



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

# MINUTES

**ORDINARY COUNCIL MEETING**  
**Tuesday 30 September 2025**



I certify that this copy of the Minutes is a true and  
correct record of the meeting held on  
Tuesday, 30 September 2025

Signed: Joanne Scott  
Shire President

Date: 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.

## 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

### **30 September 2025**

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

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

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

##### **Members**

Councillor M Leonard	President
Councillor B Wyse	Deputy President
Councillor I Scott	
Councillor E Tunbridge	
Councillor P Summers	
Councillor J Melsom (Arrived via Zoom at 6.34pm)	
Councillor A J Gillam (via Zoom)	

##### **Staff**

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

##### **Guests**

Nil

##### **Apologies**

Nil

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

Nil

##### **Gallery**

Gavin Farrell	24 Retreat Boulevard, Port Denison
John Rossiter	181 Point Leander Drive, Port Denison
Bruce Baskerville	'Indiaview' Port Denison
Viv Carrick	52 Ocean Drive, Dongara
Philip Dempster	10 Retreat Boulevard, Port Denison
Bev Brindal	4 Retreat Boulevard, Port Denison
Philip Stevens	28 Retreat Boulevard, Port Denison
Tony Blake	12 Retreat Boulevard, Port Denison

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

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

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

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

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

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

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

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

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

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

*Why are there no street signs on William Street and Samuel Street?*

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

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

*Why have the sand mitigation works on South Beach turned into a reticulated grass lawn area?*

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

**Question 5:** John Rossiter – 181 Point Leander Drive, Port Denison

*Why isn't the Shire selling the Medical Centre?*

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

### 4. PUBLIC QUESTION TIME

**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:** *This question was taken on notice.*

**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: This question was taken on notice*

**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: This question was taken on notice*

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

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

*Response: This question was taken on notice*

**Question 5:** John Rossiter, 181 Point Leander Drive, Port Denison

*Who is living in unit No 2 at the 'Village'?*

*Response: This question was taken on notice.*

**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: This question was taken on notice.*

**Question 7:** John Rossiter, 181 Point Leander Drive, Port Denison

*How much was realised from Kennedy Heights Duplex sale?*

*Response: This question was taken on notice.*

**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: Question taken on notice.*

**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: Question taken on notice.*

## **5. DECLARATIONS OF INTEREST**

Nil



**6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**7. PETITIONS AND DEPUTATIONS**

Viv Carrick, 52 Ocean Drive, Dongara requested approval to make a Deputation to Council in relation to scrub and undergrowth within The Retreat.

COUNCIL DECISION		010925
MOVED: Cr Scott		SECONDED: Cr Wyse
That Council agrees to Mrs Carrick providing a Deputation to Council.		
VOTING DETAILS:		CARRIED: 6/0
For:	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Gillam, Cr Scott	
Against:	Nil	

**8. CONFIRMATION OF MINUTES AND TABLING OF AGENDA FORUM NOTES****8.1 Minutes of the Ordinary Council Meeting held 26 August 2025**

The Minutes of the Ordinary Council Meeting held 26 August 2025 are included in the *Attachment Booklet – September 2025*.

COUNCIL DECISION		020925
MOVED: Cr Summers		SECONDED: Cr Scott
That Council confirms the Minutes of the Ordinary Council Meeting held 26 August 2025.		
VOTING DETAILS:		CARRIED: 6/0
For:	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Gillam, Cr Scott	
Against:	Nil	

**8.2 Agenda Forum Notes – 16 September 2025**

At the Agenda Forum held 16 September 2025, Shire Officers presented background information and answered questions on items to be considered at the September 2025 Ordinary Council Meeting. Notes from the Agenda Forum are included in the *Attachment Booklet – September 2025*.

