



Ordinary Council Meeting

***Attachment Booklet
March 2026***

ATTACHMENT BOOKLET – March 2026

Item	Description
8.1	Ordinary Council Meeting Minutes – 24 February 2026
8.2	Agenda Forum Notes – 17 March 2026
8.3	Agenda Forum Notes – 17 February 2026
FIN 01-03/26	Accounts for Payment – February 2026
FIN 02-03/26	Monthly Financial Statements for the Period Ended 31 January 2026
DEV 01-03/26	February 2026 Development Delegated and Authorised Authority Report
OPS 01-03/26	Attachment 1 - Shire of Irwin Rental Housing Procedure
	Attachment 2 - Management Order details to title – 225 Ocean Drive
	Attachment 3 – The Village Housing Policy



Ordinary Council Meeting

24 March 2026

Item 8.1

Ordinary Council Meeting Minutes
24 February 2026



SHIRE OF IRWIN
DONGARA-PORT DENISON

A BRILLIANT BLEND

MINUTES

ORDINARY COUNCIL MEETING
Tuesday 24 February 2026



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MINUTES

of the

ORDINARY COUNCIL MEETING

held

24 February 2026

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at 5.00pm and welcomed Councillors, Staff and Gallery Members.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Members

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

Shire President
Deputy Shire President

Staff

Mr S D Ivers
Mr M Connell
Ms F Boksmati
Mr M Jones
Miss P Machaka
Ms S Mearns

Chief Executive Officer
Manager Development
Manager Community Services
Manager Operations
Manager Finance
Executive Assistant

Guests

Nil

Apologies

Councillor P Summers
Mr M Antony

Community Emergency Services Manager

Approved Leave of Absence

Nil

Gallery

Mr Bruce Baskerville
Mr Barry Wyse

“Indiaview”, Port Denison
13 Clarkson Street, Port Denison

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. DECLARATIONS OF INTEREST

The Chief Executive Officer advised that a Declaration of Interest were received as listed below:

Councillor	Agenda Item	Disclosure
Cr Gillam	DEV 03-02/65 Belisama Gas Project – Lot M441 Yandanooka West Road, Milo	Financial – Cr Gillam currently negotiating access agreement for potential alternative site.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. PETITIONS AND DEPUTATIONS

Nil

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

The Minutes of the Ordinary Council Meeting held 8 December 2025 are included in the *Attachment Booklet – February 2026*.

COUNCIL DECISION		010226
MOVED: Cr Gillam	SECONDED: Cr Berecz	
That Council confirms the Minutes of the Ordinary Council Meeting held 8 December 2025.		
VOTING DETAILS:	CARRIED: 6/0	
For: Cr Scott, Cr Gillam, Cr Hansen, Cr Berecz, Cr Musulin, Cr Melsom		
Against: Nil		

8.2 Minutes of the Special Council Meeting held 27 January 2026

The Minutes of the Ordinary Council Meeting held 27 January 2026 are included in the *Attachment Booklet – February 2026*.

COUNCIL DECISION		020226
MOVED: Cr Melsom	SECONDED: Cr Gillam	
That Council confirms the Minutes of the Special Council Meeting held 27 January 2026.		
VOTING DETAILS:	CARRIED: 6/0	
For: Cr Scott, Cr Gillam, Cr Hansen, Cr Berecz, Cr Musulin, Cr Melsom		
Against: Nil		

8.3 Agenda Forum Notes – 17 February 2026

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

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

COUNCIL DECISION		030226
MOVED: Cr Musulin	SECONDED: Cr Hansen	
That Council confirms the Notes of the Agenda Forum held 17 February 2026.		
VOTING DETAILS:	CARRIED: 6/0	
For:	Cr Scott, Cr Gillam, Cr Hansen, Cr Berecz, Cr Musulin, Cr Melsom	
Against:	Nil	

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

14 January 2026	Shire President and CEO met with Strike Energy
23 January 2026	Shire President and CEO attended MWDC Meeting
26 January 2026	Shire President and CEO attended Australia Day Celebrations and Citizenship Ceremony
6 February 2026	CEO attended MWDC North Midlands Executive Group Meeting
16 February 2026	CEO met with Water Corporation
18 February 2026	Shire President and CEO attended IDHS Heritage Grant Funding announcement
18 February 2026	Shire President and CEO attended MEPAU Quarterly Update Meeting
19 February 2026	Shire President and CEO met with Telstra Corporation
23 February 2026	Shire President and CEO attended WALGA Northern Country Zone Meeting
24 February 2026	CEO met with Department Water & Environmental Regulation Representatives

The Shire President also commented that she held interviews with the ABC, Midwest Times and GWN in relation to the Foreshore Redevelopment, the Drive-In and Fishing Restrictions.

10. REPORTS OF OFFICERS AND COMMITTEES

10.1 Finance Reports

FIN 01-02/26 Accounts for Payment – January 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 January 2026.

COUNCIL DECISION		040226																						
MOVED: Cr Gillam	SECONDED: Cr Melsom																							
<p>That Council, by Simple Majority, receives the Accounts paid during January 2026 as contained in FIN01-02/26 Attachment 1 of the Attachment Booklet – February 2026 represented by:</p>																								
<table border="1"> <thead> <tr> <th>Payment Type/Numbers</th> <th>Total Amount</th> </tr> </thead> <tbody> <tr> <td>EFT 00000001 - 00000001</td> <td>\$87,986.41</td> </tr> <tr> <td>Muni Cheques – 32260 – 32261</td> <td>\$6,932.50</td> </tr> <tr> <td>Direct Debit – Telstra</td> <td>\$3,104.87</td> </tr> <tr> <td>Direct Debit – WA Treasury Corporation</td> <td>\$38,109.83</td> </tr> <tr> <td>Direct Debit – N-Able Pty Ltd</td> <td>\$2,416.76</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>\$47,893.29</td> </tr> <tr> <td>Direct Debit – Superannuation</td> <td>\$64,611.95</td> </tr> <tr> <td style="text-align: right;">Grand Total</td> <td>\$253,841.74</td> </tr> </tbody> </table>		Payment Type/Numbers	Total Amount	EFT 00000001 - 00000001	\$87,986.41	Muni Cheques – 32260 – 32261	\$6,932.50	Direct Debit – Telstra	\$3,104.87	Direct Debit – WA Treasury Corporation	\$38,109.83	Direct Debit – N-Able Pty Ltd	\$2,416.76	Direct Debit – Australian Phone Company	\$225.23	Direct Debit – Telair Pty Ltd	\$2,560.90	Direct Debit – Insurance Premium Repayments	\$47,893.29	Direct Debit – Superannuation	\$64,611.95	Grand Total	\$253,841.74	
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VOTING DETAILS:	CARRIED: 6/0																							
For:	Cr Scott, Cr Gillam, Cr Hansen, Cr Berecz, Cr Musulin, Cr Melsom																							
Against:	Nil																							

Background:

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

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 – February 2026

FIN 01-02/26 Attachment 1: Accounts for Payment – January 2026

FIN 02-02/26 Monthly Financial Statements - December 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 31 December 2025.

COUNCIL DECISION		050226
MOVED: Cr Gillam	SECONDED: Cr Musulin	
<p>That Council, by Simple Majority, receives the Monthly Financial Statements for the period 1 July 2025 to 31 December 2025 as contained in FIN 02-02/26 Attachment 1 of the Attachment Booklet – February 2026.</p>		
VOTING DETAILS:	CARRIED: 6/0	
For:	Cr Scott, Cr Gillam, Cr Hansen, Cr Berecz, Cr Musulin, Cr Melsom	
Against:	Nil	

Background:

The Monthly Financial Statements to 31 December 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 financial position to the end of December 2025 is detailed in the attached report and summarised as per below:

31/12/2025	YTD Budget	YTD Actual
Operating Revenue	9,821,613	9,813,392
Operating Expenditure	(7,361,501)	(7,422,598)
Net Operating	2,460,112	2,390,794
Non-Operating Revenue	2,606,719	93,165
Non-Operating Expenditure	(3,161,433)	(1,590,003)
Net Non-Operating	(554,714)	(1,496,838)
Cash at Bank		2,767,401
Cash at Bank Restricted		623,302
Reserve Bank		1,049,610
Total Cash Funds		4,440,313

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 –February 2026

FIN02-02//26 Attachment 1: Financial Statements for the Period Ended 31 December 2025.

Unconfirmed

FIN 03-02/26 Budget Amendment – February 2026	
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	060226
MOVED: Cr Melsom	SECONDED: Cr Berecz
<p>That Council, by Absolute Majority, approve February 2025/26 budget amendments as detailed in the attachment in accordance with section 6.8(1) of the Local Government Act 1995.</p>	
VOTING DETAILS:	CARRIED: 6/0
For:	Cr Scott, Cr Gillam, Cr Hansen, Cr Berecz, Cr Musulin, 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:

The Shire has secured three grants which were not part of the 2025/26 Original Budget. As the grant conditions require works to commence in the current financial year, a budget amendment is required to enable delivery.

Details of the grants are as follows:

Grantor	Amount	Description
Iluka Helping Hands	\$4,000	<ul style="list-style-type: none"> Grant for Dongara Denison Drive In kitchen equipment (popcorn machine, bain marie, deep fryer, chest freezer, steam pan) Must be completed this FY 2025/26
Lotterywest Arts & Culture Infrastructure	\$231,355	<ul style="list-style-type: none"> Grant to replace the Dongara Denison Drive In's obsolete lamp projector with a laser projector, as well as necessary building modifications to support projector. Must be completed and acquitted by November 2026.
Main Roads Industry Contribution	\$168,333 \$84,167	<ul style="list-style-type: none"> Main Roads had surplus funds for FY 2025/26, which the Shire applied for. The funding is for the upgrade of Mount Adams Road and Brand Highway Intersection. Total Cost of the project is \$252,500. Main Roads will fund \$168,333 and Industry will contribute \$84,167.

It is recommended that the 2025/26 budget be adjusted in accordance with section 6.8(1) of the Local Government Act 1995 to bring to account the grant funding and the corresponding expenditure as detailed in the attachment.

Consultation:

Nil

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 impact to the budget surplus will be 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 – February 2026

FIN 03-02/26 Attachment 1: February 2026 Budget Amendments

10.2 Development Reports

DEV 01-02/26 December 2025 and January 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 December 2025 and January 2026 Development Delegated and Authorised Authority Report.

COUNCIL DECISION	070226
MOVED: Cr Musulin	SECONDED: Cr Berecz
<p>That Council by Simple Majority, receives the December 2025 and January 2026 Development Delegated and Authorised Authority Report, as contained in DEV 01-02/26 Attachment 1.</p>	
VOTING DETAILS:	CARRIED: 6/0
For:	Cr Scott, Cr Gillam, Cr Hansen, Cr Berecz, Cr Musulin, Cr Melsom
Against:	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 partial month of November 2025 (from 26 November 2025), December 2025 and January 2026, with 31 building permits/certificates, 9 single house applications and 3 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 – February 2026

DEV 01-02/26 Attachment 1: December 2025 and January 2026 Development Delegated and Authorised Authority Report

Unconfirmed

DEV 02-02/26 Shire of Irwin draft Local Planning Scheme No. 6	
Author:	M Connell, Manager Development
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	P25/042
Council Role:	Legislative
Voting Requirements:	Simple

Report Purpose:

For Council to adopt the draft Local Planning Scheme No. 6 and forward it to the Environmental Protection Authority for its assessment and the Western Australian Planning Commission for its approval to advertise the scheme.

COUNCIL DECISION		080226
MOVED: Cr Hansen	SECONDED: Cr Melsom	
That Council by Simple Majority:		
<ol style="list-style-type: none"> 1. Adopt the draft Shire of Irwin Local Planning Scheme No. 6 as contained in DEV 02-02/26 Attachment 1. 2. Authorise the Chief Executive Officer to modify the local planning scheme as required by the either the Environmental Protection Authority or the Western Australian Planning Commission. 3. Not initiate any standard or complex scheme amendments to Local Planning Scheme No. 5 once the Western Australian Planning Commission has given approval to advertise the draft Shire of Irwin Local Planning Scheme No. 6. 		
VOTING DETAILS:		CARRIED: 6/0
For:	Cr Scott, Cr Gillam, Cr Hansen, Cr Berecz, Cr Musulin, Cr Melsom	
Against:	Nil	

Background:

It is a statutory requirement under the *Planning and Development Act 2005* (Act) that all local governments must prepare a local planning scheme.

Local planning schemes are the principal statutory tool for achieving the development aims and objectives of a local government. They are used by local governments to implement things like residential density, land use permissibility and development controls for setbacks, car parking, landscaping. The main purposes of a local planning scheme are to:

- set out the local government's planning aims for the scheme area, and implement the local planning strategy;
- set aside land as reserves for various public purposes and zone land within the scheme area; and
- control and guide land use and development.

On 27 September 2016 Council resolved to prepare a new local planning scheme and on 28 February 2017 Council approved a report on the review of Local Planning Scheme No. 5. Following the resolutions from Council priority was given to the preparation of a new local planning strategy, which is now complete.

Draft Local Planning Scheme No. 6 (LPS6) has now subsequently been prepared and is contained in DEV02-02/26 Attachment 1.

Officer's Comment:

The Shire's current scheme (Local Planning Scheme No. 5) was gazetted on 7 May 2008. Since that time the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) have come into effect. The content and format of a scheme has to now follow the Model Provisions set out in Schedule 1 of the Regulations. These model provisions establish a standard structure and wording for a scheme to bring about consistency across the State.

LPS6 is generally consistent with the substantive terms of the current scheme but has updated terms and references to reflect contemporary scheme drafting standards as prescribed by the Regulations. There have been no significant changes to the underlying zoning of land.

