



Ordinary Council Meeting

***Attachment Booklet
September 2025***

ATTACHMENT BOOKLET – SEPTEMBER 2025

Item	Description
8.1	Ordinary Council Meeting Minutes – 26 August 2025
8.2	Agenda Forum Notes – 16 September 2025
FIN 01-09/25	Accounts for Payment – August 2025
FIN 02-09/25	Monthly Financial Statements for the Period Ended 31 July 2025
FIN 03-09/25	Budget Amendments
DEV 01-09/25	August 2025 Development Delegated and Authorised Authority Report
CEO 01-09/25	Equal Employment Opportunity Management Plan 2025 - 2029



Ordinary Council Meeting

30 September 2025

Item 8.1

Ordinary Council Meeting
Minutes – 26 August 2025



SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

MINUTES

ORDINARY COUNCIL MEETING

Tuesday 26 August 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
held
26 August 2025

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 6.00pm and welcomed Councillors, Staff and one Gallery Member.

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
Manager Community Services
Manager Operations
Manager Finance
Executive Assistant

Guests

Nil

Apologies

Nil

Approved Leave of Absence

Nil

Gallery

Mr John Rossiter 181 Point Leander Drive, Port Denison

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 2024/25, 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 2024/25, 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

Question 1: John Rossiter – 181 Port Leander Drive, Port Denison
Why is the overnight stay located near the park homes, considering that more people live there and would be affected?

Response: Some activities at the RV Rest Stop have raised concerns for nearby residents. Council is reviewing alternative locations that could provide a more sustainable and appealing option, while being mindful of costs and impacts on local businesses. In the meantime, visitors also have quality accommodation options at local caravan parks.

Question 2: John Rossiter – 181 Port Leander Drive, Port Denison
Why is the private recording of Council meetings not permitted when they are recorded for public use, regardless?

Response: Question taken on notice.

Question 3: John Rossiter – 181 Port Leander Drive, Port Denison
Why has it taken 5 months so far for the yellow spinning ball at Foreshore playground to be repaired?

Response: Question taken on notice.

Question 4: John Rossiter – 181 Port Leander Drive, Port Denison
Why are there no street signs on William Street and Samuel Street?

Response: Question taken on notice.

Question 5: 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: Question taken on notice.

Question 6: John Rossiter – 181 Port Leander Drive, Port Denison
Why isn't the Shire putting the Medical Centre up for sale, a question asked earlier this year, and which has received no response in the recorded minutes?

Response: Question taken on notice.

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 July 2025

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

COUNCIL DECISION		010825
MOVED: Cr Tunbridge		SECONDED: Cr Summers
That Council confirms the Minutes of the Ordinary Council Meeting held 22 July 2025.		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Melsom, Cr Gillam, Cr Scott	
Against:	Nil	

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*.

COUNCIL DECISION		020825
MOVED: Cr Scott		SECONDED: Cr Summers
That Council confirms the Notes of the Agenda Forum held 19 August 2025.		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Melsom, Cr Gillam, Cr Scott	
Against:	Nil	

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

28 July 2025	CEO attended Boat Ramp Tender – mandatory site meeting
31 July 2025	Shire President and CEO attending MWDC Catch Up
7 August 2025	Shire President and CEO met with the Hon Jackie Jarvis MLC and Hon Sandra Carr MLC at the Port Denison Foreshore
12 August 2025	CEO met with GHD on-site to discuss Foreshore Master Plan
14 August 2025	CEO attended WALGA Transport and Roads Forum 2025
14 August 2025	Shire President attended RDRP – PAG Update
15 August 2025	CEO met with Strike Energy CEO
19 August 2025	CEO met with Cockburn Cement
20 August 2025	CEO attended monthly MEPAU Meeting
25 August 2025	CEO and Cr Scott attended WALGA Northern Country Zone Meeting at the Shire of Perenjori

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.

COUNCIL DECISION		030825																				
MOVED: Cr Gillam		SECONDED: Cr Scott																				
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 by:																						
<table><tr><th>Payment Type/Numbers</th><th>Total Amount</th></tr><tr><td>EFT 33837 – 33883</td><td>\$221,140.38</td></tr><tr><td>Muni Cheques – 32245 – 32246</td><td>\$25,138.85</td></tr><tr><td>Direct Debit – Telstra</td><td>\$3,315.07</td></tr><tr><td>Direct Debit – WA Treasury Corporation</td><td>\$148,373.81</td></tr><tr><td>Direct Debit – N-Able Pty Ltd</td><td>\$2,223.11</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 – Superannuation</td><td>\$57,978.27</td></tr><tr><td>Grand Total</td><td>\$460,843.63</td></tr></table>		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	
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Grand Total	\$460,843.63																					
VOTING DETAILS:		CARRIED: 7/0																				
For:	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Melsom, Cr Gillam, Cr Scott																					
Against:	Nil																					

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.

COUNCIL DECISION		040825
MOVED: Cr Tunbridge		SECONDED: Cr Scott
<p>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 1 of the Attachment Booklet – August 2025.</p>		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Melsom, Cr Gillam, Cr Scott	
Against:	Nil	

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 1: 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.

COUNCIL DECISION		050825
MOVED: Cr Wyse		SECONDED: Cr Summers
<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.		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Melsom, Cr Gillam, Cr Scott	
Against:	Nil	

COUNCIL DECISION		060825
MOVED: Cr Wyse		SECONDED: Cr Melsom
<u>PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS</u>		
That Council, by Absolute Majority;		
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:		
• 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
1.1 Minimum Payments		
• 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 *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, 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.

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

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

Against: Nil

COUNCIL DECISION**070825****MOVED: Cr Tunbridge****SECONDED: Cr Summers****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.

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

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

Against: Nil

COUNCIL DECISION		080825
MOVED: Cr Scott		SECONDED: Cr Gillam
<u>PART D – ELECTED MEMBERS’ FEES AND ALLOWANCES FOR 2025/26</u>		
That Council, by Absolute Majority;		
<ol style="list-style-type: none">1. Pursuant to Section 5.99 of the <i>Local Government Act 1995</i> and Regulation 34 of the <i>Local Government (Administration) Regulations 1996</i>, adopts the following annual fees for payment of elected members in lieu of individual meeting attendance fees:<ul style="list-style-type: none">• Shire President \$10,000• Councillors \$ 7,6882. Pursuant to Section 5.98(5) of the <i>Local Government Act 1995</i> and Regulation 33 of the <i>Local Government (Administration) Regulations 1996</i>, adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:<ul style="list-style-type: none">• Shire President \$20,0003. Pursuant to Section 5.98A of the <i>Local Government Act 1995</i> and Regulation 33A of the <i>Local Government (Administration) Regulations 1996</i>, adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:<ul style="list-style-type: none">• Deputy Shire President \$5,000		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Melsom, Cr Gillam, Cr Scott	
Against:	Nil	

COUNCIL DECISION		090825
MOVED: Cr Gillam		SECONDED: Cr Summers
<u>PART E – MATERIAL VARIANCE REPORTING FOR 2025/26</u>		
That Council, by Absolute Majority and in accordance with Regulation 34(5) of the <i>Local Government (Financial Management) Regulations 1996</i> and <i>AASB 1031 Materiality</i> , 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.		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Melsom, Cr Gillam, Cr Scott	
Against:	Nil	

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 13 May 2025 and 22 July 2025.

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

On the 24 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

Unconfirmed

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.

COUNCIL DECISION		100825
MOVED: Cr Tunbridge		SECONDED: Cr Gillam
That Council by Simple Majority, receives the July 2025 Development Delegated and Authorised Authority Report, as contained in DEV 01-08/25 Attachment 1.		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Melsom, Cr Gillam, Cr Scott	
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 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

Unconfirmed

10.3 Community Services Reports

Nil

10.4 Operations Reports

Nil

Unconfirmed

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.