COUNCIL DECISION		030925
MOVED: Cr Summers		SECONDED: Cr Scott
That Council confirms the notes from the Agenda Forum held 16 September 2025.		
VOTING DETAILS:		CARRIED: 6/0
For:	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Gillam, Cr Scott	
Against:	Nil	

**9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

27 August 2025	Shire President and CEO met with Hancock Energy
15 September 2025	Cr Gillam and CEO attended the RRG TWG Meeting in Geraldton
15 September 2025	Shire President and CEO met with the Department of Education
17 September 2025	Shire President officiated at Citizenship Ceremony
19 September 2025	CEO attended as Panel Member for Dongara Police Station OIC position
23 & 24 September 2025	Cr Scott and CEO attended 2025 WALGA Local Government Convention
26 September 2025	CEO attended meeting with MWDC

*Cr Melsom joined meeting via Zoom – 6.34pm*



## 10. REPORTS OF OFFICERS AND COMMITTEES

### 10.1 Finance Reports

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

COUNCIL DECISION040925

MOVED: Cr Summers

SECONDED: Cr Scott

That Council, by Simple Majority, receives the Accounts paid during August 2025 as contained in FIN01-09/25 Attachment 1 of the Attachment Booklet – September 2025 represented by:

Payment Type/Numbers	Total Amount
EFT 33884 – 33948	\$390,703.20
Muni Cheques – 32247 – 32249	\$66,176.80
Direct Debit – Telstra	\$1,226.41
Direct Debit – WA Treasury Corporation	\$20,727.35
Direct Debit – Credit Card	\$25,998.62
Direct Debit – N-Able Pty Ltd	\$2,264.19
Direct Debit – Australian Phone Company	\$225.23
Direct Debit – Telair Pty Ltd	\$2,448.91
Direct Debit – Insurance Premium Repayments	\$95,876.58
Direct Debit – Superannuation	\$58,354.09
Grand Total	\$697,001.38

VOTING DETAILS:

CARRIED: 7/0

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

Against:Nil

#### Background:

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

FIN01-09/25 Attachment 1: Accounts for Payment – August 2025

FIN 02-09/25 Monthly Financial Statements - July 2025	
<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 July 2025.

COUNCIL DECISION		050925
<b>MOVED: Cr Summers</b>		<b>SECONDED: Cr Wyse</b>
<p><b>That Council, by Simple Majority, receives the Monthly Financial Statements for the period 1 July 2025 to 31 July 2025 as contained in FIN02-09/25 Attachment 1 of the Attachment Booklet – September 2025.</b></p>		
<b>VOTING DETAILS:</b>		<b>CARRIED: 7/0</b>
<b>For:</b>	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Gillam, Cr Scott, Cr Melsom	
<b>Against:</b>	Nil	

**Background:**

The Monthly Financial Statements to 31 July 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 July 2025 is detailed in the attached report and summarised as per below: Budget amounts are nil since budget adoption date is 26 August 2025.

31/07/2025	YTD Budget	YTD Actual
Operating Revenue	0	142,372
Operating Expenditure	0	(426,763)
Net Operating	0	(284,391)
Non-Operating Revenue	0	0
Non-Operating Expenditure	0	(52,502)
Net Non-Operating	0	(52,502)
Cash at Bank		437,585
Cash at Bank Restricted		620,506
Reserve Bank		1,032,526
Total Cash Funds		2,090,617

**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 –September 2025*

FIN02-09/25 Attachment 1: Financial Statements for the Period Ended 31 July 2025.

FIN 03-09/25 Budget Amendments - September 2025	
Author:	P Machaka, Manager Finance
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	2.0057
Council Role:	Executive
Voting Requirements:	Absolute Majority

**Report Purpose:**

For Council to approve amendments to the 2025/26 budget as detailed in the attachment.

