



SHIRE OF IRWIN
DONGARA-PORT DENISON

A BRILLIANT BLEND

AGENDA

ORDINARY COUNCIL MEETING
Tuesday 26 August 2025 – 6.00pm



NOTICE OF MEETING

Notice is hereby given that the next Ordinary Council Meeting of the Shire of Irwin will be held in the Council Chambers, 11-13 Waldeck Street, Dongara at 6.00pm on Tuesday 26 August 2025.

Shane Ivers
CHIEF EXECUTIVE OFFICER
22 August 2025



AGENDA & BUSINESS PAPERS

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

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

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

Disclaimer

The Shire of Irwin:

- advises that the purpose of an Ordinary Council Meeting is to discuss and, where possible, make resolutions about items appearing in the agenda. No person should rely or act on the basis of any decision, advice or information provided by an Elected Member or Officer, or on the content of any discussion occurring during the course of the meeting. No person should rely on the decisions made by Council until formal written advice of the Council is received by that person.
- expressly disclaims any liability for any loss or damage whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Agenda Forums, Council or Committee Meetings.
- disclaims any liability for any loss arising from any person or body relying on any statement, discussion, recommendation or decision in the audio recording. Council minutes provide the definitive record of Council's resolutions.

Nature of Council's Role in Decision Making

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.

Notes for Members of the Public

Meeting Formalities

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

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

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

Audio Recordings

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

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AGENDA

of the

ORDINARY COUNCIL MEETING

to be held

26 August 2025

Commencing at 6.00pm

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Members

Councillor M Leonard

President

Councillor B Wyse

Deputy President

Councillor I Scott

Councillor E Tunbridge

Councillor P Summers

Councillor J Melsom

Councillor A J Gillam

Staff

Mr S D Ivers

Chief Executive Officer

Mr M Connell

Manager Development

Ms F Boksmati

Manager Community Services

Mr M Jones

Manager Operations

Miss P Machaka

Manager Finance

Ms S Mearns

Executive Assistant

Guests

Apologies

Approved Leave of Absence

Gallery

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Question 1: Bruce Baskerville, Chair, Irwin Districts Historical Society

With regards to the Dongara Public Town Hall restoration works - What is the project, works or purpose of the funding?

Response: The purpose of the funding is to allow local governments to undertake works to improve the resilience of evacuation facilities and other community infrastructure, or improve resilience in the community.

The restored Town Hall will enable its activation as an Incident Control Centre or Emergency Welfare Centre if required. This development is part of our broader emergency management strategy to ensure that both Dongara and Port Denison are equipped with their own emergency coordination points. In the event of a natural disaster—particularly one that cuts off access across the Irwin River—having dedicated facilities in both townsites will be critical to providing timely and effective support to our residents.

Question 2: Bruce Baskerville, Chair, Irwin Districts Historical Society

With regards to the Dongara Public Town Hall restoration works – Have any of the works commenced?

Response: Electrical and lighting upgrades have been completed. Contractors have been engaged to carry out roof and gutter repairs, as well as external repointing of the building. Discussions are currently underway with an additional contractor to address internal roofing, and repairs to doors and windows.

Question 3: Bruce Baskerville, Chair, Irwin Districts Historical Society

With regards to the Dongara Public Town Hall restoration works – Has any of the funding been spent and if so, on what?

Response: Yes. An inspection and scope of work by specialist architects, formulation of tender packages, electrical assessments and electrical work, and carpentry assessments and estimations.

Question 4: Bruce Baskerville, Chair, Irwin Districts Historical Society

With regards to the Dongara Public Town Hall restoration works – Why is there a difference in the budgeted funding between \$240,000 last year and \$256,000 this year?

Response: A small portion of the funding initially designated for a different project remained unspent. The residual amount was reallocated to support the restoration works of the Dongara Town Hall.

