



# Ordinary Council Meeting

***Attachment Booklet  
November 2025***

## **ATTACHMENT BOOKLET – NOVEMBER 2025**

<b>Item</b>	<b>Description</b>
<b>8.1</b>	<b>Ordinary Council Meeting Minutes – 28 October 2025</b>
<b>8.2</b>	<b>Special Council Meeting Minutes – 6 November 2025</b>
<b>8.3</b>	<b>Agenda Forum Notes – 18 November 2025</b>
<b>FIN 01-11/25</b>	<b>Accounts for Payment – October 2025</b>
<b>FIN 02-11/25</b>	<b>Monthly Financial Statements for the Period Ended 30 September 2025</b>
<b>DEV 01-11/25</b>	<b>October 2025 Development Delegated and Authorised Authority Report</b>
<b>CEO 01-11/25</b>	<b>Temporary Employment or Appointment of CEO Policy</b>



# Ordinary Council Meeting

25 November 2025

Item 8.1

Ordinary Council Meeting  
Minutes – 28 October 2025



**SHIRE OF IRWIN**  
DONGARA-PORT DENISON  
A BRILLIANT BLEND

# MINUTES

## ORDINARY COUNCIL MEETING

Tuesday 28 October 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

<b>Advocacy</b>	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<b>Executive</b>	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.
<b>Legislative</b>	Includes adopting local laws and local planning schemes.
<b>Review</b>	When Council reviews decisions made by Officers.
<b>Quasi-judicial</b>	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

### **28 October 2025**

*Prior to the commencement of the Ordinary Council Meeting, Cr Sophie Hansen and Cr Lesley Berecz were sworn in as Shire of Irwin Councillors by Robyn Parsons JP.*

#### **1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Chief Executive Officer declared the meeting open at 6.00pm and welcomed Councillors, Staff and Gallery Members. The Chief Executive Officer is presiding over the Ordinary Council Meeting as the office of Shire President will not be filled until the Special Council Meeting being held 6 November 2025 due to Councillor Elect Scott and Councillor Elect Musulin not being in attendance at the 28 October 2025 Ordinary Meeting of Council.

#### **2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

##### **Members**

Councillor P Summers  
Councillor J Melsom  
Councillor A J Gillam  
Councillor S Hansen  
Councillor L Berecz

##### **Newly Elected Members**

Councillor I Scott (Apology)  
Councillor L Musulin (Apology)

##### **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**

Mrs Robyn Parsons JP

##### **Apologies**

Mr M Antony

Community Emergency Services Manager

##### **Approved Leave of Absence**

Nil

**Gallery**

Mr Barry Wyse                    13 Clarkson Street, Port Denison  
Mr Bruce Baskerville        "Indiaview", Port Denison  
Mr John Rossiter                181 Point Leander Drive, Port Denison

**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

**Question 1:** Gavin Farrell, 24 Retreat Boulevard, Port Denison

*Between 'us' and the River, there is an expanse of Tamarisk trees and thick undergrowth – is the Shire responsible for maintaining and can something be done about it?*

*Response: The area between your property and the Irwin River forms part of the river's foreshore reserve and is classified as native riparian vegetation. While a small number of Tamarix aphylla (Athel Pine) are present, these are not the dominant species, and the broader vegetation is predominantly native. Although Tamarix aphylla is a Declared Pest in Western Australia, the clearing of native vegetation along waterways is not permitted without formal approval under the Environmental Protection Act 1986. This vegetation provides important ecological functions such as erosion control, habitat, and water quality protection. The Shire therefore has no authority to undertake broadscale clearing of this area. However, selective management of isolated Tamarisk trees may be considered in line with the Irwin River Estuary Management Plan and advice from the Department of Water and Environmental Regulation.*

**Question 2:** Bev Brindal, 4 Retreat Boulevard, Port Denison

*What is the mowing regime for all of the Retreat area and could it be upgraded in the winter time to every two weeks?*

*Response: The verge mowing schedule for the Retreat area is programmed on a six-week rotation during the winter months. During summer, this may be extended due to slower grass growth; however, the area is monitored weekly to assess maintenance needs. Retreat Park operates on a separate mowing schedule, typically every two weeks. This frequency is subject to change depending on the availability of staff and the timely completion of other scheduled works. The winter period is the busiest time of year for the Parks and Gardens team, making it challenging to commit to a fortnightly mowing schedule for a single area, given the number of locations that require regular maintenance.*

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

*Mr Rossiter expressed concern that the responses provided to his previous questions did not address the matters to his satisfaction and sought clarification on how Council determines its responses to public questions.*

*Response: The Shire President thanked Mr Rossiter for his question and ongoing participation in Council meetings. All public questions are considered and responded to based on the information available at the time, relevant legislation, Council policies, and operational procedures. While community members may not always agree with the responses provided, Council endeavours to ensure that all answers are factual, respectful, and provided in the spirit of transparency and accountability.*

**Question 4:** John Rossiter, 181 Point Leander Drive, Port Denison

*Why is the playground yellow spinning ball item still not spinning.*

*Response: We can confirm that the bearings in this piece of equipment continually fill with sand during regular use, especially while children are playing on it. This causes the mechanism to seize up over time, which is why it is currently not spinning properly. As part of the planned foreshore redevelopment, this piece of play equipment is scheduled to be*



*replaced. We appreciate your patience and understanding while we work towards these improvements.*

**Question 5:** John Rossiter, 181 Point Leander Drive, Port Denison  
*Who is living in unit No 2 at the 'Village'?*

*Response: Unit 2 at The Village is currently vacant.*

**Question 6:** John Rossiter, 181 Point Leander Drive, Port Denison  
*Are units 1-4 at The Village being removed from the inventory of pensioner units?*

*Response: Units 1–4 at The Village were previously included in the joint venture agreement between the Shire of Irwin and the Department of Communities. These units have recently been released from that agreement. As the land forms part of a Crown-managed reserve, the future use of the units requires careful consideration. A report will be presented to Council in the coming months outlining options for their ongoing management and potential future use, which may include accommodation for aged residents, staff housing, or open market rental.*

**Question 7:** John Rossiter, 181 Point Leander Drive, Port Denison  
*How much was realised from Kennedy Heights Duplex sale?*

*Response: The Statement of Financial Activity for the period ended 30 June 2021 shows that the sale of the Kennedy Heights duplex generated proceeds of \$410,000.*

**Question 8:** Tim Smith, 128 Northshore Drive, Dongara – Received via email  
*After watching the recent 4 Corners program, Lawfare (broadcast on 18/08/2025), there exists the threat of single issue protagonists (ie; sovereign citizens) using low voter turnout at council elections to mobilize a minority takeover of shire councils across Australia. As a measure to improve accountability, generate greater voter interest, and prevent single issue disrupters asserting control of council, will council consider video recording, and/or live-streaming, of monthly meetings & post it on a suitable streaming service for public viewing?*

*Response: Thank you for your question regarding the video recording or live-streaming of Council meetings. In accordance with the Local Government (Administration) Regulations 1996, the Shire makes an audio recording of all Council meetings open to the public, which is published on the Shire's website within ten (10) days of the meeting.*

*While there is currently no legislative requirement for video recording or live-streaming, the Shire considers its existing practices to provide an appropriate level of transparency and public access. Council may consider video recording or live-streaming in the future should legislative requirements or community expectations change.*

**Question 9:** Tim Smith, 128 Northshore Drive, Dongara – Received via email  
*Last Saturday I had the opportunity to volunteer at the Dongara Denison Drive In. There was a small turnout. In order to preserve the iconic drive in cinema will the Council consider its use as a camping ground to enable greater exposure of the facility and improved patronage of the kiosk?*

*Response: Thank you for your suggestion regarding the potential use of the Dongara Denison Drive-In as a camping ground to increase exposure and support kiosk patronage. While Council recognises the importance of preserving and promoting this iconic facility, any change of use would require careful consideration, including the potential impact on existing accommodation providers such as the three caravan parks operating in Dongara Port Denison. The Shire currently provides overflow and overnight RV parking options for visitors, which assists in meeting demand without adversely affecting established businesses. Your suggestion will be noted for future consideration in discussions on the ongoing use and sustainability of the Drive-In facility.*

#### 4. PUBLIC QUESTION TIME

**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: This question was taken on notice.*

**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: This question was taken on notice.*

**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: This question was 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 30 September 2025

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

COUNCIL DECISION		011025
<b>MOVED:</b> Cr Gillam		<b>SECONDED:</b> Cr Summers
That Council confirms the Minutes of the Ordinary Council Meeting held 30 September 2025.		
<b>VOTING DETAILS:</b>		<b>CARRIED:</b> 5/0
For:	Cr Summers, Cr Melsom, Cr Gillam, Cr Hansen, Cr Berecz	
Against:	Nil	

##### 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*.

<b>COUNCIL DECISION</b>		<b>021025</b>
<b>MOVED: Cr Gillam</b>		<b>SECONDED: Cr Melsom</b>
<b>That Council confirms the Notes of the Agenda Forum held 21 October 2025.</b>		
<b>VOTING DETAILS:</b>		<b>CARRIED: 5/0</b>
<b>For:</b>	<b>Cr Summers, Cr Melsom, Cr Gillam, Cr Hansen, Cr Berecz</b>	
<b>Against:</b>	<b>Nil</b>	

## 9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

2 October 2025	CEO attended WALGA Training – Councillor Inductions
8 October 2025	Council Workshop with GHD in relation to the Foreshore Masterplan Project
10 October 2025	CEO and Manager Finance met with Pitcher Partners Auditors
13 October 2025	CEO and Manager Community Services met with the Denison Bowling Club
16 October 2025	CEO met with Vestas Mid West Wind Farms
16 October 2025	CEO attended Councillor thank you dinner
21 October 2025	CEO met with Pilot Energy
20 October 2025	CEO met with LGIS Representatives
22 October 2025	CEO met with NBN Representatives

## 10. REPORTS OF OFFICERS AND COMMITTEES

### 13.1 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.

COUNCIL DECISION031025

MOVED: Cr SummersSECONDED: Cr Gillam

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

VOTING DETAILS:CARRIED: 5/0

For:Cr Summers, Cr Melsom, Cr Gillam, Cr Hansen, Cr Berecz

Against:Nil

#### 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

<b>FIN02 -10/25 Monthly Financial Statements - August 2025</b>	
<b>Author:</b>	<b>P Machaka, Manager Finance</b>
<b>Responsible Officer:</b>	<b>S Ivers, Chief Executive Officer</b>
<b>File Reference:</b>	<b>2.0057</b>
<b>Council Role:</b>	<b>Executive</b>
<b>Voting Requirements:</b>	<b>Simple Majority</b>

**Report Purpose:**

For Council to consider and receive the Monthly Financial Statements for the period 1 July 2025 to 31 August 2025.

<b>COUNCIL DECISION</b>		<b>041025</b>
<b>MOVED: Cr Gillam</b>		<b>SECONDED: Cr Melsom</b>
<p><b>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 1 of the Attachment Booklet – October 2025.</b></p>		
<b>VOTING DETAILS:</b>		<b>CARRIED: 5/0</b>
<b>For:</b>	<b>Cr Summers, Cr Melsom, Cr Gillam, Cr Hansen, Cr Berecz</b>	
<b>Against:</b>	<b>Nil</b>	

**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.



## 13.2 Development Reports

DEV 01-10/25 September 2025 Development Delegated and Authorised Authority Report	
<b>Author:</b>	<b>M Connell, Manager Development</b>
<b>Responsible Officer:</b>	<b>S Ivers, Chief Executive Officer</b>
<b>File Reference:</b>	<b>3.00125</b>
<b>Council Role:</b>	<b>Executive</b>
<b>Voting Requirements:</b>	<b>Simple Majority</b>

### Report Purpose:

For Council to receive the September 2025 Development Delegated and Authorised Authority Report.

