



MINUTES

ORDINARY COUNCIL MEETING Tuesday 27 May 2025



I certify that this copy of the Minutes is a true and correct record of the meeting held on Tuesday, 27 May 2025	
Signed:	
Presiding Elected Member	
Date:	24 June 2025

Disclaimer

The Shire of Irwin:

- advises that the purpose of an Ordinary Council Meeting is to discuss and, where possible, make resolutions about items appearing in the agenda. No person should rely or act on the basis of any decision, advice or information provided by an Elected Member or Officer, or on the content of any discussion occurring during the course of the meeting. No person should rely on the decisions made by Council until formal written advice of the Council is received by that person.
- 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.

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MINUTES

of the

ORDINARY COUNCIL MEETING

27 May 2025

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

President
Deputy President

Staff

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

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

Guests

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		

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

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

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

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	

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.

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:		
<u>GRV Differential Rates</u>	<u>Cents in the Dollar</u>	<u>Minimum Rates</u>
General Rate	10.2520	\$1,100
Transient Workforce Accommodation / Other	22.3841	\$1,100
<u>UV Differential Rates</u>	<u>Cents in the Dollar</u>	<u>Minimum Rates</u>
UV Rural	0.9713	\$1,100
UV Mining	22.3841	\$1,100
2) Approves the advertising of its intention in accordance with Section 6.36 of the <i>Local Government Act 1995</i>;		
3) Endorses the Statement of Objects and Reasons, as presented in Attachment Booklet – May 2025 under separate cover; and		
4) Confirms that expenditure has been reviewed and the following efficiency measures have been considered as part of budget deliberations:		
<u>Efficiency Measures:</u>		
• 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	

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.

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

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.

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.

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

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.

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)

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.

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

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:

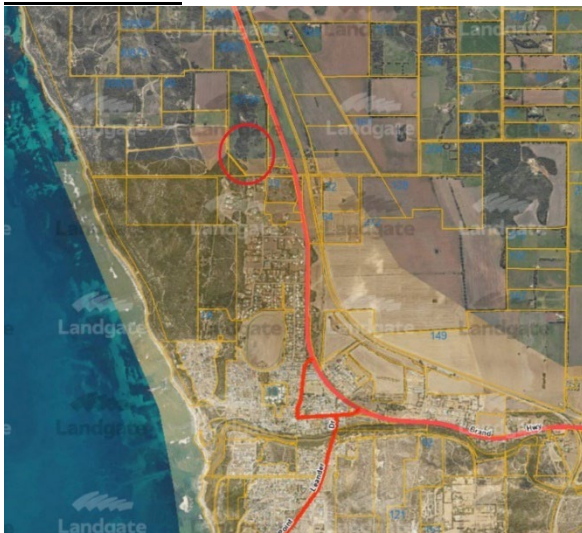
For Council to approve the road names 'Whistler', 'Falcon' and 'Peregrine' to be applied to the new roads that will be created as part of the subdivision of Lot 10 (No. 30799) Brand Highway, Bonniefield.

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

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

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:		
Adopts the Shire of Irwin Bushfire Risk Management Plan (BRMP) 2025/30 as presented in the Attachment Booklet – May 2025; and 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

- 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.

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

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:		
Acknowledges the two quotations submitted. 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:

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

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

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.