Question 5: Bruce Baskerville, Chair, Irwin Districts Historical Society

With regards to the Dongara Public Town Hall restoration works – If work had not commenced by the end of the last financial year 2024/45, will the funds be carried over in full to the 2025/26 financial year for the same or similar work on the Hall?

Response: Funds will be carried forward to the 2025/26 financial year for use on restoration works to the Dongara Public Town Hall.

Question 6: Bruce Baskerville, Chair, Irwin Districts Historical Society

With regards to the Denison House Capital Renewal Works - What is the project, works or purpose of the \$25,000 funding set aside in the adopted annual budget?

Response: The funding is designated for the construction of a path and access ramp from the disability carpark to the veranda entry, including necessary repairs to the surrounding concrete veranda. This work aligns with the Disability Access and Inclusion Plan (DAIP) to

ensure safe and compliant access and egress to the community public building, supporting its ongoing use as a venue for regular events and as a community space.

Question 7: Bruce Baskerville, Chair, Irwin Districts Historical Society
With regards to the Denison House Capital Renewal Works – Has any of the work commenced?

Response: No, this work is pending adoption in the 2025/26 Financial Year budget.

Question 8: Bruce Baskerville, Chair, Irwin Districts Historical Society
With regards to the Denison House Capital Renewal Works – Has any of the funding been spent and if so, on what?

Response: Yes, \$1,600 was spent in 2024/25 for the design of the new footpath disability access point.

Question 9: Bruce Baskerville, Chair, Irwin Districts Historical Society
With regards to the Denison House Capital Renewal Works – Is any of the funding available for conservation works on the riverbank terracing in front of the building?

Response: No

Question 10: Bruce Baskerville, Chair, Irwin Districts Historical Society
With regards to the Denison House Capital Renewal Works – If work had not commenced by the end of the last financial year 2024/45, will the funds be carried over in full to the 2025/26 financial year for the same or similar work on Denison House?

Response: Funds will be carried forward to the 2025/26 financial year and will be used to complete the disability access ramps and veranda repairs.

- 4. PUBLIC QUESTION TIME**
- 5. DECLARATIONS OF INTEREST**
- 6. APPLICATIONS FOR LEAVE OF ABSENCE**
- 7. PETITIONS AND DEPUTATIONS**

8. CONFIRMATION OF MINUTES AND TABLING OF AGENDA FORUM NOTES

8.1 Minutes of the Ordinary Council Meeting held 22 July 2025

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

RECOMMENDED:
That Council confirms the Minutes of the Ordinary Council Meeting held 22 July 2025.

8.2 Agenda Forum Notes – 19 August 2025

At the Agenda Forum held 19 August 2025, Shire Officers presented background information and answered questions on items to be considered at the August 2025 Ordinary Council Meeting.

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

RECOMMENDED:
That Council confirms the Notes of the Agenda Forum held 19 August 2025.

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

10. REPORTS OF OFFICERS AND COMMITTEES

10.1 Finance Reports

FIN 01-08/25 Accounts for Payment - July 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 July 2025.

Officer Recommendation:

RECOMMENDED:	
That Council, by Simple Majority, receives the Accounts paid during July 2025 as contained in FIN01-08/25 Attachment 1 of the Attachment Booklet – August 2025 represented b	
Payment Type/Numbers	Total Amount
EFT 33837 – 33883	\$221,140.38
Muni Cheques – 32245 – 32246	\$25,138.85
Direct Debit – Telstra	\$3,315.07
Direct Debit – WA Treasury Corporation	\$148,373.81
Direct Debit – N-Able Pty Ltd	\$2,223.11
Direct Debit – Australian Phone Company	\$225.23
Direct Debit – Telair Pty Ltd	\$2,448.91
Direct Debit – Superannuation	\$57,978.27
Grand Total	\$460,843.63

Background:

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

Officer's Comment:

Changes to the format of the list of payments has been made to be aligned with Section 13(1) of the Local Government (Financial Management) Regulations.

