



MINUTES

SPECIAL COUNCIL MEETING Tuesday 27 January 2026 – 5.00pm



The purpose of this meeting is for Council to consider the following:

- *Shire of Irwin Annual Report for the year ended 30 June 2025*
 - *Foreshore Development Design - RFQ3-2025*
 - *Accounts List of Payments – December 2025*
 - *Monthly Financial Statements – November 2025*

Disclaimer

The Shire of Irwin:

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

Nature of Council's Role in Decision Making

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

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

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Notes for Members of the Public

Meeting Formalities

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

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

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

Audio Recordings

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

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MINUTES

SPECIAL COUNCIL MEETING

Tuesday, 27 January 2026

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President welcomed attendees and declared the meeting open at 5.00pm.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Members

Councillor I Scott
Councillor A J Gillam
Councillor P Summers
Councillor J Melsom

Staff

Mr S D Ivers	Chief Executive Officer
Miss P Machaka	Manager Finance
Ms S Mearns	Executive Assistant

Guests

Nil

Apologies

Councillor L Berecz
Councillor S Hansen
Councillor L Musulin

Approved Leave of Absence

Nil

Gallery

Nil

3. DECLARATION OF PURPOSE OF MEETING

The purpose of this meeting is for Council to consider the following:

- Accounts List of Payments – December 2025
- Monthly Financial Statements – November 2025
- Shire of Irwin Annual Report for the year ended 30 June 2025
- Foreshore Development Design - RFQ3-2025

4. DECLARATIONS OF INTEREST

Nil

5. PUBLIC QUESTION TIME

Nil

6. REPORTS OF OFFICERS AND COMMITTEES

6.1 Finance Reports

FIN 01-01/26 Accounts for Payment – December 2025	
Author:	K Pu, Casual 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 December 2025.

CCOUNCIL DECISION		010126																										
MOVED: Cr Gillam	SECONDED: Cr Summers																											
<p>That Council, by Simple Majority, receives the Accounts paid during December 2025 as contained in FIN 01-01/26 Attachment 1 of the Attachment Booklet – January 2026 represented by:</p>																												
<table border="1"> <thead> <tr> <th>Payment Type/Numbers</th> <th>Total Amount</th> </tr> </thead> <tbody> <tr> <td>EFT 34381 – 34525</td> <td>\$1,262,909.27</td> </tr> <tr> <td>Muni Cheques – 32256 – 32259</td> <td>\$5,705.00</td> </tr> <tr> <td>Direct Debit – Telstra</td> <td>\$2,191.97</td> </tr> <tr> <td>Direct Debit – WA Treasury Corporation</td> <td>\$127,320.27</td> </tr> <tr> <td>Direct Debit – Credit Card</td> <td>\$42,299.36</td> </tr> <tr> <td>Direct Debit – N-Able Pty Ltd</td> <td>\$2,400.92</td> </tr> <tr> <td>Direct Debit – Australian Phone Company</td> <td>\$225.23</td> </tr> <tr> <td>Direct Debit – Telair Pty Ltd</td> <td>\$2,560.90</td> </tr> <tr> <td>Direct Debit – Insurance Premium Repayments</td> <td>\$95,786.58</td> </tr> <tr> <td>Direct Debit – Vestone Capital Pty Ltd</td> <td>\$10,554.20</td> </tr> <tr> <td>Direct Debit – Superannuation</td> <td>\$91,769.33</td> </tr> <tr> <td style="text-align: right;">Grand Total</td> <td>\$1,643,723.03</td> </tr> </tbody> </table>			Payment Type/Numbers	Total Amount	EFT 34381 – 34525	\$1,262,909.27	Muni Cheques – 32256 – 32259	\$5,705.00	Direct Debit – Telstra	\$2,191.97	Direct Debit – WA Treasury Corporation	\$127,320.27	Direct Debit – Credit Card	\$42,299.36	Direct Debit – N-Able Pty Ltd	\$2,400.92	Direct Debit – Australian Phone Company	\$225.23	Direct Debit – Telair Pty Ltd	\$2,560.90	Direct Debit – Insurance Premium Repayments	\$95,786.58	Direct Debit – Vestone Capital Pty Ltd	\$10,554.20	Direct Debit – Superannuation	\$91,769.33	Grand Total	\$1,643,723.03
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<p>VOTING DETAILS:</p>																												
<p>For: Cr Scott, Cr Gillam, Cr Summers, Cr Melsom</p>		CARRIED: 4/0																										
<p>Against: Nil</p>																												