### Officer Recommendation:

COUNCIL DECISION		051025
<b>MOVED: Cr Summers</b>		<b>SECONDED: Cr Berecz</b>
That Council by Simple Majority, receives the September 2025 Development Delegated and Authorised Authority Report, as contained in DEV 01-10/25 Attachment 1.		
<b>VOTING DETAILS:</b>		<b>CARRIED: 5/0</b>
<b>For:</b>	Cr Summers, Cr Melsom, Cr Gillam, Cr Hansen, Cr Berecz	
<b>Against:</b>	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 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

UNCONFIRMED

**13.3 Community Services Reports**

Nil

**13.4 Operations Reports**

Nil

**13.5 Office of the CEO Reports**

Nil

**13.6 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**

Nil

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

Nil

**15. CLOSURE**

There being no further business, the Presiding Member closed the meeting at 6.23pm.



# Ordinary Council Meeting

25 November 2025

Item 8.2

Special Council Meeting  
Minutes – 6 November 2025



**MINUTES**

of the

**Special Council Meeting**

held on

**Tuesday 6 November 2025**

at the

**Irwin Recreation Centre**

Ridley Street, Port Denison

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<b>Review</b>	When Council reviews decisions made by Officers.
<b>Quasi-judicial</b>	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).

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### 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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UNCONFIRMED

# SPECIAL COUNCIL MEETING

held on

**Thursday 6 November 2025**

## **MINUTES**

### **1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

In accordance with the provisions of the Local Government Act 1995, the Chief Executive Officer (CEO) welcomed Councillors, Staff and community members in the Gallery, and declared the meeting open at 5.00pm.

Councillors were then asked to note that, following consultation with the Governance team at WALGA, minor changes have been made to the Officer Recommendations in Item CEO 01-11/25 Council Delegates to Committees and Groups. These changes appeared in the Agenda and on the screen in red.

### **2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

#### **Members**

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

Mr Ian West JP

#### **Apologies**

Councillor J Melsom

#### **Approved Leave of Absence**

Nil

#### **Gallery**

Mr Ian Maluish  
Mr Bruce Baskerville  
Mr Barry Wyse

5 Abbot Terrace, Port Denison  
"Indiaview", Port Denison  
13 Clarkson Street, Port Denison



*Prior to the election of the Shire President, Mr Ian West JP, being an authorised person under the Local Government Act 1995, witnessed the declarations of the following newly elected Councillors.*

*Cr Isabelle SCOTT  
Cr Luke MUSULIN*

*Both Councillors made the “Declaration by an Elected Member of Council” before acting as a Councillor for the Shire of Irwin in accordance with the provisions of the Local Government Act 1995.*

### **3. ELECTION OF SHIRE PRESIDENT**

The CEO advised he had received two (2) written nominations prior to the meeting for the office of Shire President as follows:

1. Cr Jeff Melsom nominated Cr Isabelle Scott with Cr Scott indicating her consent to the nomination.
2. Cr Lesley Berecz nominated Cr Andrew Gillam however Cr Gillam indicated that he did not consent to the nomination.

The nomination period was then declared closed by the CEO.

With only one (1) consenting nomination received, Cr Scott was declared elected unopposed to the office of Shire President for the Shire of Irwin for the ensuing two (2) years.

Cr Scott then made her declaration as Shire President, before Mr Ian West JP, being an authorised person under the Local Government Act 1995. Cr Scott then assumed the chair.

### **4. ELECTION OF DEPUTY PRESIDENT**

The CEO advised he had received one (1) written nominations prior to the meeting for the office of Deputy Shire President as follows:

1. Cr Jeff Melsom nominated Cr Andrew Gillam with Cr Gillam indicating his consent to the nomination.

It was noted that Cr Lesley Berecz nominated Cr Jeff Melsom however Cr Melsom was an apology for the meeting and could not consent to the nomination.

The nomination period was then declared closed by the CEO.

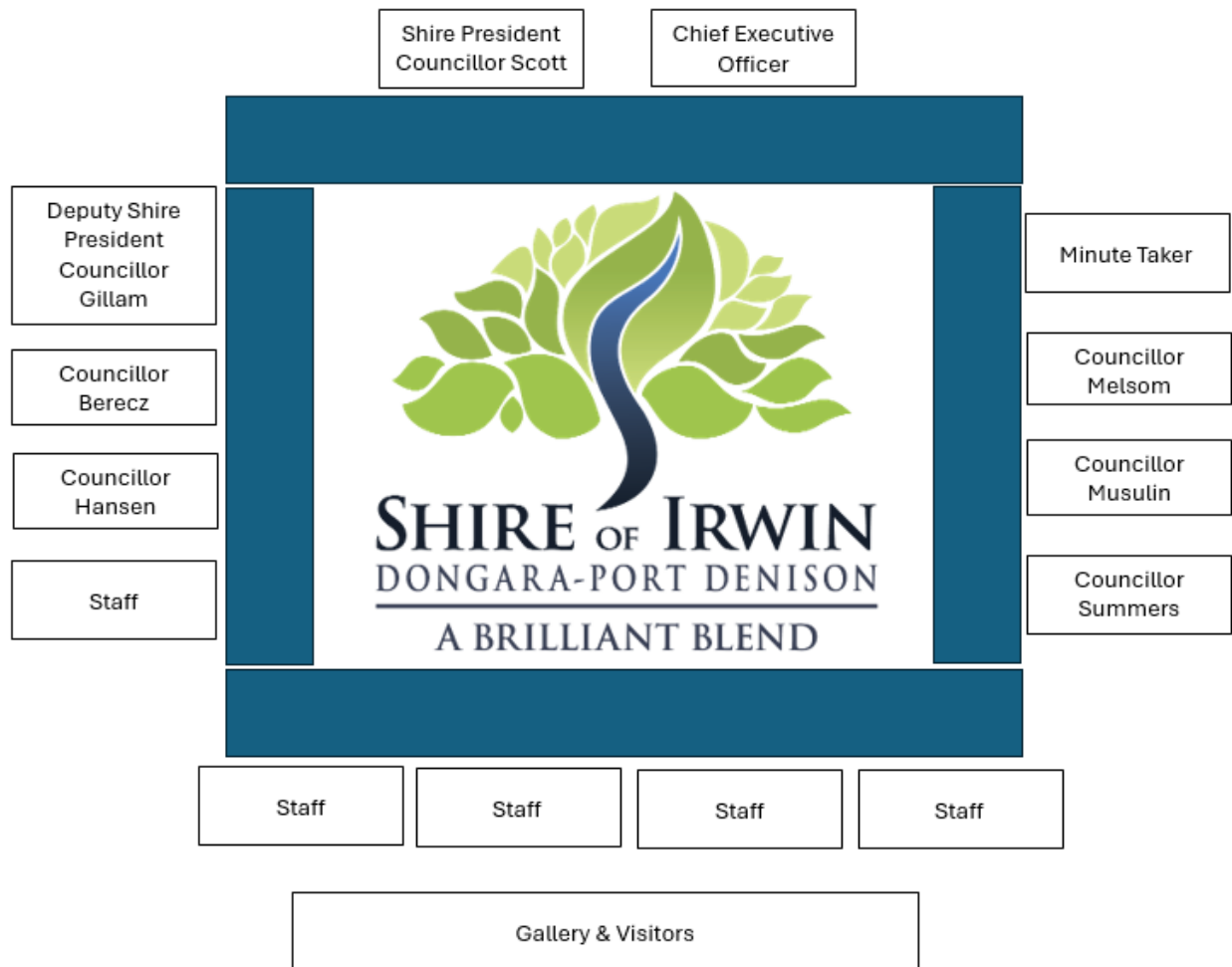
With only one (1) consenting nomination received, Cr Gillam was declared elected unopposed to the office of Deputy Shire President for the Shire of Irwin for the ensuing two (2) years.

Cr Gillam then made his declaration as Deputy Shire President, before Mr Ian West JP, being an authorised person under the Local Government Act 1995.

### **5. COUNCILLOR SEATING ALLOCATION**

The Councillor seating allocation was allocated by random draw.

Seat 1: Cr Berecz  
Seat 2: Cr Melsom  
Seat 3: Cr Hansen  
Seat 4: Cr Musulin  
Seat 5: Cr Summers



## 6. OFFICE OF THE CEO REPORT

CEO 01-11/25 Council Delegates to Committees and Groups	
Author:	S Mearns, Executive Assistant
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	3.0230
Council Role:	Executive
Voting Requirements:	Absolute/Simple Majority

### Report Purpose:

To seek Council approval for appointing Councillor delegates to Committees of Council and external committees, and Councillor representatives to external groups for a two (2) year term.

COUNCIL DECISION		011125
MOVED: Cr Gillam		SECONDED: Cr Musulin
That Council suspends Clause 10.2 of the <i>Shire of Irwin Meeting Procedures Local Law 2016</i> at 5.24pm to allow Councillors to discuss and nominate Council Delegates to Committees and Groups.		
VOTING DETAILS:		CARRIED: 6/0
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin	
Against:	Nil	

COUNCIL DECISION		021125
MOVED: Cr Gillam		SECONDED: Cr Musulin
That Council reconvenes under Clause 10.2 of the <i>Shire of Irwin Meeting Procedures Local Law 2016</i> at 5.34pm.		
VOTING DETAILS:		CARRIED: 6/0
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin	
Against:	Nil	

### Officer Recommendations:

COUNCIL DECISION		031125
MOVED: Cr Gillam		SECONDED: Cr Summers
<u>Part A – Audit Committee Delegates</u>		
That Council, by Absolute Majority, appoints the following Councillors as Committee delegates for a two (2) year term to the <u>Audit Committee</u> :		
<ul style="list-style-type: none"> <li>Voting Members <ul style="list-style-type: none"> <li>Cr Gillam</li> <li>Cr Summers</li> <li>Cr Scott</li> </ul> </li> </ul>		

<b>VOTING DETAILS:</b>		<b>CARRIED: 6/0</b>
<b>For:</b>	<b>Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin</b>	
<b>Against:</b>	<b>Nil</b>	

COUNCIL DECISION		041125
MOVED: Cr Gillam		SECONDED: Cr Summers
<u>Part B – Audit Committee Presiding Member</u>		
That Council, by Absolute Majority, appoints:		
<ul style="list-style-type: none"><li>• Cr Gillam as the Presiding Member; and</li><li>• Cr Summers as the Deputy Presiding Member</li></ul>		
of the Shire of Irwin Audit Committee.		
VOTING DETAILS:		CARRIED: 6/0
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin	
Against:	Nil	

COUNCIL DECISION		051125
MOVED: Cr Berecz		SECONDED: Cr Summers
Part C – CASE Committee Delegates		
That Council, by Absolute Majority, appoints the following Councillors as Committee delegates for a two (2) year term to the <u>Community Assistance Scheme &amp; Events Committee (CASE)</u> :		
<ul style="list-style-type: none"><li>Voting Members</li></ul>		
Cr Berecz		
Cr Musulin		
VOTING DETAILS:		CARRIED: 6/0
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin	
Against:	Nil	

<b>COUNCIL DECISION</b>		<b>061125</b>
<b>MOVED: Cr Musulin</b>		<b>SECONDED: Cr Summers</b>
<b><u>Part D – CASE Committee Presiding Member</u></b>		
<b>That Council, by Absolute Majority, appoints:</b>		
<ul style="list-style-type: none"><li>• Cr Berecz as the Presiding Member of the Shire of Irwin Community Assistance Scheme &amp; Events Committee.</li></ul>		
<b>VOTING DETAILS:</b>		<b>CARRIED: 6/0</b>

<b>For:</b>	<b>Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin</b>
<b>Against:</b>	<b>Nil</b>

