



SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

AGENDA

ORDINARY COUNCIL MEETING
Tuesday 25 November 2025 – 6.00pm



NOTICE OF MEETING

Notice is hereby given that the next Ordinary Council Meeting of the Shire of Irwin will be held in the Council Chambers, 11-13 Waldeck Street, Dongara at 6.00pm on Tuesday 25 November 2025.

Shane Ivers
CHIEF EXECUTIVE OFFICER
21 November 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
18 November	25 November
2 December	8 December (Monday)

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

Disclaimer

The Shire of Irwin:

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

Nature of Council's Role in Decision Making

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

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

Notes for Members of the Public

Meeting Formalities

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

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

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

Audio Recordings

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

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AGENDA
of the
ORDINARY COUNCIL MEETING
to be held
25 November 2025
Commencing at 6.00pm

1. **DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**
2. **RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

Members

Councillor P Summers
Councillor J Melsom
Councillor A J Gillam
Councillor I Scott
Councillor S Hansen
Councillor L Berecz
Councillor L Musulin

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

Apologies

Approved Leave of Absence

Gallery

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Question 1: Mr John Rossiter, 181 Point Leander Drive, Port Denison

Why have the tap top locks been replaced with key top locks in the Shire's amenities?

Response: The previous tap fixtures were at times left running or tampered with, resulting in unnecessary water wastage. There are currently three toilet blocks, one shower and two water fountains with dog-friendly water bowls along the foreshore, and this level of public access to water was considered adequate when determining the upgraded tap configuration.

Question 2: Mr John Rossiter, 181 Point Leander Drive, Port Denison

How much was realised from Kennedy Heights Duplex sale, not generated proceeds as was the response provided by the Shire?

Response: Please refer to the following table:

SHIRE OF IRWIN									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
FOR THE PERIOD ENDED 30 JUNE 2021									
		Amended Budget				YTD Actual			
Asset Number	Asset Description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Land and Buildings									
2646	Land - 4 Kennedy Heights	160,000	160,000			160,000	160,000		
2598	Duplex 4A Kennedy Heights	215,310	125,000		(90,310)	215,310	125,000		(90,310)
2599	Duplex 4B Kennedy Heights	220,657	125,000		(95,657)	220,657	125,000		(95,657)

Question 3: Mr John Rossiter, 181 Point Leander Drive, Port Denison

Why has it taken 6 months for the Shire to take action on repairing the yellow spinning playground equipment at Port Denison?

Response: The yellow spinner was operational, but the spinning mechanism had progressively tightened. It was recently removed so that the Shire can assess the unit and obtain pricing to restore the spinner to full functionality.

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 28 October 2025

The Minutes of the Ordinary Council Meeting held 28 October 2025 are included in the *Attachment Booklet – November 2025*.

RECOMMENDED:
That Council confirms the Minutes of the Ordinary Council Meeting held 28 October 2025.

8.2 Minutes of the Special Council Meeting held 6 November 2025

The Minutes of the Ordinary Council Meeting held 6 November 2025 are included in the *Attachment Booklet – November 2025*.

RECOMMENDED:
That Council confirms the Minutes of the Special Council Meeting held 6 November 2025.

8.3 Agenda Forum Notes – 18 November 2025

At the Agenda Forum held 18 November 2025, Shire Officers presented background information and answered questions on items to be considered at the November 2025 Ordinary Council Meeting.

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

RECOMMENDED:
That Council confirms the Notes of the Agenda Forum held 18 November 2025.

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

10. REPORTS OF OFFICERS AND COMMITTEES

10.1 Finance Reports

FIN 01-11/25 Accounts for Payment - October 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 October 2025.