Background:

A list of accounts paid under delegated authority is attached showing all payments made during the month of December 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 – January 2026

FIN 01-01/26 Attachment 1: Accounts for Payment – December 2025

FIN 02-01/26 Monthly Financial Statements - November 2025	
Author:	P Machaka, Manager Finance
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	2.0057
Council Role:	Executive
Voting Requirements:	Simple Majority

Report Purpose:

For Council to consider and receive the Monthly Financial Statements for the period 1 July 2025 to 30 November 2025.

COUNCIL DECISION		020126
MOVED: Cr Melsom	SECONDED: Cr Summers	
<p>That Council, by Simple Majority, receives the Monthly Financial Statements for the period 1 July 2025 to 30 November 2025 as contained in FIN 02-01/26 Attachment 1 of the Attachment Booklet – January 2026.</p>		
VOTING DETAILS:	CARRIED: 4/0	
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Melsom	
Against:	Nil	

Background:

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

30/11/2025	YTD Budget	YTD Actual
Operating Revenue	9,247,790	9,642,700
Operating Expenditure	(6,133,535)	(4,195,600)
Net Operating	3,114,255	5,447,100
Non-Operating Revenue	996,585	93,165
Non-Operating Expenditure	(2,482,550)	(1,092,215)
Net Non-Operating	(1,485,965)	(999,050)
Cash at Bank		3,710,142
Cash at Bank Restricted		623,659
Reserve Bank		1,045,922
Total Cash Funds		5,379,723

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 – January 2026

FIN 02-01/26 Attachment 1: Financial Statements for the Period Ended 30 November 2025.

The Shire President then declared that Council, in line with the Shire of Irwin Meeting Procedures Local Law 2016, amend the order of business for this Council Meeting, bring forward Item 6.31 to allow for Council to receive the Minutes of the Audit Committee Meeting held 13 January 2026 and adopt the 2024 Financial Statements prior to approving the 2024/25 Annual Report.

COUNCIL DECISION		030126
MOVED: Cr Gillam	SECONDED: Cr Summers	
That Council, by Simple Majority approve Item 6.3.1 – Audit Committee Meeting being brought forward in the Meeting.		
VOTING DETAILS:	CARRIED: 4/0	
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Melsom	
Against:	Nil	

6.3.1 Audit Committee Meeting

The Minutes of the Shire of Irwin Audit Committee Meeting held 13 January 2026 have been provided as Attachment 6.3.1 in Attachment Booklet – January 2026.

COUNCIL DECISION		040126
MOVED: Cr Summers	SECONDED: Cr Gillam	
That Council, by Absolute Majority;		
1. receives the minutes of the Shire of Irwin Audit Committee Meeting held 13 January 2026; and		
2. adopts the 2024/25 Annual Financial Statements which forms part of the 2024/25 Annual Report as recommended by the Audit Committee at its meeting held 13 January 2026.		
VOTING DETAILS:	CARRIED: 4/0	
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Melsom	
Against:	Nil	

6.2 Office of the CEO Reports

CEO 01-01/26 2024/25 Annual Report and Auditors Report	
Author:	P Machaka, Manager Finance
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	3.00337
Council Role:	Executive
Voting Requirements:	Absolute Majority

Report Purpose:

For Council to consider and accept the Shire of Irwin Annual Report for the year ending 30 June 2025.