<b>COUNCIL DECISION</b>		<b>071125</b>
<b>MOVED: Cr Hansen</b>		<b>SECONDED: Cr Gillam</b>
<b><u>Part E – LEMC Delegates</u></b>		
<b>That Council, by Simple Majority, appoints the following Councillors as the Shire of Irwin as Shire representatives for a two (2) year term to the <u>Local Emergency Management Committee (LEMC)</u>:</b>		
<ul style="list-style-type: none"><li>• Voting Members</li></ul>		
Cr Scott - Shire President Cr Summers as proxy		
<b>VOTING DETAILS:</b>		<b>CARRIED: 6/0</b>
<b>For:</b>	<b>Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin</b>	
<b>Against:</b>	<b>Nil</b>	

<b>COUNCIL DECISION</b>		<b>081125</b>
<b>MOVED: Cr Berecz</b>		<b>SECONDED: Cr Musulin</b>
<b><u>Part F– NCZ Delegates</u></b>		
<b>That Council, by Simple Majority, confirms the following Councillors as Shire of Irwin representatives for a two (2) year term to the Northern Country Zone of the WA Local Government Association (NCZ):</b>		
<ul style="list-style-type: none"><li>• Voting Members</li></ul>		
Cr Scott - Shire President Cr Gillam - Deputy Shire President as proxy		
<b>VOTING DETAILS:</b>		<b>CARRIED: 6/0</b>
<b>For:</b>	<b>Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin</b>	
<b>Against:</b>	<b>Nil</b>	

<b>COUNCIL DECISION</b>		<b>091125</b>
<b>MOVED: Cr Gillam</b>		<b>SECONDED: Cr Summers</b>
<b><u>Part G – DAP Representatives</u></b>		
<b>That Council, by Simple Majority, appoints the following Councillors as Shire of Irwin representatives for a two (2) year term to the Development Assessment Panel (DAP):</b>		
<ul style="list-style-type: none"><li>• Voting Members</li></ul>		
Cr Berecz		

Cr Gillam  
Cr Melsom as proxy

**VOTING DETAILS:****CARRIED: 6/0**

**For:** Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin

**Against:** Nil

**COUNCIL DECISION****101125****MOVED: Cr Summers****SECONDED: Cr Hansen****Part H – Midwest RRG**

**That Council, by Simple Majority, appoints the following Councillor as a Shire of Irwin representative for a two (2) year term to the Midwest Regional Road Group:**

- Voting Members

Cr Gillam

**VOTING DETAILS:****CARRIED: 6/0**

**For:** Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin

**Against:** Nil

**Background:**

Following each Local Government election, the positions for both internal and external committees within the Shire of Irwin are spilled. This process allows for fresh perspectives, new ideas, and ensures that committee representation reflects the current priorities and direction of the Council.

Each committee has a responsible officer who will facilitate any appropriate administrative tasks, including additional community representatives to be formerly appointed under section 5.10 of the *Local Government Act 1995* until the full delegations list is considered again. Any matters relating to a committee without a designated responsible officer should be referred to the Development & Executive Officer if the Chief Executive Officer is the appointed delegate.

Below is an overview of the functions performed by the Shire of Irwin's internal and external committees/groups:

**Audit Committee**

The Shire of Irwin Audit Committee which was formed under S.5.8 of the *Local Government Act 1995*, plays a key role in assisting the Shire of Irwin to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions. Full membership information is contained within the Terms of Reference for this Committee.

**Community Assistance Scheme and Events (CASE)**

The Shire of Irwin Community Assistance Scheme which was formed under S.5.8 of the *Local Government Act 1995*, aims to provide assistance to not-for-profit community based organisations, event organisers and individuals to support the promotion and development of social, economic, recreational, art and cultural projects that make a positive contribution to the quality of life within the Shire of Irwin.

The Community Assistance Scheme provides the framework for the Shire of Irwin to administer community sponsorship. This framework will ensure a consistent approach to all applicants who apply for assistance.

Comprehensive information, including the makeup of the Committee's membership, is set out in its Terms of Reference.

#### Local Emergency Management Committee

Under section 38 of the *Emergency Management Act 2005*, the Shire of Irwin has established a Local Emergency Management Committee (LEMC) to oversee and coordinate emergency management activities within the Shire. The Shire of Irwin LEMC brings together representatives from key local organisations, emergency services, and government agencies to plan for, prepare for, respond to, and recover from emergencies affecting the community.

The Committee is managed and chaired by the Shire of Irwin and works collaboratively to ensure effective local emergency management arrangements are in place. Details of the membership composition are outlined in the Committee's Terms of Reference.

#### **External Groups/Panels Requiring Shire of Irwin Councillor Membership**

##### Northern Country Zone (NCZ) of the WA Local Government Association (WALGA)

The Northern Country Zone (NCZ) of the WA Local Government Association (WALGA) represents local governments in the Mid West/Gascoyne region, acting as a political and strategic link between them and the state WALGA body. Its main functions include advocating for regional issues, developing policy initiatives for local government, electing State Councillors, and sharing information and networking opportunities for its member councils.

The governance structure of WALGA is designed to ensure it is representative of all 139 Member Local Governments.

Zones are autonomous groupings of geographically aligned Local Governments. The key functions of Zones are to elect one or more representative to State Council, consider the State Council Agenda and provide direction and feedback to State Council. Zones can also act independently in considering and advocating on regional issues.

State Council is the decision-making, representative body of WALGA, responsible for sector-wide policy making and strategic planning.

The relationship between State Council and Zones is critical as it underpins WALGA's advocacy on behalf of Local Government at the State and Federal Government levels. Zones have an integral role in shaping the political and strategic direction of WALGA.

Delegates are appointed to represent their Local Government on the Zone and make decisions at a regional level. Individual Zones determine how many Delegates represent each member Local Government and are responsible for electing a Zone Chair and Deputy Chair.

When a Delegate is appointed to a Zone, they become eligible to nominate for State Council. As this is an election year, November Zone meetings will hold elections for State Council representatives and Zone Chair.

The time commitment for a Zone Delegate varies from Zone to Zone. Zones meet five times per year (in February, April, June, August and November). Meetings run for approximately 90 minutes. Agendas are distributed a week before Zone meetings.

There are ten Local Governments in the Northern Country Zone (NCZ).

The NCZ currently meet on the fourth Monday of the month (in February, April, June, August and November) at 10:00am. Hosting of NCZ meetings have recently rotated between each member Local Government to provide an opportunity to showcase their area.

Each member Local Government on the NCZ is entitled to appoint two voting Delegates and as many Deputy Delegates as they see fit. It is recommended that the Chief Executive Officer be appointed as an additional Deputy Delegate where it may be beneficial, to ensure that representation from each member Local Government can always be achieved at Zone meetings.

The next meeting of the Northern Country Zone is on Monday, 24 November at 10:00am hosted by the Shire of Three Springs.

#### Development Assessment Panel

A Development Assessment Panel (DAP) is an independent decision-making body that determines certain development applications in place of the original decision maker, such as the local government and/or the Western Australian Planning Commission (WAPC).

DAPs were created by the WAPC to enhance planning expertise in decision-making by improving the balance between technical advice and local knowledge for larger-scale developments. DAPs consist of three specialist members and two local government Councillors (plus two proxies) by Ministerial appointment.

When a DAP covers more than one municipality, it is referred to as a Joint Development Assessment Panel (JDAP). DAP regulations state that mandatory DAP applications cannot be determined by the local government or the Western Australian Planning Commission (WAPC).

#### Midwest Regional Road Group

The Western Australian Midwest Regional Road Group (RRG) works to manage and prioritize the allocation of state road funding for local government roads in the region, ensuring the road network is maintained and improved to meet the needs of the community. As a member of the RRG, the Shire of Irwin's representative(s) play an active role in making recommendations to the State Road Funds to Local Government Advisory Committee (SAC) regarding the annual roads program.

The RRG also assists in the distribution of funds and provides input on local road funding priorities. The group is made up of elected representatives from the local governments across the region, with the Shire of Irwin contributing to regional road planning and decision-making.

#### **Officer's Comment:**

Councillors have been provided an opportunity to consider these appointments and have been asked to forward any expressions of interest prior to the meeting.

The designated responsible officers have been named to clarify the current representation, however, Councillor appointments have been left blank for Council to consider at this meeting.

In regard to the Local Emergency Management Committee, it is preferable that one of the delegates is the Shire President, however this is not essential.

Reforms proclaimed late last year require Local Governments to appoint Committee Presiding Members and Deputy Presiding Members by absolute majority Council decision. This applies to all current Committees established under section 5.8 of the *Local Government Act 1995* (LG Act), including Audit Committees.

The amended section 5.12 and 5.13 provisions mean that any new Committees, and Committees that are re-established following the 2025 Local Government Election, will no longer elect their Presiding Member / Deputy Presiding Member. Instead, the Council is required to appoint, by absolute majority, the Presiding Member / Deputy Presiding Member for each committee, which may occur at the time Council appoints the Committee Membership.



Additional reforms announced also include the requirement that local governments in Western Australia are now required to rename their existing Audit Committee to Audit, Risk and Improvement Committees (ARICs). This change reflects a broader focus on not only financial audits but also on overseeing risk management, internal controls, and continuous improvement processes with the local government. The officer recommendation for Council to note this change appears above while the necessary changes to the Committee's Terms of Reference will be discussed by Shire Officers and Committee Members prior to them being endorsed by Council at an upcoming Ordinary Council Meeting.

**Consultation:**

All Councillors were invited to submit an expression of interest via email prior to the meeting.

**Statutory Environment:**

*Local Government Act 1995*

- Section 5.9
- Section 5.10
- Section 5.11

**Policy Implications:**

Nil

**Financial/Resource Implications:**

Nil

**Strategic Implications:**

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 4.1.2 Utilise contemporary communication strategies and tools to enhance public participation

Strategy 4.1.3 Maintain effective working relationships with relevant stakeholders

**Attachments:**

Nil

**7. CLOSURE**

There being no further business, the Shire President closed the meeting at 5.45pm.



# Ordinary Council Meeting

25 November 2025

Item 8.3  
Agenda Forum Notes  
18 November 2025



**SHIRE OF IRWIN**  
DONGARA-PORT DENISON  
A BRILLIANT BLEND

# **AGENDA FORUM NOTES**

Tuesday 18 November 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

<b>Advocacy</b>	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<b>Executive</b>	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.
<b>Legislative</b>	Includes adopting local laws and local planning schemes.
<b>Review</b>	When Council reviews decisions made by Officers.
<b>Quasi-judicial</b>	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.

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## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

In accordance with the provision of the *Local Government Act 1995*, the Presiding Member declared the meeting open at 5.00pm.

## 2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

### Members

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

### Staff

Mr S D Ivers	Chief Executive Officer
Mr M Connell	Manager Development
Ms F Boksmati	Manager Community Services
Miss P Machaka	Manager Finance
Ms S Mearns	Executive Assistant

### Guests

Nil

### Apologies

Councillor J Melsom	
Mr M Antony	Community Emergency Services Manager
Mr M Jones	Manager Operations

### Approved Leave of Absence

Nil

### Gallery

Mr Barry George	197 Pettit Road, Dongara
Mr Ian Maluish	5 Abbot Terrace, Port Denison
Mr Bruce Baskerville	Chair, Irwin Districts Historical Society

*The Shire President advised that items 3, 5, 6, 8 and 9 will be dealt with at the 25 November 2025 Ordinary Council Meeting.*

## 4. PUBLIC QUESTION TIME

### Deputation:

Mr Barry George of 197 Pettit Road, Dongara, requested that the Shire consider reverting the name of Pettit Road to its original and historically significant name, Pettit Lane, noting its longstanding community use and the unanimous support of all current residents. He also sought advice on the formal steps required to progress this proposed name change through the appropriate naming authorities.

