functions and General Regulation 24AD(5)(f)* when establishing the Panel.

i. The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken.

ii. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract.

iii. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the purchasing thresholds stated in clause 1.4.2(2) of this Policy.

iv. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

3.4 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

3.5 Communications with Panel members

The Shire will ensure clear, consistent and regular communication with Panel Members.
Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be captured in accordance with the Shire's Record Keeping Plan. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

4. RECORD KEEPING

All Local Government purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferal of records to the Shire relevant to the performance of the contract.

5. PURCHASING POLICY NON- COMPLIANCE

The Purchasing Policy is mandated under the Local Government Act 1995 and Regulation 11A of the Local Government (Functions and General) Regulations 1996 and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision-making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire's policies and procedures.

If non-compliance with legislation, this Purchasing Policy or the Code of Conduct, is identified it must be reported to the Chief Executive Officer.

A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

(a) an opportunity for additional training to be provided;

(b) a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or

(c) where the beach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.

Date of Adoption:		**Adoption Ref:**	
Date of Review:		**Review Frequency:**	biennial
Responsible Directorate:	Chief Executive Officer		
Legislation:	s.3.57 of the Local Government Act 1995 Part 4 of the Local Government (Functions and General) Regulations 1996		
Related Policies and/or Procedures:	Delegations CEO01 Tenders for Goods and Services Delegation CEO03 Payments from Municipal or Trust Funds CP01 Localised Purchasing (Regional Price Preference) MP02 Purchase Order Authorisation MP04 Purchasing Record Keeping Plan Code of Conduct Purchasing Procedure Manual		