Officer Recommendation:

RECOMMENDED:	
<p>That Council, by Simple Majority, receives the Accounts paid during October 2025 as contained in FIN01-11/25 Attachment 1 of the Attachment Booklet – November 2025 represented by:</p>	
Payment Type/Numbers	Total Amount
EFT 34106 – 34213	\$811,071.08
Muni Cheques – 32253 – 32253	\$27,447.05
Direct Debit – Telstra	\$3,086.88
Direct Debit – WA Treasury Corporation	\$137,512.51
Direct Debit – Credit Card	\$14,725.37
Direct Debit – N-Able Pty Ltd	\$2,336.56
Direct Debit – Australian Phone Company	\$225.23
Direct Debit – Telair Pty Ltd	\$2,514.91
Direct Debit – Insurance Premium Repayments	\$47,893.29
Direct Debit – Superannuation	\$88,300.44
Grand Total	\$1,135,113.32

Background:

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

FIN01-11/25 Attachment 1: Accounts for Payment –October 2025

FIN 02-11/25 Monthly Financial Statements - September 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 30 September 2025.

Officer Recommendation:

RECOMMENDED:
That Council, by Simple Majority, receives the Monthly Financial Statements for the period 1 July 2025 to 30 September 2025 as contained in FIN02 11/25 Attachment 1 of the Attachment Booklet – November 2025.

Background:

The Monthly Financial Statements to 30 September 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 September 2025 is detailed in the attached report and summarised as per below:

30/09/2025		YTD Budget	YTD Actual
Operating Revenue		8,746,368	8,977,002
Operating Expenditure		(3,584,076)	(1,951,060)
Net Operating		5,162,292	7,025,942
Non-Operating Revenue		371,917	0
Non-Operating Expenditure		(1,229,218)	(283,139)
Net Non-Operating		(857,301)	(283,139)
Cash at Bank			1,573,096
Cash at Bank Restricted			623,005
Reserve Bank			1,039,359
Total Cash Funds			3,235,460

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 –November 2025

FIN02-11/25 Attachment 1: Financial Statements for the Period Ended 30 September 2025.

10.2 Development Reports

DEV 01-11/25 October 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 October 2025 Development Delegated and Authorised Authority Report.

Officer Recommendation:

RECOMMENDED:
That Council by Simple Majority, receives the October 2025 Development Delegated and Authorised Authority Report, as contained in DEV 01-11/25 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 October 2025, with 7 building permits/certificates, 4 single house applications, 4 applications for development approval 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 – November 2025

DEV 01-11/25 Attachment 1: October 2025 Development Delegated and Authorised Authority Report

DEV 02-11/25 Proposed Road Name Change, Pettit Road	
Author:	M Connell, Manager Development
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	P25/69
Council Role:	Executive
Voting Requirements:	Simple

Report Purpose:

For Council to consider a request to change the road name Pettit Road to Pettit Lane.

Officer Recommendation:

RECOMMENDED:
<p>That Council by Simple Majority, not support the road name change of Pettit Road for the following reasons:</p> <ol style="list-style-type: none"> As per Landgate's <i>Policies and Standards for Geographical Naming in Western Australia</i>, re-establishing the incorrect historical usage of Pettit Lane is not considered a compelling reason to change the name; and The layout of the road does not reflect the road type 'Lane'.

Background:

A request has been received from a member of the public (Mr. Barry George) requesting Pettit Road be renamed to Pettit Lane. In support of the request the applicant has stated the following:

I am writing on behalf of all seven residents of Pettit Road to formally request that the street name be reverted to its original and historical name, Pettit Lane.

Prior to its renaming in 1975, the road was long known as Pettit Lane – a name that holds historical significance for the area and is fondly remembered by many long-term residents. The change to "Pettit Road" was made without local consultation at the time, and over the years, the name "Pettit Lane" has continued to be used informally and formally by members of the community, residents and the shire office alike.