COUNCIL DECISION		110825
MOVED: Cr Wyse		SECONDED: Cr Melsom
That Council by Absolute Majority,		
<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. 		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Melsom, Cr Gillam, Cr Scott	
Against:	Nil	

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:

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

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

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

Council suspended the meeting to allow for review and consideration of the proposed motion from Cr Scott.

COUNCIL DECISION		120825
MOVED: Cr Wyse		SECONDED: Cr Gillam
That Council suspends the meeting as per Clause 17.1 of the <i>Shire of Irwin Meeting Procedures Local Law 2016</i> at 6.29pm.		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Melsom, Cr Gillam, Cr Scott	
Against:	Nil	

Cr Leonard, Shire President, confirmed he must follow Part 5.4 of the Shire of Irwin Meeting Procedures Local Law 2016 when determining if an item is 'New Business of an Urgent Nature'.

Cr Wyse sought clarification from Cr Scott on why this matter was urgent.

Cr Scott explained it was urgent because:

- The September Council Meeting is the last before the October Councillor Election, and the information would benefit both current and incoming members.
- She wanted clarity on what happened to IAAC, as she could not otherwise answer questions on its status.
- As a Councillor re-nominating, she wished to understand IAAC's current activity, future viability, and relevance.
- After attending the Northern Country Zone of WALGA Meeting on 25 August 2025, she recognised IAAC's potential importance for regional water security and energy solutions.

She requested the information before the September Ordinary Council Meeting.

Cr Leonard agreed it would be useful for Councillors to have the report by then, allowing a potential decision at that meeting.

The Shire President accepted that the Proposed Motion be put to Council as 'New Business of an Urgent Nature'.

COUNCIL DECISION		130825
MOVED: Cr Gillam		SECONDED: Cr Wyse
That Council reconvenes the meeting as per Clause 17.1 of the <i>Shire of Irwin Meeting Procedures Local Law 2016</i> at 6.53pm.		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Melsom, Cr Gillam, Cr Scott	
Against:	Nil	

The proposed motion from Cr Scott together with suggested improvement from other Councillors:

PROPOSED MOTION
That the CEO prepare a report on the current status of the Irwin Arrowsmith Advisory Council (IAAC), providing full disclosure of correspondence, meetings, collated information and directives, and its current status, to be presented to Council at the Ordinary Council Meeting in September 2025 and be made available to those government agencies that the information was intended for at the time of IAAC's formation.

COUNCIL DECISION		140825
MOVED: Cr Scott		SECONDED: Cr Gillam
That the CEO prepare a report on the current status of the Irwin Arrowsmith Advisory Council (IAAC), providing full disclosure of correspondence, meetings, collated information and directives, and its current status, to be presented to Council at the Ordinary Council Meeting in September 2025 and be made available to those government agencies that the information was intended for at the time of IAAC's formation.		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Melsom, Cr Gillam, Cr Scott	
Against:	Nil	

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

COUNCIL DECISION		150825
MOVED: Cr Summers		SECONDED: Cr Wyse
That Council close the meeting to the public at 6.55pm in accordance with section 5.23(2) (a) and (c) of the <i>Local Government Act 1995</i> to discuss item 14.1 CEO02-08/25 CEO Performance Review.		
VOTING DETAILS:		CARRIED: 7/0
For: Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Melsom, Cr Gillam, Cr Scott		
Against: Nil		

Staff left the chambers at 6.56pm.

COUNCIL DECISION		160825
MOVED: Cr Wyse		SECONDED: Cr Melsom
That Council suspends the meeting as per Clause 17.1 of the <i>Shire of Irwin Meeting Procedures Local Law 2016</i> at 6.56pm.		
VOTING DETAILS:		CARRIED: 7/0
For: Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Melsom, Cr Gillam, Cr Scott		
Against: Nil		

COUNCIL DECISION		170825
MOVED: Cr Wyse		SECONDED: Cr Tunbridge
That Council reconvenes the meeting as per Clause 17.1 of the <i>Shire of Irwin Meeting Procedures Local Law 2016</i> at 6.59pm.		
VOTING DETAILS:		CARRIED: 7/0
For: Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Melsom, Cr Gillam, Cr Scott		
Against: Nil		

COUNCIL DECISION		180825
MOVED: Cr Gillam		SECONDED: Cr Summers
That Council open the meeting to the public at 7.00pm.		
VOTING DETAILS:		CARRIED: 7/0
For: Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Melsom, Cr Gillam, Cr Scott		
Against: Nil		

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.

COUNCIL DECISION		190825
MOVED: Cr Wyse		SECONDED: Cr Summers
That Council moves the motion that the meeting proceeds to the next business as per Clause 11.5 of the <i>Shire of Irwin Meeting Procedures Local Law 2016</i> .		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Melsom, Cr Gillam, Cr Scott	
Against:	Nil	

Staff returned to the Chambers at 7.00pm.

15. CLOSURE

There being no further business the Shire President closed the meeting at 7.01pm.



Ordinary Council Meeting

30 September 2025

Item 8.2

Agenda Forum Notes

16 September 2025



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.



Ordinary Council Meeting

30 September 2025

Item FIN 01-09/25
Accounts for Payment
August 2025

Shire of Irwin

*List of Accounts paid August 2025 for presentation to the
Council Meeting 30 September 2025*