Consultation:

Nil

Statutory Environment:

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

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*

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

Policy Implications:

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

Financial/Resource Implications:

Nil

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles

Strategy 4.3.2 Adopt and follow better practice processes

Attachments:

Attachment Booklet – August 2025

FIN01-08/25 Attachment 1: Accounts for Payment – July 2025

FIN 02-08/25 Monthly Financial Statements - June 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 30 June 2025.

Officer Recommendation:

RECOMMENDED:
That Council, by Simple Majority, receives the Monthly Financial Statements for the period 1 July 2024 to 30 June 2025 as contained in FIN02 08/25 Attachment 2 of the Attachment Booklet – August 2025.

Background:

The Monthly Financial Statements to 30 June 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 draft financial position to the end of June 2025 is detailed in the attached report and summarised as per below: The financial position is subject to change upon finalisation of 2024/25 financial year end.

30/06/2025	YTD Budget	YTD Actual	Variance YTD to Budget
Operating Revenue	10,773,513	11,145,066	3%
Operating Expenditure	(13,911,747)	(14,241,625)	2%
Net Operating	(3,138,234)	(3,096,559)	
Non-Operating Revenue	6,333,305	1,270,826	-80%
Non-Operating Expenditure	(9,728,928)	(2,429,388)	-75%
Net Non-Operating	(3,395,623)	(1,158,562)	
Cash at Bank		774,648	
Cash at Bank Restricted		618,667	
Reserve Bank		1,028,900	
Total Cash Funds		2,422,215	

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 – August 2025

FIN02-08/25 Attachment 2: Financial Statements for the Period Ended 30 June 2025.

FIN 03-08/25 2025/26 Annual Budget	
Author:	P Machaka, Manager Finance
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	3.0200
Council Role:	Executive
Voting Requirements:	Simple Majority

Report Purpose:

For Council to consider and adopt the Shire of Irwin Annual Budget for the 2025/26 financial year together with supporting schedules, including imposition of rates and minimum payments, adoption of fees and charges, setting of elected members fees for the year and other consequential matters arising from the budget papers.

Officer Recommendation:

RECOMMENDED:
<u>PART A – MUNICIPAL FUND BUDGET FOR 2025/26</u>
That Council, by Absolute Majority and pursuant to the provisions of Section 6.2 of the <i>Local Government Act 1995</i> and Part 3 of the <i>Local Government (Financial Management) Regulations 1996</i> , adopts the Shire of Irwin 2025/26 Annual Budget, as presented in Attachment Booklet – 2025/26 Budget – August 2025.

RECOMMENDED:
<u>PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS</u>
That Council, by Absolute Majority;
<ol style="list-style-type: none"> 1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above and pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the <i>Local Government Act 1995</i>, imposes the following differential general rates and minimum payments on Gross Rental and Unimproved Values: <ul style="list-style-type: none"> • Gross Rental Value 10.252 cents in the dollar • Transient Workforce Accommodation/Other 22.3841 cents in the dollar • Rural (UV) 0.9713 cents in the dollar • Mining (UV) 22.3841 cents in the dollar <ol style="list-style-type: none"> 1.1 Minimum Payments <ul style="list-style-type: none"> • Residential (GRV) \$1,100 • Commercial / Industrial (GRV) \$1,100 • Rural (UV) \$1,100 • Mining (UV) \$1,100 • Transient Workforce Accommodation \$1,100
2. Pursuant to Section 6.45 of the <i>Local Government Act 1995</i> and Regulation 64(2) of the <i>Local Government (Financial Management) Regulations 1996</i> , nominates the following due dates for payment in full or by instalments:

- **Issue Date** 1 September 2025
- **Option 1** – to pay in full by the due date: 6 October 2025
- **Option 2** – to pay in two instalments
 - 1st half instalment due date: 6 October 2025
 - 2nd half instalment due date: 8 December 2025
- **Option 3** – to pay in four instalments
 - 1st quarterly instalment due date: 6 October 2025
 - 2nd quarterly instalment due date: 8 December 2025
 - 3rd quarterly instalment due date: 9 February 2026
 - 4th quarterly instalment due date: 13 April 2026

3. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$5 for each instalment after the initial instalment is paid (i.e. 3 x instalments = \$15.00).
4. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.
5. Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the *Local Government Act 1995* and Regulation 70 of the *Local Government (Financial Management) Regulations 1996*, adopts an interest rate of 7% for rates (and service charges) and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.