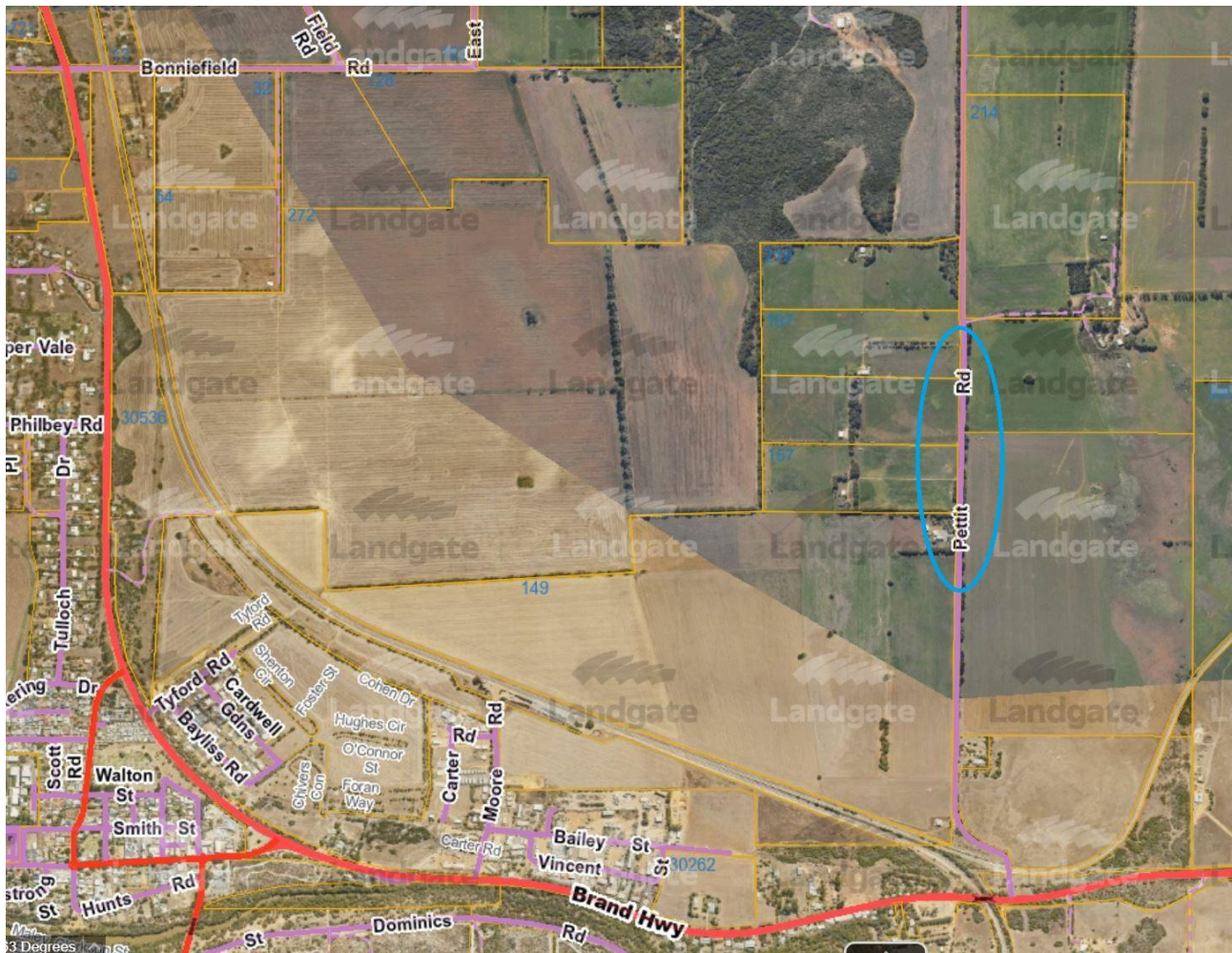
All seven current residents of the street are in agreement with this request and strongly support reinstating the original name. We believe that restoring the name to Pettit Lane:

- Preserves the historical integrity of the local area*
- Reflects the community's preference and shared identity*
- Corrects a longstanding oversight that was made without local input*

At the Annual Electors Meeting held on 25 March 2025 a question was also raised regarding Pettit Road and the response was as follows:

The Shire President confirmed that Pettit Road was originally named as such. The street sign erected however was incorrect and showed the road name as Pettit Lane. Subsequently the street sign was corrected to Pettit Road which is the correct name as confirmed by Landgate.