### Deputation:

Mr Bruce Baskerville, Chair of the Irwin Districts Historical Society, requested that Council consider the written background briefing being prepared by the Society—at the invitation of the Shire President—when deliberating on Agenda Item 10.2 – DEV 02-11/25 Proposed Road Name Change (Pettit Road), to ensure that the social, cultural and historical context is properly taken into account.

**Question 1:** Ian Maluish, 5 Abbot Terrace, Port Denison

*Could the Shire resume including the “reason for payment” in the Accounts for Payment statement, as was previously the practice.*

*Response: The Shire will consider the request.*

**Question 2:** Ian Maluish, 5 Abbot Terrace, Port Denison

*Why several neighbouring blocks, including those adjacent to and behind his property, had not been mowed in accordance with the Shire’s Fire Break requirements due 1 November 2025, and asked what the Shire’s policy is and when compliance will occur, given the fire risk to his property.*

*Response: Question to be taken on notice*

**Question 3:** Ian Maluish, 5 Abbot Terrace, Port Denison

*Who is responsible for the eradication of Box Thorn (declared noxious weed) on urban blocks as there are several infestations nearby?*

*Response: The Shire President advised that, should the boxthorn weed be located on private property, its eradication is the responsibility of the landowner. The Shire President further stated that, in the absence of the responsible Manager, further information will be provided.*

## 7. PETITIONS AND DEPUTATIONS

The Presiding Member determined that the deputations be recorded under Item 4 – Public Question Time.

## 10. REPORTS OF OFFICERS AND COMMITTEES

<b>10.1</b>	<b>FINANCE REPORTS</b>
<b>FIN 01-11/25</b>	<b>Accounts for Payment – October 2025</b>
<b>Report Purpose</b>	For Council to receive the list of accounts paid under delegated authority during October 2025.
<b>Questions</b>	Nil
<b>FIN 02-11/25</b>	<b>Monthly Financial Statements – September 2025</b>
<b>Report Purpose</b>	For Council to consider and receive the Monthly Financial Statements for the period 1 July 2024 to 30 September 2025.
<b>Questions</b>	Nil
<b>10.2</b>	<b>DEVELOPMENT REPORTS</b>
<b>DEV 01-11/25</b>	<b>October 2025 Development Delegated and Authorised Authority Report</b>
<b>Report Purpose</b>	For Council to receive the October 2025 Development Delegated and Authorised Authority Report.
<b>Questions</b>	Nil

<b>DEV 02-11/25</b>	<b>Proposed Road Name Change, Pettit Road</b>
<b>Report Purpose</b>	For Council to consider a request to change the road name Pettit Road to Pettit Lane.
<b>Discussion</b>	Council will take into consideration deputations made by Mr Bruce Baskerville and Mr Barry George during Public Question Time in conjunction with a briefing note to be provided by Mr Baskerville on behalf of the Irwin Districts Historical Society.
<b>10.3</b>	<b>COMMUNITY SERVICES REPORTS</b>
	Nil
<b>10.4</b>	<b>OPERATIONS REPORTS</b>
	Nil
<b>10.5</b>	<b>OFFICE OF THE CEO REPORTS</b>
<b>CEO 01-11/25</b>	<b>Agenda Forum and Council Meeting Dates 2026</b>
<b>Report Purpose</b>	For Council to consider and set the Agenda Forum and Ordinary Council Meeting dates for 2026.
<b>Discussion</b>	Council discussed amending the start time of Ordinary Council Meetings to 5.00pm to match the start time of the Agenda Forums. This amendment has been included in the Officers Recommendation for Council consideration.
<b>CEO 02-11/25</b>	<b>Irwin Arrowsmith Advisory Council (IAAC) Disclosure Report</b>
<b>Report Purpose</b>	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.
<b>Discussion</b>	Cr Gillam noted that it would be helpful to hold a workshop in 2026 to familiarise new Councillors with the history and functions of the IAAC.
<b>10.6</b>	<b>COMMITTEE REPORTS</b>
	Nil

*The Shire President advised that items 11, 12, 13 and 14 will be dealt with at the 25 November 2025 Ordinary Council Meeting.*

## **15. CLOSURE**

There being no further business, the Presiding Member closed the Agenda Forum at 5.45pm.





# Ordinary Council Meeting

25 November 2025

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

# Shire of Irwin

*List of Accounts paid October 2025 for presentation to the  
Council Meeting 25 November 2025*

MUNICIPAL/(TRUST) PAYMENTS			
EFT/CHQ #	DATE	PAYEE	PAYMENTS
EFT34106	10/10/2025	CR GILLAM	-1,922.00
EFT34107	10/10/2025	AMBER J ROBINSON	-1,598.08
EFT34108	10/10/2025	CR WYSE	-1,922.00
EFT34109	10/10/2025	DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY	-2,206.24
EFT34110	10/10/2025	CJDJ COMMUNICATIONS	-50,658.33
EFT34111	10/10/2025	CARL SCUDDER	-14,348.50
EFT34112	10/10/2025	DATA#3 LIMITED	-10,780.35
EFT34113	10/10/2025	CR TUNBRIDGE	-1,922.00
EFT34114	10/10/2025	GOVERNMENT FRAMEWORKS.COM INC	-6,063.75
EFT34115	10/10/2025	GHD PTY LTD	-23,017.91
EFT34116	10/10/2025	G ECCLES	-1,000.00
EFT34117	10/10/2025	CANCELLED	0.00
EFT34118	10/10/2025	CR SCOTT	-1,922.00
EFT34119	10/10/2025	CR MELSOM	-1,922.00
EFT34120	10/10/2025	CR LEONARD	-2,500.00
EFT34121	10/10/2025	LG PEOPLE & CULTURE	-4,000.00
EFT34122	10/10/2025	NODE 1 PTY LTD	-49.00
EFT34123	10/10/2025	MAURICE BATTILANA	-4,425.00
EFT34124	10/10/2025	SHIRE OF IRWIN	-77,050.55
EFT34125	10/10/2025	CR SUMMERS	-1,922.00
EFT34126	10/10/2025	THE WALT DISNEY COMPANY (AUSTRALIA) PTY LTD	-659.49
EFT34127	10/10/2025	ZETTAGRID PTY LTD	-4,618.73
EFT34128	16/10/2025	HARDWIRED ENTERTAINMENT PTY LTD	-35,640.00
EFT34129	22/10/2025	AUSTRALIAN TAXATION OFFICE - BAS	-75,386.00
EFT34130	23/10/2025	AMPAC DEBT RECOVERY (WA) PTY LTD	-836.10
EFT34131	23/10/2025	ATC WORK SMART	-765.27
EFT34132	23/10/2025	ATOM	-325.27
EFT34133	23/10/2025	AVON WASTE	-58,724.91
EFT34134	23/10/2025	BABA MARDIA ROAD SERVICES	-4,654.65
EFT34135	23/10/2025	BATTERYMART	-363.00
EFT34136	23/10/2025	BLACKWOODS	-186.65
EFT34137	23/10/2025	BOC LIMITED	-228.44
EFT34138	23/10/2025	BRAND MECHANICAL SERVICES	-79,200.00
EFT34139	23/10/2025	BURSON AUTOMOTIVE PTY LTD	-2,478.77
EFT34140	23/10/2025	CARL SCUDDER	-1,750.00
EFT34141	23/10/2025	CLEANPAK TOTAL SOLUTIONS	-2,959.55
EFT34142	23/10/2025	VEOLIA ENVIRONMENTAL SERVICES (AUSTRALIA) PTY LTD	-1,469.60
EFT34143	23/10/2025	CORSIGN WA	-1,265.00
EFT34144	23/10/2025	DATA#3 LIMITED	-43,779.84
EFT34145	23/10/2025	DONGARA FREIGHT	-422.40
EFT34146	23/10/2025	DONGARA BOBCAT & CONTRACTING SERVICES	-1,782.00
EFT34147	23/10/2025	DONGARA BODY BUILDERS	-1,314.50
EFT34148	23/10/2025	DONGARA BUILDING & TRADE SUPPLIES	-615.31
EFT34149	23/10/2025	DONGARA DRILLING & ELECTRICAL	-2,183.85
EFT34150	23/10/2025	TYREPOWER DONGARA	-4,223.95
EFT34151	23/10/2025	DONGARA LOCAL RAG	-1,040.00
EFT34152	23/10/2025	DONGARA DISTRICT HIGH SCHOOL P & C	-800.00
EFT34153	23/10/2025	DONGARA TREE SERVICES	-1,364.00
EFT34154	23/10/2025	FIRST HEALTH SERVICES	-14,162.50
EFT34155	23/10/2025	FIVE GUMS FAMILY MEDICAL PRACTICE	-8,735.17
EFT34156	23/10/2025	GERALDTON MOWER & REPAIR	-342.00
EFT34157	23/10/2025	ALL DECOR	-110.00
EFT34158	23/10/2025	CITY OF GREATER GERALDTON	-23,238.78
EFT34159	23/10/2025	REFUEL AUSTRALIA	-14,870.17
EFT34160	23/10/2025	GHD PTY LTD	-89,184.45
EFT34161	23/10/2025	GREENFIELD TECHNICAL SERVICES	-21,017.70
EFT34162	23/10/2025	DONGARA HORSERIDING CLUB	-400.00
EFT34163	23/10/2025	INTEGRATED EVENT DELIVERY MANAGEMENT PTY LTD	-14,000.00
EFT34164	23/10/2025	STATE LIBRARY OF WESTERN AUSTRALIA	-99.00
EFT34165	23/10/2025	DONGARA DENISON LIONS CLUB INC	-200.00
EFT34166	23/10/2025	LOCK, STOCK & FARRELL	-1,617.85

# Shire of Irwin

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Council Meeting 25 November 2025*

