



SHIRE OF IRWIN
DONGARA-PORT DENISON

A BRILLIANT BLEND

AGENDA FORUM

Tuesday 17 March 2026 – 5.00pm



NOTICE OF MEETING

Notice is hereby given that the next Agenda Forum of the Shire of Irwin will be held in the Council Chambers, 11-13 Waldeck Street, Dongara at 5.00pm on Tuesday 17 March 2026.

Shane Ivers
CHIEF EXECUTIVE OFFICER
13 March 2026



AGENDA & BUSINESS PAPERS

Agenda Forums and Ordinary Council Meetings for 2026 will be held on the following dates in the Council Chambers at 11-13 Waldeck Street, Dongara.

2026 DATES	
17 March	24 March
21 April	28 April
19 May	26 May
16 June	23 June
21 July	28 July
18 August	25 August
15 September	22 September
20 October	27 October
17 November	24 November
1 December	7 December (Monday)

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

Agenda Forum Information

1. Your Council generally handles all business at Ordinary or Special Council Meetings.
2. From time to time Council may, for a Committee, Working Party or Steering group examine specific subjects and then report to Council.
3. The purpose of the Agenda Forum is for council members and community members to be informed on agenda items before the next Ordinary Council Meeting.
4. Generally, all meetings are open to the public. Occasionally Council will be required to deal with person, legal and other sensitive matters and on these occasions, Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.
5. **Public Questions Time:** It is a requirement of the *Local Government Act 1995* to allow at least fifteen (15) minutes for public question time. At the Agenda Forum all questions asked must be related to the items listed on the Agenda Paper. Please note the following.
 - a) Meetings are scheduled for a 5.00pm start (unless otherwise advised)
 - b) Record your full name and suburb of resident on the Attendance Form available in the public seating area.
 - c) When invited by the Presiding Member to ask your question/s, please state your full name for the benefit of the note taker and those present,
 - d) A minimum of 15 minutes is allocated to Public Question Time, which may be extended at the discretion of the Presiding Member.
 - e) You may ask up to 2 questions before other members of the public will be invited to ask their questions to ensure all have an equal and fair opportunity to ask questions.
 - f) The Presiding Member may elect for written questions to be responded to as normal business correspondence.
 - g) The Presiding Member may decide that a question shall not be responded to where the same or similar questions has been asked at a previous meeting and a response has already been provided;
 - A statement has been made and is not reformed into a question; or a question is offensive or defamatory in nature and is not reformed into a question.
 - h) A question may be taken on notice by Council for a later response. Responses will be provided in writing to the member and summary will be included in the agenda of the next Ordinary Council Meeting of Council.
 - i) Members of the public are encouraged to raise matters relating to operations and administration through the Shire's Customer Request System.
 - j) Should you wish to provide written questions prior to the meeting please submit them by 4.00pm the day before the meeting. By submitting written questions, this assists the administration with preparing a response.
 - k) Should you wish to provide a presentation at the Agenda Forum, a request will need to be submitted in writing directly to the Chief Executive Officer by 4pm the day before the meeting. The presentation must be related to an item listed on the agenda paper.
 - l) Presentations have a time limit of 10 minutes and a limit of 2 representatives will be allowed to speak.
 - m) Agendas for the Agenda Forum and Ordinary Council Meetings are available to the public from the Shire of Irwin Administration Centre or via the Shire's Website www.irwin.gov.au seventy-two (72) hours prior to the meeting.
 - n) Recording of Minutes for Agenda Forums is not required by legislation however a summary of notes from the Agenda Forum will be presented to Council at the next Ordinary Council Meeting.
6. No person is to use any electronic, visual or audio recording device or instrument to record the proceedings of an Agenda Forum without the written permission of the Presiding Member.

Disclaimer

The Shire of Irwin:

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

Nature of Council's Role in Decision Making

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

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

Notes for Members of the Public

Meeting Formalities

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

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

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

Audio Recordings

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

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AGENDA (Draft)

of the

ORDINARY COUNCIL MEETING

to be held

24 March 2026

Commencing at 5.00pm

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

Members

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

Staff

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

Guests

Apologies

Approved Leave of Absence

Gallery

- 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
- 4. PUBLIC QUESTION TIME**

Items 5 – 9 will be dealt with at the Ordinary Council Meeting being held on Tuesday 24 March 2026.