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	PAYEE	PAYMENTS
EFT33884	06/08/2025	ATC WORK SMART	-397.85
EFT33885	06/08/2025	AUSSIE TREE SERVICES	-202.40
EFT33886	06/08/2025	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	-235.00
EFT33887	06/08/2025	AUSTRALIA POST	-596.88
EFT33888	06/08/2025	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION - ONEMUSIC AUSTRALIA	-79.06
EFT33889	06/08/2025	AUSTRALIAN WASTE MANAGEMENT PTY LTD	-139.00
EFT33890	06/08/2025	BABA MARDIA ROAD SERVICES	-2,333.18
EFT33891	06/08/2025	FLOW CONSULTING ENGINEERS PTY LTD	-3,850.00
EFT33892	06/08/2025	CONSTRUCTION TRAINING FUND	-2,805.46
EFT33893	06/08/2025	MID WEST CHAMBER OF COMMERCE AND INDUSTRY	-852.50
EFT33894	06/08/2025	CARL SCUDDER	-4,470.00
EFT33895	06/08/2025	CLEANPAK TOTAL SOLUTIONS	-2,962.60
EFT33896	06/08/2025	COPYRIGHT AGENCY	-2,466.49
EFT33897	06/08/2025	CIVIC WORKFORCE MANAGEMENT	-5,403.75
EFT33898	06/08/2025	DONGARA BOBCAT & CONTRACTING SERVICES	-1,023.00
EFT33899	06/08/2025	DONGARA BODY BUILDERS	-300.00
EFT33900	06/08/2025	DONGARA DRILLING & ELECTRICAL	-10,357.54
EFT33901	06/08/2025	DONGARA DENISON SMASH REPAIRS	-300.00
EFT33902	06/08/2025	DONGARA MIDWEST WASTE	-2,100.00
EFT33903	06/08/2025	DONGARA HOTEL MOTEL	-1,041.67
EFT33904	06/08/2025	FIRST HEALTH SERVICES	-28,325.00
EFT33905	06/08/2025	GERALDTON MOWER & REPAIR	-176.20
EFT33906	06/08/2025	CITY OF GREATER GERALDTON	-2,511.44
EFT33907	06/08/2025	REFUEL AUSTRALIA	-26,357.70
EFT33908	06/08/2025	GLASS CO WA	-2,445.19
EFT33909	06/08/2025	INTEGRITY MANAGEMENT SOLUTIONS PTY LTD	-7,150.00
EFT33910	06/08/2025	INCITE SECURITY	-556.50
EFT33911	06/08/2025	IRWIN SHIRE - RATES	-4,185.00
EFT33912	06/08/2025	INTERSTAFF INTERNATIONAL	-141.96
EFT33913	06/08/2025	ITANZ INFINITY PTY LTD	-108,625.00
EFT33914	06/08/2025	JCI LOCKSMITHS	-518.30
EFT33915	06/08/2025	KENNEDYS (AUSTRALASIA) PARTNERSHIP OFFICE ACCOUNT	-1,408.00
EFT33916	06/08/2025	BRYAN KLEINSMAN	-572.00
EFT33917	06/08/2025	LOCAL GOVERNMENT PROFESSIONALS WA	-2,640.00
EFT33918	06/08/2025	NODE 1 PTY LTD	-316.00
EFT33919	06/08/2025	SHIRE OF IRWIN - LOTTO FUND	-255.00
EFT33920	06/08/2025	M2 ON HOLD (A DIVISION OF M2 TECHNOLOGY GROUP PTY LTD)	-462.00
EFT33921	06/08/2025	MILLS OAKLEY	-1,529.00
EFT33922	06/08/2025	MITCHELL AND BROWN COMMUNICATIONS	-467.89
EFT33923	06/08/2025	MIDWEST POWER SOLUTIONS	-654.50
EFT33924	06/08/2025	MIDWEST SOLAR AND WATER	-2,712.38
EFT33925	06/08/2025	NAJA BUSINESS CONSULTING SERVICES	-154.00
EFT33926	06/08/2025	PIXIES SCREEN PRINTS	-190.00
EFT33927	06/08/2025	PURELY FILTRATION	-239.50
EFT33928	06/08/2025	RAC BUSINESSWISE	-3,330.00
EFT33929	06/08/2025	R & J TRUST - PEARCE PAINTING & DECORATING	-8,083.20
EFT33930	06/08/2025	SHORELINE OUTDOOR WORLD	-225.50
EFT33931	06/08/2025	SUNSET TAKEAWAY DINER	-440.00
EFT33932	06/08/2025	THE ASSOCIATION SPECIALISTS PTY LTD	-2,573.67
EFT33933	06/08/2025	TEAM GLOBAL EXPRESS PTY LTD	-296.86
EFT33934	06/08/2025	VIPER WHEELIE MACHINE	-1,999.00
EFT33935	06/08/2025	WA COUNTRY BUILDERS	-2,000.00
EFT33936	06/08/2025	AFGRI EQUIPMENT PTY LTD	-306.00
EFT33937	06/08/2025	THE WALT DISNEY COMPANY (AUSTRALIA) PTY LTD	-302.50
EFT33938	06/08/2025	SYNERGY	-23,229.77
EFT33939	06/08/2025	ZETTAGRID PTY LTD	-4,787.76
EFT33940	20/08/2025	AUSTRALIAN TAXATION OFFICE - BAS	-96,569.00
EFT33941	20/08/2025	AUSTRALIA DAY COUNCIL OF WESTERN AUSTRALIA	-800.00
EFT33942	20/08/2025	DAZFAB ENGINEERING	-220.00
EFT33943	20/08/2025	DONGARA BODY BUILDERS	-3,619.00
EFT33944	20/08/2025	REFUEL AUSTRALIA	-2,033.88
EFT33945	20/08/2025	GHD PTY LTD	-3,157.00

Shire of Irwin

*List of Accounts paid August 2025 for presentation to the
Council Meeting 30 September 2025*

MUNICIPAL/(TRUST) PAYMENTS

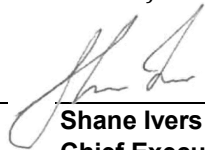
EFT/CHQ #	DATE	PAYEE	PAYMENTS
EFT33946	20/08/2025	GRANT READY PTY LTD ATF THE SPENCER FAMILY TRUST	-1,100.00
EFT33947	20/08/2025	MCLEODS BARRISTERS & SOLICITORS	-513.92
EFT33948	20/08/2025	PROCUREMENT PLUS	-607.20
32247	06/08/2025	DEPARTMENT OF TRANSPORT	-1,125.00
32248	21/08/2025	SHIRE OF IRWIN	-6,659.50
32249	21/08/2025	WATER CORPORATION	-58,392.30
DD23616.1	02/08/2025	TELSTRA AUSTRALIA	-110.00
DD23622.1	11/08/2025	TELSTRA AUSTRALIA	-1,026.41
DD23630.1	25/08/2025	TELSTRA AUSTRALIA	-90.00
DD23620.1	07/08/2025	WA TREASURY CORPORATION	-20,727.35
CR040825	04/08/2025	NAB BUSINESS VISA	-25,998.62
DD23628.1	18/08/2025	N-ABLE PTY LTD	-2,264.19
DD23614.1	04/08/2025	AUSTRALIAN PHONE COMPANY PTY LTD	-225.23
DD23624.1	15/08/2025	TELAIR PTY LTD	-1,394.01
DD23626.1	15/08/2025	TELAIR PTY LTD	-1,054.90
DD23618.1	05/08/2025	CLEARMATCH ORIGINATE PTY LTD	-95,876.58
DD23598.1	08/08/2025	AUSTRALIAN SUPER	-2,610.53
DD23598.2	08/08/2025	AWARE SUPER PTY LTD	-22,071.86
DD23598.3	08/08/2025	CBUS SUPER	-262.26
DD23598.4	08/08/2025	COLONIAL FIRST STATE FIRST CHOICE SUPER	-863.06
DD23598.5	08/08/2025	HSTPLUS	-1,740.81
DD23598.6	08/08/2025	AMP CORPORATE SUPER - SIGNATURE SUPER	-842.99
DD23607.1	22/08/2025	AUSTRALIAN SUPER	-2,565.49
DD23607.2	22/08/2025	AWARE SUPER PTY LTD	-21,635.78
DD23607.3	22/08/2025	CBUS SUPER	-275.32
DD23607.4	22/08/2025	COLONIAL FIRST STATE FIRST CHOICE SUPER	-960.04
DD23607.5	22/08/2025	HSTPLUS	-1,748.02
DD23607.6	22/08/2025	AMP CORPORATE SUPER - SIGNATURE SUPER	-838.96
DD23607.7	22/08/2025	E B SMSF	-1,931.16
DD23607.8	22/08/2025	MERCER	-7.81
			-664,001.38

Sundry Creditors as at 31/08/2025 241,116.76

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

12 September 2025

DATE



Shane Ivers
Chief Executive Officer

Shire of Irwin

Corporate Credit Card Expenditure - Payment Reference CR040825

S.IVERS CREDIT CARD EXPENSES

Date	Payee	Description	Amount
30/06/2025	Reddy Express	Fuel	\$ 91.30
30/06/2025	Sortly	Subscription	\$ 8,509.72
03/07/2025	Amazon Prime	Error	\$ 9.99
03/07/2025	Amazon Prime	Error	\$ 10.99
03/07/2025	Google Cloud	IT - Subscription	\$ 305.70
03/07/2025	Dongara Hotel Motel	Accommodation	\$ 165.00
04/07/2025	Shell Reddy Express	Fuel	\$ 81.24
07/07/2025	Starlink Internet	IT - Subscription	\$ 80.00
07/07/2025	Garmin	Subscription	\$ 50.00
07/07/2025	JAMF Software	IT - Subscription	\$ 421.22
08/07/2025	Spotify	Rec Centre Gym Music	\$ 13.99
14/07/2025	Dongara Road House	Fuel	\$ 92.28
14/07/2025	Keyko SSL Trust	IT - Subscription	\$ 107.77
18/07/2025	Apple	IT - Subscription	\$ 1.49
18/07/2025	OpenAI	IT - Subscription	\$ 368.71
18/07/2025	Seek	Advertising	\$ 346.50
21/07/2025	Dongara Road House	Fuel	\$ 55.88
21/07/2025	Dongara Hotel Motel	Accommodation	\$ 180.00
22/07/2025	Badgingarra Roadhouse	Fuel	\$ 85.79
23/07/2025	UBIQUITI	IT - Subscription	\$ 49.00
23/07/2025	Grammarly	IT - Subscription	\$ 95.05
28/07/2025	Petro Fuels	Fuel	\$ 79.18
29/07/2025	Crocoblock.com	IT - Subscription	\$ 68.02
29/07/2025	NAB	Card Fee	\$ 9.00
			11,277.82