MUNICIPAL/(TRUST) PAYMENTS			
EFT/CHQ #	DATE	PAYEE	PAYMENTS
EFT34167	23/10/2025	MACS AUSTRALIA GROUP PTY LTD	-1,298.53
EFT34168	23/10/2025	MAXIPARTS OPERATIONS PTY LTD	-9,799.15
EFT34169	23/10/2025	MIDWEST BOUNCE AND FUN	-2,073.00
EFT34170	23/10/2025	MCDONALD WHOLESALERS	-375.05
EFT34171	23/10/2025	MCLEODS BARRISTERS & SOLICITORS	-1,722.60
EFT34172	23/10/2025	MEX MAINTENANCE SOFTWARE	-2,530.00
EFT34173	23/10/2025	MIDWEST POWER SOLUTIONS	-3,872.00
EFT34174	23/10/2025	MIDWEST SWEEPING CONTRACTORS & VAC WEST INDUSTRIAL	-2,310.00
EFT34175	23/10/2025	MIDWEST SOLAR AND WATER	-1,147.85
EFT34176	23/10/2025	NAJA BUSINESS CONSULTING SERVICES	-3,795.00
EFT34177	23/10/2025	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	-1,606.20
EFT34178	23/10/2025	ORACLE CORPORATION AUSTRALIA PTY LIMITED	-4,546.61
EFT34179	23/10/2025	OTR TYRES	-1,529.00
EFT34180	23/10/2025	PIRTEK GERALDTON	-768.71
EFT34181	23/10/2025	PROTECT SECURITY GERALDTON	-968.00
EFT34182	23/10/2025	PURELY FILTRATION	-413.05
EFT34183	23/10/2025	RIP-IT SECURITY SHREDDING	-141.00
EFT34184	23/10/2025	MP ROGERS & ASSOCIATES PTY LTD	-2,809.29
EFT34185	23/10/2025	E & MJ ROSHER PTY LTD	-362.85
EFT34186	23/10/2025	RSEA PTY LTD	-10,463.40
EFT34187	23/10/2025	SUBTERRANEAN SERVICE LOCATIONS WA	-2,640.00
EFT34188	23/10/2025	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	-2,062.50
EFT34189	23/10/2025	SUN CITY PRINT AND DESIGN	-266.00
EFT34190	23/10/2025	DONGARA IGA	-638.33
EFT34191	23/10/2025	SUPERPOP PTY LTD	-298.50
EFT34192	23/10/2025	DONGARA TENNIS CLUB	-200.00
EFT34193	23/10/2025	TEAM GLOBAL EXPRESS PTY LTD	-298.44
EFT34194	23/10/2025	TELCO ANTENNAS PTY LTD	-4,860.44
EFT34195	23/10/2025	UNITED HEAVY INDUSTRIES PTY LTD	-353.99
EFT34196	23/10/2025	UNIVERSAL PICTURES INTERNATIONAL	-750.00
EFT34197	23/10/2025	VANGUARD PRINT	-608.01
EFT34198	23/10/2025	VIRTUAL GRAFFITI AUSTRALIA PTY LTD	-1,858.00
EFT34199	23/10/2025	PUBLIC TRANSPORT AUTHORITY OF WA	-789.63
EFT34200	23/10/2025	AFGRI EQUIPMENT PTY LTD	-70.50
EFT34201	23/10/2025	THE WALT DISNEY COMPANY (AUSTRALIA) PTY LTD	-302.50
EFT34202	23/10/2025	WA LOCAL GOVERNMENT ASSOCIATION - WALGA	-770.00
EFT34203	23/10/2025	SYNERGY	-2,407.76
EFT34204	23/10/2025	WESTRAC EQUIPMENT	-2,176.89
EFT34205	23/10/2025	WA NEWSPAPERS LTD	-1,699.50
EFT34206	23/10/2025	WURTH AUSTRALIA PTY LTD	-3,534.38
EFT34207	23/10/2025	WINC AUSTRALIA PTY LTD	-477.76
EFT34208	24/10/2025	D & K KENNEDY	-2,405.90
EFT34209	24/10/2025	J WARD	-83.97
EFT34210	24/10/2025	C BODIMEAD & J BURBAGE	-820.61
EFT34211	24/10/2025	J HAYNES	-604.00
EFT34212	24/10/2025	K & M MINCHIN	-714.49
EFT34213	24/10/2025	R PATTEN	-603.08
32253	27/10/2025	WATER CORPORATION	-27,447.05
DD23722.1	03/10/2025	TELSTRA AUSTRALIA	-111.82
DD23726.1	13/10/2025	TELSTRA AUSTRALIA	-580.39
DD23738.1	27/10/2025	TELSTRA AUSTRALIA	-90.00
DD23742.1	31/10/2025	TELSTRA AUSTRALIA	-2,304.67
DD23718.1	01/10/2025	WA TREASURY CORPORATION	-70,443.41
DD23724.1	07/10/2025	WA TREASURY CORPORATION	-20,727.35
DD23729.1	15/10/2025	WA TREASURY CORPORATION	-27,189.11
DD23730.1	15/10/2025	WA TREASURY CORPORATION	-19,152.64
CR 061025	06/10/2025	NAB BUSINESS VISA	-14,725.37
DD23736.1	16/10/2025	N-ABLE PTY LTD	-2,336.56
DD23720.1	03/10/2025	AUSTRALIAN PHONE COMPANY PTY LTD	-225.23
DD23732.1	15/10/2025	TELAIR PTY LTD	-1,394.01
DD23734.1	15/10/2025	TELAIR PTY LTD	-1,120.90

# Shire of Irwin

*List of Accounts paid October 2025 for presentation to the  
Council Meeting 25 November 2025*

MUNICIPAL/(TRUST) PAYMENTS			
EFT/CHQ #	DATE	PAYEE	PAYMENTS
DD23740.1	30/10/2025	CLEARMATCH ORIGINATE PTY LTD	-47,893.29
DD23691.1	03/10/2025	AUSTRALIAN SUPER	-2,594.71
DD23691.2	03/10/2025	AWARE SUPER PTY LTD	-20,745.71
DD23691.3	03/10/2025	CBUS SUPER	-270.58
DD23691.4	03/10/2025	COLONIAL FIRST STATE FIRST CHOICE SUPER	-869.62
DD23691.5	03/10/2025	HOSTPLUS	-1,948.08
DD23691.6	03/10/2025	HUB 24 SUPER FUND	-631.97
DD23691.7	03/10/2025	REST SUPERANNUATION	-274.24
DD23691.8	03/10/2025	AMP CORPORATE SUPER - SIGNATURE SUPER	-654.10
DD23701.1	17/10/2025	AUSTRALIAN SUPER	-3,002.98
DD23701.2	17/10/2025	AWARE SUPER PTY LTD	-22,274.82
DD23701.3	17/10/2025	CBUS SUPER	-310.13
DD23701.4	17/10/2025	COLONIAL FIRST STATE FIRST CHOICE SUPER	-517.30
DD23701.5	17/10/2025	HOSTPLUS	-1,777.29
DD23701.6	17/10/2025	HUB 24 SUPER FUND	-631.97
DD23701.7	17/10/2025	REST SUPERANNUATION	-274.24
DD23701.8	17/10/2025	AMP CORPORATE SUPER - SIGNATURE SUPER	-908.50
DD23701.9	17/10/2025	AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS	-207.00
DD23712.1	31/10/2025	AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS	-414.00
DD23712.2	31/10/2025	AUSTRALIAN SUPER	-2,857.01
DD23712.3	31/10/2025	AWARE SUPER PTY LTD	-23,632.76
DD23712.4	31/10/2025	CBUS SUPER	-276.83
DD23712.6	31/10/2025	HOSTPLUS	-1,265.09
DD23712.7	31/10/2025	HUB 24 SUPER FUND	-631.97
DD23712.8	31/10/2025	REST SUPERANNUATION	-274.24
DD23712.9	31/10/2025	AMP CORPORATE SUPER - SIGNATURE SUPER	-1,055.30
			-1,135,113.32

**Sundry Creditors as at 31/10/2025      501,745.70**

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

14 November 2025

DATE



**Shane Ivers**  
**Chief Executive Officer**

Signer ID: JY0UVEALYS...

# Shire of Irwin

## Corporate Credit Card Expenditure - Payment Reference CR061025

### S.IVERS CREDIT CARD EXPENSES

Date	Payee	Description	Amount
02/09/2025	Lancelin Gull Roadhouse	Fuel	\$ 75.93
02/09/2025	Davis Instruments	IT - Subscription	\$ 74.77
03/09/2025	Google Cloud	IT - Subscription	\$ 309.69
03/09/2025	Dongara Hotel Motel	Accommodation	\$ 160.00
04/09/2025	Dongara Road House	Fuel	\$ 75.31
05/09/2025	Garmin	Subscription	\$ 50.00
08/09/2025	Spotify	Rec Centre Gym Music	\$ 13.99
08/09/2025	Starlink Internet	IT - Subscription	\$ 80.00
08/09/2025	JAMF Software	IT - Subscription	\$ 374.02
09/09/2025	Liberty Cataby	Fuel	\$ 156.08
12/09/2025	Dongara Hotel Motel	Accommodation	\$ 180.00
16/09/2025	Links Modular	Program - Rec Centre	\$ 297.15
17/09/2025	Badgingarra Roadhouse	Fuel	\$ 70.11
18/09/2025	Apple	IT - Subscription	\$ 1.49
18/09/2025	OpenAI	IT - Subscription	\$ 436.58
23/09/2025	UBIQUITI	IT - Subscription	\$ 49.00
23/09/2025	Grammarly	IT - Subscription	\$ 94.02
24/09/2025	Nesuto Mounts Bay	Accommodation	\$ 759.30
25/09/2025	Seek	Advertising	\$ 379.50
25/09/2025	Nesuto Mounts Bay	Accommodation - Refund	-\$ 200.00
26/09/2025	Petro Fuels	Fuel	\$ 119.13
29/09/2025	NAB	Card Fee	\$ 9.00
			<b>3,565.07</b>

### P.MACHAKA CREDIT CARD EXPENSES

Date	Payee	Description	Amount
29/08/2025	Terry Truck Rentals	Car Hire	\$ 3,272.84
29/08/2025	Zoom	IT - Subscription	\$ 1,695.57
29/08/2025	Veda Swift Check	Creditor Check	\$ 129.95
01/09/2025	Dongara IGA	Consumables	\$ 39.00
01/09/2025	GO Fax Pty Ltd	E-Fax Service - Medical Centre	\$ 15.00
01/09/2025	Microsoft	Licence/s	\$ 51.87
01/09/2025	Microsoft	Licence/s	\$ 143.75
02/09/2025	SSL.Com	IT - Subscription	\$ 55.19
03/09/2025	Amazon Web Services	Web Hosting	\$ 890.22
08/09/2025	Microsoft	Licence/s	\$ 98.53
11/09/2025	Microsoft	Licence/s	\$ 169.05
12/09/2025	Microsoft	Licence/s	\$ 13.20
15/09/2025	Microsoft	Licence/s	\$ 34.67
18/09/2025	GO Fax Pty Ltd	E-Fax Service - Medical Centre	\$ 15.00
18/09/2025	Terry Truck Rentals	Car Hire	\$ 3,440.94
18/09/2025	Microsoft	Licence/s	\$ 196.81
19/09/2025	GO Fax Pty Ltd	E-Fax Service - Medical Centre	\$ 15.00
22/09/2025	Microsoft	Licence/s	\$ 285.19
29/09/2025	Microsoft	Licence/s	\$ 143.75
29/09/2025	CodeTwo	IT - Subscription	\$ 125.87
29/09/2025	NAB	Card Fee	\$ 9.00
			<b>\$ 10,840.40</b>

### F.BOKSMATI CREDIT CARD EXPENSES

Date	Payee	Description	Amount
19/09/2025	Dragonfly Trading Pty Ltd	Equipment	\$ 39.60
19/09/2025	Dragonfly Trading Pty Ltd	Equipment	\$ 59.40
22/09/2025	Dongara Post Office	Drift Expenses	\$ 211.90
29/09/2025	NAB	Card Fee	\$ 9.00
			<b>\$ 319.90</b>
			<b>\$ 14,725.37</b>