Location Plan



Officer's Comment:

Officers from Landgate have conducted a review of the Landgate database and have found no evidence that Pettit Road was originally named Pettit Lane. Whilst the road may have been incorrectly signposted in the past officers from Landgate have advised that it is not supportive of changing an existing approved road name due to errors with street signage.

Consultation:

Any proposal for a road name change must be accompanied with evidence of community consultation. If Council is supportive of the road name change then it will be required to conduct independent community consultation with the affected residents and all must be supportive.

The applicant has anecdotally advised that all affected residents are supportive, however the Shire will still be required to conduct its own independent consultation.

As part of this consultation the Shire will be required to clearly articulate the implications of changing address and the potential for ongoing confusion between Road and Lane. Each existing resident will be required to update their addresses from Road to Lane and also update various other providers (such as drivers licences, utility and NBN providers, electoral commission, banks etc.).

Statutory Environment:

The practice of officially naming roads is covered under section 26A of the *Land Administration Act 1997*. The local government must first approve proposed road names and then forward them to the Minister for Lands for final approval.

The legislation is supported by the *Policies and Standards for Geographical Naming in Western Australia* which provides the necessary information and details the principles and standards which apply to all naming.

The following extracts from the Policies and Standards is relevant to the renaming request:

1.1.4 Unnecessary name changes

Any change to an existing approved name is discouraged. As all official names are meant to be enduring, any proposals to change the name of a road must include evidence of a compelling reason for such a change.

The changing of a name merely to correct or re-establish historical usage shall not be considered in itself a reason to change a name.

Evidence of community consultation and feedback from all relevant agencies and jurisdictions must be included with the submission. If Landgate determines that the name change is unnecessary or non-essential, yet there is enough community support for the change and it is compliant with the relevant naming policies and standards, it may be approved but it shall incur a service charge.

2.2.2 Road types

All road names shall include a road type. The road type shall be chosen to convey the function and characteristics of the road as described in the 'description' field of the road type list. Road types may be chosen with the final configuration in mind.

Lane – Narrow way between walls, buildings or a narrow country or city roadway.

Road – Open way or public passage primarily for vehicles.

The layout of the constructed road does not reflect the definition of the road-type of 'Lane' (i.e. narrow country or city roadway). The southern portion of Pettit Road has a 15m wide road reserve with the northern portion being 10m wide. The land is zoned Rural Smallholdings allowing for subdivision of 15ha lots. As this future subdivision occurs the road reserve will be widened to the standard 20m.

Policy Implications:

Nil.

Financial/Resource Implications:

Landgate charge a service fee of \$334 for reapproval of road names.

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 4.1.3 Maintain effective working relationships with relevant stakeholders.

Attachments:

Nil.

10.3 Community Services Reports

10.4 Operations Reports

10.5 Office of the CEO Reports

CEO 01-11/25 Agenda Forum and Council Meeting Dates 2026	
Author:	S Mearns, Executive Assistant
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	2.0073
Council Role:	Executive
Voting Requirements:	Simply Majority

Report Purpose:

For Council to consider and set the Agenda Forum and Ordinary Council Meeting dates for 2026.

Officer Recommendation:

RECOMMENDED:																									
<p>That Council by Simple Majority:</p> <ol style="list-style-type: none"> 1. approve the amendment to the Ordinary Council Meeting start time, bringing the commencement time forward to 5.00 pm from February 2026 onward; 2. set the 2026 Agenda Forums and Ordinary Council Meetings in accordance with the following schedule; and <table border="1"> <thead> <tr> <th>Agenda Forum Tuesday - 5.00pm</th><th>Ordinary Council Meeting Tuesday - 5.00pm</th></tr> </thead> <tbody> <tr><td>17 February</td><td>24 February</td></tr> <tr><td>17 March</td><td>24 March</td></tr> <tr><td>21 April</td><td>28 April</td></tr> <tr><td>19 May</td><td>26 May</td></tr> <tr><td>16 June</td><td>23 June</td></tr> <tr><td>21 July</td><td>28 July</td></tr> <tr><td>18 August</td><td>25 August</td></tr> <tr><td>15 September</td><td>22 September</td></tr> <tr><td>20 October</td><td>27 October</td></tr> <tr><td>17 November</td><td>24 November</td></tr> <tr><td>7 December (Monday)</td><td>15 December</td></tr> </tbody> </table> <ol style="list-style-type: none"> 3. authorise the Chief Executive Officer to publish the amended starting time for Ordinary Council Meetings, as detailed in point 1, and to advertise the 2026 meeting schedule to the community. 		Agenda Forum Tuesday - 5.00pm	Ordinary Council Meeting Tuesday - 5.00pm	17 February	24 February	17 March	24 March	21 April	28 April	19 May	26 May	16 June	23 June	21 July	28 July	18 August	25 August	15 September	22 September	20 October	27 October	17 November	24 November	7 December (Monday)	15 December
Agenda Forum Tuesday - 5.00pm	Ordinary Council Meeting Tuesday - 5.00pm																								
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7 December (Monday)	15 December																								

Background:

In accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996*, Council is required to formally establish and publish the meeting dates for the upcoming 12 months, ensuring that this information is made accessible to the local community.

Historically, Council has scheduled its Ordinary Council Meetings for the fourth Tuesday of each month, with the exception of January and December. In 2025 Council did not hold an Ordinary Council Meeting in January, in line with past practice of allowing a break during the summer period.

As with the 2025 meeting schedule, the Agenda Forums will precede the Ordinary Council Meetings and be held on the third Tuesday of each month.

Officer's Comment:

It is proposed that the Ordinary Council Meetings for 2026 be scheduled on the fourth Tuesday of each month, with the exception of January and December. In alignment with last year's schedule, it is recommended that there be no Agenda Forum or Ordinary Council Meeting in January 2026.

The December 2026 Ordinary Council Meeting is suggested to be held on the second Monday of December to provide staff with sufficient time to take necessary action on Council decisions and prepare the meeting minutes before the Christmas and New Year closure period. This change from the usual Tuesday meeting is proposed due to a conflict with the Dongara District High School's end-of-year presentation night, which is typically scheduled for the second Tuesday of December. Many Councillors have children attending the school or are involved in the presentations as representatives of Council.

Councillors are asked to note that the December Ordinary Council Meeting time is being adjusted to better accommodate operational requirements.

The approval of accounts for payment and financial statements normally provided in January would be scheduled for consideration at the February 2025 meeting. With regards to the presentation of statements of financial activity to Council, Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, provides the following:

- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
- (a) *presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*

To improve community engagement whilst maximising knowledge and information sharing, it is proposed to continue with the existing format for meetings of Council:

- Third Tuesday of the Month at 5.00pm (except January and December)
 - Agenda Forum (*open to the public*)
 - Councillor Discussion Session (*closed to the public*)
- Fourth Tuesday of the Month at 5.00pm (except January and December)
 - Ordinary Council Meeting (*open to the public*)
 - Councillor Information Session (*open to the public*)

Councillors are asked to note that the ordinary council meeting will now commence at 5.00pm, instead of 6.00pm.

Consultation:

Nil

Statutory Environment:

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*, Regulation 12
- *Local Government (Financial Management) Regulations 1996*, Regulation 34

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.

Attachments:

Nil

CEO 02-11/25 Irwin Arrowsmith Advisory Council (IAAC) Disclosure Report	
Author:	S Ivers, Chief Executive Officer
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	3.0271
Council Role:	Executive
Voting Requirements:	Absolute Majority

Report Purpose:

To provide Council with a comprehensive disclosure of correspondence, meetings, collated information, and directives related to the Irwin Arrowsmith Advisory Council (IAAC), as requested under the resolution adopted at the September 2025 Ordinary Council Meeting. This report responds to Council's direction for a full disclosure and status update, including practical interpretation of correspondence and key decision-making activities.