5. DECLARATIONS OF INTEREST

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. PETITIONS AND DEPUTATIONS

8. CONFIRMATION OF MINUTES AND TABLING OF AGENDA FORUM NOTES

8.1 Minutes of the Ordinary Council Meeting held 24 February 2026

The Minutes of the Ordinary Council Meeting held 24 February 2026 are included in the *Attachment Booklet – March 2026*.

RECOMMENDED:

That Council by Simple Majority confirms the Minutes of the Ordinary Council Meeting held 24 February 2026.
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8.2 Agenda Forum Notes – 17 March 2026

At the Agenda Forum held 17 March 2026, Shire Officers presented background information and answered questions on items to be considered at the March 2026 Ordinary Council Meeting.

Notes from the Agenda Forum are included in the *Attachment Booklet – March 2026*.

RECOMMENDED:

That Council by Simple Majority confirms the Notes of the Agenda Forum held 17 March 2026.

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

10. REPORTS OF OFFICERS AND COMMITTEES

10.1 Finance Reports

FIN 01-03/26 Accounts for Payment – February 2026	
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 February 2026.

Officer Recommendation:

RECOMMENDED:	
That Council, by Simple Majority, receives the Accounts paid during February 2026 as contained in FIN01-03/26 Attachment 1 of the Attachment Booklet – March 2026 represented by:	
Payment Type/Numbers	Total Amount
EFT 00000002 - 00000003	\$483,358.02
Muni Cheques – 32262 – 32263	\$77,134.26
Direct Debit – Telstra	\$4,195.81
Direct Debit – WA Treasury Corporation	\$148,373.81
Direct Debit – Credit Card	\$16,987.25
Direct Debit – N-Able Pty Ltd	\$2,429.38
Direct Debit – Australian Phone Company	\$225.23
Direct Debit – Telair Pty Ltd	\$2,560.90
Direct Debit – Superannuation	\$30,141.44
Grand Total	\$765,406.10

Background:

A list of accounts paid under delegated authority is attached showing all payments made during the month of February 2026.

Officer's Comment:

Changes to the format of the list of payments have 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 – March 2026

FIN01-03/26 Attachment 1: Accounts for Payment – February 2026

FIN 02-03/26 Monthly Financial Statements - January 2026	
Author:	P Machaka, Manager Finance
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	2.0057
Council Role:	Executive
Voting Requirements:	Simple Majority

Report Purpose:

For Council to consider and receive the Monthly Financial Statements for the period 1 July 2025 to 31 January 2026.

Officer Recommendation:

RECOMMENDED:
That Council, by Simple Majority, receives the Monthly Financial Statements for the period 1 July 2025 to 31 January 2026 as contained in FIN 02-03/26 Attachment 1 of the Attachment Booklet – March 2026.

Background:

The Monthly Financial Statements to 31 January 2026 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 financial position to the end of January 2026 is detailed in the attached report and summarised as per below:

31/01/2026	YTD Budget	YTD Actual
Operating Revenue	10,168,229	10,038,288
Operating Expenditure	(8,560,092)	(8,555,154)
Net Operating	1,608,137	1,483,134
Non-Operating Revenue	2,978,636	563,216
Non-Operating Expenditure	(3,708,125)	(1,773,479)
Net Non-Operating	(729,489)	(1,210,263)
Cash at Bank		3,071,388
Cash at Bank Restricted		373,935
Reserve Bank		1,052,974
Total Cash Funds		4,498,297

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 – March 2026

FIN 02-03/26 Attachment 1: Financial Statements for the Period Ended 31 January 2026.

FIN 03-03/26 Annual Meeting with Council's Appointed Auditor	
Author:	P Machaka, Manager Finance
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	3.0207
Council Role:	Executive
Voting Requirements:	Simple Majority

Report Purpose:

For Council to meet with Council's appointed auditor via teleconference.

Officer Recommendation:

RECOMMENDED:
That Council, by Simple Majority, notes the verbal report provided by Pitcher Partners, on behalf of the Office of the Auditor General, at the Annual Electors Meeting held at 4pm on 25 March 2026, regarding the Shire of Irwin Annual Financial Statements for the year ending 30 June 2025.

Background:

In accordance with section 7.12A of the *Local Government Act 1995*, a local government is to meet with the Auditor of the Local Government at least once in every year. The Annual Financial Report for the year ended 30 June 2025, along with the 2024//25 Annual Report was presented to Council for consideration at the Ordinary Council Meeting on the 24 February 2026.

