



SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

AGENDA FORUM

Tuesday 21 October 2025 – 5.00pm



NOTICE OF MEETING

Notice is hereby given that the next Agenda Forum of the Shire of Irwin will be held in the Council Chambers, 11-13 Waldeck Street, Dongara at 5.00pm on Tuesday 21 October 2025.

Shane Ivers
CHIEF EXECUTIVE OFFICER
17 October 2025



AGENDA & BUSINESS PAPERS

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

DATES	
Agenda Forum - 5.00pm	Ordinary Council Meeting – 6.00pm
21 October	28 October
18 November	25 November
2 December	8 December (Monday)

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

Disclaimer

The Shire of Irwin:

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

Nature of Council's Role in Decision Making

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
Executive	The substantial direction setting and oversight role of the Council e.g., performance of the Local Government's function under law, administration of Local Laws, adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws and local planning schemes.
Review	When Council reviews decisions made by Officers.
Quasi-judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g., local planning applications, building permits, other permits/licences (e.g. under the Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

By allocating these roles, the Shire ensures that the Council's decision-making is structured and aligned with its legal responsibilities, allowing it to effectively govern, serve its community, and maintain compliance with applicable laws.

Notes for Members of the Public

Meeting Formalities

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

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

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

Audio Recordings

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

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AGENDA (Draft)
of the
ORDINARY COUNCIL MEETING
to be held
28 October 2025
Commencing at 6.00pm

Section 2.29 of the *Local Government Act 1995* requires a person who has been elected as a Councillor to make a declaration before acting in the office.

The declaration is to be made before a person whom a statutory declaration can be made under the *Oaths, Affidavits and Statutory Declarations Act 2005*.

Prior to the commencement of the meeting, Ms Robyn Parsons JP will perform the Swearing in Ceremony.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

In accordance with the provision of the *Local Government Act 1995*, the Chief Executive Officer will declare the meeting open and preside until the office of Shire President is filled.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Members

Councillor P Summers
Councillor J Melsom
Councillor A J Gillam
Councillor
Councillor
Councillor
Councillor

Staff

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

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

Guests

Mrs Robyn Parsons JP

Apologies

Approved Leave of Absence

Gallery

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**4. PUBLIC QUESTION TIME****5. DECLARATIONS OF INTEREST****6. APPLICATIONS FOR LEAVE OF ABSENCE****7. PETITIONS AND DEPUTATIONS****8. CONFIRMATION OF MINUTES AND TABLING OF AGENDA FORUM NOTES****8.1 Minutes of the Ordinary Council Meeting held 30 September 2025**

The Minutes of the Ordinary Council Meeting held 30 September 2025 are included in the *Attachment Booklet – October 2025*.

RECOMMENDED:

That Council confirms the Minutes of the Ordinary Council Meeting held 30 September 2025.

8.2 Agenda Forum Notes – 21 October 2025

At the Agenda Forum held 21 October 2025, Shire Officers presented background information and answered questions on items to be considered at the October 2025 Ordinary Council Meeting.

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

RECOMMENDED:

That Council confirms the Notes of the Agenda Forum held 21 October 2025.

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

10. REPORTS OF OFFICERS AND COMMITTEES

10.1 Finance Reports

FIN 01-10/25 Accounts for Payment - September 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 September 2025.

Officer Recommendation:

RECOMMENDED:	
That Council, by Simple Majority, receives the Accounts paid during September 2025 as contained in FIN01-10/25 Attachment 1 of the Attachment Booklet – October 2025 represented by:	
Payment Type/Numbers	Total Amount
EFT 33949 – 34105	\$694,695.01
Muni Cheques – 32250 – 32252	\$6,482.80
Direct Debit – Telstra	\$5,278.60
Direct Debit – WA Treasury Corporation	\$34,472.51
Direct Debit – Credit Card	\$19,954.00
Direct Debit – N-Able Pty Ltd	\$2,331.38
Direct Debit – Australian Phone Company	\$225.23
Direct Debit – Telair Pty Ltd	\$2,883.23
Direct Debit – Insurance Premium Repayments	\$95,786.58
Direct Debit – Vestone Capital Pty Ltd	\$10,554.20
Direct Debit – Superannuation	\$58,932.36
Grand Total	\$931,595.90

Background:

A list of accounts paid under delegated authority is attached showing all payments made during the month of September 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 – October 2025

FIN01-10/25 Attachment 1: Accounts for Payment – September 2025

FIN02 -10/25 Monthly Financial Statements - August 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 2025 to 31 August 2025.

Officer Recommendation:

RECOMMENDED:
That Council, by Simple Majority, receives the Monthly Financial Statements for the period 1 July 2025 to 31 August 2025 as contained in FIN02 10/25 Attachment 2 of the Attachment Booklet – October 2025.

Background:

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

31/08/2025	YTD Budget	YTD Actual	Variance YTD to Budget
Operating Revenue	8,346,682	8,746,400	5%
Operating Expenditure	(2,373,409)	(1,277,266)	-46%
Net Operating	5,973,273	7,469,134	
Non-Operating Revenue	0	0	
Non-Operating Expenditure	(273,866)	(140,009)	-49%
Net Non-Operating	(273,866)	(140,009)	
Cash at Bank		57,566	
Cash at Bank Restricted		622,506	
Reserve Bank		1,035,817	
Total Cash Funds		1,715,889	

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 or at budget review.

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 –October 2025

FIN02-10/25 Attachment 1: Financial Statements for the Period Ended 31 August 2025.

10.2 Development Reports

DEV 01-10/25 September 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 September 2025 Development Delegated and Authorised Authority Report.

Officer Recommendation:

RECOMMENDED:
That Council by Simple Majority, receives the September 2025 Development Delegated and Authorised Authority Report, as contained in DEV 01-10/25 Attachment 1.

Background:

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

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

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

Officer's Comment:

This report presents the details of development functions made under delegated or authorised authority for the month of September 2025, with 6 building permits/certificates, 6 single house applications and 2 applications for development approval having been issued.

Consultation:

Nil.

Statutory Environment:

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

Policy Implications:

Nil.

Financial/Resource Implications:

Nil.

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles

Strategy 4.3.2 Adopt and follow better practice processes

Attachments:

Attachment Booklet – October 2025

DEV 01-10/25 Attachment 1: September 2025 Development Delegated and Authorised Authority Report

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