In summary the main changes include:

- updating the scheme text and removing provisions that are now obsolete;
- inserting, deleting and renaming land use classes in the zoning table;
- aims of the scheme now directly correlate to the community strategic plan;
- standardising reserve and zone classifications;
- introducing a 'Tourism' zone and removing most special uses;
- increasing the base residential density to R20 (i.e. 450m² average lot sizes);
- modifying the scheme maps to correct minor anomalies with reserve areas;
- ensuring crown land reserves reflect their current general management purpose; and
- updating the cadastre to reflect new lots that have been created.

For comparison, the current Local Planning Scheme No. 5 can be viewed on the Shire's website: <https://irwin.wa.gov.au/local-planning-scheme/>

Consultation:

Consultation to date:

Council's resolution of 27 September 2016 to prepare a new scheme was publicly advertised in accordance with the requirements of r. 20 of the Regulations, inviting any recommendations in respect of the resolution. The advertising involved the following:

- A public notice was published in the Midwest Times on 26 October 2016.
- A copy of the public notice was sent to the adjoining local governments of:
 - Shire of Mingenew
 - Shire of Carnamah
 - Shire of Three Springs
 - City of Greater Geraldton
- A copy of the public notice was referred to the following (then) government / service agencies and stakeholders:
 - Department of Aboriginal Affairs
 - Department of Planning
 - Department of Agriculture and Food
 - Department of Environmental Regulation
 - Department of Fire and Emergency Services
 - Department of Health
 - Department of Parks and Wildlife
 - Department of Water
 - Department of Mines and Petroleum
 - Department of Lands
 - Department of Fisheries
 - Department of Education

- Department of Transport
- Public Transport Authority
- Midwest Development Commission
- Tourism WA
- Environmental Protection Authority
- Main Roads WA
- State Heritage Office
- Water Corporation

In response to the advertising a total of 8 submissions were received, and all the comments have been taken into consideration in preparing LPS6.

Proposed consultation:

As part of the scheme process and prior to public advertising, the Environmental Protection Authority is required to determine whether or not the scheme needs to be assessed under Part IV of the *Environmental Protection Act 1986*. Given LPS6 is generally consistent with the substantive terms of the current scheme it is considered unlikely that the scheme will be assessed.

The scheme is required to be publicly advertised for a period of not less than 90 days in accordance with the requirements of the Regulations. At the conclusion of the public advertising period the matter must be presented back to Council which will include a schedule of submissions if any are received. A resolution must then be passed to either support the scheme (with or without modification) or not support the scheme.

Given that a substantial amount of public consultation has occurred with the preparation of the new local planning strategy, LPS6 is simply implementing the recommendations of the strategy and there are only relatively minor modifications to the current scheme it is proposed that LPS6 be advertised in the following ways:

- A notice being published in the Mid West Times and the Dongara Denison Local Rag;
- A copy of the scheme being made available for public inspection at the Shire office and the Dongara public library;
- The scheme being published on the Shire's website along with an alert on the Shire's Facebook page;
- Directly contacting landowners who's zoning has demonstrably changed; and
- A written notice being sent to each public authority likely to be affected by the scheme including neighbouring local governments.

Statutory Environment:

Part 5, Section 72 of the Act 2005 provides for a local government to prepare a local planning scheme as follows:

72. Local government may prepare or adopt scheme

(1) *Subject to section 71, a local government may –*

- (a) *prepare a local planning scheme with reference to any land within its district, or with reference to land within its district and other land within any adjacent district;*

Part 4 of the Regulations sets out the process that must be followed for the preparation of a local planning scheme. A flowchart that details this process is contained in DEV02-02/26 Attachment 2.

Policy Implications:

All local planning policies are currently being reviewed as part of the new local planning scheme, and it is proposed that a new suite of policies will accompany the scheme when it is finalised.

Financial/Resource Implications:

Nil.

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 2.1.3 Ensure adequate and appropriately zoned land to support commerce and industry

Strategy 3.1.4 Prepare cutting edge land use strategies to guide future development

Attachments:

Attachment Booklet – February 2026

DEV 02-02/26 Attachment 1: draft Local Planning Scheme No. 6

DEV 02-02/26 Attachment 2: Process for preparation of new local planning scheme flowchart

Unconfirmed

Cr Gillam having declared a Financial Interest in Item DEV 03-02/26 left the Meeting at 5.13pm.

DEV 03-02/26 Belisama Gas Project – Lot M441 Yandanooka West Road, Milo	
Author:	M Connell, Manager Development
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	P25-90 / A9545
Council Role:	Advocacy
Voting Requirements:	Simple

Report Purpose:

For Council to provide comment and recommend conditions to the Western Australian Planning Commission (WAPC) on the significant development application for the Belisama Gas Project on Lot M441 (No. 1906) Yandanooka West Road, Milo which is located within the Shire of Mingenew.

COUNCIL DECISION	090226
MOVED: Cr Melsom	SECONDED: Cr Berecz
<p>That Council by Simple Majority, in relation to the significant development application for the Belisama Gas Project on Lot M441 (No. 1906) Yandanooka West Road, Milo recommends the following conditions:</p>	
<p>1. Prior to the commencement of development, a Construction Management Plan is to be submitted to and approved by the Western Australian Planning Commission, on advice from the Shire of Irwin and Main Roads WA addressing but not limited to:</p> <ul style="list-style-type: none"> a. Hours of construction; b. Site access and egress; c. Construction vehicle route and traffic management; d. Deliveries and storage of construction materials and machinery; e. Management of vibration, dust, wind and erosion; f. Management, removal and recycling of demolition and construction waste; g. Protection and repair of any public realm infrastructure; and h. Public communication and complaint-handling procedures. <p>The approved Construction Management Plan is to be implemented and adhered to at all times during construction, to the satisfaction of the Western Australian Planning Commission, on advice from the Shire of Irwin.</p>	
<p>2. Prior to the commencement of development, the applicant is to make suitable arrangements with the Shire of Irwin and Main Roads Western Australia to complete the following road network improvements works prior to any works being undertaken within Lot M441 Yandanooka West Road, Milo:</p> <ul style="list-style-type: none"> a. Sealing the intersection of Brand Highway and Mount Adams Road; b. Sealing Mount Adams Road from the intersection of Brand Highway to Yandanooka West Road; and c. Sealing Yandanooka West Road from Mount Adams Road to the site access point of the development site. <p>Details of which are to be provided to the satisfaction of the Western Australian Planning Commission.</p>	

3. **Within 30 days of the commencement of operations, any damage to public roads or infrastructure as a result of construction works is to be rectified to the required standard at the developer's cost to the satisfaction of the Western Australian Planning Commission, on advice from the Shire of Irwin and Main Roads WA.**
4. **Prior to the commencement of operations, land tenure arrangements are to be resolved so that the road carriageway of Yandanooka West Road and Mount Adams Road is located within a gazetted public road reserve.**
5. **Prior to the commencement of development, an updated Waste Management Plan addressing the location for the disposal of waste for the development during the construction and operational phases is to be submitted to the satisfaction of the Western Australian Planning Commission, on advice from the Shire of Irwin and the City of Greater Geraldton.**

VOTING DETAILS:**CARRIED: 5/0****For: Cr Scott, Cr Hansen, Cr Berecz, Cr Musulin, Cr Melsom****Against: Nil****Background:**

The Shire has received an invitation from the WAPC to make a submission on an application for significant development in December 2025 for a proposed gas processing plant and workforce accommodation (commonly referred to as the Belisama Gas Project) on Lot M441 (No. 1906) Yandanooka West Road, Milo in the Shire of Mingenew.

The application has been lodged under Part 11B of the *Planning and Development Act 2005*, which has established the WAPC as the decision-making authority for significant development applications.

The proposed development is located approximately 30km southeast of Dongara, and 20km west of Mingenew. The site straddles the boundaries of both the Shires of Irwin and Mingenew with the development itself located in the Shire of Mingenew. It is accessed from the west via Yandanooka West Road and Mount Adams Road through to Brand Highway.

Proposal

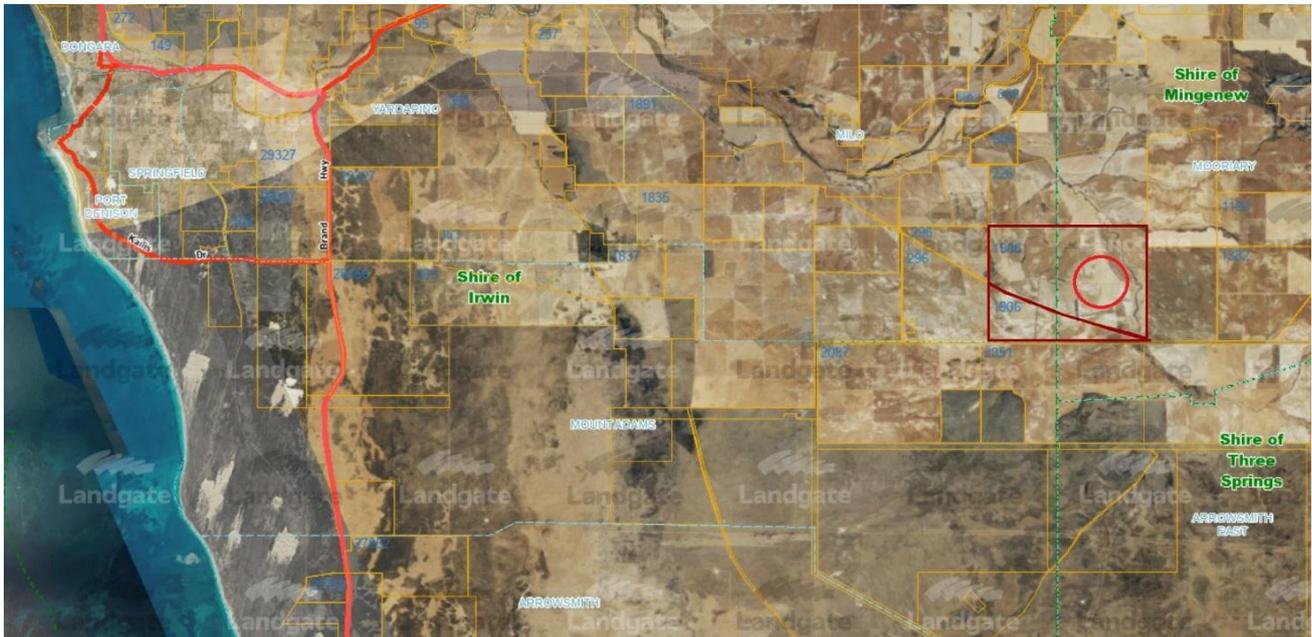
The application proposes a gas processing facility, condensate system, operations village with workforce accommodation, and supporting infrastructure and consists of the following elements:

- A processing facility to treat raw gas to the specification required for export to the Dampier to Bunbury Natural Gas Pipeline.
- A condensate stabilisation, storage and offloading system.
- On-site infrastructure to support the operations phase of the proposal including power generation, warehousing and workshops, and control, equipment and switch room infrastructure.
- Utilities infrastructure including telecommunications, groundwater supply bores, groundwater monitoring bores and sewage treatment systems.
- An operations village including workers accommodation (28 x 1 bedroom units) and associated landscaping.

The development application report is contained in DEV 03-02/26 Attachment 1 and the application also contains specialist reports addressing environmental impact, traffic, noise, bushfire

management, visual impact, water and waste management which are available for viewing at: <https://haveyoursay.dplh.wa.gov.au/belisamagasproject>

Location Plan



Officer's Comment:

The development site itself is located in the Shire of Mingenew however access to the site is from Brand Highway via Mount Adams and Yandanooka West Roads which are located in the Shire of Irwin.

In determining the application the WAPC must have due regard to the need to ensure the orderly and proper planning, and preservation of amenity, of the locality to which the application relates.

Amenity is defined as all of those factors which combine to form the character of an area and include the present and likely future amenity.

The locality is characterised by an undulating rural landscape used for broadacre agriculture with a mixture of cropping and grazing. The development footprint of the central processing facility is relatively small and approximately 5.4ha. Other than the specialised gas processing infrastructure, the other administration and accommodation buildings are representative of typical large, rural shed-type structures that is an expected form of rural development in the locality.

The materials, colours and scale of the development, in addition to the proposed landscaping achieves an overall appearance that would not contrast significantly with the rural aesthetic of the locality. The development is unobtrusive in the context of the wider landscape and is considered to be compatible with its setting and the surrounding character of the area.

When considering the likely future amenity, the Shire's recently endorsed Local Planning Strategy sets out the long-term planning directions for the Shire and guides land use planning over the next 10-15 years. The Strategy formally identifies the Arrowsmith Resources Area as a strategic energy and resources precinct thus reinforcing the State's Energy Transformation Strategy. Actively planning to meet the needs of industry through facilitating the establishment of new energy industries in the Arrowsmith Resources Area is a key recommendation from the Strategy.

The proposed development is clearly contemplated by the Local Planning Strategy. It is apparent that the planning framework acknowledges and indeed promotes development of this nature which in turn establishes reasonable expectations for this type of development in the locality.

Road Access

Accompanying the application was a Traffic Impact Assessment (TIA) which provided an analysis of the access to the central processing facility as well as the surrounding road network.

Of concern is that there was no information provided on the anticipated traffic generated from the construction phase of the project. Once operational the expected haulage traffic generation from the gas plant site would be:

- 4 B-doubles per day for condensate loadout;
- 2 semi-trailers per week for chemical and general resupply logistics;
- 2 small trucks per week for ad-hoc maintenance and management; and
- 12 light vehicles per day.

The traffic volumes adopted in the assessment appear to be inconsistent with the Shire's more recent traffic count data and understate the existing traffic conditions.

Contrary to the presentation given to Council on 25 November 2025 by representatives from Hancock Energy, the applicant has not committed to any road upgrades associated with access to the central processing facility other than intersection upgrades with Brand Highway.

The development will generate a substantial increase in heavy vehicle movements along the existing unsealed roads. Gravel roads are not designed to accommodate sustained high-volume industrial traffic, and previous experience has demonstrated that such use results in accelerated road deterioration, increased safety risks and significant ongoing maintenance costs.