RECOMMENDED:**PART C – FEES AND CHARGES FOR 2025/26**

That Council, by Absolute Majority and pursuant to Section 6.16 of the *Local Government Act 1995*, adopts the Schedule of Fees and Charges as provided in the Shire of Irwin 2025/26 Annual Budget, presented in Attachment Booklet – 2025/26 Annual Budget – August 2025.

RECOMMENDED:**PART D – ELECTED MEMBERS' FEES AND ALLOWANCES FOR 2025/26**

That Council, by Absolute Majority;

1. Pursuant to Section 5.99 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Administration) Regulations 1996*, adopts the following annual fees for payment of elected members in lieu of individual meeting attendance fees:
 - Shire President \$10,000
 - Councillors \$ 7,688
2. Pursuant to Section 5.98(5) of the *Local Government Act 1995* and Regulation 33 of the

Local Government (Administration) Regulations 1996, adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

- Shire President \$20,000

3. Pursuant to Section 5.98A of the Local Government Act 1995 and Regulation 33A of the Local Government (Administration) Regulations 1996, adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

- Deputy Shire President \$5,000

RECOMMENDED:

PART E – MATERIAL VARIANCE REPORTING FOR 2025/26

That Council, by Absolute Majority and in accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 and AASB 1031 Materiality, adopts the level to be used in statements of financial activity in 2025/26 for reporting material variances, to be 10% or \$10,000, whichever is the greater.

Background:

The Shire of Irwin 2025/26 Budget has been compiled based on the principles contained in the Strategic Community Plan 2021/2031 and the Shire of Irwin Long Term Financial Plan 2024/2039. The 2025/26 budget is in alignment with the Council budget workshops held on the 13th of May 2025 and 22nd of July 2025.

The proposed differential general rates were approved by Council on the 27th of May 2025 and advertised for public comment from 30 May 2025 till 20 June 2025. There were no submissions received.

On the 24th of June 2025, at the Ordinary Council Meeting, Council resolved to make an application to the Minister for Local Government to seek approval under s.6.33(3) of the *Local Government Act 1995* to impose a differential rate for UV Mining properties at more than twice the rate of UV Rural properties and GRV TWA/ Other more than twice the rate of GRV. Ministerial approval is yet to be received and is expected before the 26th of August 2025 Ordinary Council Meeting.

Officer's Comment:

The Budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

Balancing the budget while delivering improved services to the community is an ongoing challenge for the Shire.

The Net Current Assets opening position at 1 July 2025 is an estimated deficit of \$610K, which includes an advance receipt of the 2025/26 Financial Assistance grant totalling \$436K. The 2025/26 Net Current Assets closing position is an estimated surplus of \$159K. It is worth noting that this is subject to the timely commencement of the Milo Crossing works which are budgeted to be fully funded in 2025/26.

The main features of the 2025/26 Budget include:

- A 5% increase on rate revenue which applies to all differential general rate categories.
- An increase in the GRV rate in the dollar from 9.825 in 2024/25 to 10.2520. There were no GRV Landgate Valuations for 2025/26.

