



SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

AGENDA FORUM NOTES

Tuesday 16 September 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.

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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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President welcomed Councillors, Staff and Gallery Members to the Agenda Forum which he declared open at 5.00pm.

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 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
Manager Community Services
Manager Operations
Manager Finance
Executive Assistant

Guests

Nil

Apologies

Councillor J Melsom

Approved Leave of Absence

Nil

Gallery

Ms Sophie Hansen
Ms Lesley Berecz
Mr Thomas Coffey

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Question 1: John Rossiter – 181 Port Leander Drive, Port Denison

Since I recorded my questions at the April Meeting, there is now a ban on recording meetings. Was CR48 (sic) passed by Council or was it just added to the Agenda?

Response: *At the April 2025 OCM, you made an electronic recording without Council's awareness. Permission to record is at the discretion of Council and must be sought from the Presiding Member.*

Council Policy 48 (CP48) was developed following changes to the Local Government Act 1995 requiring Class 3 councils to record meetings from 1 January 2025. Since February, all Ordinary and Special Council Meetings have been audio recorded and published on the Shire's website (excluding confidential items).

CP48 was presented at the Agenda Forum on 15 April 2025 and formally adopted by Council on 22 April 2025, carried 7/0 (Resolution #110425). This confirms it was not just added to the Agenda but adopted through due process.

Question 2: John Rossiter – 181 Port Leander Drive, Port Denison

Why has it taken 5 months so far for the yellow spinning ball at Port Denison playground to be repaired?

Response: Records indicate that the playground equipment required maintenance via email on 25 April 2025. On 7 May 2025, Shire Officers inspected and carried out maintenance works, which included freeing up the bearings and oiling the spinner.

Question 3: John Rossiter – 181 Port Leander Drive, Port Denison
Why are there no street signs on William Street and Samuel Street?

Response: Thank you for advising the Shire of the missing street signs which were replaced within 18 hours of this information being provided to Council. Please do not hesitate to contact the Shire via email reception@irwin.wa.gov.au should you see such issues in the future.

Question 4: John Rossiter – 181 Port Leander Drive, Port Denison
Why have the sand mitigation works on South Beach turned into a reticulated grass lawn area?

Response: Due to the encroaching sand, it was a Shire decision to restore this area to the original state, which included a reinstatement of the grassed area.

Question 5: John Rossiter – 181 Port Leander Drive, Port Denison
Why isn't the Shire selling the Medical Centre?

Response: At the OCM on 9 December 2024, you inquired whether the Dongara Medical Centre was for sale. The Shire President confirmed it is not for sale, and this is recorded in the minutes available on the Shire's website.

4. PUBLIC QUESTION TIME

Nil

5. DECLARATIONS OF INTEREST

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

This item will be dealt with at the Ordinary Council Meeting being held 30 September 2025.

7. PETITIONS AND DEPUTATIONS

This item will be dealt with at the Ordinary Council Meeting being held 30 September 2025.

8. CONFIRMATION OF MINUTES AND TABLING OF AGENDA FORUM NOTES

8.1 Minutes of the Ordinary Council Meeting held 26 August 2025

This item will be dealt with at the Ordinary Council Meeting being held 30 September 2025.

8.2 Agenda Forum Notes – 16 September 2025

This item will be dealt with at the Ordinary Council Meeting being held 30 September 2025.

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

This item will be dealt with at the Ordinary Council Meeting being held 30 September 2025.

10. REPORTS OF OFFICERS AND COMMITTEES

10.1	FINANCE REPORTS
FIN 01-09/25	Accounts for Payment – August 2025
Report Purpose	For Council to receive the list of accounts paid under delegated authority during August 2025.
Questions	Nil
FIN 02-09/25	Monthly Financial Statements – July 2025
Report Purpose	For Council to consider and receive the Monthly Financial Statements for the period 1 July 2024 to 31 July 2025.
Questions	Nil
FIN 03-09/25	2025/26 Annual Amendments
Report Purpose	This item is published as a late item with the report purpose to be included in the Agenda for the Ordinary Council Meeting being held 30 September 2025.
Questions	Nil
10.2	DEVELOPMENT REPORTS
DEV 01-09/25	August 2025 Development Delegated and Authorised Authority Report
Report Purpose	For Council to receive the August 2025 Development Delegated and Authorised Authority Report.
Questions	Nil
10.3	COMMUNITY SERVICES REPORTS
	Nil
10.4	OPERATIONS REPORTS
	Nil
10.5	OFFICE OF THE CEO REPORTS
CEO 01-09/25	Equal Employment Opportunity Management Plan
Report Purpose	For Council to endorse the Equal Employment Opportunity Management Plan 2025-2029.
Questions	Nil
10.6	COMMITTEE REPORTS
	Nil

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

This item will be dealt with at the Ordinary Council Meeting being held 30 September 2025.

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

This item will be dealt with at the Ordinary Council Meeting being held 30 September 2025.

13. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

This item will be dealt with at the Ordinary Council Meeting being held 30 September 2025.

14. MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC**14.1 CEO02-09/25 CEO Performance Review**

This item will be dealt with at the Ordinary Council Meeting being held 30 September 2025.

14.2 CEO03-09/25 CEO Payment Correction

This item will be dealt with at the Ordinary Council Meeting being held 30 September 2025.

15. CLOSURE

There being no further business, the Shire President closed the Agenda Forum at 5.21pm.