A previous gas project on Pye Road provides a clear precedent. During that project, the unsealed road required frequent grading and re-sheeting due to heavy vehicle traffic, with total maintenance costs over the project period exceeding the estimated cost of sealing the road. Additional issues included dust-related visibility hazards and several vehicle crashes involving heavy and light vehicles.

Unsealed roads are also regularly closed during and following rainfall events due to reduced pavement strength and safety concerns. These closures disrupt local residents, agricultural operations, emergency access, and project logistics while placing pressure on the Shire to reopen roads prematurely, further increasing road damage and maintenance costs.

The intensive maintenance required to keep the road serviceable would also result in the diversion of Shire plant, crews, and operational budgets away from the broader unsealed road network. This diversion would reduce the Shire's capacity to undertake routine maintenance on other local roads, leading to declining road conditions, increased community complaints and a deterioration in service levels across the wider road network.

The ongoing maintenance of an unsealed road under these conditions would impose an unsustainable financial burden on local ratepayers, despite the road impacts being primarily driven by the gas project. Sealing the road would significantly reduce maintenance requirements, maintain all-weather access, improve road safety by eliminating dust and protect the long-term integrity of the Shire's road assets.

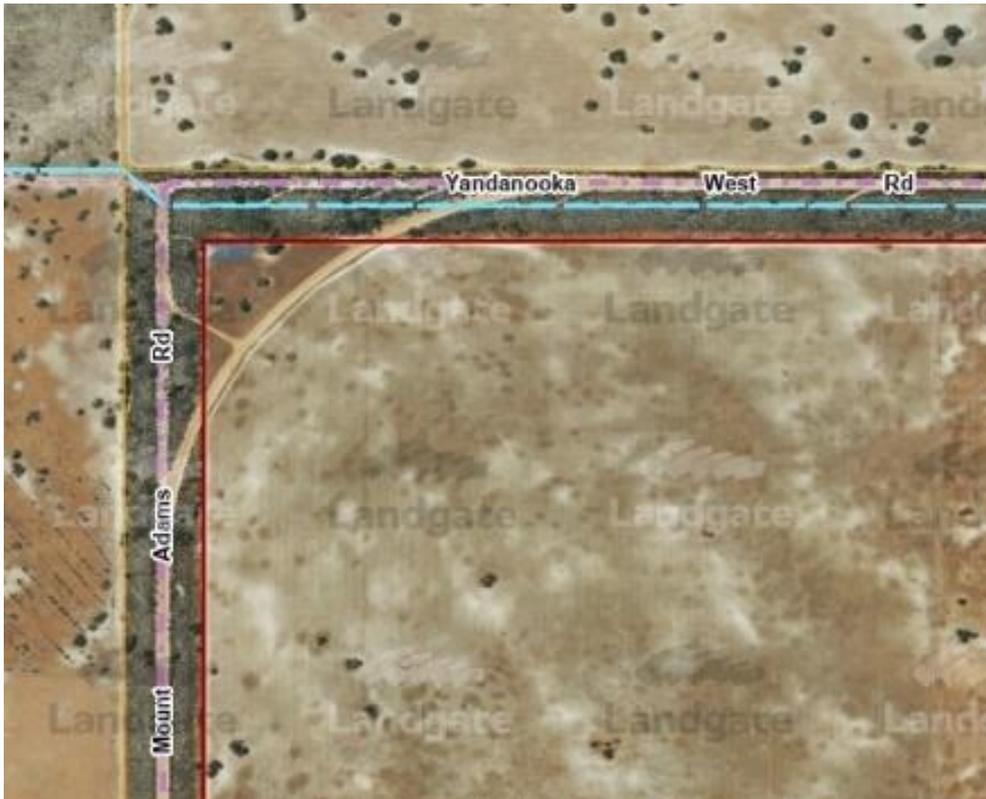
Based on demonstrated local experience and whole-of-life cost considerations, sealing the road access represents the most cost-effective, safe, and equitable solution to manage the impacts of the development while safeguarding the condition of the Shire's wider road network and the interests of its ratepayers.

Land Tenure

There are anomalies with the underlying land tenure on which the current road carriageway of Yandanooka West Road is situated.

Firstly, the land parcel (that is mistakenly considered to be the Yandanooka West Road reserve) is in fact Crown Reserve 10876. The responsible agency for the reserve is the DPLH and the reserve purpose is 'Stock Route'. The Reserve 10876 report is contained in DEV 03-02/26 Attachment 2.

Secondly, the road carriageway at the intersection with Mount Adams Road traverses Lot 10119 (No. 2087) Yandanooka West Road as shown on the plan below.



With a project of such state significance, it seems prudent to resolve these land tenure issues prior to operations commencing.

Waste Management

A Waste Management Plan (WMP) has been prepared in support of the proposed development and provided details on the estimation of general waste volumes and recommendations for appropriate collection, storage, handling and management of waste and recycling. There were no details as to where the waste is to be disposed of.

The Shire is currently facing significant constraints at its waste transfer site, and it is recommended that a condition be requested that requires the further information and detail in the WMP that specifically addresses the proposed location for waste to be disposed of and any contingency measures.

Consultation:

The DPLH has undertaken consultation on the application in accordance with the requirements of the *Planning and Development (Significant Development) Regulations 2024*.

As an adjoining local government the Shire has been invited to make a submission on the project. The WAPC must give due regard to any submissions made or advice given by stakeholders during the application process.

The WAPC initially requested the Shire provide information, comment or recommended conditions by 16 February 2026, however the applicant has agreed to extend the period to 27 February 2026. Deferring the matter is therefore not recommended.

Statutory Environment:

The application has been lodged under Part 11B of the *Planning and Development Act 2005* which provides a tailored assessment pathway directly to the WAPC for complex and significant development proposals.

The pathway is open to development valued at:

- \$20 million or more in the case of a development for which the Perth Metropolitan or Peel region scheme, or the Swan Valley Planning Scheme applies; or
- \$5 million or more in other parts of the state.

The development is valued at \$850 million.

Policy Implications:

Nil.

Financial/Resource Implications:

Nil. However it must be acknowledged that if the road network improvement works as recommended do not occur, then the Shire (ultimately the ratepayer) will have to bear significant costs to maintain the road network.

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 2.1.2 Partner with and advocate on behalf of commerce and industry to improve local infrastructure and services.

Strategy 2.1.3 Ensure adequate and appropriately zoned land to support commerce and industry.

Attachments:

Attachment Booklet – February 2026

DEV 03-02/26 Attachment 1: Development Application Report

DEV 03-02/26 Attachment 2: Reserve Report

Cr Gillam returned to Chambers at 5.16pm.

10.4 Community Services Reports

Nil

10.5 Office of the CEO Reports

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

Nil

15. CLOSURE

There being no further business, the Presiding Member closed the meeting at 5.17pm.



Ordinary Council Meeting

24 March 2026

Item 8.2
Agenda Forum Notes
17 March 2026

Shire of Irwin

*List of Accounts paid February 2026 for presentation to the
Council Meeting 24 March 2026*

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	PAYEE	PAYMENTS
00000002/1	04/02/2026	AMPAC DEBT RECOVERY (WA) PTY LTD	253.00
00000002/2	04/02/2026	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION - ONEMUSIC AUSTRALIA	605.06
00000002/3	04/02/2026	BABA MARDIA ROAD SERVICES	1,100.00
00000002/4	04/02/2026	DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY	3,809.37
00000002/5	04/02/2026	CARL SCUDDER	920.00
00000002/6	04/02/2026	CLEANPAK TOTAL SOLUTIONS	2,047.00
00000002/7	04/02/2026	VEOLIA ENVIRONMENTAL SERVICES (AUSTRALIA) PTY LTD	1,287.00
00000002/8	04/02/2026	CORSIGN WA	680.90
00000002/9	04/02/2026	DAZFAB ENGINEERING	1,812.80
00000002/10	04/02/2026	LANDGATE - WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY	17.76
00000002/11	04/02/2026	DONGARA DRILLING & ELECTRICAL	2,659.74
00000002/12	04/02/2026	TYREPOWER DONGARA	585.50
00000002/13	04/02/2026	DONGARA HOTEL MOTEL	3,125.01
00000002/14	04/02/2026	ELEMENT ADVISORY PTY LTD	3,678.29
00000002/15	04/02/2026	EDGE DIGITAL TECHNOLOGY	2,555.30
00000002/16	04/02/2026	FIRST HEALTH SERVICES	14,162.50
00000002/17	04/02/2026	GERALDTON BUILDING SERVICES & CABINETS	31,882.91
00000002/18	04/02/2026	CITY OF GREATER GERALDTON	9,041.91
00000002/19	04/02/2026	GHD PTY LTD	17,490.42
00000002/20	04/02/2026	GSC CONCRETING PTY LTD	98,591.90
00000002/21	04/02/2026	IVEY CONTRACTING	3,762.00
00000002/22	04/02/2026	JCI LOCKSMITHS	610.00
00000002/23	04/02/2026	KICK SOLUTIONS	1,210.00
00000002/24	04/02/2026	DONGARA DENISON LIONS CLUB INC	300.00
00000002/25	04/02/2026	M2 ON HOLD (A DIVISION OF M2 TECHNOLOGY GROUP PTY LTD)	462.00
00000002/26	04/02/2026	MACS AUSTRALIA GROUP PTY LTD	1,298.53
00000002/27	04/02/2026	M BATTILANA	2,475.00
00000002/28	04/02/2026	MCLEODS BARRISTERS & SOLICITORS	376.86
00000002/29	04/02/2026	MIDWEST POWER SOLUTIONS	1,848.00
00000002/30	04/02/2026	MIDWEST SOLAR AND WATER	1,414.05
00000002/31	04/02/2026	ONSHORE CABINETS AND FURNITURE	132.00
00000002/32	04/02/2026	ORACLE CORPORATION AUSTRALIA PTY LIMITED	4,546.61
00000002/33	04/02/2026	OZTROLOGY	270.25
00000002/34	04/02/2026	PIXIES SCREEN PRINTS	1,711.50
00000002/35	04/02/2026	PARTY ON THE GREEN	2,183.50
00000002/36	04/02/2026	PRESTON ROWE PATERSON GERALDTON & MIDWEST	4,290.00
00000002/37	04/02/2026	PURELY FILTRATION	239.50
00000002/38	04/02/2026	SUPAGAS PTY LIMITED	2,730.53
00000002/39	04/02/2026	SUPERPOP PTY LTD	112.33
00000002/40	04/02/2026	TOURISM COUNCIL WESTERN AUSTRALIA LTD	1,760.00
00000002/41	04/02/2026	WA WILDLIFE DISPLAY	1,100.00
00000002/42	04/02/2026	SYNERGY	28,895.51
00000002/43	04/02/2026	WESTRAC EQUIPMENT	509.42
00000002/44	04/02/2026	ZEAL AIR-CONDITIONING	5,100.00
00000002/45	04/02/2026	WINC AUSTRALIA PTY LTD	122.55
00000002/46	04/02/2026	Perth Amusement & Event Hire	4,950.00
00000002/47	04/02/2026	D Hadden	36.50
00000002/48	04/02/2026	R Taylor	99.00
00000003/1	23/02/2026	65THIRTY EVENTS & ENTERTAINMENT	1,532.96
00000003/2	23/02/2026	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	116.00
00000003/3	23/02/2026	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION - ONEMUSIC AUSTRALIA	74.29
00000003/4	23/02/2026	AVON WASTE	41,198.46
00000003/5	23/02/2026	AW PHYSIO AND FINANCE	1,200.00
00000003/6	23/02/2026	BABA MARDIA ROAD SERVICES	797.50
00000003/7	23/02/2026	BLACKWOODS	432.99
00000003/8	23/02/2026	BLUESTEEL ENTERPRISES PTY LTD	3,926.38
00000003/9	23/02/2026	BURSON AUTOMOTIVE PTY LTD	1,757.91
00000003/10	23/02/2026	CLEANPAK TOTAL SOLUTIONS	619.10
00000003/11	23/02/2026	DATA#3 LIMITED	22,755.71
00000003/12	23/02/2026	DONGARA BUILDING & TRADE SUPPLIES	808.23
00000003/13	23/02/2026	DONGARA FREIGHT	619.10
00000003/14	23/02/2026	DONGARA DRILLING & ELECTRICAL	4,670.51
00000003/15	23/02/2026	TYREPOWER DONGARA	512.00
00000003/16	23/02/2026	DONGARA LOCAL RAG	18.00
00000003/17	23/02/2026	DONGARA MIDWEST WASTE	1,550.00
00000003/18	23/02/2026	FIVE GUMS FAMILY MEDICAL PRACTICE	10,005.67

Shire of Irwin

List of Accounts paid February 2026 for presentation to the
Council Meeting 24 March 2026