P.MACHAKA CREDIT CARD EXPENSES

Date	Payee	Description	Amount
30/06/2025	Microsoft	Licence/s	\$ 143.75
30/06/2025	CodeTwo	IT - Subscription	\$ 126.24
01/07/2025	GO Fax Pty Ltd	E-Fax Service - Medical Centre	\$ 15.00
02/07/2025	SSL.Com	IT - Subscription	\$ 55.28
03/07/2025	Amazon Web Services	Web Hosting	\$ 987.66
07/07/2025	Microsoft	Licence/s	\$ 29.57
07/07/2025	Zoom	IT - Subscription	\$ 1,653.18
08/07/2025	Microsoft	Licence/s	\$ 98.53
11/07/2025	Microsoft	Licence/s	\$ 33.00
11/07/2025	SSL.Com	IT - Subscription	\$ 77.35
11/07/2025	Microsoft	Licence/s	\$ 271.59
11/07/2025	Microsoft	Licence/s	\$ 171.23
14/07/2025	Microsoft	Licence/s	\$ 34.67
14/07/2025	Microsoft	Licence/s	\$ 13.20
14/07/2025	5th Street Furniture	Furniture	\$ 2,528.00
17/07/2025	Astra-Addon	IT - Subscription	\$ 93.60
18/07/2025	Microsoft	Licence/s	\$ 196.81
22/07/2025	GO Fax Pty Ltd	E-Fax Service - Medical Centre	\$ 15.00
24/07/2025	Fruugo.com	IT - Subscription	\$ 80.23
25/07/2025	Modern Teaching Aids	Error	\$ 2,654.22
25/07/2025	Modern Teaching Aids	Error	\$ 2,654.22
25/07/2025	Modern Teaching Aids	Error	\$ 2,654.22
28/07/2025	CodeTwo	IT - Subscription	\$ 125.25
29/07/2025	NAB	Card Fee	\$ 9.00
			\$ 14,720.80

TOTAL PAYMENT TO CORPORATE CREDIT CARD ACCOUNT

\$ 25,998.62



Ordinary Council Meeting

30 September 2025

Item FIN 02-09/25

Attachment 1

Monthly Financial Statements

July 2025



SHIRE OF IRWIN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 July 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Note 15 Explanation of Material Variances	11

SHIRE OF IRWIN

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 JULY 2025

NATURE DESCRIPTIONS

REVENUE

RATES

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

EXPENSES

EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

	Adopted Annual Budget	Revised Annual Budget	YTD Budget	YTD Actual	Var. \$	Var. %	Var.	Significant Var.
	\$	(d)	(a)	(b)	(b)-(a)	(b)-(a)/(a)	▲▼	S
Opening Funding Surplus (Deficit)				(683,679)	(683,679)	%	▼	
Revenue from operating activities								
Rates	0	0	0	0	0			
Operating Grants, Subsidies and Contributions	0	0	0	0	0			
Fees and Charges	0	0	0	119,148	119,148		▲	
Interest Earnings	0	0	0	9,234	9,234		▲	
Other Revenue	0	0	0	13,990	13,990		▲	S
Profit on Disposal of Assets	0	0	0	0	0			
	0	0	0	142,372	142,372			
Expenditure from operating activities								
Employee Costs	0	0	0	(372,354)	(372,354)		▼	S
Materials and Contracts	0	0	0	(58,144)	(58,144)		▼	S
Utility Charges	0	0	0	(383)	(383)		▼	
Depreciation on Non-Current Assets	0	0	0	0	0			
Interest Expenses	0	0	0	4,417	4,417		▲	
Insurance Expenses	0	0	0	(300)	(300)		▼	
	0	0	0					
Other Expenditure	0	0	0	0	0			
Loss on Disposal of Assets	0	0	0	0	0			
	0	0	0	(426,763)	(426,763)			
Operating activities excluded from budget								
Movement in Leave Reserve (Added Back)	0	0	0	547	547		▲	
Amount attributable to operating activities	0	0	0	(283,844)	(283,844)			
Investing activities								
Non-Operating Grants, Subsidies and Contributions	0	0	0	0	0			
Proceeds from Disposal of Assets	0	0	0	69,700	69,700		▲	S
Land and Buildings	0	0	0	(8,209)	(8,209)		▼	
Plant and Equipment	0	0	0	0	0			
Furniture and Equipment	0	0	0	0	0			
Infrastructure Assets - Roads	0	0	0	(40,793)	(40,793)		▼	S
Infrastructure Assets - Other	0	0	0	(3,500)	(3,500)		▼	
Amount attributable to investing activities	0	0	0	17,198	17,198			
Financing Activities								
Proceeds from New Debentures	0	0	0	0	0			
Repayment of Debentures	0	0	0	(124,783)	(124,783)		▼	S
Repayment of Lease Financing	0	0	0	0	0			
Self-Supporting Loan Principal	0	0	0	(9,673)	(9,673)		▼	
Transfer from Restricted Cash - Other	0	0	0	0	0			
Transfer from Reserves	0	0	0	0	0			
Transfer to Reserves	0	0	0	(3,627)	(3,627)		▲	
Amount attributable to financing activities	0	0	0	(138,083)	(138,083)			
Closing Funding Surplus (Deficit)	0	0	0	(1,088,408)	(1,088,408)			

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 15 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF IRWIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 July 2025

	30-Jun-25	31-Jul-25
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	2,344,768	2,092,417
Trade and other receivables	294,864	1,358
Other financial assets	45,939	282,473
Inventories	29,087	29,087
TOTAL CURRENT ASSETS	2,954,746	2,640,906
NON-CURRENT ASSETS		
Trade and other receivables	62,814	62,814
Other financial assets	284,560	284,560
Property, plant and equipment	40,842,942	40,861,601
Infrastructure	63,004,760	63,049,052
Right-of-use assets	143,926	143,926
TOTAL NON-CURRENT ASSETS	104,339,002	104,401,954
TOTAL ASSETS	107,293,747	107,042,860
CURRENT LIABILITIES		
Trade and other payables	723,200	556,063
Other liabilities	1,070,759	1,084,015
Lease liabilities	35,949	35,949
Borrowings	861,790	737,007
Employee related provisions	782,938	782,938
TOTAL CURRENT LIABILITIES	3,474,635	3,195,971
NON-CURRENT LIABILITIES		
Lease liabilities	34,402	34,402
Borrowings	4,201,780	4,201,780
Employee related provisions	65,308	65,308
TOTAL NON-CURRENT LIABILITIES	4,301,490	4,301,490
TOTAL LIABILITIES	7,776,126	7,497,461
NET ASSETS	99,517,622	99,545,399
EQUITY		
Retained surplus	35,090,703	34,872,385
Reserve accounts	1,028,900	1,032,526
Revaluation surplus	63,640,487	63,640,487
TOTAL EQUITY	99,760,090	99,545,399