Officer's Comment:

The Shire of Irwin's 2024/25 audit was conducted by the Office of the Auditor General (OAG) who contracted Pitcher Partners as field auditors, was invited to attend the Annual Electors Meeting via teleconference to provide comments on the audit process and findings. This provides Councillors an insight into the preparation of the financial reports and how to appropriately interpret the results.

Consultation:

An Audit Exit Meeting was held on Tuesday 13 February 2026 and the 2024/25 Annual Financial Statement and Auditor General's audit opinion were received and accepted by the Shire of Irwin Audit Committee at its meeting on 13 February 2026.

Statutory Environment:

Local Government Act 1995

- *Section 7.12A: Duties of local government with respect to audits*

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:

Nil

10.2 Development Reports

DEV 01-03/26 February 2026 Development Delegated and Authorised Authority Report	
Author:	M Connell, Manager Development
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	3.00125
Council Role:	Executive
Voting Requirements:	Simple Majority

Report Purpose:

For Council to receive the February 2026 Development Delegated and Authorised Authority Report.

Officer Recommendation:

RECOMMENDED:
That Council by Simple Majority, receives the February 2026 Development Delegated and Authorised Authority Report, as contained in DEV 01-03/26 Attachment 1.

Background:

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

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

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

Officer's Comment:

This report presents the details of development functions made under delegated or authorised authority for the month of February 2026, with 16 building permits/certificates, 5 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 – March 2026

DEV 01-03/26 Attachment 1: February 2026 Development Delegated and Authorised Authority Report

10.3 Operations Reports

OPS 01-03/26 Amendment to Village Housing Policy and Revision of Tenancy Procedure and Criteria for Units 1-4, 225 Ocean Drive, Port Denison	
Author:	M Jones, Manager Operations
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	3.00066
Council Role:	Executive
Voting Requirements:	Absolute Majority

Report Purpose:

To seek Council approval, by absolute majority, for amendments to the Village Housing Policy relating to Units 1–4 at 225 Ocean Drive, Port Denison, including a revised designated purpose, changes to residential tenancy criteria, and rent-setting arrangements. Council is also asked to consider and select the proposed rental management option for these units.

Officer Recommendation:

RECOMMENDED:
<p>That Council by absolute majority resolves to:</p> <ol style="list-style-type: none"> 1. Amend the Village Housing Policy to formally exclude Units 1–4 at 225 Ocean Drive, Port Denison from Department of Communities Joint Venture eligibility, allocation and rent-setting requirements. 2. Adopt a revised designated purpose for Units 1–4 consistent with the amended Management Order, being “Aged Persons, Staff and Community Housing”. 3. Endorse the development of revised tenancy eligibility and allocation criteria for Units 1–4, to be implemented by the Chief Executive Officer. 4. Approve Council-managed rental arrangements for Units 1–4, with rental pricing determined with rental pricing determined based on local market conditions or cost recovery principles. 5. Authorise the Chief Executive Officer to implement these resolutions, including updating relevant policies, procedures and tenancy documentation.

Background:

Units 1–4 at the Port Denison Retirement Village were constructed in the early 1980s following Council approval for four self-contained aged persons’ units. These units were not developed under any Joint Venture Agreement.

Subsequent stages of the village (Units 5–39) were constructed under Joint Venture Agreements with the Department of Housing / Department of Communities, which impose specific eligibility and rent-setting requirements.

Extensive due diligence undertaken between 2022 and 2025, including advice from the Shire’s auditor and written confirmation from the Department of Communities, confirmed that Units 1–4 are not subject to any Joint Venture Agreement and are managed solely by the Shire.

Officer's Comment:

Units 1–4 represent the only portion of the Village not tied to State JVAs, offering the Shire complete flexibility in determining future use.

One unit retained for staff housing:

- Supports workforce attraction and retention.
- Provides flexibility to address critical staffing shortages.
- Consistent with the intent of the Management Order.
- Requires development of a clear leasing policy and rental pricing framework.

Remaining units to be offered for rent on the open market (50+ occupancy)

- Aligns with the Village's established demographic and character.
- Provides an opportunity to generate additional revenue for the Shire.
- Reduces ongoing asset management and maintenance obligations.
- Requires establishment of eligibility criteria to ensure compliance with age restrictions.

This approach maintains the Village's intended purpose while strategically addressing workforce accommodation needs and optimising asset utilisation.

Consultation:

Discussions have been held with Midwest Gascoyne Land Management.