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	PAYEE	PAYMENTS
00000003/19	23/02/2026	GERALDTON MOWER & REPAIR	1,347.00
00000003/20	23/02/2026	CITY OF GREATER GERALDTON	15,619.32
00000003/21	23/02/2026	REFUEL AUSTRALIA	8,145.78
00000003/22	23/02/2026	HILLE THOMPSON & DELFOS	6,688.00
00000003/23	23/02/2026	INCITE SECURITY	556.50
00000003/24	23/02/2026	IN-SITU CONSTRUCTION AND MAINTENANCE	2,534.95
00000003/25	23/02/2026	IQTECH SOLUTIONS	15,569.37
00000003/26	23/02/2026	IRWIN SHIRE - RATES	4,230.00
00000003/27	23/02/2026	KENNEDYS (AUSTRALASIA) PARTNERSHIP OFFICE ACCOUNT	1,100.00
00000003/28	23/02/2026	MIDWEST AUTO GROUP	595.00
00000003/29	23/02/2026	NODE 1 PTY LTD	98.00
00000003/30	23/02/2026	SHIRE OF IRWIN - LOTTO FUND	240.00
00000003/31	23/02/2026	MCDONALD WHOLESALERS	2,270.30
00000003/32	23/02/2026	MCLEODS BARRISTERS & SOLICITORS	1,174.85
00000003/33	23/02/2026	MIDWEST POWER SOLUTIONS	1,925.00
00000003/34	23/02/2026	MIDWEST SOLAR AND WATER	561.00
00000003/35	23/02/2026	OFFICEWORKS	520.53
00000003/36	23/02/2026	ORACLE CORPORATION AUSTRALIA PTY LIMITED	42,772.16
00000003/37	23/02/2026	OTR TYRES	221.10
00000003/38	23/02/2026	LOCAL WORKS	153.45
00000003/39	23/02/2026	PARAMOUNT PICTURES AUSTRALIA PTY	935.00
00000003/40	23/02/2026	DONGARA IGA	538.23
00000003/41	23/02/2026	SUPAGAS PTY LIMITED	675.17
00000003/42	23/02/2026	T-QUIP	2,124.58
00000003/43	23/02/2026	TUTT BRYANT EQUIPMENT	241.27
00000003/44	23/02/2026	UNIVERSAL PICTURES INTERNATIONAL	337.50
00000003/45	23/02/2026	VANGUARD PRINT	102.53
00000003/46	23/02/2026	PUBLIC TRANSPORT AUTHORITY OF WA	411.96
00000003/47	23/02/2026	WELL DONE INTERNATIONAL	1,471.11
00000003/48	23/02/2026	ZETTAGRID PTY LTD	5,115.03
00000003/49	23/02/2026	K Blackaller	3,464.86
00000003/50	23/02/2026	J Taverniti	171.65
32262	20/02/2026	WATER CORPORATION	76,909.26
32263	27/02/2026	DEPARTMENT OF TRANSPORT	225.00
DD 02022026_1	02/02/2026	TELSTRA AUSTRALIA	1,768.73
DD 02022026_2	02/02/2026	TELSTRA AUSTRALIA	110.00
DD 10022026_1	10/02/2026	TELSTRA AUSTRALIA	2,227.08
DD 24022026_1	24/02/2026	TELSTRA AUSTRALIA	90.00
DD 02022026_3	02/02/2026	WA TREASURY CORPORATION	127,646.46
DD 09022026_1	09/02/2026	WA TREASURY CORPORATION	20,727.35
CR 02022026	02/02/2026	NAB BUSINESS VISA	16,987.25
DD 17022026_1	17/02/2026	N-ABLE PTY LTD	2,429.38
DD 03022026_1	03/02/2026	AUSTRALIAN PHONE COMPANY PTY LTD	225.23
DD 16022026_1	16/02/2026	TELAIR PTY LTD	1,440.00
DD 16022026_2	16/02/2026	TELAIR PTY LTD	1,120.90
DD 18022026_1	18/02/2026	AMP CORPORATE SUPER - SIGNATURE SUPER	1,036.52
DD 18022026_9	18/02/2026	AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS	385.54
DD 18022026_8	18/02/2026	AUSTRALIAN SUPER	2,496.89
DD 18022026_7	18/02/2026	AWARE SUPER PTY LTD	21,972.21
DD 18022026_6	18/02/2026	CBUS SUPER	278.69
DD 18022026_5	18/02/2026	HOSTPLUS	1,964.85
DD 18022026_4	18/02/2026	HUB 24 SUPER FUND	631.97
DD 18022026_3	18/02/2026	MERCER	1,100.53
DD 18022026_2	18/02/2026	REST SUPERANNUATION	274.24
			765,406.10

Sundry Creditors as at 28/02/2026 **612,361.81**

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

12/03/2026

DATE



Shane Ivers
Chief Executive Officer

Shire of Irwin

Corporate Credit Card Expenditure - Payment Reference CR040326

S.IVERS CREDIT CARD EXPENSES

Date	Payee	Amount
03/02/2026	Google Cloud	\$ 309.02
03/02/2026	Petro Fuels	\$ 115.59
05/02/2026	State Law Publisher	\$ 79.95
05/02/2026	Garmin	\$ 50.00
09/02/2026	Spotify	\$ 15.99
09/02/2026	Starlink	\$ 80.00
09/02/2026	Invarion	\$ 1,098.90
09/02/2026	JAMF Software	\$ 346.57
16/02/2026	Remarkable	\$ 6.68
17/02/2026	Links	\$ 297.15
18/02/2026	Apple	\$ 1.49
18/02/2026	OpenAI	\$ 386.96
18/02/2026	Ampol Northlands	\$ 153.40
23/02/2026	Ubiquiti	\$ 49.00
23/02/2026	Grammarly	\$ 88.13
27/02/2026	NAB	\$ 9.00
		<u>\$ 3,087.83</u>

P.MACHAKA CREDIT CARD EXPENSES

Date	Payee	Amount
30/01/2026	Microsoft	\$ 143.75
02/02/2026	Microsoft	\$ 51.87
02/02/2026	SSL.Com	\$ 51.94
02/02/2026	SSL.Com	\$ 443.89
02/02/2026	SSL.Com	\$ 5.83
03/02/2026	Amazon Web Services	\$ 852.78
05/02/2026	Upwork	\$ 1,200.67
06/02/2026	Zoom.com	\$ 1,725.44
09/02/2026	Microsoft	\$ 98.53
11/02/2026	Microsoft	\$ 164.29
12/02/2026	Microsoft	\$ 13.20
12/02/2026	Upwork	\$ 1,161.16
16/02/2026	Microsoft	\$ 34.67
18/02/2026	Microsoft	\$ 196.81
19/02/2026	Microsoft	\$ 285.19
24/02/2026	Upwork	\$ 1,125.73
29/02/2026	GoFax	\$ 40.00
27/02/2026	NAB	\$ 9.00
		<u>\$ 7,604.75</u>

F.BOKSMATI CREDIT CARD EXPENSES

Date	Payee	Amount
03/02/2026	Tourism Council	\$ 275.00
04/02/2026	Pin* Slush	\$ 1,067.89
09/02/2026	Post Dongara LPO	\$ 105.95
27/02/2026	NAB	\$ 9.00
		<u>\$ 1,457.84</u>

Shire of Irwin

Corporate Credit Card Expenditure - Payment Reference CR040326

M.ANTONY CREDIT CARD EXPENSES

Date	Payee		
29/01/2026	Subway Jurien Bay	\$	29.60
29/01/2026	Subway Jurien Bay	\$	18.55
29/01/2026	BP Muchea	\$	141.60
03/02/2026	NAPA	\$	74.75
03/02/2026	BP Muchea	\$	115.70
27/02/2026	NAB	\$	9.00
			<hr/>
		\$	389.20
			<hr/>
	TOTAL PAYMENT TO CORPORATE CREDIT CARD ACCOUNT	\$	12,539.62



Ordinary Council Meeting

24 March 2026

Item FIN 01-03/26
Accounts for Payment
February 2026



Ordinary Council Meeting

24 March 2026

Item FIN 02-03/26
Monthly Financial Statements
January 2026



SHIRE OF IRWIN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 January 2026

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF IRWIN

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 JANUARY 2026

NATURE DESCRIPTIONS

REVENUE

RATES

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGEES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

EXPENSES

EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF IRWIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2026

	<u>Adopted Annual</u>	<u>Revised Annual</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance*</u>	<u>Variance*</u>	
	<u>Budget</u>	<u>Budget</u>					
	(a)		(b)	(c)	(c) - (b)	((c) - (b))/(b)	
	£	£	£	£	£	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	7,641,077	7,641,077	7,462,839	7,203,434	(259,405)	(3%)	▼
Grants, subsidies and contributions	1,478,455	876,676	481,919	381,061	(100,858)	(21%)	▼
Fees and charges	2,627,912	2,627,912	1,998,227	2,031,862	33,635	2%	▲
Interest revenue	212,409	212,409	125,807	124,336	(1,471)	(1%)	▼
Other revenue	338,884	245,718	99,437	297,595	198,158	199%	▲
Profit on asset disposals	20,000	20,000	0	0	0		
	12,318,737	11,623,792	10,168,229	10,038,288	129,941		
Expenditure from operating activities							
Employee costs	(4,184,296)	(4,184,296)	(2,444,534)	(2,977,813)	(533,279)	22%	▼
Materials and contracts	(4,314,707)	(4,300,282)	(2,520,007)	(2,343,193)	176,814	(7%)	▲
Utility charges	(561,912)	(561,912)	(330,532)	(254,527)	76,005	(23%)	▲
Depreciation	(4,891,805)	(4,891,805)	(2,853,480)	(2,532,182)	321,298	(11%)	▲
Finance costs	(229,459)	(229,459)	(131,101)	(100,590)	30,511	(23%)	▲
Insurance	(273,429)	(273,429)	(203,208)	(202,633)	575	(0%)	
Other expenditure	(265,028)	(178,028)	(77,230)	(99,927)	(22,697)	29%	▼
Loss on asset disposals	0	0	0	(44,289)	(44,289)	100%	▼
	(14,720,636)	(14,619,211)	(8,560,092)	(8,555,154)	4,938		
Non cash amounts excluded from operating activities	4,877,141	4,877,141	2,858,816	2,580,102	0		
Amount attributable to operating activities	2,475,242	1,881,722	4,466,953	4,063,236	134,879		
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	9,525,442	9,788,819	2,978,636	563,216	(2,415,420)	(81%)	▼
Proceeds from disposal of assets	35,000	35,000	0	0	0		
Proceeds from financial assets	55,187	55,187	45,198	7,868	(37,330)	(83%)	▼
Acquisition of property, plant and equipment	(1,299,628)	(1,191,221)	(819,434)	(765,673)	53,761	(7%)	▲
Acquisition of infrastructure	(11,129,428)	(11,132,282)	(2,888,691)	(1,007,806)	1,880,885	(65%)	▲
Amount attributable to investing activities	(2,813,427)	(2,444,497)	(684,291)	(1,202,395)	(5,834,102)		
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new borrowings	1,940,000	1,940,000	0	0	0		
Transfer from reserves	25,000	25,000	0	0	0		
Payments for principal portion of lease liabilities	(35,948)	(35,948)	(20,958)	(23,786)	(2,828)	13%	▼
Repayment of borrowings	(872,956)	(872,956)	(582,502)	(445,092)	137,410	(24%)	▲
Transfer to reserves	(35,369)	(35,369)	(20,622)	(24,075)	(3,453)	17%	▼
Transfer from restricted cash (other)	86,246	86,246	0	0	0		
Amount attributable to financing activities	1,106,973	1,106,973	(624,082)	(492,953)	131,129		
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	(609,744)	(683,679)	(683,679)	(683,679)	0		
Amount attributable to operating activities	2,475,242	1,881,722	4,466,953	4,063,236	(403,717)		
Amount attributable to investing activities	(2,813,427)	(2,444,497)	(684,291)	(1,202,395)	(518,104)		
Amount attributable to financing activities	1,106,973	1,106,973	(624,082)	(492,953)			
Surplus or deficit after imposition of general rates	159,044	(139,481)	2,474,901	1,684,209	3,195,891		

SHIRE OF IRWIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 January 2026

	30-Jun-25	31-Jan-26
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	2,424,015	4,498,297
Trade and other receivables	294,864	1,458,884
Other financial assets	45,939	81,611
Inventories	29,087	29,087
Contract assets	235,572	235,572
TOTAL CURRENT ASSETS	3,033,992	6,303,451
NON-CURRENT ASSETS		
Trade and other receivables	62,814	62,814
Other financial assets	284,560	284,560
Property, plant and equipment	40,714,428	40,797,415
Infrastructure	62,681,644	61,823,792
Right-of-use assets	70,118	52,442
TOTAL NON-CURRENT ASSETS	103,813,565	103,021,024
TOTAL ASSETS	106,847,556	109,324,475
CURRENT LIABILITIES		
Trade and other payables	802,446	1,227,777
Other liabilities	1,070,759	1,302,408
Lease liabilities	35,949	12,163
Borrowings	861,790	416,698
Employee related provisions	782,938	782,938
TOTAL CURRENT LIABILITIES	3,553,882	3,741,982
NON-CURRENT LIABILITIES		
Lease liabilities	34,402	34,402
Borrowings	4,201,780	4,201,780
Employee related provisions	65,308	65,308
TOTAL NON-CURRENT LIABILITIES	4,301,490	4,301,490
TOTAL LIABILITIES	7,855,372	8,043,473
NET ASSETS	98,992,184	101,281,002
EQUITY		
Retained surplus	34,565,266	36,587,541
Reserve accounts	1,028,900	1,052,974
Revaluation surplus	63,640,487	63,640,487
TOTAL EQUITY	99,234,653	101,281,002