- A new GRV rating category for Transient Workforce Accommodation / Other, set at 22.384 rate in the dollar.
- The 2025/26 UV Rural rate in the dollar decreased from 1.0891 to 0.9713 while the UV Mining rate in the dollar increased from 21.147 to 22.3841.
- Penalty interest is set at 7% and instalment interest at 5.5%, the same as the prior financial year.
- Household waste charges and charges for depositing refuse at the Shire of Irwin Transfer Station are proposed to increase to annual amount of \$447. This is itemised in the 2025/26 Budget Schedule of Fees and Charges.
- The operating budget includes an overall increase in estimated expenditure of approximately 7% compared to the 2024/25 original budget (although individual line items may vary from this based on specific factors affecting each of these).
- A capital works program totalling \$12.6M for investment in infrastructure, land and buildings, plant and equipment and furniture and equipment is planned. Significant projects include:
 - \$4.8M Foreshore development works
 - \$3.9M Milo Crossing Upgrade
 - \$715K the Boat Ramp
 - \$473K Burma Road
 - \$421K Warradong Springs Road
 - \$195K Water Supply Road
 - \$239K Dongara Public Town Hall
 - \$370K Prime Mover
- Budgeted transfers to Reserves of \$35K which includes:
 - \$5,336 to the Staff Entitlement Reserve.
 - \$356 to the Plant Replacement Reserve
 - \$48 to the Sanitation Reserve
 - \$1,200 to the Strategic Land Use Planning Reserve
 - \$27,482 to the Asset Management Reserve
 - \$947 to the Tourism Reserve
- Budgeted transfers from Reserves include:
 - \$25K from the Strategic Land Use Planning Reserve

Noteworthy grant funding comprises:

- Lotterywest and Growing Regions - \$3.5M
 - Safer Local Roads Infrastructure Program- \$3.9M
 - Main Roads Regional Roads Grant - \$540K
 - Department of Infrastructure Roads to Recovery -\$433K
 - DFES Seroja \$322K
- New borrowings for 2025/26 amount to \$1.94M and will fund the Foreshore Capital Works Project and the purchase heavy plant vehicles.

Consultation:

Internal consultation with all departments, followed by officer meetings at various times since March 2025.

Two budget workshops with elected members were held on 13 May 2025 and 22 July 2025.

Statutory Environment:*Local Government Act 1995*

- Section 6.2(1) Local government to prepare annual budget
- Section 6.12(1) Power to defer, grant discounts, waive or write off debts
- Section 6.16 Imposition of fees and charges
- Section 6.32 Rates and service charges
- Section 6.45(3) Options for payments of rates or service charges
- Section 6.50 Rates or service charges due and payable
- Section 6.51 Accrual of interest on overdue rates or service charges

Local Government (Financial Management) Regulations 1996

- Regulation 68 Maximum interest component prescribed
- Regulation 70 Maximum rate of interest prescribed (Act s. 6.51)

Policy Implications:

Strategic Community Plan 'Our Brilliant Future' 2021-2031

Shire of Irwin Strategic Resource Plan 2022-2037

Financial/Resource Implications:

Specific financial implications are outlined in the Officer's Comment section of this report and are itemised in the Shire of Irwin 2025/26 Budget presented to Council for adoption.

Strategic Implications:

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 – August 2025

FIN 03-08/25 Attachment 1: Shire of Irwin 2025/26 Annual Budget

FIN 03-08/25 Attachment 2: Shire of Irwin 2025/26 Annual Budget – Schedule of Capital Works

10.2 Development Reports

DEV 01-08/25 July 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 July 2025 Development Delegated and Authorised Authority Report.

Officer Recommendation:

RECOMMENDED:
That Council by Simple Majority, receives the July 2025 Development Delegated and Authorised Authority Report, as contained in DEV 01-08/25 Attachment 1.

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 July 2025, with 12 building permits/certificates, 4 single house applications and 1 subdivision clearance having been issued.

Consultation:

Nil.

Statutory Environment:

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

Policy Implications:

Nil.

Financial/Resource Implications:

Nil.