Statutory Environment:

- Local Government Act 1995 (WA)
- Residential Tenancies Act 1987 (WA)
- Land Administration Act 1997 (WA)
- Amended Management Order issued by the Department of Planning, Lands and Heritage
- Local Government Act 1995
- Department of Communities – Housing Authority Rental Policy
- Shire of Irwin Rental Housing Procedure

Policy Implications:

- Amendment required to the existing Village Housing Policy to reflect the exclusion of Units 1–4 from Department of Communities' eligibility and rent-setting criteria.
- Development of a supplementary policy or guidelines may be required depending on the option selected.

Financial/Resource Implications:

The proposed arrangements may generate rental income and improve utilisation of existing Shire housing assets.

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 3.1.3 Identify, provide and manage Shire assets (including community infrastructure, Shire controlled reserves and freehold land) in accordance with agreed service levels

Attachments:

Attachment Booklet – March 2026

OPS 01-03/26 Attachment 1: Shire of Irwin Rental Housing Procedure

OPS 01-03/26 Attachment 2: Management Order details to title – 225 Ocean Drive

OPS 01-03/26 Attachment 3: The Village Housing Policy

10.4 Community Services Reports

COM 01-03/26 Addition to Recreation Centre Fees and Charges	
Author:	L Smith, Coordinator Recreation Services
Responsible Officer:	F Boksmati, Manager Community Services
File Reference:	1.0026
Council Role:	Executive
Voting Requirements:	Absolute Majority

Report Purpose:

For Council to consider and approve additions to the adopted 2025/26 Schedule of Fees and Charges.

Officer Recommendation:

RECOMMENDED:
<p>That Council, by Absolute Majority, in accordance with section 6.16 of the Local Government Act 1995, approve the following amendments to the 2025/26 Fees and Charges:</p> <ol style="list-style-type: none"> 1. The addition of the following Senior Concession Gym Membership options <ol style="list-style-type: none"> a) 5 Visit Pass \$48.00 b) 10 Visit Pass \$87.00 c) 20 Visit Pass \$154.00 d) Casual Visit \$13.50 e) Direct Debit \$23.25 per fortnight 2. The addition of Pickleball participation fees <ol style="list-style-type: none"> a) Pickleball Morning (AM) session \$7.00 per player b) Pickleball Evening (PM) session \$8.00 per player 3. The addition of a gym facility usage fee for approved personal training services delivered by a third-party provider operating from within the Irwin Recreation Centre gym. The fee will be calculated as a percentage of the gross session revenue for all personal training sessions conducted at the Irwin Recreation Centre gym. <ol style="list-style-type: none"> a) Charge basis of approximately 10% of gross personal training session revenue 4. Authorises the Chief Executive Officer to advertise the amendment to the Schedule of Fees and Charges for the 2025/26 financial year in accordance with Section 6.19 of the Local Government Act 1995.

Background:

In accordance with section 6.16 of the *Local Government Act 1995*:

- (1) *A local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed and*
- (2) *Fees and charges are to be imposed when adopting the annual budget but may be —*
 - (a) imposed during a financial year; and*
 - (b) amended from time to time during a financial year.*

The Shire has explored a range of opportunities to maintain and enhance service delivery at the Irwin Recreation Centre. As part of this approach, opportunities to expand programming, introduce flexible membership options and support complementary health and fitness services delivered within the facility have been considered. In the absence of a Gym Instructor, interim efforts are being made to support continued community access to health and fitness services while also maximising utilisation of the Recreation Centre facilities

Senior Concession Gym Membership Fees

At the Special Meeting of Council held 26 August 2025, Council adopted the 2025/26 Schedule of Fees and Charges, which included the introduction of Senior Concession Gym Membership rate within the Irwin Recreation Centre membership structure.

Following feedback from existing members and gym users within the senior demographic, the inclusion of Visit Passes and Direct Debit options within the Senior Concession membership category was requested. These options reflect the pricing structures already available within existing Senior and Junior memberships.

The introduction of these payment options also allows members to plan their participation and payments in accordance with their individual financial capabilities and available government benefits, supporting greater accessibility and encouraging continued participation in recreation activities.

Pickleball Participation Fees

Pickleball has also been introduced at the Irwin Recreation Centre and has experienced rapid growth both nationally and locally. After initially being trialled at the Recreation Centre, participation has increased significantly and the activity is now played two mornings and one evening each week, across multiple courts, demonstrating strong community interest. The Recreation Centre has traditionally maintained two pricing structures for facility use – daytime and evening rates. Evening sessions represent peak demand periods following the working day, while lower daytime rates are intended to encourage utilisation during non-peak periods. The proposed Pickleball rates align with this approach.