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

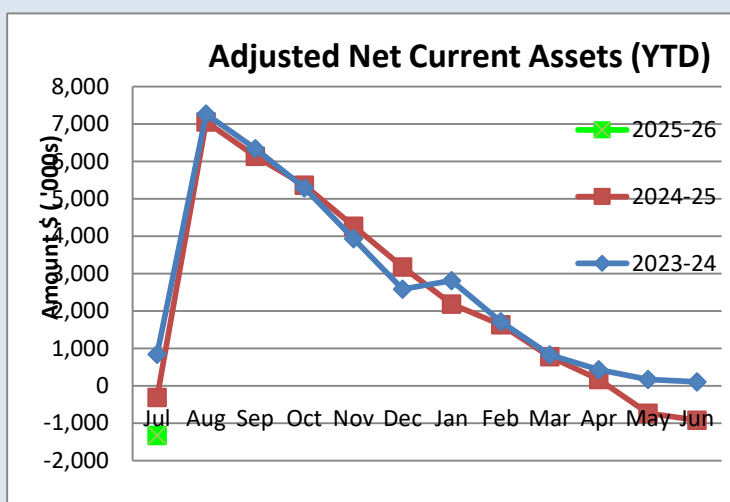
ADJUSTED NET CURRENT ASSETS

Adjusted Net Current Assets	Last Years Closing 30/06/2025	This Time Last Year 31/07/2024	Year to Date Actual 31/07/2025
	\$	\$	\$
Current Assets			
Cash Unrestricted	776,448	(147,533)	439,385
Cash Restricted - Reserves	1,028,900	1,301,551	1,032,526
Cash Restricted - General	373,935	373,935	373,935
Cash Restricted - Bonds & Deposits	244,731	247,476	246,570
Receivables - Rates	207	606,327	(47,320)
Receivables - Other	577,130	380,670	331,151
Inventories	29,087	35,881	29,087
Contract Assets	235,572	0	235,572
	3,266,010	2,798,308	2,640,906
Less: Current Liabilities			
Payables	(557,714)	(269,914)	(309,492)
Contract Liabilities	(1,039,428)	(708,065)	(1,052,684)
Financial Liabilities	(31,331)	(31,331)	(31,331)
Bonds & Deposits	(244,731)	(247,476)	(246,570)
Loan and Lease Liability	(897,739)	(737,986)	(772,955)
Provisions	(782,938)	(672,589)	(782,938)
	(3,553,882)	(2,667,361)	(3,195,971)
Less: Cash Reserves	(1,028,900)	(1,301,551)	(1,032,526)
Add Back: Component of Leave Liability not Required to be funded	155,227	175,186	155,774
Add Back: Loan and Lease Liability	897,739	737,986	772,955
Less : Loan Receivable - clubs/institutions	(45,939)	(53,840)	(55,612)
Less : Restricted Cash General	(373,935)	0	(373,935)
Net Current Funding Position	(683,679)	(311,271)	(1,088,408)

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

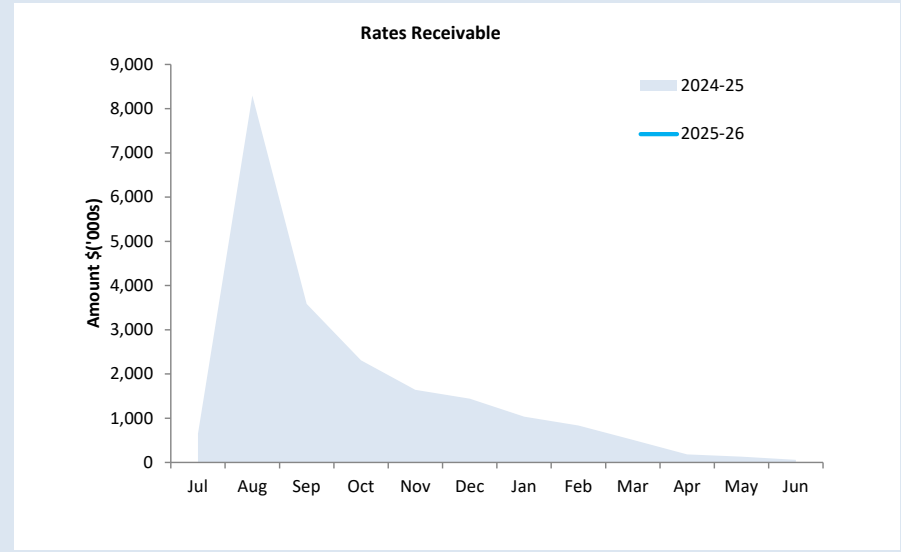
The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.

**This Year YTD****Surplus(Deficit)****\$1.1M****Last Year YTD****Surplus(Deficit)****\$0.31M**

Receivables - Rates & Rubbish	30 June 2025	31 Jul 25
	\$	\$
Opening Arrears Previous Years	726,082	57,846
Levied this year	7,947,274	0
Less Collections to date	(8,615,510)	(47,527)
Equals Current Outstanding	57,846	10,319
Net Rates Collectable	57,846	10,319
% Collected	99.33%	82.16%

KEY INFORMATION

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

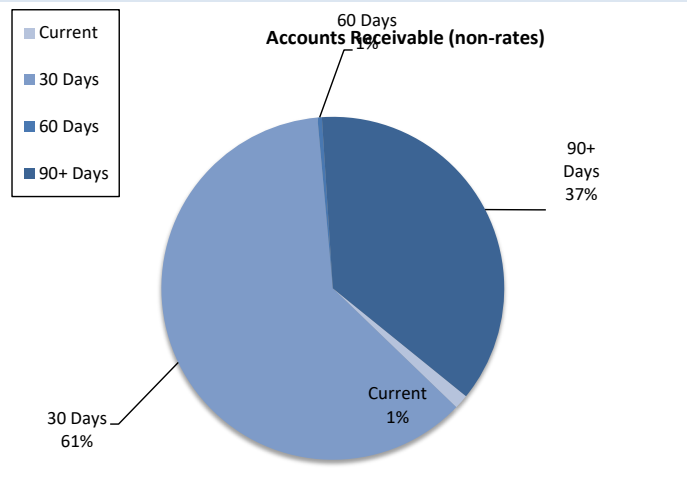


Collected	Rates Due
82%	\$10,319

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	1,260	56,675	382	34,031	92,348
Percentage	1%	61%	0%	37%	
Balance per Trial Balance					
Sundry Debtors					92,348
Receivables - Other					238,803
Total Receivables General Outstanding					331,151
Amounts shown above include GST (where applicable)					