COUNCIL DECISION		060925
<b>MOVED: Cr Summers</b>		<b>SECONDED: Cr Scott</b>
That Council, by Absolute Majority, approve September 2025/26 budget amendments as detailed in the attachment in accordance with section 6.8(1) of the <i>Local Government Act 1995</i> .		
<b>VOTING DETAILS:</b>		<b>CARRIED: 7/0</b>
For:	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Gillam, Cr Scott, Cr Melsom	
Against:	Nil	

**Background:**

After the adoption of the annual budget, when circumstances change it is good management practice to amend the budget. Budget amendments are undertaken to comply with statutory requirements, ensuring that any changes to the original adopted budget are communicated to, and approved by, Council.

**Officer's Comment:**

Budgeted Grant Revenue totalling \$580,000 did not materialise as anticipated, and a Main Roads Road Maintenance grant was erroneously included as \$194,000 instead of \$125,000, necessitating budget amendments of \$649,000 to make up for the revenue shortfall.

Of this, \$365,000 will be made up of a reduction in operating and capital expenditure and \$170,000, an increase in Roads to Recovery revenue and the remaining \$114,000 will come from the budgeted surplus of \$159,000.

In addition, the following funding granted to the Shire, which is not included in the 2025/26 Budget will be recognised together with the associated expenditure and will have a nil impact to Municipal:

- \$48,000 from the Department of Fire and Emergency Services for Bushfire mitigation works.
- Skate Park Precinct - \$81,600 from the Lions Club, \$11,500 from Men in Sheds. A total amount of \$16,800 will also be transferred from the Youth Activity trust towards the Skate Park Precinct works.

It is recommended that the 2025/26 Original Budget be adjusted in accordance with section 6.8(1) of the Local Government Act 1995, to accommodate the requirements listed above and as detailed in the attachment.

**Consultation:**

Budget Responsible Officers affected were consulted.



**Statutory Environment:**

*Local Government Act 1995 Section 6.8 (1)*

*A local government is not to incur expenditure from municipal for an additional purpose except where the expenditure:*

- *Is incurred in a financial year before the adoption of the annual budget by the local government.*
- *Is authorised in advance by Council resolution – absolute majority required.*
- *Is authorised in advance by the Mayor or President in an emergency.*

**Policy Implications:**

Nil

**Financial/Resource Implications:**

After making the above budget amendment, the original budget surplus will reduce by \$114,000 to \$45,000.

**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 – September 2025*

FIN03-09/25 Attachment 1: September 2025 Budget Amendments.

## 10.2 Development Reports

<b>DEV 01-09/25 August 2025 Development Delegated and Authorised Authority Report</b>	
<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 August 2025 Development Delegated and Authorised Authority Report.

<b>COUNCIL DECISION</b>	<b>070925</b>
<b>MOVED: Cr Tunbridge</b>	<b>SECONDED: Cr Summers</b>
That Council by Simple Majority, receives the August 2025 Development Delegated and Authorised Authority Report, as contained in DEV 01-09/25 Attachment 1.	
<b>VOTING DETAILS:</b>	<b>CARRIED: 7/0</b>
<b>For:</b>	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Gillam, Cr Scott, Cr Melsom
<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 August 2025, with 9 building permits/certificates, 4 single house applications and 1 application 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 – September 2025*

DEV 01-09/25 Attachment 1: August 2025 Development Delegated and Authorised Authority Report

**10.3 Community Services Reports**

Nil

**10.4 Operations Reports**

Nil

**10.5 Office of the CEO Reports**

<b>CEO 01-09/25 Equal Employment Opportunity Management Plan</b>	
<b>Author:</b>	<b>S Mearns, Executive Assistant</b>
<b>Responsible Officer:</b>	<b>S Ivers, Chief Executive Officer</b>
<b>File Reference:</b>	<b>2.0108</b>
<b>Council Role:</b>	<b>Legislative</b>
<b>Voting Requirements:</b>	<b>Simple Majority</b>

**Report Purpose:**

For Council to endorse the Equal Employment Opportunity Management Plan 2025-2029.