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles

Strategy 4.3.2 Adopt and follow better practice processes

Attachments:

Attachment Booklet – August 2025

DEV 01-08/25 Attachment 1: July 2025 Development Delegated and Authorised Authority Report

10.3 Community Services Reports

10.4 Operations Reports

10.5 Office of the CEO Reports

CEO 01-08/25 Request for Tender RFT 01-2025 Port Denison Boating Facility Upgrade – Stage 1	
Author:	L Anderson, Procurement and Contracts Coordinator
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	3.00518
Council Role:	Executive
Voting Requirements:	Simple Majority

Report Purpose:

Accept Tender 01-2025- Port Denison Boating Facility Upgrade - Stage 1.

Officer Recommendation:

RECOMMENDED:
<p>That Council by Absolute Majority,</p> <ol style="list-style-type: none"> 1. Accepts the Tender for RFT 01-2025- Port Denison Boating Facility Upgrade – Stage 1, received from Respondent 1 as named in the Evaluation Report recommendation detailed in the Confidential Attachment and identified as the most advantageous, to the fixed value of \$502,491 (inc GST) as per pricing schedule. 2. Delegates authority to the CEO to negotiate minor variations to the contract for Tender 01-2025- Port Denison Boating Facility Upgrade- Stage 1 before and / or after its execution in accordance with Regulations 20 and 21A of the <i>Local Government (Functions and General) Regulations 1996</i>. 3. Authorises the Chief Executive Officer to execute the contract for Tender 01-2025- Port Denison Boating Upgrade- Stage 1, in accordance with section 9.49A of the Local Government Act 1995.

Background:

The Shire of Irwin sought tender submissions from suitably qualified and experienced businesses and/or organisations for the Port Denison Boating Facility Upgrade- Stage 1.

This tender relates to a capital works project by the Shire of Irwin for upgrades of the existing finger jetty at the Port Denison Boat Ramp. The project is envisaged to be delivered in three stages. This tender pertains only to Stage 1:

- Replacement of existing finger jetty with floating pontoon and demolition of recreational jetty.

The tender documents were released via the TenderLink portal and the advertisement published in The West Australian on, Wednesday 16 July 2025.

The request for tender closed at 2.00pm (AWST) Thursday 7 August 2025. Two employees undertook the opening of the Tender via Zoom.

Three (3) submissions were received at the close of tender. The Contracts and Procurement Coordinator undertook the compliance assessment. While some submissions contained minor non-compliances, these did not result in disqualification and progressed to evaluation for assessment against the qualitative criteria.

An evaluation panel comprising of three (3) voting members of staff individually assessed the tender submissions. The individual evaluations were a structured approach, ensuring that various factors, including the pricing was considered in the decision-making process to determine Respondent 1 as the most advantageous as recommended in the Evaluation Report provided to Councillors in Confidential Attachment Booklet – August 2025 CEO 01-08/25 Attachment 1 RFT 01-2025 - Port Denison Boating Facility Upgrade - Stage 1- Evaluation Report.

Officer’s Comment:

The submission from Respondent 1 ranked the highest in the qualitative criteria and, with the lowest price, offered the best overall value for money.

Consultation:

Nil

Statutory Environment:

s.3.57 of the Local Government Act 1995

Part 4 of the Local Government (Functions and General) Regulations 1996

Policy Implications:

CP 20 Purchasing

CP01 – Localised Purchasing (Regional Price Preference)

Financial/Resource Implications:

The 2025/26 expenditure budget for the Boat Ramp is \$715,000, which is fully grant funded.

Strategic Implications:

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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 – August 2025

CEO 01-08/25 Attachment 1: RFT 01-2025 - Port Denison Boating Facility Upgrade - Stage 1- Evaluation Summary

Confidential Attachment Booklet – August 2025

CEO 01-08/25 Attachment 1: RFT 01-2025 - Port Denison Boating Facility Upgrade - Stage 1- Evaluation Report

10.6 Committee Reports**11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****12. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN****13. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION****14. MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC****14.1 CEO02-08/25 CEO Performance Review**

The matter at CEO02-08/25 is to be considered behind closed doors in accordance with Section 5.23(2)(a) of the *Local Government Act 1995* as it relates to a matter affecting an employee to be discussed at the meeting.

15. CLOSURE