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

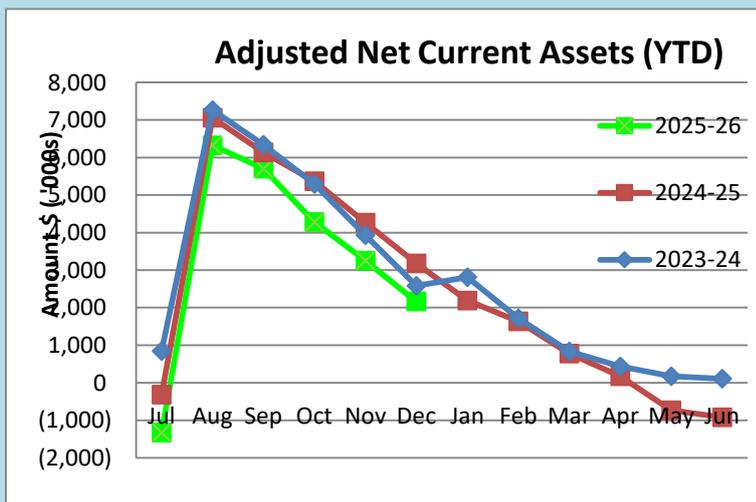
ADJUSTED NET CURRENT ASSETS

	Last Years Closing 30/06/2025	This Time Last Year 31/01/2025	Year to Date Actual 31/01/2026
Adjusted Net Current Assets	\$	\$	\$
Current Assets			
Cash Unrestricted	776,448	2,879,134	2,820,021
Cash Restricted - Reserves	1,028,900	1,332,367	1,052,974
Cash Restricted - General	373,935	373,935	373,935
Cash Restricted - Bonds & Deposits	244,731	245,502	251,367
Receivables - Rates	207	990,829	1,131,694
Receivables - Other	577,130	359,168	408,801
Inventories	29,087	35,881	29,087
Contract Assets	235,572	0	235,572
	3,266,010	6,216,816	6,303,451
Less: Current Liabilities			
Payables	(557,714)	(379,106)	(945,078)
Contract Liabilities	(1,039,428)	(1,519,608)	(1,302,408)
Financial Liabilities	(31,331)	(31,331)	(31,331)
Bonds & Deposits	(244,731)	(245,502)	(251,367)
Loan and Lease Liability	(897,739)	(302,367)	(428,861)
Provisions	(782,938)	(793,228)	(782,938)
	(3,553,882)	(3,271,142)	(3,741,982)
Less: Cash Reserves	(1,028,900)	(1,332,367)	(1,052,974)
Add Back: Component of Leave Liability not Required to be funded	155,227	179,334	158,859
Add Back: Loan and Lease Liability	897,739	302,367	428,861
Less : Loan Receivable - clubs/institutions	(45,939)	(27,286)	(38,071)
Less : Restricted Cash General	(373,935)	(373,935)	(373,935)
Net Current Funding Position	(683,679)	1,693,787	1,684,208

SIGNIFICANT ACCOUNTING POLICIES

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

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



This Year YTD
Surplus(Deficit)
\$1.68 M

Last Year YTD
Surplus(Deficit)
\$1.694 M

Receivables - Rates & Rubbish	30 June 2025	31 Jan 26
Opening Arrears Previous Years	\$ 726,082	\$ 57,846
Levied this year	7,947,274	8,233,079
Less Collections to date	(8,615,510)	(7,165,450)
Equals Current Outstanding	57,846	1,125,475
Net Rates Collectable	57,846	1,125,475
% Collected	99.33%	86.43%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
Receivables - General	\$ 42,597	\$ 19,705	\$ 13,145	\$ 166,764	\$ 242,210
Percentage	18%	8%	5%	69%	
Balance per Trial Balance					
Sundry Debtors					242,210
Receivables - Other					644,372
Total Receivables General Outstanding					886,582

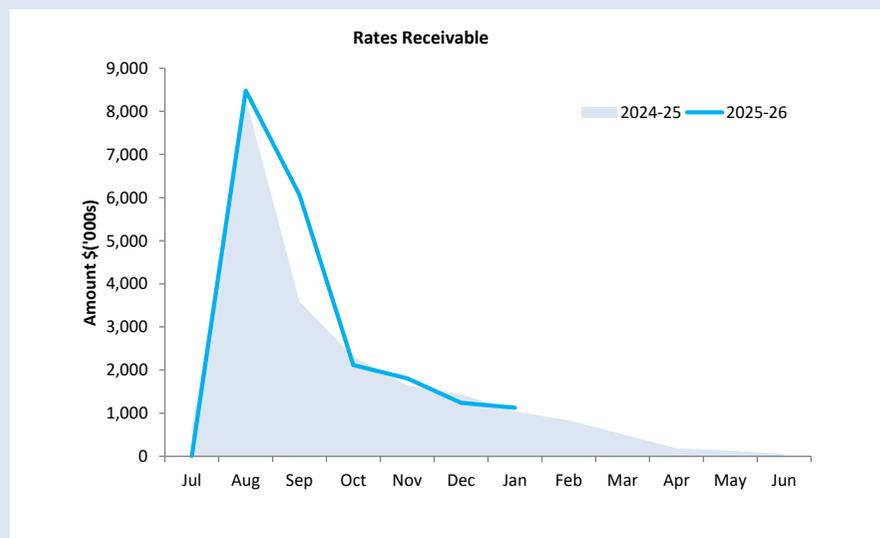
Amounts shown above include GST (where applicable)

KEY INFORMATION

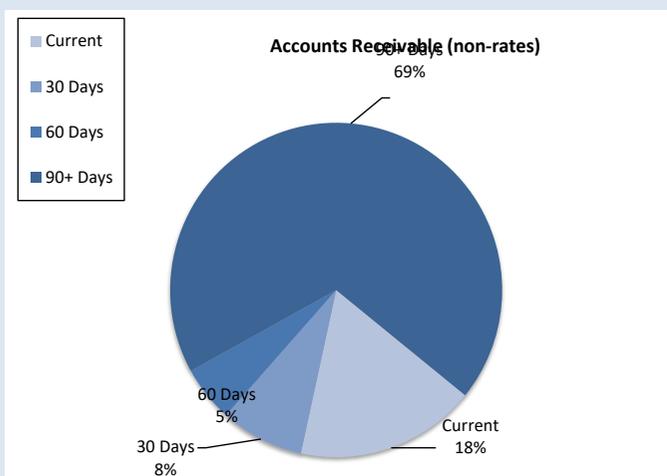
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Collected	Rates Due
86%	\$1,125,475



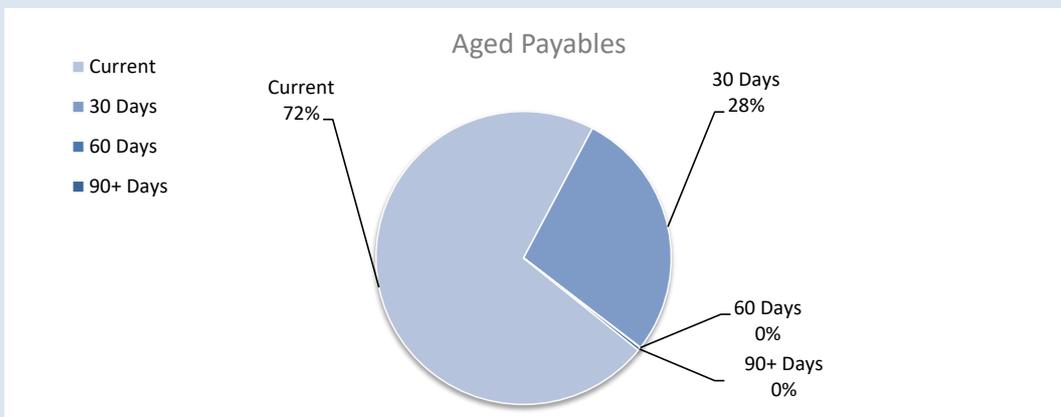
Debtors Due
\$886,582
Over 30 Days
82%
Over 90 Days
69%

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	324,715	125,250	253	(1,455)	448,762
Percentage	72.4%	27.9%	0.1%	-0.3%	
Balance per Trial Balance					
Sundry creditors - General					448,762
Other creditors					729,604
ATO liabilities					18,079
Financial liabilities (Developer Contributions)					31,331
Total Payables General Outstanding					1,283,463

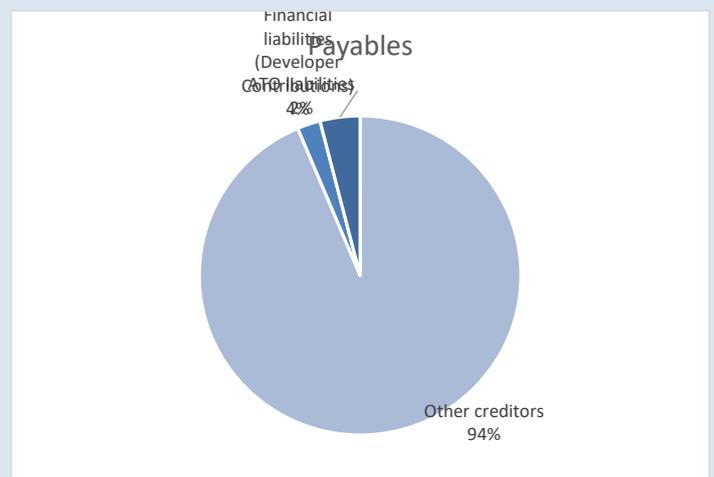
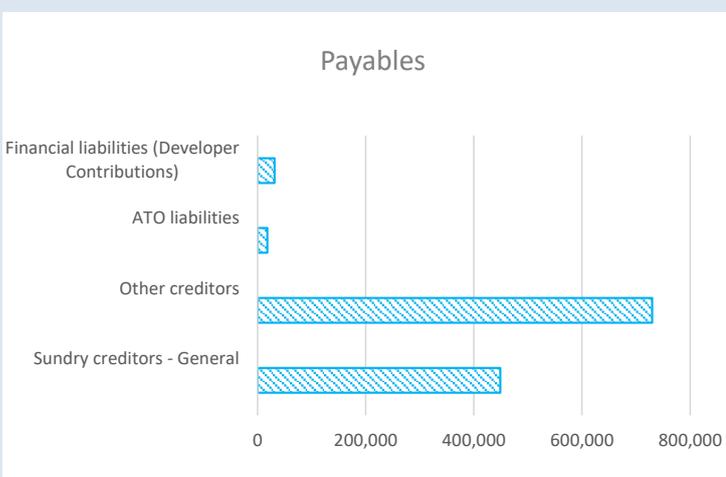
Amounts shown above include GST (where applicable)

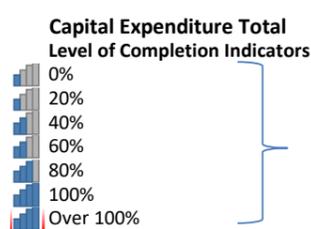
KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.



Creditors Due
\$1,283,463
Over 30 Days
28%
Over 90 Days
-0.3%

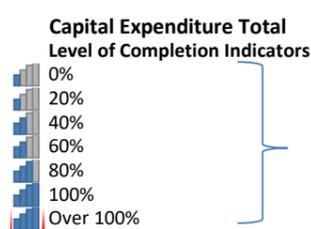




Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

% of
Completion

		Adopted	Amended			
		Annual Budget	Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
Assets		\$	\$	\$	\$	\$
Buildings						
0.00	DONGARA MEDICAL CENTRE	(5,000)	(5,000)	(2,912)	0	2,912
Housing						
0.56	BUILDING - THE VILLAGE - RENEWAL	(20,000)	(20,000)	(11,662)	(11,144)	518
Total - Housing		(20,000)	(20,000)	(11,662)	(11,144)	518
Community Amenities						
Total - Community Amenities		0	0	0	0	0
Recreation And Culture						
1.15	DONGARA PUBLIC TOWN HALL	(239,477)	(239,477)	(219,516)	(276,041)	(56,525)
0.59	IRWIN REC CENTRE ROOF UPGRADE - PARTIALLY GRANT FUNDED	(70,000)	(70,000)	(40,831)	(41,311)	(480)
0.00	MUSEUM - OLD POLICE STATION	(8,000)	(8,000)	(4,662)	0	4,662
0.22	DENISON HOUSE - CAPITAL RENEWAL WORKS	(25,000)	(25,000)	(14,581)	(5,500)	9,081
Total - Recreation And Culture		(342,477)	(342,477)	(279,590)	(322,852)	(43,262)
Transport						
1.00	DEPO FENCING	(27,670)	0	0	0	0
Total - Transport		(27,670)	0	0	0	0
0.91	Total - Buildings	(395,147)	(367,477)	(294,164)	(333,997)	(39,833)
Plant & Equipment						
Fire Prevention						
0.31	CCTV	(160,000)	(160,000)	(66,665)	(49,529)	17,136
0.28	CESM STORAGE	(12,550)	(12,550)	0	(3,497)	(3,497)
Total - Fire Prevention		(172,550)	(172,550)	(66,665)	(53,025)	13,640
Health						
0.00	DOCTORS VEHICLES	(68,431)	(68,431)	(39,914)	0	39,914
Total - Health		(68,431)	(68,431)	(39,914)	0	39,914
TV RADIO - PLANT AND EQUIPMENT RENEWAL (CAPITAL)						
0.96	TV TOWER ANTENNA RENEWAL	(37,000)	(37,000)	(21,581)	(35,570)	(13,989)
Total - TV RADIO - PLANT AND EQUIPMENT RENEWAL (CAPITAL)		(37,000)	(37,000)	(21,581)	(35,570)	(13,989)
Transport						
0.00	NEW PRIME MOVER	(370,000)	(370,000)	(370,000)	(341,127)	28,873
0.00	SIDE TIPPING SEMI TRAILER	(140,000)	(140,000)	0	0	0
Total - Transport		(510,000)	(370,000)	(370,000)	(341,127)	28,873
0.66	Total - Plant & Equipment	(787,981)	(647,981)	(498,160)	(429,722)	68,438
Furniture & Equipment						
Recreation & Culture						
1.00	REC CENTRE GYM MASTER	(20,000)	0	0	0	0
1.00	STREET FURNITURE	(10,000)	0	0	0	0
Total - Recreation & Culture		(30,000)	0	0	0	0
Other Property & Services						
1.05	INFORMATION TECHNOLOGY HARDWARE >\$5K	(30,000)	(15,000)	(15,000)	(15,784)	(784)
1.00	E-LOCKING SYSTEM	(37,525)	0	0	0	0
0.00	CLEANING EQUIPMENT	(41,525)	(20,763)	(12,110)	0	12,110
Total - Other Property & Services		(109,050)	(35,763)	(27,110)	(15,784)	11,326
0.44	Total - Furniture & Equipment	(139,050)	(35,763)	(27,110)	(15,784)	11,326
Roads						
Transport						
1.00	POINT LEANDER DVE FOOTPATH	(89,800)	(89,800)	(37,415)	(89,629)	(52,214)
1.00	R2R - WYE FARM ROAD (SLK 0.00 - 5.78)	0	0	0	0	0
0.00	R2R - WARRADONG SPRINGS ROAD	(142,041)	(142,041)	(59,180)	0	59,180
0.00	R2R-BURMA ROAD	(180,728)	(180,728)	(75,300)	0	75,300
0.00	LUDLOW RD SLK 0.00 - SLK 0 - 2.96KM	(222,088)	(222,088)	(129,549)	0	129,549
0.66	R2R - WATER SUPPLY ROAD -SLK 5 - 11KM	(196,169)	(196,169)	(114,422)	(130,186)	(15,764)
0.24	RRG- WARRADONG SPRING SLK 0.46 - SLK 5.24 4.78KM	(280,255)	(280,255)	(224,191)	(67,063)	157,128
0.82	RRG- BURMA RD SOUTH SLK 17.5 -SLK 23.99 6.49KM	(293,982)	(293,982)	(235,173)	(242,097)	(6,924)
Total - Transport		(1,405,063)	(1,405,063)	(875,230)	(528,975)	346,255
0.38	Total - Roads	(1,405,063)	(1,405,063)	(875,230)	(528,975)	346,255
Infrastructure - Other						
Housing						
0.00	THE VILLAGE - SOAKWELLS & DOWNPIPES	(20,000)	(20,000)	0	0	0



Percentage YTD Actual to Annual Budget

Expenditure over budget highlighted in red.