COUNCIL DECISION		050126
MOVED: Cr Melsom	SECONDED: Cr Gillam	
That Council, by Absolute Majority;		
<ol style="list-style-type: none"> 1. Receives the Audit Report from the Office of the Auditor General for the year ending 30 June 2025; 2. Accepts the 2024/25 Annual Report as presented in Attachment Booklet – January 2026; 3. Approves the Chief Executive Officer to give local public notice of the availability of the 2024/25 Annual Report as soon as practicable; and 4. Holds the Annual Electors' Meeting at 4.00pm on Tuesday 24 March 2026 in the Shire of Irwin Council Chambers. 		
VOTING DETAILS:		CARRIED: 4/0
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Melsom	
Against:	Nil	

Background:

The *Local Government Act 1995* requires local governments to prepare and accept, by absolute majority, an Annual Report for each financial year by no later than 31 December after that financial year unless the report is not available. If unable to be accepted by 31 December, then the report must be accepted within two months of the audit report becoming available.

The *Local Government Act 1995* also requires local governments to hold a general meeting of electors once every financial year and not more than 56 days after accepting the annual report from Auditors. It is therefore proposed to hold the Annual Electors' Meeting on Tuesday 24 March 2026. The Statements also include various other financial information not required by legislation, but for Council information.

Officer's Comment:

The 2024/25 Annual Report, prepared in accordance with the requirements of the *Local Government Act 1995*, is presented as an attachment for Councillors' perusal, consideration and acceptance. The report contains the audited annual financial statements and highlights the Shire of Irwin's achievements throughout 2024/25.

The Shire of Irwin’s auditors, Pitcher Partners, on behalf of the Office of the Auditor General, have completed an audit of the annual financial statements for the year ended 30 June 2025. The audit report and management letter have been provided to the Shire President and CEO. Pitcher Partners (Caden Manfield) and OAG (Vignesh Raj) presented their 2024/25 Audit findings to the Acting CEO (Maurice Battilana) and Finance Manager (Patience Machaka) on 28 November 2025.

The Audit Committee held a meeting on 13 January 2026, during which the Auditors’ Closing Report, Financial Statements, Management Letter, and Independent Audit Report were formally presented. The Audit Committee reviewed and accepted the information contained within the Financial Statements, Management Letter, and Independent Audit Report, and resolved to recommend to Council that the 2024/25 Annual Financial Statements be adopted as part of the 2024/25 Annual Report

Consultation:

Once the 2024/25 Annual Report has been accepted by Council, the Shire is required to give local notice of the availability of the report as soon as possible.

Statutory Environment:

Local Government Act 1995

- Section 5.53
- Section 5.27
- Section 5.29
- Section 7.2
- Section 7.12A

Local Government (Administration) Regulations 1996

- Regulation 19B

Local Government (Audit) Regulations 1996

- Regulation 10

Policy Implications:

Nil

Financial/Resource Implications:

There are no financial or budget implications.

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 – January 2026

CEO 01-01/26 Attachment 1: 2024/25 Annual Report

CEO 02-01/26 Port Denison Foreshore Play Space and Pavilion Design – Evaluation Report	
Author:	B Rebola, Director – Procurement Associates
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	3.00272
Council Role:	Executive
Voting Requirements:	Simple Majority

Report Purpose:

For Council to consider and approve the Evaluation Report for RFQ 3-2025 Port Denison Foreshore Play Space and Pavilion Detailed Design and award the contract in accordance with the Evaluation Panel’s recommendation.

COUNCIL DECISION	060126
MOVED: Cr Gillam	SECONDED: Cr Melsom
<p>That Council suspends the meeting as per Clause 17.1 of the <i>Shire of Irwin Meeting Procedures Local Law 2016</i> at 5.10pm to discuss item CEO 02-01/26 Port Denison Foreshore Play Space and Pavilion Design – Evaluation Report.</p>	
VOTING DETAILS:	CARRIED: 4/0
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Melsom
Against:	Nil

Clarification was sought that the detailed design being approved by the officer recommendation is the continuation of the Council-endorsed design and not the recommencement of the design process. It was confirmed that the detailed design being approved by the officer recommendation is the continuation of the Council-endorsed design.