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

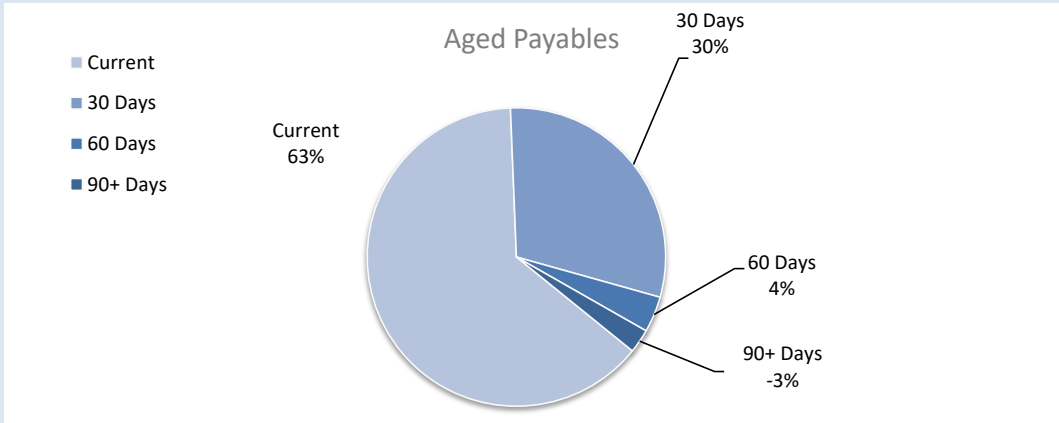


Debtors Due
\$331,151
Over 30 Days
99%
Over 90 Days
37%

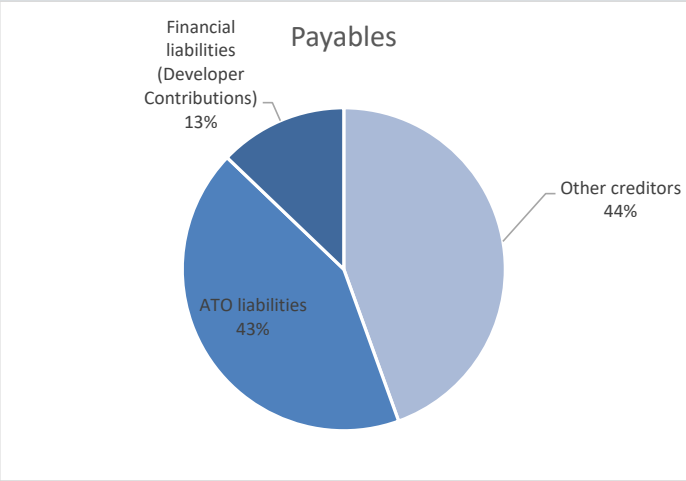
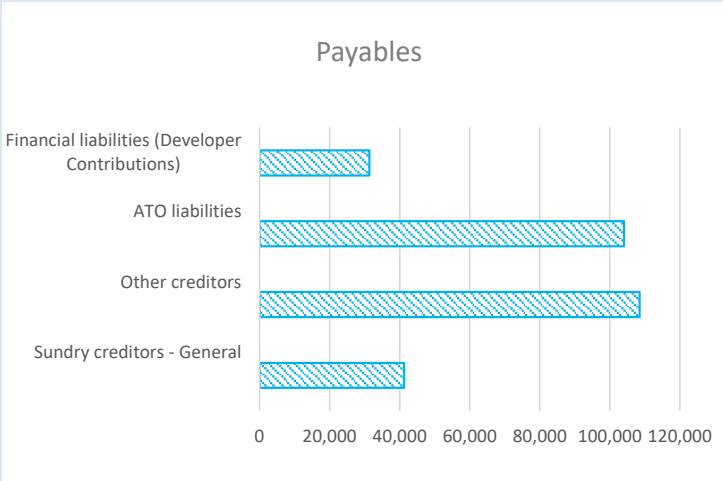
Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	27,655	13,056	1,694	(1,128)	41,278
Percentage	67%	31.6%	4.1%	-2.7%	
Balance per Trial Balance					
Sundry creditors - General					41,278
Other creditors					108,480
ATO liabilities					104,048
Financial liabilities (Developer Contributions)					31,331
Total Payables General Outstanding					340,823
Amounts shown above include GST (where applicable)					

KEY INFORMATION

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



Creditors Due
\$340,823
Over 30 Days
33%
Over 90 Days
-2.7%



INVESTING ACTIVITIES

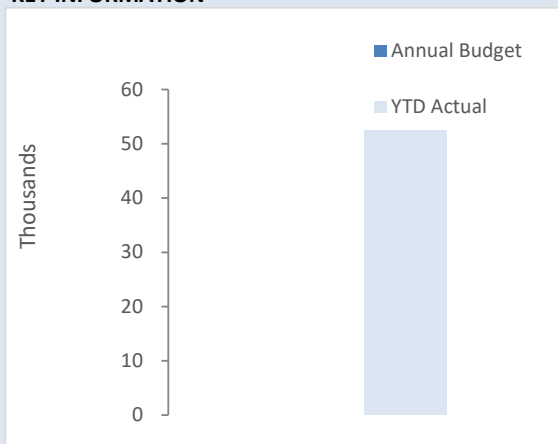
NOTE 8

CAPITAL ACQUISITIONS

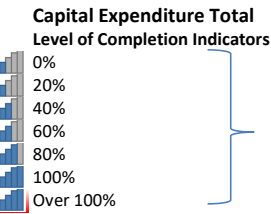
Capital Acquisitions	Adopted Annual Budget	Amended		YTD Actual Total	YTD Budget Variance
		YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0
Land and Buildings	0	0	0	8,209	8,209
Plant and Equipment	0	0	0	0	0
Furniture and Equipment	0	0	0	0	0
Infrastructure Assets - Roads	0	0	0	40,793	40,793
Infrastructure Assets - Drainage	0	0	0	0	0
Infrastructure Assets - Footpaths	0	0	0	0	0
Infrastructure Assets - Public Facilities	0	0	0	0	0
Infrastructure Assets - Other	0	0	0	3,500	3,500
Capital Expenditure Totals	0	0	0	52,502	52,502
Capital acquisitions funded by:					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	0	0	0	0	0
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	0	0	0	69,700	69,700
Council contribution - Cash Backed Reserves	0	0	0		
Various Reserves	0	0	0	0	0
Council contribution - operations	0	0	0	-17,198	(17,198)
Capital Funding Total		0	0	52,502	52,502

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION

Acquisitions	Annual Budget	YTD Actual	% Spent
	\$. M	\$.05 M	
Capital Grant	Annual Budget	YTD Actual	% Received
	\$. M	\$. M	



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

% of
Completion

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

Level of completion indicator, please see table at the top of this note for further detail.					Adopted		Amended			
Assets		Account Number	Balance Sheet Category	Job Number	Annual Budget	Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over	
					\$	\$	\$	\$	\$	
Buildings										
Recreation And Culture										
1.00		DONGARA PUBLIC TOWN HALL	2404	1311	CJ130	0	0	0	(8,209)	(8,209)
Total - Recreation And Culture					0	0	0	(8,209)	(8,209)	
1.00	Total - Buildings					0	0	0	(8,209)	(8,209)
Roads										
Transport										
1.00		R2R-BURMA ROAD	6644	1317	CJ181	0	0	0	0	0
1.00		MOUNT HORNER WEST ROAD -SLK 0.00 - 0.000 8KM	6644	1317	CJ132	0	0	0	(4,059)	(4,059)
1.00		R2R - WATER SUPPLY ROAD -SLK 0.00 - 0.000 6KM	6674	1317	CJ134	0	0	0	(36,441)	(36,441)
Total - Transport					0	0	0	(40,500)	(40,500)	
1.00	Total - Roads					0	0	0	(40,500)	(40,500)
Infrastructure - Other										
Transport										
1.00		TECHNICAL STUDIES - INFRASTRUCTURE RENEWAL	6794	1318	CJ112	0	0	0	(3,500)	(3,500)
1.00		MILO CROSSING UPGRADE	6794	1318	CJ124	0	0	0	0	0
Total - Transport					0	0	0	(3,500)	(3,500)	
1.00	Total - Infrastructure - Other					0	0	0	(3,500)	(3,500)
1.00	Grand Total					0	0	0	(52,209)	(52,209)

EXPLANATION OF SIGNIFICANT VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

	Var. \$	Var. %	Var. ▲▼	Significant Var. \$	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
Fees and Charges	119,148		▲	\$	Timing	Budget not yet adopted
Other Revenue	13,990		▼	\$	Timing	Budget not yet adopted
Expenditure from operating activities						
Employee Costs	(372,354)		▼		Timing	
Materials and Contracts	(57,752)		▲	\$	Timing	Budget not yet adopted
Investing Activities						
Infrastructure Assets - Roads	(40,793)		▲	\$	Timing	Budget not yet adopted
Financing Activities						
Repayment of Debentures	(124,783)		▼	\$	Timing	Budget not yet adopted