Officer Recommendation:

RECOMMENDED:
<p>That Council, by Absolute Majority:</p> <ol style="list-style-type: none"> 1. Receives the CEO02-11/25 report on the Irwin Arrowsmith Advisory Council (IAAC), including the Correspondence & Engagement and Disclosure registers. 2. Notes the Officer's comments regarding the background, preparatory activities, and current status of the IAAC. 3. Accepts the disclosures as fulfilling the Council resolution from the September 2025 Ordinary Council Meeting.

Background:

The Irwin Arrowsmith Advisory Council (IAAC) was conceived as a strategic initiative to position the Shire of Irwin and surrounding districts to manage and benefit from increased industrial activity within the Arrowsmith region. The concept evolved from the Industry Leaders Workshop held at the Parmelia Hilton on 7 December 2021, which brought together key industry leaders in the Arrowsmith region to identify regional opportunities in infrastructure, energy, logistics, and workforce planning. In August 2023, Council endorsed the IAAC Strategic Framework & Operating Model and approved an allocation in the 2023/24 budget to support its establishment. Subsequent workshops and engagement activities throughout 2023 focused on infrastructure planning, renewable energy integration, and economic participation opportunities for local communities and Traditional Owners.

Officer's Comment:

The IAAC served as a strategic framework that demonstrated the Shire's capacity to bring industry and government together in pursuit of coordinated regional outcomes. Although it did not proceed to formal incorporation, the initiative generated measurable benefits through collaboration, advocacy, and groundwork that positioned the Shire as a credible regional leader.

Key phases of activity are summarised in the attached Disclosure Register, including:

- Industry Leaders Workshop (December 2021) – Initial identification of infrastructure, workforce, and housing needs.
- Strategic Framework Development (2022–2023) – Preparation of governance and operating model documentation.
- Operational Engagement (2023) – Industry coordination, Western Power submission, and road recovery initiatives.

- Dormancy (2024) – Industry delays and changed leadership priorities resulting in cessation of activity.
- Renewed Relevance (2025) – Increasing regional activity in renewable energy, silica sand, and gas production projects has revived the rationale for a collaborative forum akin to IAAC.

Infrastructure Impact

The outcomes of the Industry Leaders Workshop provided the foundation for the IAAC concept, establishing early alignment between industry priorities, infrastructure planning, and the Shire's long-term regional development objectives.

Recent correspondence and planning discussions indicate a clear resurgence of industry interest across the Arrowsmith and Mid West corridor. Proponents in the renewables, silica sand, and gas sectors are again seeking coordination on transport routes, accommodation capacity, and shared infrastructure investment.

These renewed circumstances strongly reinforce the underlying logic of the IAAC model, a coordinated, locally led mechanism capable of aligning industry and community needs while ensuring transparent governance and equitable benefit sharing. The groundwork laid between 2021 and 2023 provides a strong platform for re-establishing such a forum if Council wishes to revisit the concept.

The attached disclosure materials demonstrate that, while the IAAC's operational phase was short-lived, it delivered significant preparatory work that continues to yield value. Its legacy is visible in project planning, road recovery arrangements, and the collaborative funding models later reflected in projects such as Milo Crossing.

Economic Impact

Beyond its strategic infrastructure focus, the IAAC initiative also delivered clear economic and community benefits within the Shire of Irwin. By fostering collaboration between industry, government, and local enterprise, the IAAC provided early opportunities for businesses to participate in service delivery, logistics, accommodation, and transport solutions arising from major project activity. This engagement not only strengthened business confidence but also demonstrated the Shire's capacity to translate regional investment into tangible local outcomes, an essential element of the "Prosperous and Diverse Economy" pillar of Our Brilliant Future.

In several cases, this environment enabled new or emerging businesses to become established or expand their services in response to industry demand. While the scale of these outcomes varied, the principle remained consistent: a coordinated, Shire-facilitated approach ensured that economic benefits were retained locally, with local businesses and workers directly contributing to and sharing in the region's development. The IAAC model demonstrated how structured, community-based collaboration can complement broader regional strategies by ensuring that local perspectives and economic participation remain at the centre of growth planning.