% of
Completion

		Adopted	Amended			
		Annual Budget	Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
Assets						
		\$	\$	\$	\$	\$
0.26	TWO HENRY ROAD - LANDSCAPING	(18,000)	(18,000)	(10,500)	(4,600)	5,900
	Total - Housing	(38,000)	(38,000)	(10,500)	(4,600)	5,900
	Recreation And Culture					
0.07	BOAT RAMP	(715,000)	(715,000)	(297,915)	(48,449)	249,466
0.00	UPGRADE OVAL LIGHTING - PORT DENISON OVAL	(20,000)	(20,000)	(11,662)	0	11,662
0.60	SHADE SAILS - PARKS	(15,000)	(15,000)	(8,750)	(8,985)	(235)
0.00	TOWN PARK CARPARK	(36,090)	(36,090)	(15,035)	0	15,035
0.01	FORESHORE - PRECINCT	(4,766,000)	(4,766,000)	0	(66,826)	(66,826)
	Total - Recreation And Culture	(5,552,090)	(5,552,090)	(333,362)	(124,261)	209,101
	Transport					
0.40	SKATE PARK PRECINCT	0	(109,835)	(31,055)	(44,346)	(13,291)
0.00	DRAINAGE, KERBING & FOOTPATH RENEWAL	(44,862)	(22,431)	0	0	0
1.00	LINE MARKING	(22,000)	0	0	0	0
0.00	PT LEANDER BRIDGE	(10,000)	(10,000)	(5,831)	0	5,831
0.66	TECHNICAL STUDIES - INFRASTRUCTURE RENEWAL	(102,500)	(77,500)	0	(50,966)	(50,966)
0.06	MILO CROSSING UPGRADE	(3,917,363)	(3,917,363)	(1,632,713)	(240,830)	1,391,883
	Total - Transport	(4,096,725)	(4,137,129)	(1,669,599)	(336,142)	1,333,457
	Economic Services					
1.00	ENTRY STATEMENT - LARRY LOBSTER	(15,000)	0	0	0	0
	Total - Economic Services	(15,000)	0	0	0	0
0.05	Total - Infrastructure - Other	(9,701,815)	(9,727,219)	(2,013,461)	(465,003)	1,548,458
0.15	Grand Total	(12,429,056)	(12,183,503)	(3,708,125)	(1,773,480)	1,934,645

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

	Var. \$	Var. %	Var. ▲▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
Operating Grants, Subsidies and Contributions	(100,858)	(21%)	▼	S	Timing	This is a timing issue as some grants are yet to be recognised.
Other Revenue	198,158	199%	▲	S	Permanent	Other Revenue reflects a favourable variance of \$198k. This is partly due to unbudgeted insurance reimbursement received for the Rec Centre and Drive - In repairs. A budget amendment will be processed as part of the annual budget process. Part of the variance is due to timing.
Expenditure from operating activities						
Employee Costs	(533,279)	22%	▲		Timing	Year to date Employee Costs are tracking above budget. Employee Costs will be reviewed as part of the Annual Budget Review process and will be amended accordingly, if required.
Utility Charges	76,005	(23%)	▲	S	Timing	Utility Charges are showing an underspend of \$76k. This is a timing variance and it is anticipated that the budget will be utilised by the end of the financial year.
Depreciation on Non-Current Assets	321,298	(11%)	▲	S	Timing	Awaiting finalisation of the new financial system.
Interest Expenses	30,511	43%	▲	S	Timing	This is a timing variance which is expected to align to budget as the year progresses.
Other Expenditure	(22,697)	29%	▼	S	Timing	This is a timing variance which is expected to reduce as the year progresses.
Loss on Disposal of Assets	(44,289)	100%	▼	S	Timing	Certain unbudgeted assets were disposed of during the data-cleansing process associated with the new ERP system implementation.
Investing Activities						
Non-operating Grants, Subsidies and Contributions	(2,415,420)	(81%)	▼	S	Timing	Some funded works have not progressed as anticipated, to warrant the recognition of revenue. Works include Milo Crossing Bridge, Boat Ramp and Main Roads Regional Road Group works.
Proceeds from Financial Assets	(37,330)	(83%)	▼			
Acquisition of infrastructure	1,880,885	53%	▲	S	Timing	Some works have experienced delays and have not progressed as anticipated resulting in an underspend within Acquisition of Infrastructure. Works Include Milo Crossing, the Boat Ramp and Main Roads Regional Road Group Works.
Financing Activities						
Repayment of borrowings	137,410		▼		Timing	This is a timing issue and repayment of borrowings are expected to align to budget by the end of the financial year.



Ordinary Council Meeting

24 March 2026

Item DEV 01-03/26

February 2026

Development Delegated and
Authorised Authority Report

February 2026 Development Delegated and Authorised Authority Report (Records of exercise of delegated and authorised powers or duties)

Function	Officer	Date of decision	Decision	Description	Address
Building Permit / Certificate	EHO / Building Surveyor	4 February 2026	Granted	Approval Certificate – Strata	Lot 154 (No. 5) Ayelia Parkway, Port Denison
		4 February 2026	Granted	Demobilisation Construction Camp	Lot 4 (No. 353) Pye Road, Mount Adams
		12 February 2026	Granted	Carport	Lot 731 (No. 4) Bertran Vista, Port Denison
		12 February 2026	Granted	Dwelling & Retaining Wall	Lot 333 (No. 46) North Shore Drive, Dongara
		12 February 2026	Granted	Shed	Lot 68 (No. 21) Brennand Road, Dongara
		13 February 2026	Granted	Carport	Lot 722 (No. 11) Gregory Pass, Port Denison
		13 February 2026	Granted	Shed	Lot 9 Calytrix View, Bonniefield
		20 February 2026	Granted	Swimming Pool	Lot 120 (No. 10) Short Stret, Dongara
		20 February 2026	Granted	Swimming Pool	Lot 571 (No. 1) Bygrave Drive, Port Denison
		20 February 2026	Granted	Swimming Pool	Lot 567 (No. 109) North Shore Drive, Dongara
		20 February 2026	Granted	Shade Structures	Lot 1016 (No. 2951) Yandanooka West Road, Moorriary
		20 February 2026	Granted	Shed	Lot 205 (No. 5) Mason Crescent, Port Denison
		20 February 2026	Granted	Dwelling	Lot 134 Brearley Road, Bookara
		27 February 2026	Granted	Dwelling	Lot 732 (No. 52) Premier Circle, Dongara
		27 February 2026	Granted	Shed	R20720 (No. 19950) Golf Course Road, Port Denison
27 February 2026	Granted	Shed	Lot 8 Calytrix View, Bonniefield		
Single House Application	Manager Development	11 February 2026	Granted	Single House, Outbuilding & Water Tanks (Amended Plans)	Lot 75 (No. 36) Carnarvon Street, Port Denison
		11 February 2026	Granted	Patio	Lot 18 (No. 35) Damia Circle, Port Denison
		11 February 2026	Granted	Patio	Lot 113 (No. 21) Clementina Road, Dongara
		12 February 2026	Granted	Outbuilding	Lot 683 (No. 72) Ocean Drive, Port Denison
		17 February 2026	Granted	Outbuilding	Lot 205 (No. 5) Mason Crescent, Port Denison
Development Approval	Manager Development	4 February 2026	Granted	Multiple Dwelling	Lot 40 (No. 20) Point Leander Drive, Port Denison
		26 February 2026	Granted	Removed Building Envelope	Lot 77 (No. 14) Sheoak Road, Springfield



Ordinary Council Meeting

24 March 2026

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



SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

The Village

Rental Housing Procedures





PORT DENISON RETIREMENT VILLAGE

RENTAL HOUSING PROCEDURE



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RENTAL HOUSING PROCEDURE

POLICY

The aim of this policy and associated procedures is to establish a process for administering and managing the accommodation for the Port Denison Retirement Village (the Village).

OBJECTIVE

To ensure employees, contractors, tenants, and applicants are familiar with the process and procedures for accessing and maintaining public rental accommodation. To ensure that housing assistance and service is delivered in an equitable and effective manner.

The main objective is to bring together all the policies relating to Port Denison Retirement Village into one manual relating to rental housing so that the Shire ensures that their customers receive the best service available.

PROCEDURE

This policy applies to all employees, tenants, applicants, contractors and the Department of Housing and Works.

The Shire of Irwin has combined with Homeswest to provide Joint Venture Housing in the form of a Retirement Village at Port Denison. The Department of Housing, through the State Government, is party to the Commonwealth State Housing Agreement 1989 (CSHA), which is the framework by which Commonwealth funds are provided to the States/Territories for housing assistance to people on low and moderate incomes.

The ongoing management of the Village is provided by the Shire of Irwin, which is responsible for collecting the tenants' rent, maintenance (both short and long-term) and to re-let units as they become vacant.

The Rental Housing Policy will be updated from time to time as the need arises and will be available on the Shire's external website www.irwin.wa.gov.au



PORT DENISON RETIREMENT VILLAGE

ELIGIBILITY POLICY

ADOPTED 23 APRIL 2013 - VERSION 1



ELIGIBILITY POLICY

PREAMBLE

The Shire of Irwin has combined with Homeswest to provide Joint Venture Housing in the form of a Retirement Village at Port Denison.

The ongoing management of the Village is provided by the Shire of Irwin, which is responsible for collecting the tenants' rent, maintenance (both short and long-term) and to re-let units as they become vacant.

ELIGIBILITY CRITERIA

Applicants must comply with the Department of Housing and Works Eligibility Criteria to be eligible for Public Rental Housing, which includes the following:

- Be an Australian citizen or permanent resident;
- Live in Western Australia and receive your income here;
- Meet public housing income limits;
- Not own property or land;
- If under 60 years – not have cash assets in excess of \$38,400 (singles) or \$63,800 (couples);
- If over 60 years – not have cash assets in excess of \$80,000 (singles or couples);
- If you have a disability – not have cash assets in excess of \$100,000 (singles or couples);
- Be able to prove your identity;
- An applicant or applicants must be 55 years or over;

You need to provide proof of income for yourself and your partner or co-applicant when lodging your application.

An applicant(s) must also provide proof of identity when lodging an application request.

Applicants in 'The Village' or on the waiting lists will be reassessed for eligibility annually.

INCOME COUNTED

Any benefit or allowance that is counted by the Centrelink or Department of Veterans' Affairs to assess an income.

If an applicant(s) is in paid employment wage/salary – wages or salary will be assessed over a three month period if wage slips are presented as proof of income.

Salary Sacrificed Superannuation – Salary sacrificed amounts (including Superannuation contributions) will be included in the gross assessable income.

Fringe Benefit Tax – A fringe benefit received as part of earned income but not as a wage or salary.

Overtime – Where overtime is known or can be confirmed to be a standard part of the employment package, this can be included without waiting the three-month period. Dividends on shares/investments – Interest will be calculated on the rate received.

Interest “deemed” on money in non-interest bearing accounts above \$8,250 singles and \$15,500 couples – An applicant with money in a non-interest bearing account will be deemed to be receiving a rate of interest identical to that used by Centrelink (July 2006 – 3% on deposits below \$38,400 (single) and \$63,800 (couples) or 5% on deposits above \$38,400 (single) and \$63,800 (couples)).

Income derived from a business if applicant is self-employed – Applicants will be required to provide the Shire of Irwin with their taxation assessment for the previous financial year. The assessment will provide information regarding the applicant’s taxable income on which the taxation assessment is based.

- The taxable income will be regarded as the income on which the Shire of Irwin will assess eligibility;
- Applicants who have not traded for a full financial year will be permitted to apply and build time on the waiting list, on the understanding that they provide their taxation assessment on its receipt, and that their taxable income falls within the eligibility limits.

INCOME NOT COUNTED

All benefits and allowances that are granted by Centrelink and Department of Veterans’ Affairs are not counted because they are needed in full to assist with a particular situation or disability.

OR

Any income source which is not counted by these departments for pension or benefit purposes.

- Overtime (where not regular);
- Carer Allowance;
- Disability Costs;
- Mobility Allowance;
- Carer’s Income;
- Telephone Allowance (Centrelink);
- Bereavement payment (Centrelink);
- Remote Area Allowance (Centrelink);
- Pharmaceutical Allowance (Centrelink);
- District Allowance;
- Employment Entry Payments;

Department of Veterans Affairs Allowances

- Attendants Allowance;
- Car Maintenance Allowance;
- Clothing Allowance;
- Decoration Allowance;
- Recreation Allowance;
- War Disability Pension (UK also);
- Intermediate War Pension;
- Totally Permanent Invalid (TPI) War Pension;
- Prisoner of War (POW) Recognition Supplement.

DOCUMENTARY PROOF OF INCOME

Applicants must supply documentary proof of income to confirm eligibility for the Shire of Irwin. Applicants receiving a Centrelink benefit or pension must supply a Statement of Benefit from Centrelink that is not more than four weeks old.