<b>COUNCIL DECISION</b>		<b>080925</b>
<b>MOVED: Cr Tunbridge</b>		<b>SECONDED: Cr Summers</b>
<b>That Council by Simple Majority;</b>		
<ol style="list-style-type: none"> <li><b>Adopts the draft Equal Employment Opportunity Management Plan as attached; and</b></li> <li><b>Approves submission of the Equal Employment Opportunity Management Plan to the Public Sector Commission.</b></li> </ol>		
<b>VOTING DETAILS:</b>		<b>CARRIED: 7/0</b>
<b>For:</b>	<b>Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Gillam, Cr Scott, Cr Melsom</b>	
<b>Against:</b>	<b>Nil</b>	

**Background:**

Under the *Western Australian Equal Opportunity Act, 1984* (Part IX) it is the responsibility of Local Government Authorities to prepare and implement an Equal Employment Opportunity Management Plan to achieve the objects of the Act. These objects are:

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

**Officer's Comment:**

The Shire of Irwin is committed to providing a working environment where every employee is treated equally, fairly and without prejudice. The objective of the Equal Employment Opportunity Management Plan (EEOMP) is to raise awareness, of the Councillors and Employees of the need and desirability of Equal Employment Opportunity Practices (EEO) practices and to endeavour to ensure compliance with the *Equal Employment Opportunity Act 1984*.

The EEOMP outlines the responsible officers, policy, and operational practices pertaining to recruitment, appointment, training and development, conditions of services and exit interviews.

The EEOMP is to be reviewed annually, by the Equal Employment Opportunity (EEO) Officer unless special issues require earlier changes by Council.

Administrative forms and practices, as necessary, will also be reviewed by the HR Officer.

Consideration of reports, complaints and amendments made during the year and assessment of consistency with the EEOMP as a whole, will be undertaken.

Comments and advice will be sought from Councillors and employees as appropriate.

A complete and updated copy of the EEOMP is to be supplied to Councillors and staff upon request and must be placed on the Shire website.

The Chief Executive Office shall report annually to the Director of Equal Opportunity in Public Employment under Section 146, (1) of the *Equal Opportunity Act, 1984*.

**Consultation:**

Nil

**Statutory Environment:**

- *Local Government Act 1995*
- *Western Australian Equal Opportunity Act 1984 (Part IX) and S.146.1*
- *State Administrative Tribunal Act 2004 S.105*
- *Work Health and Safety Act 2020*

**Policy Implications:**

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

**Financial/Resource Implications:**

Nil

**Strategic Implications:**

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 4.3.2 Adopt and follow better practice processes

Strategy 4.3.3 Promote workplace health, safety and well-being

**Attachments:**

*Attachment Booklet – September 2025*

CEO 01-09/25 Attachment 1: Equal Employment Opportunity Plan 2025 - 2029

<b>CEO 02-09/25 Irwin Arrowsmith Advisory Council (IAAC) – Current Status Report</b>	
<b>Author:</b>	<b>S Ivers, Chief Executive Officer</b>
<b>Responsible Officer:</b>	<b>S Ivers, Chief Executive Officer</b>
<b>File Reference:</b>	<b>3.0271</b>
<b>Council Role:</b>	<b>Executive</b>
<b>Voting Requirements:</b>	<b>Simple Majority</b>

**Report Purpose:**

To provide Council with a summary of the key activities and decisions that shaped the Irwin Arrowsmith Advisory Council (IAAC), and to outline the factors that led to its current inactive status.

This report is presented in response to a resolution raised as *New Business of an Urgent Nature* at the August 2025 Ordinary Council Meeting, requiring a report to the September 2025 Council Meeting and distribution to the relevant government agencies identified at the time of IAAC's formation.