TOTAL PAYMENT TO CORPORATE CREDIT CARD ACCOUNT



# Ordinary Council Meeting

25 November 2025

Item FIN 02-11/25

Attachment 1

Monthly Financial Statements

September 2025



## **SHIRE OF IRWIN**

### **MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 30 September 2025**

**LOCAL GOVERNMENT ACT 1995**

**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

#### **TABLE OF CONTENTS**

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## SHIRE OF IRWIN

### KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 SEPTEMBER 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 (d)	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
	\$	\$	\$	\$	\$	%		
Opening Funding Surplus (Deficit)	(609,744)	(683,679)	(683,679)	(683,679)	0	0%		
Revenue from operating activities								
Rates	7,641,077	7,641,077	6,840,071	7,201,504	361,433	5%	▲	
Operating Grants, Subsidies and Contributions	1,478,455	1,478,455	515,095	238,863	(276,233)	(54%)	▼	\$
Fees and Charges	2,627,912	2,627,912	1,263,484	1,351,379	87,895	7%	▲	
Interest Earnings	212,409	212,409	51,930	27,107	(24,823)	(48%)	▼	\$
Other Revenue	338,884	337,884	75,788	158,149	82,361	109%	▲	\$
Profit on Disposal of Assets	20,000	20,000	0	0	0			
	12,318,737	12,317,737	8,746,368	8,977,002	230,634			
Expenditure from operating activities								
Employee Costs	(4,184,296)	(4,184,296)	(1,010,848)	(1,084,684)	(73,836)	(7%)	▼	
Materials and Contracts	(4,314,707)	(4,292,707)	(1,048,810)	(725,322)	323,488	31%	▲	#REF!
Utility Charges	(561,912)	(561,912)	(139,284)	(104,675)	34,609	25%	▲	\$
Depreciation on Non-Current Assets	(4,891,805)	(4,891,805)	(1,222,920)	0	1,222,920	100%	▲	\$
Interest Expenses	(229,459)	(229,459)	(27,594)	(14,030)	13,564	49%	▲	\$
Insurance Expenses	(273,429)	(273,429)	(98,624)	(8,967)	89,657	91%	▲	\$
Other Expenditure	(265,028)	(265,028)	(35,996)	(13,381)	22,615	63%	▲	\$
Loss on Disposal of Assets	0	0	0	0	0			
	(14,720,636)	(14,698,636)	(3,584,076)	(1,951,060)	1,633,016			
Operating activities excluded from budget								
Add back Depreciation	4,891,805	4,891,805	1,222,920	0	(1,222,920)	(100%)	▼	\$
Adjust (Profit)/Loss on Asset Disposal	(20,000)	(20,000)	0	0	0			
Movement in Leave Reserve (Added Back)	5,336	5,336	5,336	1,578	(3,758)	(70%)	▼	
Amount attributable to operating activities	2,475,242	2,496,242	6,390,548	7,027,520	636,972			
Investing activities								
Non-Operating Grants, Subsidies and Contributions	9,525,442	9,525,442	371,917	0	(371,917)	(100%)	▼	\$
Proceeds from Disposal of Assets	35,000	35,000	0	69,700	69,700		▲	\$
Land and Buildings	(395,147)	(395,147)	(98,775)	(22,039)	76,736	78%	▲	\$
Plant and Equipment	(787,981)	(787,981)	(436,354)	(39,066)	397,288	91%	▲	\$
Furniture and Equipment	(139,050)	(139,050)	(34,758)	0	34,758	100%	▲	\$
Infrastructure Assets - Roads	(1,405,063)	(1,427,063)	(225,062)	(153,073)	71,989	32%	▲	\$
Infrastructure Assets - Other	(9,701,815)	(9,679,815)	(806,186)	(68,960)	737,226	91%	▲	\$
Amount attributable to investing activities	(2,868,614)	(2,868,614)	(1,229,218)	(213,439)	1,015,779			
Financing Activities								
Proceeds from New Debentures	1,940,000	1,940,000	0	0	0			
Repayment of Debentures	(872,956)	(872,956)	(158,275)	(162,228)	(3,954)	(2%)	▼	
Repayment of Lease Financing	(35,948)	(35,948)	(8,982)	(8,903)	79	1%	▲	
Self-Supporting Loan Principal	55,187	55,187	9,988	(9,673)	(19,661)	197%	▼	
Transfer from Restricted Cash - Other	86,246	86,246	0	0	0			
Transfer from Reserves	25,000	25,000	0	0	0			
Transfer to Reserves	(35,369)	(35,369)	(8,838)	(10,460)	(1,622)	(18%)	▲	
Amount attributable to financing activities	1,162,160	1,162,160	(166,107)	(191,264)	(25,157)			
Closing Funding Surplus (Deficit)	159,044	106,109	4,311,544	5,939,138	1,627,594			

▲▼ 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.

The material variance adopted by Council for the 2025/26 year is \$10,000 and 10%.

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 30 Septembert 2025**

	<b>30-Jun-25</b>	<b>30-Sep-25</b>
	<b>\$</b>	<b>\$</b>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	2,424,015	3,237,260
Trade and other receivables	294,864	6,222,767
Other financial assets	45,939	456,712
Inventories	29,087	29,087
<b>TOTAL CURRENT ASSETS</b>	<b>3,033,992</b>	<b>10,181,398</b>
<b>NON-CURRENT ASSETS</b>		
Trade and other receivables	62,814	62,814
Other financial assets	284,560	284,560
Property, plant and equipment	40,714,428	40,785,984
Infrastructure	62,681,644	62,903,677
Right-of-use assets	70,118	70,118
<b>TOTAL NON-CURRENT ASSETS</b>	<b>103,813,565</b>	<b>104,107,153</b>
<b>TOTAL ASSETS</b>	<b>106,847,556</b>	<b>114,288,552</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	802,446	799,506
Other liabilities	1,070,759	1,347,715
Lease liabilities	35,949	27,046
Borrowings	861,790	699,561
Employee related provisions	782,938	782,938
<b>TOTAL CURRENT LIABILITIES</b>	<b>3,553,882</b>	<b>3,656,766</b>
<b>NON-CURRENT LIABILITIES</b>		
Lease liabilities	34,402	34,402
Borrowings	4,201,780	4,201,780
Employee related provisions	65,308	65,308
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>4,301,490</b>	<b>4,301,490</b>
<b>TOTAL LIABILITIES</b>	<b>7,855,372</b>	<b>7,958,257</b>
<b>NET ASSETS</b>	<b>98,992,184</b>	<b>106,330,295</b>
<b>EQUITY</b>		
Retained surplus	34,565,266	41,650,449
Reserve accounts	1,028,900	1,039,359
Revaluation surplus	63,640,487	63,640,487
<b>TOTAL EQUITY</b>	<b>99,234,653</b>	<b>106,330,295</b>

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

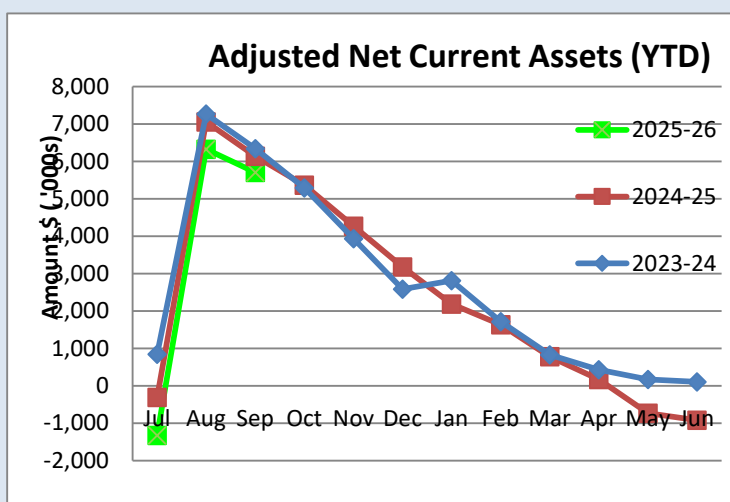
## ADJUSTED NET CURRENT ASSETS

Adjusted Net Current Assets	Last Years Closing 30/06/2025	This Time Last Year 30/09/2024	Year to Date Actual 30/09/2025
	\$	\$	\$
<b>Current Assets</b>			
Cash Unrestricted	776,448	3,883,706	1,574,896
Cash Restricted - Reserves	1,028,900	1,311,692	1,039,359
Cash Restricted - General	373,935	373,935	373,935
Cash Restricted - Bonds & Deposits	244,731	248,276	249,070
Receivables - Rates	207	3,541,006	6,002,427
Receivables - Other	577,130	484,730	677,052
Inventories	29,087	35,881	29,087
Contract Assets	235,572	0	235,572
	3,266,010	9,879,226	10,181,398
<b>Less: Current Liabilities</b>			
Payables	(557,714)	(467,164)	(550,436)
Contract Liabilities	(1,039,428)	(1,134,065)	(1,316,384)
Financial Liabilities	(31,331)	(31,331)	(31,331)
Bonds & Deposits	(244,731)	(248,276)	(249,070)
Loan and Lease Liability	(897,739)	(694,179)	(726,607)
Provisions	(782,938)	(672,589)	(782,938)
	(3,553,882)	(3,247,604)	(3,656,766)
Less: Cash Reserves	(1,028,900)	(1,311,692)	(1,039,359)
Add Back: Component of Leave Liability not Required to be funded	155,227	176,551	156,805
Add Back: Loan and Lease Liability	897,739	694,179	726,607
Less : Loan Receivable - clubs/institutions	(45,939)	(53,840)	(55,612)
Less : Restricted Cash General	(373,935)	0	(373,935)
<b>Net Current Funding Position</b>	<b>(683,679)</b>	<b>6,136,821</b>	<b>5,939,138</b>

## SIGNIFICANT ACCOUNTING POLICIES

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

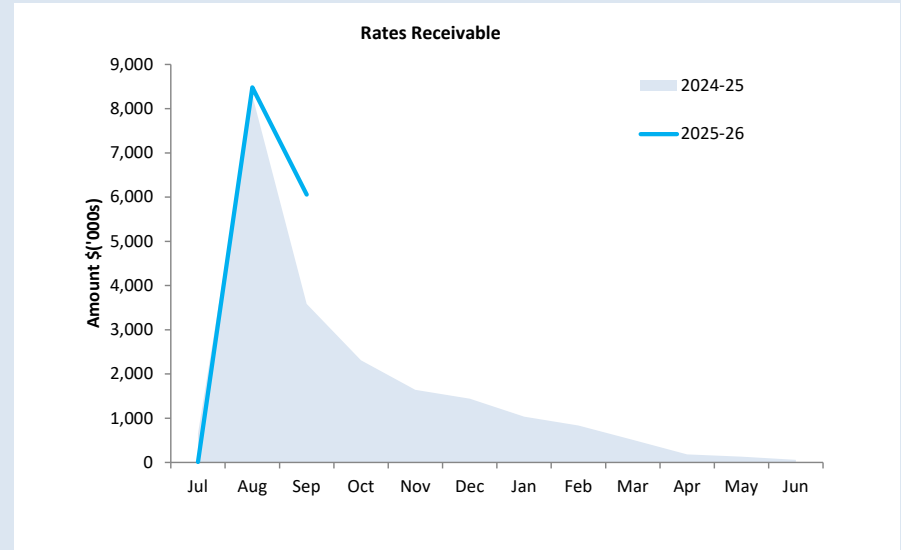
The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.

**This Year YTD****Surplus(Deficit)****\$0.61M****Last Year YTD****Surplus(Deficit)****\$0.36M**

Receivables - Rates & Rubbish	30 June 2025	30 Sep 25
	\$	\$
Opening Arrears Previous Years	726,082	57,846
Levied this year	7,947,274	8,219,169
Less Collections to date	(8,615,510)	(2,216,949)
Equals Current Outstanding	57,846	6,060,066
<b>Net Rates Collectable</b>	<b>57,846</b>	<b>6,060,066</b>
% Collected	99.33%	26.78%

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.

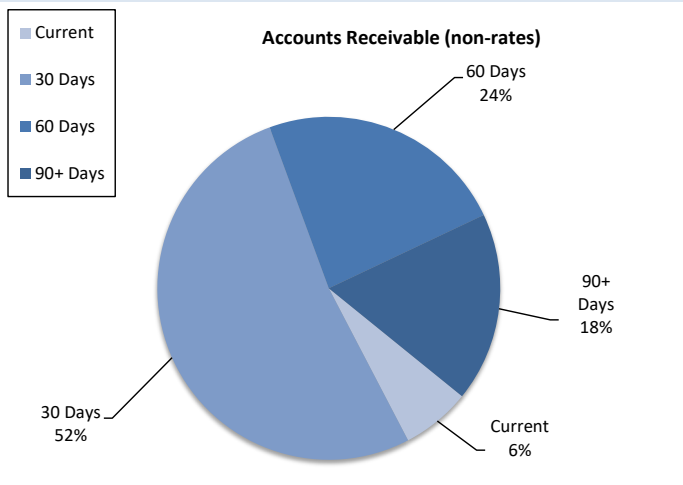


Collected	Rates Due
27%	\$6,060,066

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	13,641	108,971	49,371	37,401	209,385
Percentage	7%	52%	24%	18%	
<b>Balance per Trial Balance</b>					
Sundry Debtors					209,385
Receivables - Other					467,667
<b>Total Receivables General Outstanding</b>					<b>677,052</b>
Amounts shown above include GST (where applicable)					

SIGNIFICANT ACCOUNTING POLICIES

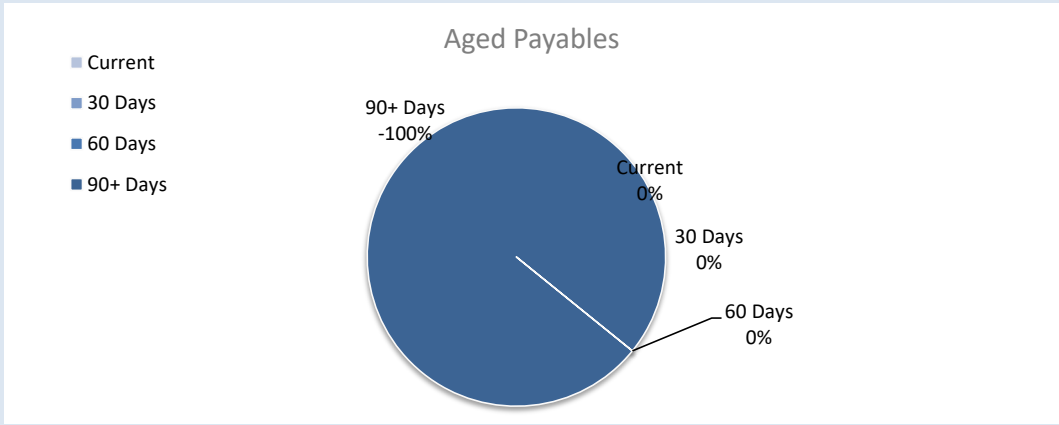
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period 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.