It is noted that some community discussions have reflected a misunderstanding of what was meant by 'establishment costs' in the original IAAC reports. While the origin of this misinformation is unclear and may have arisen through miscommunication rather than intent, it is important to clarify that these costs were not associated with administrative overheads or discretionary expenditure, but rather represented defined, outcome-driven deliverables as set out in Council Report CEO01-12/23.

Contrary to some assumptions expressed at the time, no industry participants received financial payments or direct subsidies from the Shire. All expenditure was directed toward the Shire's own due diligence activities, technical workshops, and preparatory studies aimed at positioning the community for future funding and investment. The expenditure supported workshops facilitated by Ernst & Young that examined essential infrastructure priorities including power transmission, water security, road access, workers' accommodation, and temporary port planning.

Financial Impact

Each of these components formed part of the due diligence required to prepare for future Regional Precincts and Partnerships Program (rPPP) funding submissions. The workshops and preparatory studies undertaken through the IAAC were specifically designed to support an application for the first stream of rPPP funding, valued at up to \$5 million, to advance strategic infrastructure planning, site investigations, and governance development. Subject to the successful completion of that stage, the IAAC would have been positioned to pursue a second-stage submission of up to \$50 million to support detailed design and precinct delivery. The overall approach reflected a deliberate and evidence-based pathway to secure substantial external funding for infrastructure critical to both local industry and the community.

It is important to recognise that these efforts were both prudent and foundational, reflecting a forward-looking approach to infrastructure planning that has since been validated by regional developments, such as Western Power's \$80 million commitment to grid upgrades. The Shire's engagement through IAAC ensured that local priorities were represented in these broader regional conversations and continues to demonstrate value for the community.

The experience underscores the importance of maintaining a cohesive and well-informed approach between Council, Administration, and external partners when advancing major strategic initiatives. Clear communication and consistent understanding of project intent are essential to ensuring that collective decisions reflect both evidence and the community's long-term interests.

During the IAAC process, differing interpretations of regional funding pathways contributed to a loss of collective focus and ultimately constrained the Shire's ability to advance what had been a promising collaborative framework. In hindsight, the experience reinforces the value of maintaining strategic consistency and independence in negotiations, ensuring that external engagement complements rather than diverts local priorities.

The broader lesson remains that lasting regional progress is best achieved through shared purpose, evidence-based decision-making, and a united commitment to outcomes that directly serve the Shire's residents and stakeholders. This report provides an opportunity to reaffirm those principles and clarify the record for the benefit of the community and future decision-makers.

The renewed surge in regional industry activity, including renewable energy, silica sand, and gas production, again demonstrates the continuing relevance of a collaborative structure such as IAAC. The challenges that the initiative originally sought to address; transport network resilience, workforce accommodation, housing availability, and service capacity, are now more pressing than ever. The IAAC framework, or a collaborative forum akin to IAAC, remains well positioned to be revitalised to support coordinated planning and industry engagement as these regional opportunities mature.

Re-establishing a coordinated structure such as IAAC would ensure that future regional opportunities are leveraged effectively, underpinned by local governance, transparency, and shared benefit. The Shire's proactive engagement and collaborative groundwork from 2021 to 2023 provide a strong foundation to renew this focus and restore the region's strategic voice in future funding and infrastructure discussions.

Consultation:

Nil

Statutory Environment:

Nil

Policy Implications:

Nil

Financial/Resource Implications:

Nil

Strategic Implications:

The IAAC demonstrated that even without incorporation, local leadership can unlock substantial external funding. Linking such approaches with the CASE Committee's governance could strengthen the Shire's ability to deliver projects aligned with water, energy, and infrastructure priorities.

Our Brilliant Future – Strategic Community Plan 2021 – 2031:

- Objective 2 A prosperous and diverse economy.
- Objective 3 Custodianship of our natural and built environment.
- Objective 4 Leading the community with engaged and progressive governance.