Applicants in receipt of a wage or salary must supply their last three months of wage or salary advice slips.

Self employed applicants must supply their last financial year Tax Assessment from the Australian Tax Office.

Applicants receiving part Centrelink benefit and part wage/salary must supply evidence of both income sources.

CASH ASSETS

Applicants must conform to the Department of Housing's eligibility criteria relating to cash assets.

Current criteria are:

- \$38,400 – single applicant;
- \$63,800 per couple;
- \$80,000 Seniors 60 years plus (singles or couple);
- Disabled applicants as defined by the People with Disabilities Policy may not subject to the cash assets limit of \$100,000.

Definition of a cash asset: These refer to the financial investments of a customer, which include:

- Deposit in a bank, credit union, building society, savings/cheque account, term deposit, shares;
- Friendly Society and insurance bonds managed investments such as loans, debentures, friendly society and insurance bonds, unlisted equity and property trusts;
- Cash assets do not include a customer's car, antique furniture, stamp collection, life insurance policies. Superannuation and annuities that are not accessible are not assessed, but any annual income/return/dividend received is assessed as part of the income assessment process;
- **Superannuation** – where a lump sum superannuation payment is taken, it will be treated as a cash asset and any income derived will be assessed for eligibility and rent purposes;
 - Where superannuation is placed in a managed or roll-over fund and the client receives an annuity or allocated pension that income will be considered for eligibility;
 - The gross annual income is converted to a weekly amount for assessment.

SOURCE OF INCOME

An applicant's income must derive from a source within Western Australia. An applicant must be registered with a Western Australian office of Centrelink, be employed or have a registered business in the state.

The applicant's partner's income is included when assessing eligibility relating to income. This is regardless of whether or not the partner will be a signatory to the tenancy agreement.

CITIZENSHIP AND RESIDENCY STATUS

Applicants must hold Australian citizenship or have permanent residency status and have a residential and postal address in Western Australia.

Applicants living in other states of Australia or in countries outside Australia are not eligible to make application regardless of any future intention to live in Western Australia.

DOCUMENTS REQUIRED WITH APPLICATION

Applicants must supply documents or information from different sources. The only acceptable combinations are:

One Category A document plus one document which, in combination, confirm name and address;

One Category A document and a Centrelink or Veteran's Affairs verification of income document which, in combination, confirm name and address;

At least three Category B or C documents, which in combination confirm name and address of the applicant(s).

Proof of identity (POI): It is important that you are able to prove your identity when you lodge an application. You also need to provide **Verification of Income**. You will be asked to provide one document from Category A plus one from B or C, or three documents from Category B and C. The combination you provide must show both your name and address.

Category A

- Birth certificate or extract issued more than five years ago;
- Australian Passport;
- Certificate of Australian Citizenship;
- Citizenship Papers;
- Overseas passport stamped for entry to Australia.

Category B

- Original Australian Marriage certificate issued by a government department or divorce papers;
- Birth certificate or extract issued more than five years ago;
- Legal documents such as maintenance agreement or adoption papers;
- Life Insurance Policies;
- Tax assessment Notice.

Category C

- Reference or letter from a government department;
- Electricity, phone or gas account;
- Verification of income document from Centrelink or Department of Veterans' Affairs;
- Driver's licence as long as address is the same as that on the application;
- Car registration papers;
- Bank, building society or credit union account showing transactions for at least one year;
- Insurance policy or insurance renewal notices as long as address is the same as that on the application.



PORT DENISON RETIREMENT VILLAGE

WAITING LIST MANAGEMENT POLICY

ADOPTED 23 APRIL 2013 - VERSION 1



WAITING LIST MANAGEMENT POLICY

PREAMBLE

Applicants will be listed in date order of their application being received. An Applicants listing date will be the date that the application was received along with all required documentation confirming the applicant's eligibility.

Applications that are incomplete and/or incorrect will not be regarded as having a listing date until all information is received and correct.

Incomplete or incorrect applications will be returned to the applicant with a request for the correct information, and not listed until complete.

ANNUAL REVIEW

Applicants must comply with the Department of Housing and Works Eligibility Criteria for Public Rental Housing, which includes the following:

- Be an Australian citizen or permanent resident;
- Live in Western Australia and receive your income here;
- Meet public housing income limits;
- No own property or land;
- If under 60 years – not have cash assets in excess of \$38,400 (singles) or \$63,800 (couples);
- If over 60 years – not have cash assets in excess of \$80,000 (singles or couples);
- If you have a disability – not have cash assets in excess of \$100,000 (singles or couples);
- Be able to prove your identity;
- An applicant or applicants must be 55 years or over;

Applicants will be contacted on a yearly basis as part of the Waiting List Review process in order to confirm their personal details, ongoing eligibility and continued need for public housing.

Applicants that declare themselves to be eligible during the Waiting List Review process are not required to provide documentary proof unless requested by the Shire of Irwin.

Applicants must declare their ongoing eligibility on the Waiting List Review Form and meet the Department of Housing and Works Eligibility Criteria for asset and income eligibility limits to remain on the waiting list.

Applicants that do not return the Waiting List Review Form will have their application withdrawn.

Eligible applicants will continue to be listed for an offer of accommodation.

Applicants that do not declare their eligibility on the Waiting List Review Form and cannot be contacted will have their housing application withdrawn.

PARTNERS AND CO-APPLICANTS

If applicants, partners and/or co-applicants decide not to continue with their shared application, both applicants may receive the benefit of the listing date.

If a partner and/or co-applicant were added to the application after the original listing date then their listing date will be the date they were included in the application.

It may be necessary to re-establish eligibility due to changed circumstances.

REINSTATEMENT OF APPLICATIONS

Applications which have been withdrawn during the Waiting List Review process can request for reinstatement and will be considered on the individual circumstances of the applicant(s).

Whether an application is reinstated will depend upon the reason it was withdrawn. Examples of reasons for reinstatement of an application include, but should not be restricted to:

- Mail incorrectly addressed;
- Mail never received – benefit of the doubt should be given when applicant claims that:
 - He/she has not changed address yet did not received mail;
 - Did change address but did not advise change of address details.
- Compassionate grounds which occurred at the time mail was sent, which could have caused the applicant(s) not to respond, e.g:
 - Personal or family tragedy;
 - Illness;
 - Literacy or language problems;
 - Frequent changes of address due to the need to find temporary accommodation.

An applicant, partner and/or co-applicant is required to provide current proof of income and assets to meet the Department of Housing and Works Eligibility Criteria before their application can be reinstated.

Applications which have been withdrawn may be reinstated and will be given the benefit of the original listing date.

CHANGES DURING THE WAITING PERIOD

Applicants must advise the Shire of Irwin of any change of circumstances while waiting on the waiting list.

Any changes such as change of address or name, applicants to notify the Shire of Irwin by:

- A letter of advice from the applicant;
- All such information received should include the old and new address.

The Shire of Irwin will respond and advise the applicant that the change of circumstances have been updated on the Waiting List via written correspondence.



PORT DENISON RETIREMENT VILLAGE

ALLOCATIONS POLICY

ADOPTED 23 APRIL 2013 - VERSION 1



ALLOCATIONS POLICY

PREAMBLE

When an applicant's turn is reached on the waiting list, an applicant must be eligible on all categories before the offer of housing is made.

Contact should be made, by telephone in all circumstances where there is a telephone contact number, in order to make the offer as soon as possible.

Where there is no telephone, contact will be made by post, if the letter is returned marked "return to sender", the application will be withdrawn.

PROPERTY INSPECTION

Applicants should be given the opportunity to inspect the property under offer, internally.

An applicant must be eligible for assistance before an allocation of a property can be made and a full eligibility check must be undertaken.

FORMALITIES OF THE TENANCY AGREEMENT

In WA Residential Tenancies are subject to and governed by the *Residential Tenancies Regulations 1989* and *Residential Tenancies Act 1987*. The Act regulates the rights and responsibilities of tenants and landlords in Western Australia and came into force on the 21st of January 1988. The Act applies to any Residential Tenancy Agreement entered into, renewed, extended, assigned or otherwise transferred after the act commenced with some exemptions, these include:

- Tenants whose principle place of residence is a residential park, within the meaning of the Residential Parks (Long-stay Tenants) Act 2006;
- Those living in hotels and motels;
- Holiday homes and;
- Aged care facilities including hospitals and nursing homes.

If the applicants are partners, the Tenancy Agreement must be in joint names, unless the applicants request otherwise and provide a reason acceptable to the Shire of Irwin.

The responsibilities and liabilities of a joint tenancy should be fully explained to the applicants. (They are jointly and severally liable for debts associated with the property).

Tenants must be given time to read the Tenancy Agreement and ask questions.

PROPERTY CONDITION REPORT (PCR)

The Property Condition Report must be undertaken on site where possible and must be fully explained and arrangements made for its collection within 14 days.

RENTAL PAYMENTS

Applicants must have the payment options carefully explained:

- All Centrelink recipients are required to have rent deducted through Centrelink Direct Deduction.

Tenants not in receipt of Centrelink benefits must be assisted at sign-up in choosing the best payment option from the following:

- Direct Debit from a Bank Account;
- Direct Deduction from wage/salary;
- Direct cash payment at the Shire of Irwin Administration Office.

Tenants in receipt of a Centrelink pension or benefit are obliged to make rental payments by Centrelink Direct Deduction as a contractual clause of the Tenancy Agreement.

Allocations Policy

At the time of signing-up for a tenancy the Shire of Irwin will require the tenant to pay a maximum of one months' rent in addition to Bond to conform to Section 28 of the *Residential Tenancies Act 1987*. They will be advised of the amount of money owing when their Centrelink Direct Deduction (CLADD) commences to maintain their rental account two weeks in advance.

The need to keep rental payments in advance must be fully explained to the applicant.

Application for rental subsidy must be completed if applicable.

BOND ACCRUAL PAYMENTS

See Bond Accrual Policy.

APPLICANTS FROM A CULTURALLY AND LINGUISTICALLY DIVERSE BACKGROUND

If a customer has nominated an interpreter on the application form, the sign up must be undertaken with the assistance of a on-site interpreter if the language spoken is one offered as part of this service.

If not, the sign-up must be undertaken with use of the Translation and Interpreting Service (TIS – Phone: 131 450).

See Cultural Diversity and Language Services Policy.

LITERACY PROBLEMS, INTELLECTUAL OR PHYSICAL DISABILITIES

Applicants with Literacy Problems, Intellectual or Physical Disabilities (eg sight or hearing impaired).

If applicants have difficulties understanding their responsibilities, they should be encouraged to bring an advocate with them.

If the applicant is accepting a property, which has a circuit breaker; he/she must be advised of this fact and how to operate it.

Details regarding next of kin must be requested. (There is no obligation on behalf of the tenant to provide these).

Where smoke detectors are installed they should be checked prior to allocation of a property, and tenant must be given instructions on how to test and be advised to do so at three monthly intervals.

A valid offer of accommodation is one which, meets any special needs the applicant has (eg medical, disability).

Allocations Policy

DECLINE OF A PROPERTY

Applicants will be made one **valid offer** of accommodation unless they provide a valid reason for refusal (see section 10 of the Residential Tenancy Act for definition of **Valid Decline**).

Applicants having a valid reason for refusal will not be penalised and will be returned to the waiting list and made another offer of accommodation when suitable accommodation becomes available.

Applicants whose reason for decline is not regarded as valid must be advised of their rights of appeal.

NOTE: Applicants that decline a property without valid reason will be removed from the Waiting List and advised to reapply.

VALID DECLINE

A valid decline can be made to an offer of accommodation if the offer is:

- Does not meet any special needs the applicant has (e.g. medical, disability).

Changed Circumstances:

- Now with a partner;
- Changed or gained employment and offer too far from place of work.

An applicant is required to advise the Shire of Irwin of changed circumstances (See Waiting List Management Policy). However, if this has not been done, an applicant must advise of changed circumstances on offer of a property without having inspected it.

Any advice of a change of circumstances after a property has been inspected must be substantiated by applicant.

Real Estate Lease

- Applicant has signed a lease for private rental which the applicant considers would be too costly to break;
- The applicant must provide a copy of the lease agreement as evidence of his/her claims;
- A deferment will be granted for the remainder of the lease only. This will be the only deferment. Discretion will be exercised where genuine difficulties are being experienced with a private real estate lease.

Deferment of an Allocation

A request to defer an allocation and the length of time involved can only be made in extreme circumstances and at the discretion of the Manager Community Services.

Examples:

- Hospitalisation;
- Convalescence;
- Death in a family;
- Lease on private rental;
- Has lodged an application for Disability Services Commission support and has not yet received advice.



PORT DENISON RETIREMENT VILLAGE

TENANCY MANAGEMENT POLICY

ADOPTED 23 APRIL 2013 - VERSION 1



TENANCY MANAGEMENT POLICY

PREAMBLE

This section deals with policies relating to the occupation of the Shire of Irwin's Port Denison Retirement Village. It also deals with the rights and responsibilities of a tenant and the contractual arrangement of tenancy.

Where a tenant does not adhere to the contractual obligations of the Tenancy Agreement the Shire of Irwin will take legal action to recover its property within the provisions of the *Residential Tenancies Act 1987* and reserves the right to withhold future tenancy assistance.

It should be understood that accommodation can only be occupied by persons fully capable of looking after themselves. Prospective residents may be requested to produce a medical certificate to this effect. If the Shire of Irwin has any doubts concerning the ability of a resident to look after themselves, he or she may be requested to undergo a medical examination by a doctor and accommodation may be withdrawn on the information received.

Other sections relating to the occupation of a Shire of Irwin tenancy are in a number of other policy categories dealing with specific issues, such as tenant liability, electricity consumption and these categories should be consulted in reference to a particular issue.