Ordinary Council Meeting

30 September 2025

Item FIN 03-09/25

Attachment 1

Budget Amendments

September 2025 Budget Amendments					
Budget Account Description	Expenditure Type	2025/26 Adopted Budget Amount \$	Budget Amendment \$	2025/26 Revised Budget Amount \$	Comment
Budget amendment to account for revenue shortfall					
Revenue					
Grants Subsidies and Contributions	Operating	1,478,455	(580,000)	828,976	Removal of budgeted revenue that did not materialise as expected.
			(69,479)		
Capital Grants Subsidies and Contributions	Capital	9,525,442	170,211	9,695,653	Reduction of budgeted revenue to match main Roads approved amount for 2025/26. Bring to account Roads to Recovery Grant to part fund Warrandong Spring Road, Burma Road, Ludlow Road and Water Supply Road.
Expenditure					
Rec Centre Gym Master	Capital	(20,000)	20,000	0	Remove Budgeted expenditure to make up for revenue shortfall.
Street Furniture	Capital	(10,000)	10,000	0	Remove Budgeted expenditure to make up for revenue shortfall.
Drainage, Kerbing & Footpath	Capital	(44,862)	22,431	(22,431)	Reduce Budgeted expenditure to make up for revenue shortfall.
Technical Studies	Capital	(102,500)	25,000	(77,500)	Reduce Budgeted expenditure to make up for revenue shortfall.
Depo Fencing	Capital	(27,670)	27,670	0	Remove Budgeted expenditure to make up for revenue shortfall.
Entry Statement Larry Lobster	Capital	(15,000)	15,000	0	Remove Budgeted expenditure to make up for revenue shortfall.
E-Locking System	Capital	(37,525)	37,525	0	Remove Budgeted expenditure to make up for revenue shortfall.
Cleaning Equipment	Capital	(41,525)	20,763	(20,763)	Reduce Budgeted expenditure to make up for revenue shortfall.
Information Technology Hardware	Capital	(30,000)	15,000	0	Remove Budgeted expenditure to make up for revenue shortfall.
Line Marking	Capital	(22,000)	22,000	0	Remove Budgeted expenditure to make up for revenue shortfall.
Materials and Contracts	Operating	(4,314,707)	149,125	(4,165,582)	Reduce Budgeted expenditure to make up for revenue shortfall.
Net Impact on Closing Position			(114,755)		Closing position after revenue shortfall amendment
Budget amendment to recognise new funding and corresponding expenditure					
Revenue					
Grants Subsidies and Contributions	Operating	1,478,455	47,700	876,676	Bring to account DEFES Mitigation works funding
Capital Grants Subsidies and Contributions	Capital	9,525,442	93,165	9,788,818	Bring to account Skate Park Precinct funding
Transfer from Youth Advisory Council Trust	Capital	0	16,670	16,670	Transfer from Trust to fund Skate Park Precinct Works
Expenditure					
Materials & Contracts	Operating	(4,314,707)	(47,700)	(4,213,282)	Bring to account grant funded DEFES Mitigation expenditure
Skate Park Precinct	Capital	0	(109,835)	(109,835)	Bring to account funded expenditure for the Skate Park Precinct
Net Impact on Closing Position			0		



Ordinary Council Meeting

30 September 2025

Item DEV 01-09/25

Attachment 1

August 2025 – Development Delegated
and Authorised Authority Report

August 2025 Development Delegated and Authorised Authority Report (Records of exercise of delegated and authorised powers or duties)

Function	Officer	Date of decision	Decision	Description	Address
Building Permit / Certificate	Manager Development	1 August 2025	Granted	Swimming Pool	Lot 555 (No. 113) North Shore Drive, Dongara
		5 August 2025	Granted	Dwelling	Lot 722 (No. 11) Gregory Pass, Port Denison
		15 August 2025	Granted	Shed	Lot 780 (No. 52) Seahorse Loop, Port Denison
		15 August 2025	Granted	Dwelling	Lot 501 (No. 8) Coral Court, Port Denison
		15 August 2025	Granted	Dwelling	Lot 205 (No. 74) , Hidden Valley Close Dongara
		20 August 2025	Granted	Dwelling & Ancillary Dwelling	Lot 767 (No. 11) Abbot Terrace, Port Denison
		26 August 2025	Granted	Shed	Lot 127 (No. 24) Smith Street, Dongara
		26 August 2025	Granted	Patio	Lot 166 (No. 13) Thurkle Square, Dongara
		27 August 2025	Granted	Demolition – Garage	Lot 127 (No. 24) Smith Street, Dongara
Single House Application	Manager Development	7 August 2025	Granted	Outbuilding	Lot 110 (No. 57) Brennand Road, Dongara
		12 August 2025	Granted	Outbuilding	Lot 127 (No. 24) Smith Street, Dongara
		13 August 2025	Granted	Single House	Lot 767 (No. 11) Abbot Terrace, Port Denison
		20 August 2025	Granted	Carport, Patio & Removed Building Envelope	Lot 45 (No. 63) Springfield Drive, Springfield
Development Approval	Manager Development	22 August 2025	Granted	Holiday Accommodation	Lot 846 (No. 35) George Street, Port Denison



Ordinary Council Meeting

30 September 2025

Item CEO 01-09/25

Attachment 1

Equal Employment Opportunity
Management Plan 2025-2029



Shire of Irwin

Equal Employment Opportunity Plan

2025 - 2029

Document Control

Document No.	Date Originated	Previous Version	
	July 2021		
Revision No.	Date Reviewed	Adopted by Council - Date	Adopted by Council – Minute Ref

Amendments

Details of amendments	Reviewed/Amended Date	Record No.	Council Minute Ref.

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1 Introduction

1.1 CEO's foreword

It is with pleasure I present you the Shire of Irwin's Equal Employment Opportunity (EEO) Management Plan.

The Shire of Irwin is dedicated to fostering a workplace culture that promotes employment equity and values diversity.

The Shire of Irwin will strive to build a workforce and supporting organisational culture that is free from discrimination and harassment; where everyone is treated on the basis of merit whilst reflecting and promoting policies and procedures that represent the diversity of the greater community.

Shane Ivers
Chief Executive Officer

1.2 Legislative Requirements

Under the Western Australian *Equal Opportunity Act, 1984* (PART IX, Equal opportunity in public employment) it is the responsibility of Local Government Authorities to prepare and implement an equal opportunity management plan to achieve the objectives of the Act.

These objectives are:

- a. To eliminate and ensure the absence of discrimination in employment on the ground of sex, marital status, pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age;
- b. To eliminate and ensure the absence of discrimination in employment against gender reassigned persons on gender history grounds; and
- c. To promote equal employment opportunity for all persons.

The purpose of this Equal Employment Opportunity (EEO) Management Plan is to comply with requirements of the Act by identifying and implementing strategies in key areas to eliminate discrimination in the workplace based upon Section 145 (2) (a)-(h), preparation and implementation of management plans, of the *Equal Opportunity Act 1984*.

The Management Plan of the Shire of Irwin shall include provisions relating to:

- a. The devising of policies and programs by which the objects of this part are to be achieved;
- b. The communication of those policies and programs to persons within the authority;
- c. The collection and recording of appropriate information;
- d. The review of personnel practices within the authority (including recruitment techniques, selection criteria, training and staff development programs, promotion and transfer policies and patterns, and conditions of service) with a view to the identification of any discriminatory practices;
- e. The setting of goals or targets, where these may reasonably be determined, against which the success of the management plan in achieving the objects of this part may be assessed;
- f. The means, other than those referred to in paragraph (E), of evaluating the policies and programs referred to in paragraph (A);
- g. The revision and amendment of the management plan; and
- h. The appointment of persons within the authority to implement.