Attachments:

Confidential Attachment Booklet – November 2025

CEO 02-11/25 Confidential Attachment 1: IAAC Correspondence & Engagement Register

CEO 02-11/25 Confidential Attachment 2: IAAC Disclosure Register (CSV Format)

CEO 03-11/25 Temporary Employment or Appointment of CEO Policy	
Author:	S Ivers, Chief Executive Officer
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	2.0023
Council Role:	Executive
Voting Requirements:	Absolute Majority

Report Purpose:

To present the proposed Temporary Employment or Appointment of CEO Policy to Council for consideration and adoption, in accordance with section 5.39C of the Local Government Act 1995, which requires each local government to prepare and adopt a policy that outlines the process for employing a person in the position of CEO for a term not exceeding 1 year, or appointing an employee to act in that position for a term not exceeding 1 year.

Officer Recommendation:

RECOMMENDED:
That Council by Absolute Majority, ADOPTS the <i>Temporary Employment or Appointment of CEO Policy</i> as provided in Attachment 1, in accordance with section 5.39C of the Local Government Act 1995.

Background:

Amendments to the Local Government Act 1995 introduced a requirement for local governments to formally adopt a policy outlining how temporary employment or acting arrangements for the Chief Executive Officer position will occur for periods up to 12 months.

This requirement sits alongside the standards for CEO recruitment, performance and termination introduced in February 2021 as part of the wider reforms to local government governance.

The Western Australian Local Government Association (WALGA) has produced a sector-standard template policy to assist local governments in meeting their legislative obligations. The Shire of Irwin has prepared a policy based on this template, modified to reflect the Shire's organisational structure, delegations and administrative processes.

The draft policy sets out the decision-making requirements for temporary employment or appointment of the CEO, identifies the officers who are suitably qualified to perform the role if required, and clarifies the circumstances in which Council approval is necessary.

Officer's Comment:

The *Temporary Employment or Appointment of CEO Policy* provides clear and transparent guidance on the process to be followed should the CEO role become temporarily vacant or require short-term acting arrangements.

Adoption of the policy:

- Ensures compliance with section 5.39C of the Local Government Act 1995.
- Provides organisational certainty in circumstances where the CEO is unexpectedly unavailable or where an acting arrangement is required.
- Clarifies the roles of Council and the Presiding Member in initiating temporary or acting CEO arrangements.
- Aligns the Shire with current sector practice, including the WALGA template used by many local governments.

The draft policy has been reviewed for consistency with the Shire's existing delegations and internal processes and is recommended for adoption without further modification.

Consultation:

WALGA guidance material.

Statutory Environment:

- Local Government Act 1995
 - *Section 5.39C – Policy for temporary employment or appointment of CEO*
 - Requires a local government to adopt a policy setting out the process for appointing or employing a person as CEO for a term not exceeding 1 year.
- Local Government (Administration) Regulations 1996
 - CEO standards framework for recruitment, performance and termination.

Policy Implications:

Adoption of the *Temporary Employment or Appointment of CEO Policy* will add a new policy to the Shire's Governance Framework. It will guide decision-making related to temporary CEO arrangements and ensure consistency with legislative requirements.

Financial/Resource Implications:

There are no direct financial implications arising from adoption of the policy. Temporary or acting CEO arrangements, if triggered, may have cost implications depending on the duration and nature of the appointment, which would be managed within existing budget parameters.

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles

Strategy 4.2.3 Adopt a risk and asset management approach

Attachments:

Attachment Booklet – Date

CEO 03-11/25 Attachment 1: Draft Policy CP49 Temporary Employment or Appointment of CEO

10.6 Committee Reports**11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****12. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN****13. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION****14. MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC****14.1 CEO 04-11/25 Appointment of Acting Chief Executive Officer and CEO Leave**

The matter at CEO03-09/25 is to be considered behind closed doors in accordance with Section 5.23(2)(a) of the *Local Government Act 1995* as it relates to a matter affecting an employee to be discussed at the meeting.

15. CLOSURE