<b>OFFICER RECOMMENDATION</b>	
<b>Moved: Cr Scott</b>	<b>Seconded: Cr Summers</b>
<b>That Council by Simple Majority:</b>	
<ol style="list-style-type: none"> <li>1. <b>Receives the CEO02-09/25 report on the current status of the Irwin Arrowsmith Advisory Council (IAAC), noting the key activities and factors leading to its current inactive status.</b></li> <li>2. <b>Notes that:</b> <ul style="list-style-type: none"> <li>○ <b>The IAAC was not incorporated, with momentum tapering due to industry stalling and changes in Council's leadership priorities;</b></li> <li>○ <b>Despite this, the IAAC informally leveraged close to \$1 million in funding outcomes (including \$600,000 for Milo Crossing), demonstrating clear value to both the Shire and industry partners; and</b></li> <li>○ <b>The IAAC remains strategically relevant to future planning, particularly for water security and renewable energy opportunities.</b></li> </ul> </li> <li>3. <b>Directs the CEO to provide any relevant information developed through IAAC workshops and related activities to State Government agencies, where such information may assist their policy or investment planning.</b></li> <li>4. <b>Requests that the CEO present a further report to Council before 30 June 2026 outlining:</b> <ul style="list-style-type: none"> <li>○ <b>Opportunities for linking IAAC-style leveraged models with the Community Assistance Scheme and Events (CASE) Committee; and</b></li> <li>○ <b>Recommendations for the IAAC's potential reactivation should industry activity recommence.</b></li> </ul> </li> </ol>	

*The Shire President proposed that Council suspend Meeting Procedures to allow for discussion on this item.*



COUNCIL DECISION		090925
Moved: Cr Scott		Seconded: Cr Wyse
That Council suspends the meeting as per Clause 17.1 of the <i>Shire of Irwin Meeting Procedures Local Law 2016</i> at 6.38pm.		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Gillam, Cr Scott, Cr Melsom	
Against:	Nil	

*Councillors discussed that the information provided did not fully satisfy the request for complete disclosure of correspondence, meetings, compiled information, and directives, as outlined in Council Decision 140825.*

COUNCIL DECISION		100925
Moved: Cr Scott		Seconded: Cr Wyse
That Council reconvenes the meeting as per Clause 17.1 of the <i>Shire of Irwin Meeting Procedures Local Law 2016</i> at 6.49pm.		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Gillam, Cr Scott, Cr Melsom	
Against:	Nil	

*Cr Scott moved an amendment stating this report was missing the disclosure of correspondence, meetings, compiled information, and directives, as outlined in Council Decision 140825 from the previous Council meeting.*

*Cr Tunbridge seconded the amendment.*

*The Shire President invited the Mover and Seconder of the amendment to speak.*

*Cr Scott and Cr Tunbridge made no further comment.*

*The Shire President put the amendment to vote.*

AMENDMENT AND COUNCIL DECISION		110925
<b>Moved: Cr Scott</b>		<b>Seconded: Cr Tunbridge</b>
<b>That Council by Simple Majority:</b>		
<ol style="list-style-type: none"> <li>1. Receives the CEO02-09/25 report on the current status of the Irwin Arrowsmith Advisory Council (IAAC), noting the key activities and factors leading to its current inactive status.</li> <li>2. That Council accept the report as presented and provide an extension to the November 2025 Ordinary Council Meeting in order to allow the provision of other documentation as specified in the original motion – resolution 140825.</li> </ol>		
<b>VOTING DETAILS:</b>		<b>CARRIED: 7/0</b>
<b>For:</b>	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Gillam, Cr Scott, Cr Melsom	
<b>Against:</b>	Nil	

*The amendment was CARRIED.*

*The Shire President invited Councillors to speak to close the debate.*

SUBSTANTIVE MOTION AND COUNCIL DECISION		120925
<b>Moved: Cr Scott</b>		<b>Seconded: Cr Summers</b>
<b>That Council by Simple Majority:</b>		
<ol style="list-style-type: none"> <li>1. Receives the CEO02-09/25 report on the current status of the Irwin Arrowsmith Advisory Council (IAAC), noting the key activities and factors leading to its current inactive status.</li> <li>2. That Council accept the report as presented and provide an extension to the November 2025 Ordinary Council Meeting in order to allow the provision of other documentation as specified in the original motion – resolution 140825.</li> </ol>		
<b>VOTING DETAILS:</b>		<b>CARRIED: 7/0</b>
<b>For:</b>	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Gillam, Cr Scott, Cr Melsom	
<b>Against:</b>	Nil	

#### **Background:**

In August 2023, Council endorsed the IAAC Strategic Framework & Operating Model and approved an allocation in the 2023/24 budget to support its establishment.