Gym Facility Usage Agreement

A local allied health related service provider has requested permission to conduct Personal Training sessions from the Irwin Recreation Centre gym, primarily to support some of her existing remedial clients within a suitable fitness environment.

Our consideration of this arrangement supports the Shire's commitment to supporting local businesses and the community's wellness journey, while also assisting to maximise utilisation of the Recreation Centre gym facility. The arrangement may also encourage new clients to access the facility and create opportunities for increased Recreation Centre memberships.

The contractor would operate as an independent contractor under her own business and branding, maintaining her own qualifications, insurances and client management while delivering training sessions within the facility during approved times. The arrangement would operate under a formal Contract Agreement between the Shire of Irwin and the contractor, which outlines the conditions for use of the facility, including operational requirements, insurance obligations and compliance with Recreation Centre policies.

The agreement will consist of a percentage contribution from revenue generated through client personal training sessions conducted at the facility. It is proposed that a facility usage of approximately 10% of gross revenue from personal training sessions be included within the Fees and Charges framework and invoiced on a monthly basis.

Officer's Comment:

The Irwin Recreation Centre provides a range of recreational opportunities through in-house programs and by making facilities available to sporting clubs, community groups and service providers.

The gym serves as a central hub for physical activity within the community, attracting participants across a broad demographic. In recent years, the senior demographic has shown the most significant growth, highlighting the importance of providing accessible and flexible membership options.

To support this continued growth and participation, the addition of standard recreational participation rates, additional senior concession membership options and flexible payment methods is recommended following feedback from users and careful internal consideration. These options provide greater flexibility for seniors who may prefer casual or shorter-term access, while also allowing members to better plan participation and manage payments in line with their financial circumstances and available government benefits.

Pickleball participation has also increased in popularity, with strong representation from the senior community, particularly during morning sessions. The Recreation Centre has traditionally maintained daytime and evening pricing structures, with lower daytime rates encouraging participation during non-peak periods. The proposed Pickleball rates align with this approach.

The proposed Personal Trainer arrangement also provides an opportunity to support local allied health providers while increasing utilisation of the gym facility during periods where additional programming may otherwise be limited.

Consultation:

Consultation has been undertaken with the Coordinator Recreation Services and the Manager Community Services in reviewing the proposed amendments to the Recreation Centre Fees and Charges. Feedback from gym members and senior user groups has supported the introduction of additional Senior Concession membership options and flexible payment arrangements to improve accessibility and participation.

Participation in Pickleball sessions at the Irwin Recreation Centre has also increased following initial trials, with positive feedback received from participants, particularly within the senior community.

Discussions have also occurred with the contractor who requested permission to conduct Personal Training sessions within the gym facility to support local clients with correct exercises and equipment to continue and further support their wellness journey. The proposed arrangement has been considered in conjunction with Recreation Centre operations to ensure it aligns with facility availability and operational requirements.

Statutory Environment:

Local Government Act 1995

Part 6, Division 5 – Financing local government activities

6.16. Imposition of fees and charges

- (1) *A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.
* Absolute majority required.*
- (2) *A fee or charge may be imposed for the following —*
 - (a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
 - (b) *supplying a service or carrying out work at the request of a person;*
 - (c) *subject to section 5.94, providing information from local government records;*
 - (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
 - (e) *supplying goods;*
 - (f) *such other service as may be prescribed.*
- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*
 - (a) *imposed* during a financial year; and*
 - (b) *amended* from time to time during a financial year.*

** Absolute majority required.*

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of –

- (a) its intention to do so; and*
- (b) the date from which it is proposed the fees or charges will be imposed.*

Policy Implications:

Nil

Financial/Resource Implications:

The proposed fees will generate modest additional revenue and assist in offsetting operational costs associated with the Recreation Centre facilities.

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 1.1.1 Identify and support services, events and programs for building capacity, social inclusion and wellbeing.

Strategy 4.1.1 Enhance the Shire's profile through marketing initiatives and community engagement.

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles.

Strategy 4.3.2 Adopt and follow better practice processes.

Attachments:

Nil

10.5 Office of the CEO Reports**0.6 Committee Reports**

Items 11 – 14 will be dealt with at the Ordinary Council Meeting being held on Tuesday 24 March 2026.

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**12. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN****13. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION****14. MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC****15. CLOSURE**