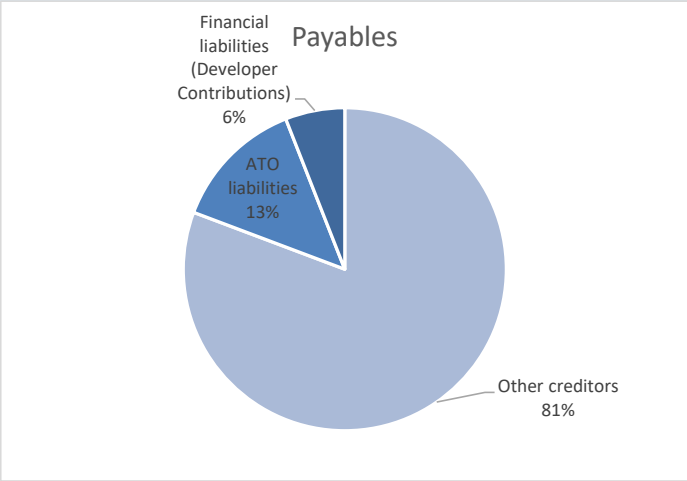
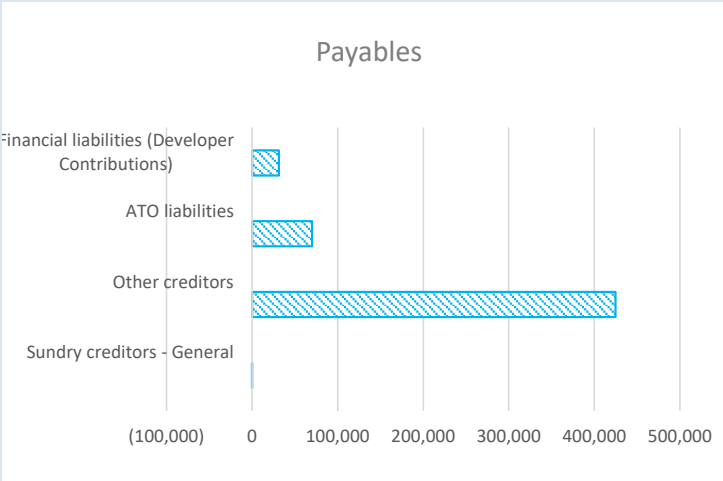
<b>Debtors Due</b>
<b>\$677,052</b>
<b>Over 30 Days</b>
<b>93%</b>
<b>Over 90 Days</b>
<b>18%</b>

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	0	0	0	(41)	(41)
Percentage	0%	0%	0%	100%	
<b>Balance per Trial Balance</b>					
Sundry creditors - General					(41)
Other creditors					424,737
ATO liabilities					70,054
Financial liabilities (Developer Contributions)					31,331
<b>Total Payables General Outstanding</b>					<b>581,767</b>
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.



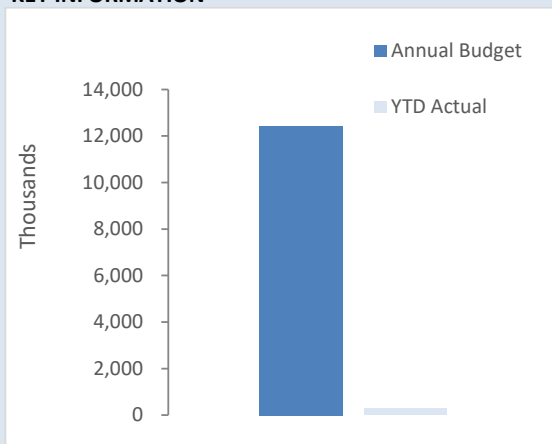
Creditors Due
<b>\$581,767</b>
Over 30 Days
<b>100%</b>
Over 90 Days
<b>100%</b>



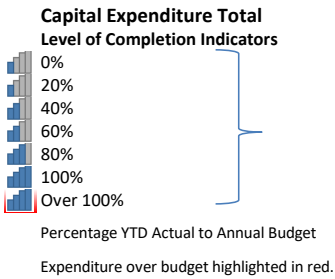
Capital Acquisitions	Adopted Annual Budget	Amended		YTD Actual Total	YTD Budget Variance
		YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0
Land and Buildings	395,147	98,775	395,147	22,039	(76,736)
Plant and Equipment	787,981	436,354	787,981	39,066	(397,288)
Furniture and Equipment	139,050	34,758	139,050	0	(34,758)
Infrastructure Assets - Roads	1,427,063	225,062	1,427,063	153,073	(71,989)
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	9,679,815	806,186	9,679,815	68,960	(737,226)
<b>Capital Expenditure Totals</b>	<b>12,429,056</b>	<b>1,601,135</b>	<b>12,429,056</b>	<b>283,139</b>	<b>(1,317,996)</b>
<b>Capital acquisitions funded by:</b>					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	9,525,442	371,917	9,525,442	0	(371,917)
Borrowings	1,940,000	0	1,940,000	0	0
Other (Disposals & C/Fwd)	35,000	0	35,000	69,700	69,700
Council contribution - Cash Backed Reserves					
Various Reserves		0	350,000	0	0
Council contribution - operations		1,229,218	578,614	213,439	(1,015,779)
<b>Capital Funding Total</b>		<b>1,601,135</b>	<b>12,429,056</b>	<b>283,139</b>	<b>(1,317,996)</b>

**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**

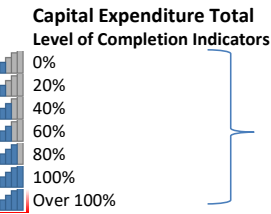
Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$12.43 M</b>	<b>\$.28 M</b>	<b>2%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$9.53 M</b>	<b>\$. M</b>	<b>0%</b>



% 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								
0.00	DONGARA MEDICAL CENTRE	4977	1311	CJ68	(5,000)	(5,000)	(1,248)	0	1,248
	Housing								
0.00	BUILDING - THE VILLAGE - RENEWAL	2584	1311	CJ02	(20,000)	(20,000)	(4,998)	0	4,998
Total - Housing					(20,000)	(20,000)	(4,998)	0	4,998
	Recreation And Culture								
0.09	DONGARA PUBLIC TOWN HALL	2404	1311	CJ130	(239,477)	(239,477)	(59,868)	(22,039)	37,829
0.00	IRWIN REC CENTRE ROOF UPGRADE - PARTIALLY GRANT FUNDED	2834	1311	CJ121	(70,000)	(70,000)	(17,499)	0	17,499
0.00	MUSEUM - OLD POLICE STATION	3344	1311	CJ172	(8,000)	(8,000)	(1,998)	0	1,998
0.00	DENISON HOUSE - CAPITAL RENEWAL WORKS	3344	1311	C910	(25,000)	(25,000)	(6,249)	0	6,249
Total - Recreation And Culture					(342,477)	(342,477)	(85,614)	(22,039)	63,575
	Transport								
0.00	DEPO FENCING	3324	1311	CJ143	(27,670)	(27,670)	(6,915)	0	6,915
Total - Transport					(27,670)	(27,670)	(6,915)	0	6,915
0.06	Total - Buildings				(395,147)	(395,147)	(98,775)	(22,039)	76,736
	Plant & Equipment								
	Fire Prevention								
0.00	CCTV	0784	1312	CJ161	(160,000)	(160,000)	(39,999)	0	39,999
0.28	CESM STORAGE	0784	1312	CJ160	(12,550)	(12,550)	0	(3,497)	(3,497)
Total - Fire Prevention					(172,550)	(172,550)	(39,999)	(3,497)	36,502
	Health								
0.00	DOCTORS VEHICLES	4975	1312	V950	(68,431)	(68,431)	(17,106)	0	17,106
Total - Health					(68,431)	(68,431)	(17,106)	0	17,106
	TV RADIO - PLANT AND EQUIPMENT RENEWAL (CAPITAL)								
0.96	TV TOWER ANTENNA RENEWAL	7524	1312	V881	(37,000)	(37,000)	(9,249)	(35,570)	(26,321)
Total - TV RADIO - PLANT AND EQUIPMENT RENEWAL (CAPITAL)					(37,000)	(37,000)	(9,249)	(35,570)	(26,321)
	Transport								
0.00	NEW PRIME MOVER	3534	1312	V877	(370,000)	(370,000)	(370,000)	0	370,000
0.00	SIDE TIPPING SEMI TRAILER	3534	1312	V851	(140,000)	(140,000)	0	0	0
Total - Transport					(510,000)	(370,000)	(370,000)		370,000
0.06	Total - Plant & Equipment				(787,981)	(647,981)	(436,354)	(39,066)	397,288
	Furniture & Equipment								
	Recreation & Culture								
0.00	REC CENTRE GYM MASTER	2824	1314	CJ144	(20,000)	(20,000)	(4,998)	0	4,998
0.00	STREET FURNITURE	2824	1314	CJ151	(10,000)	(10,000)	(2,499)	0	2,499
Total - Recreation & Culture					(30,000)	(30,000)	(7,497)	0	7,497
	Other Property & Services								
0.00	INFORMATION TECHNOLOGY HARDWARE >\$5K	0264	1314	CJ150	(30,000)	(30,000)	(7,500)	0	7,500
0.00	E-LOCKING SYSTEM	0264	1314	CJ155	(37,525)	(37,525)	(9,381)	0	9,381
0.00	CLEANING EQUIPMENT	0264	1314	CJ163	(41,525)	(41,525)	(10,380)	0	10,380
Total - Other Property & Services					(109,050)	(109,050)	(27,261)	0	27,261
0.00	Total - Furniture & Equipment				(139,050)	(139,050)	(34,758)	0	34,758
	Roads								
	Transport								
0.00	POINT LEANDER DVE FOOTPATH	3214	1317	C201	(89,800)	(89,800)	(7,483)	0	7,483
1.00	R2R - WYE FARM ROAD (SLK 0.00 - 5.78)	3214	1317	CJ109	0	0	0	(1,227)	(1,227)
1.00	VEGETATION PROGRAM	3214	1317	CJ136	0	0	0	(714)	(714)
1.00	R2R - WATER SUPPLY ROAD -SLK 0.00 - 0.000 6KM	3214	1317	CJ134	0	0	0	(51,528)	(51,528)
1.00	RURAL ROAD SHOULDER RECONSTRUCTION	6614	1317	CJ110	0	0	0	(2,523)	(2,523)
1.00	MOUNT HORNER WEST ROAD -SLK 0.00 - 0.000 8KM	6614	1317	CJ132	0	0	0	(4,059)	(4,059)
0.00	R2R - WARRADONG SPRINGS ROAD	6644	1317	CJ180	(142,041)	(142,041)	(11,836)	0	11,836
0.00	R2R-BURMA ROAD	6644	1317	CJ181	(180,728)	(180,728)	(15,060)	0	15,060
0.00	LUDLOW RD SLK 0.00 - SLK 0 - 2.96KM	6644	1317	CJ176	(222,088)	(222,088)	(55,521)	0	55,521
0.39	R2R - WATER SUPPLY ROAD -SLK 5 - 11KM	6644	1317	CJ162	(196,169)	(196,169)	(49,038)	(76,571)	(27,533)
0.00	RRG- WARRADONG SPRING SLK 0.46 - SLK 5.24 4.78KM	6674	1317	CJ174	(280,255)	(280,255)	(42,033)	0	42,033
0.06	RRG- BURMA RD SOUTH SLK 17.5 -SLK 23.99 6.49KM	6674	1317	CJ175	(293,982)	(293,982)	(44,091)	(16,451)	27,640
Total - Transport					(1,405,063)	(1,405,063)	(225,062)	(153,073)	71,989
0.11	Total - Roads				(1,405,063)	(1,405,063)	(225,062)	(153,073)	71,989
	Infrastructure - Other								
	Housing								
0.00	THE VILLAGE - SOAKWELLS & DOWNPIPES	2585	1318	CJ46	(20,000)	(20,000)	0	0	0
0.00	TWO HENRY ROAD - LANDSCAPING	2585	1318	CJ113	(18,000)	(18,000)	(4,500)	0	4,500
Total - Housing					(38,000)	(38,000)	(4,500)	0	4,500
