The IAAC was envisaged as a collaborative body bringing together local government, industry, community, and Traditional Owner representatives to guide development in the Arrowsmith area. Its objectives included advancing infrastructure planning, addressing accommodation and labour pressures, supporting renewable energy opportunities, and ensuring local communities benefited from regional growth.

At the August 2025 Council Meeting, Cr Scott sought clarity on the IAAC's status, citing its potential importance for regional water security and renewable energy following the Northern Country Zone of WALGA discussions.

**Officer's Comment:**

From its inception, the Irwin Arrowsmith Advisory Council (IAAC) was intended as a vehicle to bring industry, community, and government together to address the opportunities and challenges of large-scale investment in the Arrowsmith region. The Shire recognised that mining, energy, and renewables projects presented not only significant economic potential, but also complex demands on infrastructure, water, housing, and workforce capacity. The IAAC provided a structured forum to coordinate these issues and to ensure that local communities benefited from the region's growth.

While the IAAC was never incorporated, its early activities demonstrated the value of collaborative engagement. Through targeted workshops, advocacy efforts, and proactive partnerships, the IAAC helped shape infrastructure priorities, unlock new sources of funding, and secure tangible outcomes such as road cost recovery and investment at Milo Crossing. Industry stakeholders expressed confidence in the Shire's leadership role, noting that the IAAC framework enabled them to channel contributions more effectively and with visible community benefit. In this sense, the IAAC proved that even at an informal stage, it could generate outcomes of real strategic and financial significance.

**Key Activities and Milestones:**Workshops and Early Engagement (2023)

- Workshops facilitated by Ernst & Young covered power transmission, water supply/desalination, road infrastructure, workers' accommodation, and port access.
- A Registration of Interest submission was lodged with Western Power for a 1.8 GW transmission upgrade.
- Early engagement also supported cost recovery for industrial road use and examined options for dedicated worker accommodation.

Funding Leverage and Outcomes (2023–24)

- While the IAAC was never incorporated, the framework provided a vehicle for collaboration that informally leveraged close to \$1 million in external outcomes.
- A clear example is Milo Crossing, where \$600,000 was secured through partnership arrangements that industry supported because the Shire was leading.
- Industry feedback confirmed they saw value in the Shire's ability to leverage their contributions through initiatives like IAAC.

Industry Stalling and Shifting Leadership Focus (Early 2024)

- Several major industry projects in the Arrowsmith region were stalled in early 2024, reducing the immediate impetus for IAAC activity.
- At the same time, momentum tapered due to industry stalling and changes in Council's leadership priorities, and IAAC was not progressed further.

Link to CASE Committee (2025)

- The Community Assistance Scheme and Events (CASE) Committee provides a governance framework for distributing community funding.
- Council may wish to explore linking IAAC-style leveraged funding approaches with CASE, given demonstrated industry willingness to support locally led initiatives.

Current Status

- The IAAC is inactive and was never incorporated.
- This outcome was shaped by both stalled industry projects and changes in Council's leadership priorities, which saw IAAC activity no longer actively progressed.
- Informally, the IAAC framework helped unlock close to \$1 million in leveraged outcomes, including the Milo Crossing project.

- The initiative retains strategic potential if industry projects resume, particularly in areas such as water security and renewable energy.