COUNCIL DECISION	070126
MOVED: Cr Gillam	SECONDED: Cr Melsom
<p>That Council reconvenes the meeting as per Clause 17.1 of the <i>Shire of Irwin Meeting Procedures Local Law 2016</i> at 5.16pm.</p>	
VOTING DETAILS:	CARRIED: 4/0
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Melsom
Against:	Nil

COUNCIL DECISION		080126
MOVED: Cr Gillam		SECONDED: Cr Summers
That Council, by Simple Majority;		
<ol style="list-style-type: none"> 1. Accepts the recommendation contained in the Evaluation Report for RFQ 3-2025 Port Denison Foreshore Play Space and Pavilion Detailed Design, and awards the contract to Respondent 1 as named in the Evaluation Report for a fixed lump sum price of \$389,498 plus GST, as detailed in the Confidential Evaluation Report; 2. Delegates authority to the Chief Executive Officer to negotiate minor variations to the contract before and/or after execution, in accordance with Regulations 20 and 21A of the Local Government (Functions and General) Regulations 1996; and 3. Authorises the Chief Executive Officer to execute the contract in accordance with section 9.49A of the Local Government Act 1995. 		
VOTING DETAILS:		CARRIED: 4/0
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Melsom	
Against:	Nil	

Background:

The Shire of Irwin is undertaking a major redevelopment of the Port Denison Foreshore, supported by Lotterywest and Growing Regions Program funding, to deliver an accessible and inclusive public space incorporating a new pavilion, universally accessible play space, pathways, landscaping, and community activation areas.

The Shire sought quotations from suitably qualified consultants for the provision of detailed design services for the Port Denison Foreshore Play Space and Pavilion. The Request for Quotation (RFQ 3-2025) was issued via VendorPanel under the WALGA Preferred Supplier Panel "Engineering Environmental & Technical Consultancy" (PSP002).

The RFQ was issued to all 24 pre-qualified panel suppliers to ensure open and competitive access. One submission was received by the closing date. The submission was assessed for compliance and evaluated by an Evaluation Panel against the qualitative and quantitative criteria set out in the RFQ documentation.

Officer's Comment:

The Evaluation Panel undertook a structured and defensible assessment process in accordance with the RFQ requirements and the Shire's procurement policies.

Although only one submission was received, the RFQ was issued through a competitive WALGA panel process with all eligible suppliers invited to respond. The lack of competition was therefore considered market-driven rather than process-driven.

The submission from Respondent 1 was assessed as compliant and scored above average across the qualitative criteria. The offered price was within the Shire's estimated budget for this stage of the project and, following clarification of qualifications, was confirmed as a fixed lump sum.

On the basis of demonstrated capability, relevant experience, and value for money, the Evaluation Panel recommends award of the contract to Respondent 1.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995

- Section 3.57 – Tenders
- Section 9.49A – Execution of contracts

Local Government (Functions and General) Regulations 1996

- Part 4 – Tenders
- Regulations 20 and 21A – Variations

Policy Implications:

CP20 – Purchasing

CP01 – Localised Purchasing (Regional Price Preference)

Financial/Resource Implications:

The total estimated contract value is \$389,498 plus GST, which is provided for within the approved project budget.

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:

Confidential Attachment Booklet – February 2026

CEO 02-01/26 Attachment 1: Detailed Design – Evaluation Report

6.3 Committee Reports

6.3.1 Audit Committee Meeting

This item was brought forward in the Agenda and discussed prior to item 6.2.

7. CLOSURE

There being no further business, the Shire President closed the Meeting at 5.18 pm.