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.

n	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
					\$	\$	\$	\$	\$
0.02 	BOAT RAMP	8054	1318	CJ120	(715,000)	(715,000)	(59,583)	(16,260)	43,323
0.00 	UPGRADE OVAL LIGHTING - PORT DENISON OVAL	2864	1318	1428	(20,000)	(20,000)	(4,998)	0	4,998
0.00 	SHADE SAILS - PARKS	2864	1318	1429	(15,000)	(15,000)	(3,750)	0	3,750
0.00 	TOWN PARK CARPARK	2864	1318	C934	(36,090)	(36,090)	(3,007)	0	3,007
0.00 	FORESHORE - PRECINCT	2864	1318	CJ153	(4,766,000)	(4,766,000)	(397,166)	0	397,166
Total - Recreation And Culture					(5,552,090)	(5,552,090)	(468,504)	(16,260)	452,244
Transport									
0.00 	DRAINAGE, KERBING & FOOTPATH RENEWAL	6794	1318	CJ94	(44,862)	(44,862)	0	0	0
0.00 	LINE MARKING	6794	1318	CJ168	(22,000)	(22,000)	0	0	0
0.00 	PT LEANDER BRIDGE	6794	1318	C495	(10,000)	(10,000)	(2,499)	0	2,499
0.04 	TECHNICAL STUDIES - INFRASTRUCTURE RENEWAL	6794	1318	CJ112	(102,500)	(102,500)	0	(4,561)	(4,561)
0.01 	MILO CROSSING UPGRADE	6794	1318	CJ124	(3,917,363)	(3,917,363)	(326,933)	(48,139)	278,794
Total - Transport					(4,096,725)	(4,096,725)	(329,432)	(52,700)	276,732
Economic Services									
0.00 	ENTRY STATEMENT - LARRY LOBSTER	3914	1318	C623	(15,000)	(15,000)	(3,750)	0	3,750
Total - Economic Services					(15,000)	(15,000)	(3,750)	0	3,750
0.01 	Total - Infrastructure - Other				(9,701,815)	(9,701,815)	(806,186)	(68,960)	737,226
0.02 	Grand Total				(12,429,056)	(12,289,056)	(1,601,135)	(283,139)	1,317,996



## 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
Reporting Nature or Type	Var. \$	Var. %	Var. pq	Significant Var. \$	Timing/ Permanent	Explanation of Variance
<b>Revenue from operating activities</b>						
Operating Grants, Subsidies and Contributions	(276,233)	(54%)	▼	\$	Timing	This is a timing variance which is expected to reduce as the year progresses.
Interest Earnings	(24,823)	(48%)	▼	\$	Timing	Interest Earnings are less than ytd budget partly due to reduction in interest rates.
Other Revenue	82,361	109%	▲	\$	Timing	Other Revenue reflects a favourable variance of \$82k. The account will be reviewed as part of the annual budget review and a budget amendment will be processed if required.
<b>Expenditure from operating activities</b>						
Materials and Contracts	323,488	31%	▲	\$	Timing	This is a timing variance which is expected to align to budget as the year progresses.
Utility Charges	34,609	25%	▲	\$	Timing	This is a timing variance which is expected to align to budget as the year progresses.
Depreciation on Non-Current Assets	1,222,920	100%	▲	\$	Timing	Awaiting finalisation of 2024/25 Annuals.
Interest Expenses	13,564	49%	▲	\$	Timing	This is a timing variance which is expected to align to budget as the year progresses.
Insurance Expenses	89,657	91%	▲	\$	Timing	This is a timing variance which is expected to reduce as the year progresses.
<b>Investing Activities</b>						
Proceeds from Disposal of Assets	69,700	100%	▲	\$	Timing	Awaiting finalisation of 2024/25 Annuals
Land and Buildings	76,736	78%	▲	\$	Timing	Variance is due to timing of works
Plant and Equipment	397,288	91%	▲	\$	Timing	Variance is due timing of purchases.
Furniture and Equipment	34,758	100%	▲	\$	Timing	Variance is due timing of purchases.
Infrastructure Assets - Roads	71,989	32%	▲	\$	Timing	Variance is due to timing of works
Infrastructure Assets - Other	737,226	91%	▲	\$	Timing	Variance is due to timing of works



# Ordinary Council Meeting

25 November 2025

Item DEV 01-11/25

Attachment 1

October 2025 – Development Delegated  
and Authorised Authority Report

## October 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
<b>Building Permit / Certificate</b>	Manager Development	6 October 2025	Granted	Farm Shed Extension	Lot 10033 (No. 868) Tabletop Road, Mount Horner
		8 October 2025	Granted	Rainwater Tank	Lot 607 (No. 16) Poole View, Dongara
		13 October 2025	Granted	Patio	Lot 121 Springfield Drive, Springfield
		21 October 2025	Granted	Dwelling (Extension of Permit)	Lot 4 School Road, Irwin
		27 October 2025	Granted	Retaining Wall	Lot 282 (No. 17) Tulloch Drive, Dongara
		27 October 2025	Granted	Shed	Lot 575 (No. 103) North Shore Drive, Dongara
		31 October 2025	Granted	Shed	Lot 50 Springfield Drive, Springfield
<b>Single House Application</b>	Manager Development	7 October 2025	Granted	Single House, Outbuilding & Relocated Building Envelope	Lot 50 Springfield Drive, Springfield
		15 October 2025	Granted	Retaining Wall	Lot 575 (No. 103) North Shore Drive, Dongara
		24 October 2025	Granted	Retaining Wall	Strata Lot 1 (No. 33) George Street, Port Denison
		24 October 2025	Granted	Carport	Lot 37 (Unit 1 / No. 213) Point Leander Drive, Port Denison
<b>Development Approval</b>	Manager Development	10 October 2025	Granted	Warehouse	Lot 412 (No. 40) Carter Road, Dongara
		14 October 2025	Granted	Restaurant – Deck (Extension of Approval)	Lot 10738 Point Leander Drive, Dongara
		15 October 2025	Granted	Holiday Accommodation	Lot 742 (No. 4) Gem Way, Dongara
		24 October 2025	Granted	Warehouse – Storage Shed	Lot 462 (No. 23) Duval Street, Port Denison
<b>Subdivision Clearance</b>	Manager Development	27 October 2025	Granted	12 Rural Smallholdings Lots	Lot 9002 Stack Road, Bookara



# Ordinary Council Meeting

25 November 2025

Item CEO 03-11/25  
Temporary Employment or Appointment  
of CEO Policy

Policy Number	Policy Title
<b>CP49</b>	<b>Temporary Employment or Appointment of CEO</b>

### OBJECTIVE

To establish policy, in accordance with Section 5.39C of the *Local Government Act 1995* ('the Act'), that details the Shire of Irwin's processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

### POLICY

This policy applies to the statutory position of Chief Executive Officer (CEO) of the Shire of Irwin.

### POLICY STATEMENT

#### Definitions

- (1) **Acting CEO** means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed but is on planned or unplanned leave.
- (2) **Temporary CEO** means a person employed or appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.
- (3) **Designated Senior Employee** means "an employee designated as a senior employee under Section 5.37 of *Local Government Act 1995*."

#### Acting and Temporary CEO Requirements and Qualification

- (1) When the CEO is on planned or unplanned leave, or the CEO's employment with the Local Government has ended, an Acting or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions of CEO as detailed in Section 5.41 of the *Local Government Act 1995*, and other duties as set out in the Act and associated Regulations.
- (2) Through this policy, and in accordance with section 5.36(2)(a) of the Act, the Council determines that employees appointed to the substantive position(s) of designated senior employee are considered suitably qualified to perform the role of Acting or Temporary CEO.
- (3) A person appointed to act in a designated senior employee position is not included in the determination set out in Clause 3 (2).

#### Appoint Acting CEO – Planned and unplanned leave for periods up to 6 weeks

- (1) The CEO is authorised to appoint a designated senior employee in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 6 weeks, subject to the CEO's consideration of the designated senior employees performance, availability, operational requirements and, where appropriate, the equitable access to the professional development opportunity.
- (2) The CEO must appoint an Acting CEO for any leave periods greater than 5 days and less than 6 weeks.
- (3) The CEO is to immediately advise all Council Members when and for what period of time the Manager is appointed as Acting CEO.

#### Appoint Acting CEO for extended leave periods greater than 6 weeks but less than 12 months.

- (1) This clause applies to the following periods of extended leave:
  - Substantive CEO's Extended Planned Leave which may include accumulated annual leave, long service leave or personal leave; and
  - Substantive CEO's Extended Unplanned Leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
- (2) The Council will, by resolution, appoint an Acting CEO for periods greater than 6 weeks

but less than 12 months, as follows:

- Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
  - Conduct an external recruitment process, or select candidates recommended by WALGA, in accordance with the principles of merit and equity prescribed in section 5.40 of the Act.
- (3) The Shire President will liaise with the CEO, or in their unplanned absence the Executive Assistant to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.
- (4) Subject to Council's resolution, the Shire President will execute in writing the Acting CEO appointment with administrative assistance from the Executive Assistant.

#### **Appoint Temporary CEO – Substantive Vacancy**

- (1) In the event that the substantive CEO's employment with the Shire of Irwin is ending, the Council when determining to appoint a Temporary CEO may either:
- by resolution, appoint a designated senior employee as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or
  - by resolution, appoint a designated senior employee as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or
  - following an external recruitment process, in accordance with the principles of merit and equity prescribed in section 5.40 of the Act, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.
- (2) The Shire President will liaise with the Executive Assistant to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.
- (3) The Shire President is authorised to execute in writing the appointment of a Temporary CEO in accordance with Councils resolution/s, with administrative assistance from the Executive Assistant.

#### **Remuneration and Conditions of Acting or Temporary CEO**

- (1) Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at an mutually agreed package.
- (2) Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.
- (3) Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

<b>Date of Adoption:</b>		<b>Adoption Ref:</b>	
<b>Date of Review:</b>		<b>Review frequency:</b>	
<b>Responsible Directorate:</b>			
<b>Legislation:</b>			
<b>Related Management Policy and/or Procedure:</b>			