Although the IAAC did not progress to incorporation, the groundwork laid continues to hold strategic relevance. The collaborative forums and industry engagement highlighted pressing needs in water security, renewable energy, and infrastructure planning, all of which remain central to regional development discussions today. As identified by Cr Scott following the Northern Country Zone of WALGA meeting, these issues are becoming increasingly urgent, and the IAAC's preparatory work ensures the Shire is well positioned to respond. The experience demonstrated that locally led, transparent initiatives can both attract industry confidence and deliver community benefit. This foundation remains a valuable asset should Council wish to revisit or adapt the IAAC model in the future.

**Consultation:**

Nil

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Financial/Resource Implications:**

The IAAC was supported through the 2023/24 budget cycle. Financial matters related to resourcing are not material to the current motion, which concerns the operational status.

**Strategic Implications:**

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

**Our Brilliant Future – Strategic Community Plan 2021 – 2031:**

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

**Attachments:**

Nil

**10.6 Committee Reports**

Nil

**11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

Nil

**13. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION**

Nil

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

COUNCIL DECISION		130925
<b>MOVED: Cr Wyse</b>		<b>SECONDED: Cr Tunbridge</b>
That Council close the meeting to the public at 6.59pm in accordance with section 5.23(2) (a) and (c) of the <i>Local Government Act 1995</i> to discuss items 14.1 CEO03-09/25 CEO Performance Review and CEO04-09/25 CEO Payment Correction.		
<b>VOTING DETAILS:</b>		<b>CARRIED: 7/0</b>
For: Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Melsom, Cr Gillam, Cr Scott		
Against: Nil		

Staff left the chambers at 6.59pm.

**14.1 CEO03-09/25 CEO Performance Review**

This item will be considered behind closed doors in accordance with Section 5.23(2)(a) of the *Local Government Act 1995* as it relates to a matter affecting an employee.

**14.2 CEO04-09/25 CEO Payment Correction**

This item will be considered behind closed doors in accordance with Section 5.23(2)(a) of the *Local Government Act 1995* as it relates to a matter affecting an employee.

COUNCIL DECISION		140925
<b>MOVED: Cr Scott</b>		<b>SECONDED: Cr Tunbridge</b>
That Council suspends the meeting as per Clause 17.1 of the <i>Shire of Irwin Meeting Procedures Local Law 2016</i> at 7.04pm.		
<b>VOTING DETAILS:</b>		<b>CARRIED: 7/0</b>
For: Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Melsom, Cr Gillam, Cr Scott		
Against: Nil		

COUNCIL DECISION		150925
MOVED: Cr Wyse		SECONDED: Cr Summers
That Council reconvenes the meeting as per Clause 17.1 of the <i>Shire of Irwin Meeting Procedures Local Law 2016</i> at 7.07pm.		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Melsom, Cr Gillam, Cr Scott	
Against:	Nil	

<b>OFFICER RECOMMENDATION</b>	
<b>MOVED:</b> Cr Summers	<b>SECONDED:</b> Cr Wyse
That Council endorse the Office Recommendation in relation to items 14.1 CEO03-09/25 CEO Performance Review and 14.2 CEO04-09/25 CEO Payment Correction.	

COUNCIL DECISION		160925
MOVED: Cr Wyse		SECONDED: Cr Tunbridge
That Council open the meeting to the public at 7.08pm.		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Melsom, Cr Gillam, Cr Scott	
Against:	Nil	

*Staff returned to the chambers at 7.09pm.*

COUNCIL DECISION		170925
MOVED: Cr Wyse		SECONDED: Cr Summers
That Council endorse the recommendation made behind closed doors in relation to items 14.1 CEO03-09/25 CEO Performance Review and 14.2 CEO04-09/25 CEO Payment Correction.		
VOTING DETAILS:		CARRIED: 7/0
For:	Cr Leonard, Cr Wyse, Cr Tunbridge, Cr Summers, Cr Melsom, Cr Gillam, Cr Scott	
Against:	Nil	

## 15. CLOSURE

There being no further business, the Presiding Member closed the meeting at 7.10pm.