2 Equal Employment Opportunity Outcomes

The following 4 outcomes promote EEO principles and compliance:

1. The Shire values EEO and diversity and the work environment is free from racial and sexual harassment.
2. Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees.
3. Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity.
4. Maintain a relevant and achievable EEO management plan through communication, review/amendment, and evaluation.

Equal Employment Opportunity Plan 2025 - 2029

2.1 Outcome 1 – The Shire values EEO and diversity and the work environment is free from racial and sexual harassment

Action	Timeframe	Accountability	Measures of success
Workplace culture is monitored and assessed to determine that it is inclusive and free from harassment and unlawful discrimination	Ongoing	CEO	Ensure there is a review of Exit Interview responses and that an Employee Perception Survey is conducted every two years.
Managers and leaders are aware of their EEO responsibilities upon commencement of employment with the Shire.	Ongoing	CEO HR	All Managers/Supervisors sign off to confirm their awareness of EEO management plan and policies within one month of commencement as a part of the induction process.
A positive, inclusive and harassment free workplace culture is communicated and promoted within the Shire.	Ongoing	CEO HR	Shire Values and Behaviours, HR policies and procedures including EEO policies and plan and Code of Conduct are made available to all employees.
Induction programs incorporate EEO and diversity principles, including awareness of the EEO management plan and policy.	Ongoing	CEO HR	Ensure all EEO information can be found in the induction handbook. Ensure all policies are communicated as part of the induction process and employees are aware of their obligations.

Equal Employment Opportunity Plan 2025 - 2029

2.2 Outcome 2 – The Shire workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees

Action	Timeframe	Accountability	Measures of success
Recruitment and selection practices provide equal opportunity and flexibility for all employees and potential employees and based on merit of the individual against specific job requirements.	Ongoing	CEO Managers HR	Ensure recruitment practices are transparent, merit based and EEO principles are embedded in all steps of the recruitment process, including position description review, advertisements, establishment of interview panel and decision on shortlisting, interviews and job offer.
Organisational structure and job design, where possible, provide career paths for all diversity groups.	Ongoing	CEO	Where possible, internally advertise vacant positions to allow existing staff the opportunity for career advancement and/or provide opportunity for employees to act in higher duties positions.
EEO and cross-cultural awareness training is provided to all staff.	Ongoing	CEO HR	Provide training on regular intervals on all EEO matters, bullying, harassment and discrimination to all employees.
HR management policies, procedures and job descriptions are reviewed for both direct and indirect bias and potential barriers.	Ongoing	CEO Managers HR	Position Descriptions are reviewed annually as a part of the performance review process with links to salary progression.
There is an effective grievance resolution process where people feel able to raise concerns and issues.	Ongoing	CEO	Ensure the Shire's grievances policies and procedures are reviewed on a regular interval and include EEO principles.

Equal Employment Opportunity Plan 2025 - 2029

2.3 Outcome 3 – The Shire’s employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity

Action	Timeframe	Accountability	Measures of success
Advertising methods are enhanced to attract diverse applicants.	Ongoing	CEO HR	Promote job vacancies through mediums to reach a range of diverse candidates.
Diversity objectives are identified to define the workforce profile suited to the Shire’s business needs.	Ongoing	CEO HR	Ensure all employees have completed a diversity questionnaire upon commencement.
<p>Strategies are developed and implemented to attract, retain, and provide career development opportunities for the diversity groups, for example:</p> <ul style="list-style-type: none"> • Women in management • Indigenous Australians • People with disability • People from culturally diverse backgrounds 	Ongoing	CEO HR	<p>Promote internal recruitment practices when possible in addition to external mediums that reach a diverse number of candidates.</p> <p>Provide employees with the opportunity to upskill and act in higher duty roles.</p>

Equal Employment Opportunity Plan 2025 - 2029

2.4 Outcome 4 – The Shire maintain a relevant and achievable EEO Management Plan through communication, review, amendment and evaluation

Action	Timeframe	Accountability	Measures of success
The plan and its policies and programs are communicated to all staff.	Ongoing	CEO	Management and employees are aware of the EEO policies and procedures. Changes are communicated to all employees.
The plan is monitored, reviewed, and amended to ensure strategies remain relevant to the operations of the Shire.	Annually	CEO	Ensure the management plan is relevant and effective to the organisation and each initiative/strategy is linked to a measure of success and a timeframe for completion.

3 Shire Policies and Procedures

The Equal Employment Opportunity Management Plan is to be read in conjunction with the following Council or Shire policies and procedures:

- Equal Employment Opportunity (EEO) Policy (below)

Other relevant policies and procedures available through the Human Resources Department include:

- Discrimination, Harassment and Bullying Policy
- Grievances, Investigation and Resolution Procedures
- Disciplinary Policy
- Work Health and Safety (WHS) Policy
- Recruitment and Selection Policy
- Exit Interview Policy

3.1 Shire Equal Employment Opportunity EEO Policy

POLICY OBJECTIVE

To recognise the Shire of Irwin's obligations under the *Equal Opportunity Act 1984* and 1993 (as amended).

APPLICATION

This policy applies to all employees who work at the Shire of Irwin including contractors, volunteers and any person performing work for or with the Shire of Irwin in any capacity.

POLICY STATEMENT

Equal employment opportunity principles apply equally to Councillors and employees. The principles of equal employment opportunity are:

- promotion of equal employment opportunity based solely on merit to ensure that discrimination does not occur;
- provision of training that is consistent with equal opportunity principles;
- ensuring that all promotional policies and opportunities are directed towards providing equal opportunity to all employees;
- ensuring that all offers of employment are directed to providing equal opportunity;
- refusal to tolerate harassment within the workplace; and
- provision of an enjoyable, challenging, involving, harmonious work environment for all employees where each employee has an opportunity to progress to the extent of their ability.

The Shire of Irwin has an ongoing commitment to raise awareness for the need and desirability of Equal Employment Opportunity practices and to ensure compliance with the requirements of the *Equal Opportunity Act 1984*.

To ensure that equal employment opportunity practices are implemented, there is a need to:

- ensure all employees, contractors and volunteers adhere to the principles outlined within this policy;
- provide appropriate training programs as required;
- review and monitor all HR policies and procedures (including the EEO policy) on an annual basis;
- periodically review of all Shire of Irwin policies to eliminate any discriminatory practices.

The Shire of Irwin recognises its legal obligations under the *Equal Opportunity Act 1984* and Amendments 1993 (as amended) and will actively promote equal opportunity based solely on merit to ensure that discrimination does not occur on the grounds of sex, marital status, pregnancy, race, impairment, religious or political convictions, age, family status and responsibility.

All employment training with the Shire of Irwin will be consistent with providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.

All promotional opportunities with the Shire of Irwin will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

All offers of employment within the Shire of Irwin will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.

The Shire of Irwin will not tolerate harassment within its workplace. Harassment is defined as any unwelcome offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status, age, family status and responsibility or impediment (impairment).

The equal employment opportunity goals of the Shire of Irwin are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

VARIATION TO THIS POLICY

This policy may be cancelled or varied from time to time at the discretion of the Chief Executive Officer. All Shire employees will be notified of any variation to this policy by the normal correspondence method.

RELATED CORPORATE DOCUMENTS

- Code of Conduct
- Discrimination, Harassment and Bullying Policy

4 Equal Employment Management Plan Responsibilities

All Shire employees are responsible for Equal Employment Opportunities.

The coordination of the EEO Management Plan and relevant policies are the responsibility of Human Resources under the supervision of the Chief Executive Officer.