The Shire of Irwin and the Department of Housing and Works has responsibilities under the contractual obligations of tenancy. These are:

- To provide security of assistance to tenants who abide by the conditions of their Tenancy Agreement and the *Residential Tenancies Act 1987 (RTA)*;
- To provide possession of a property which is clean and in good repair;
- To provide a tenant with quiet enjoyment of a property and only seek entry according to the provisions of the RTA;
- To provide a secure premises;
- To pay local authority and Water Corporation Rates;
- To insure the property and provide public liability insurance;
- To provide and maintain the property in a reasonable state of repair and to be responsible for all maintenance and repairs that are not due to neglect, misuse, wilful damage and rubbish;
- To comply with relevant building, health and safety laws;
- To provide the tenant with a copy of the Tenancy Agreement;
- To ensure the privacy and confidentiality of tenants;
- To inspect the property to maintain contact with tenant and for asset management purposes.

MAJOR RESPONSIBILITIES OF A TENANT

A tenant must abide by the conditions of the Tenancy Agreement and the *Residential Tenancies Act 1987* if continuation of the tenancy is to be assured.

A tenant must honour his/her financial responsibilities to pay the rent and bond accrual payments as agreed.

- Rental/Bond Accrual payments are made by either:
 - Centrelink (CLADD) for pension and beneficiary recipients;
 - Direct Bank Debit or direct deduction from salary;
 - All rental payments must be 2 weeks in advance;

A tenant is responsible for and agrees to pay all charges for electricity and telephone charges relating to the property and for contents insurance if required.

Tenancy Management Policy

A tenant may not do anything on the premises, or permit someone else entering the premises with the tenant's permission to do anything, which causes a nuisance.

Nuisance is defined as disruptive behaviour which substantially interferes with one or more neighbour's use or enjoyment of their premises. See **Good Neighbour Policy** for further details.

The Good Neighbour Policy defines disruptive behaviour for the Shire of Irwin's purposes.

A tenant is responsible for the actions and behaviour of visitors to the property.

A tenant must not use the premises or permit the premises to be sued for illegal purposes.

A tenant is responsible for keeping the premises clean and undamaged, garden and yard maintained.

Where a smoke detector is installed in the property, the tenant is responsible for testing the detector every three months and advising the Shire of Irwin if it is not functioning.

A tenant is responsible for all costs associated with the maintenance of the property due to neglect, misuse, and wilful damage and rubbish removal. This is termed Tenant Liability (TL).

Where a person other than the tenant is lawfully on the premises, the tenant is responsible for and will be held liable for any act by that person if he or she intentionally or recklessly causes damage to the premises or to any neighbouring premises.

A tenant must report damage to the premises as soon as possible but at the latest, within three days of the occurrence.

A tenant is not responsible for damage done by unknown persons such as vandals and break and enter offences:

- Unknown persons, if the matter has been reported to the police and the tenant/s has provided the Shire of Irwin with a report number provided by the police; or
- Visitors to the property, if the matter has been reported to the police and the tenant has provided the Shire of Irwin with the report number and the tenant has taken reasonable precautions to prevent visitors from doing damage;
- Domestic violence should be referred to in situations where domestic violence is suspected to have contributed to damage done.

Tenants must not keep unlicensed or unroadworthy vehicles on the premises without the written consent of the Shire of Irwin.

Where such a vehicle is on the premises, the owner of the vehicle is to be contacted and given 14 days in which to remove the car.

If no action is taken the Shire of Irwin may dispose of the vehicle.

EXCESS OCCUPANTS AND VISITORS

A person not shown as an occupant on the tenancy agreement and who stays at a property for any period in excess of seven days the tenant is in breach of tenancy.

The Tenant needs to seek approval in writing from the Shire of Irwin for the temporary accommodation of a friend or relative in accommodation in excess of seven days.

UNDER OCCUPIED TENANCIES

This will become effective on adoption (but does not apply to current tenants) that where a tenancy has a change of occupancy or demand for double units is high the Shire of Irwin will work with the remaining tenant to relocate them to a single unit which matches the Tenant needs. This will apply to new tenants as of the date of adoption.

NOTE: Exemptions to this would be if the tenant has occupied the unit for a period of 20 years or more they would not be requested to relocate unless they become ineligible.

NOTE: There will be a phased rent increase to the current tenants which occupy a double unit but have single occupancy.

Examples:

- Divorce;
- Separation;
- Ill Health;
- Death of partner;
- High demand.

An applicant will be allocated accommodation containing the number of bedrooms to match applicants needs.

Incentives may be offered to encourage a tenant to relocate including reimbursement of Power and Telephone re-connection.

Tenants are required to pay the account and submit with a receipt for reimbursement.

Furniture Removal

Relocated tenants should be reimbursed for the cost of furniture removal, including packing and supply of packing boxes.

Removalists are paid for by the Shire of Irwin of any tenant that is requested to relocate will need to obtain two (2) quotes.

The tenant is required to liaise with the Shire of Irwin who will identify the removalist companies that are used of which their Insurance Policies and Public Liability have been verified.

Waiving of Rent

The Shire of Irwin may offer tenants up to a maximum of 4 weeks free rent.

Extra Incentives to Relocate

The Shire of Irwin may offer any, or a combination of the following non-cash inducements up to a value of \$3,000 (Provided that the alterations made by the tenant had written approval).

- Ceiling fans;
- Landscaping;
- Sunblinds/awnings or lattice screens;
- Carpets/floor coverings.

Tenancy Management Policy

Re-establishment of Fixtures

Tenants transferring will be reimbursed for the reestablishment of fixtures, including dismantling, transportation and installation, up to a maximum of \$1,000. Fixtures are generally items which have been added to the previous tenancy and can be removed.

Examples:

- Foxtel equipment;
- Garden Shed;

Reimbursement for Property Improvements

Tenants may be reimbursed for property improvements up to a maximum of \$5000.

Examples:

- Air conditioning;
- Kitchen Renovation.

NOTE: Gardening and painting do not constitute improvements.

LOCAL AUTHORITY BY LAWS

A tenant must abide by the by-laws of the local government authority governing the area in which the property is located.

Local authorities have jurisdiction over issues such as health, rubbish disposal, parking and animals.

The local authority have jurisdiction over working from a property and approval to work or run a business from home has to be obtained from the Shire of Irwin.

ABSENCE FROM THE PROPERTY

Tenants must maintain the property as his/her principal place of residence and advise the Shire of Irwin if he/she will be absent from the property for more than four weeks. When absent for more than 4 weeks, occupants shall notify the Shire of Irwin in writing and receive notification from the Shire acknowledging absence.

When absent, a tenant must leave a contact address and number and ensure that the rent is paid.

IMPROVEMENTS OR ADDITIONS

A tenant may apply for improvements or additions to be made to the tenancy, with the cost to be met by the Shire of Irwin; or

Tenant may apply to carry out additions at their own expense, subject to written approval from the Shire of Irwin.

Transfer may be considered an option where urgent modifications are required and if alternate accommodation available.

Reasons for application may be security (e.g. enclosed back veranda), health (e.g. bathroom modifications for disabled tenant).

Improvements/Additions undertaken by the Shire of Irwin are subject to a satisfactory tenancy and availability of funds.

Tenants undertaking their own improvements/additions should be informed that the correct approvals must be obtained before commencing any work.

The cost of removal of sub standard alterations or additions due to the tenants own installation, the cost will be charged of the tenant as tenant liability.

TRANSFER OF TENANCY

Where a joint tenancy is dissolved due to the death of a partner or to the fact that the partner or co-applicant has left the tenancy, the property can be transferred into the name of the remaining tenant.

At the time of the transfer of tenancy, a property inspection must be undertaken and tenant liability apportioned. A new tenancy agreement must be signed.

If the remaining person is no longer eligible for the number of bedrooms in the property, the Shire of Irwin reserves the right to transfer that person to accommodation for which he/she is now eligible. (See also Tenant Eligibility Policy).

There is no right of succession to a tenancy by another household member, discretion to be used in sensitive situations, having regards to such facts as:

- Length of time the property has been occupied by the other household member;
- Relationship to tenant;
- Eligibility for accommodation type.

Example:

Where a tenant is deceased following a long tenancy (perhaps 20-30 years) and a family member remains who has spent that period in that home, providing support for the deceased person and assisting in maintaining the standards and condition of the property, the Shire of Irwin would look sympathetically at allowing the remaining family member to continue to occupy the property.

Where the Shire of Irwin requires the property due to high demand, the Shire of Irwin may offer the remaining family member a transfer to a property in lower demand, but still having regard to the person's eligibility and needs.

PETS

Tenants may have a cat or dog only if the accommodation has an enclosed yard and if the local authority by-laws are not contravened. Goldfish, Canaries and Budgerigars are permitted. Tenants need to adhere to the following in keeping of dogs within the Port Denison Retirement Village:

- Dogs will only be approved where an enclosed yard is provided;
- The dog is to be a breed and size conducive to residing in a Retirement Village environment;
- Tenants are not permitted to keep a dog that is listed on the Government's Dog (Restricted Breeds) Regulation 20012. These include the following breeds of dog:
 - Dogo Argentino;
 - Fila Brasileiro;
 - Japanese Tosa;
 - American Pit Bull Terriers;
 - Pit Bull Terrier and including any dog of a mixed breed which visibly contains any of the above Breeds.
- No disturbance to other tenants will be tolerated;
- Substantiation of a complaint in regards to the dog's behaviour will result in its immediate removal from the Retirement Village;
- All waste products deposited by the dog are to be removed and disposed of hygienically.

HOUSEHOLD PESTS

Eradication of cockroaches, fleas, common ants and vermin is the responsibility of the tenant.

ENDING OF A TENANCY BY TENANT OR THE SHIRE OF IRWIN

A Tenant must give the Shire of Irwin 21 days notice in writing of intention to vacate a property, and remains responsible for the property as legal tenant, until the keys are returned to the Shire of Irwin.

The advice must be signed, stating the date that the tenant intends to vacate and supplying forwarding address.

Pre vacation Inspection – When the 21 days notice is received, the Shire of Irwin will make arrangements to inspect the property and discuss with the tenant the vacated maintenance requirements and any estimated vacated tenant liability.

At the termination of a residency the unit must be left in a clean and tidy condition and the keys delivered back to the Shire of Irwin. In the case of illness or death, resident's next of kin must first obtain from the Shire of Irwin, permission to enter the unit to remove the resident's personal property and effects.

After the termination of the tenancy, rent and all costs of maintaining the property shall be the Tenant's responsibility until the keys are returned to the Shire of Irwin.

The Shire of Irwin may terminate a tenancy due to a breach under Sections 15, 62, 73 or 75A of the *Residential Tenancies Act 1987*.

Section 15 – relating to a dispute regarding a breach of tenancy in which monies agreed to, have not been paid.

Section 62 – relating to a general breach of tenancy, where a breach has not been remedied.

Section 73 – relating to an owner's belief that the tenant will intentionally or recklessly cause injury or damage.

INVESTIGATION OF COMPLAINTS

The Shire of Irwin will investigate complaints by neighbours and members of the general public against the Shire of Irwin tenants, where it appears that the tenant may have been in breach of the requirement of the tenancy agreement which states:

'A tenant may not do anything on the premises or permit someone else entering the premises with the tenant's permission to do anything on them which causes a nuisance.' The Shire of Irwin may evict tenants where it can be demonstrated that this provision has been breached.'

Complainants must have first complained to the relevant authority/agency. Examples:

- Noise-local authority/Police;
- Animals – local authority, RSPCA;
- Health – local authority;
- Fighting/Arguing – Police.

Personal antagonism between neighbours is a civil matter and must be resolved through mediation or the civil courts.

DEBT TO THE SHIRE OF IRWIN

The Shire of Irwin will pursue the recovery of a debt through the provisions of the *Residential Tenancies Act 1987*, when a tenant does not repay the monies owing.

A tenant with a debt to the Shire of Irwin will be requested to enter into an agreement to repay the debt in affordable instalments and the payments must be maintained until the debt is cleared.

Tenants with a debt to the Shire of Irwin who make application for bankruptcy are subject to scrutiny as to whether the application was made to avoid the repayment. Such tenants are in breach of the terms of the tenancy agreement and where a court order has been obtained prior to the application for Bankruptcy, action to evict will occur.

TENANT RECEIVED JAIL SENTENCE

Where the tenant has a partner as part of the tenancy agreement, the partner will have rental payments reduced according to their reduced income, on application. The tenancy may be formally transferred into the partner's name, depending on the circumstances.

Where the partner is not part of the tenancy agreement, continued occupation will be determined under usual criteria.

A single tenant receiving a jail sentence in prison longer than one month will be required to formally notify the Shire of Irwin and may be required to formally vacate their tenancy and reapply on release.



PORT DENISON RETIREMENT VILLAGE

DISRUPTIVE BEHAVIOUR MANAGEMENT
POLICY

ADOPTED 23 APRIL 2013 - VERSION 1



DISRUPTIVE BEHAVIOUR MANAGEMENT POLICY

PREAMBLE

Public housing tenants will be held accountable for behaviour that causes disruption to persons in the immediate vicinity. The Shire of Irwin's responses will be proportionate to the severity of the behaviour.

Legal action to terminate a tenancy will commence after a prescribed number of sanctions (known as strikes) are issued within a twelve (12) month period. A strike is a notice to a tenant found to have caused or permitted a nuisance following an investigation into a complaint. The number of strikes to be issued prior to the initiation of legal proceedings will be dependent on the severity of the incident which is defined in policy.

Action will be taken only where the Shire of Irwin is satisfied that an incident occurred which caused a nuisance to a person in the immediate vicinity, interfered with their comfort or privacy or posed a safety risk, and that the legal tenant caused or permitted the incident.

GUIDELINES AND PRACTICES

The Shire of Irwin will investigate complaints of disruptive behaviour against public housing tenants.

Complaints against tenants will be investigated in a consistent, timely and effective manner. An objective assessment of the nature of a particular incident will determine the course of action the Shire of Irwin will take in responding to a substantiated complaint of disruptive behaviour. See **Good Neighbour Policy** for more information about complaint investigation.

Strike notices will be issued against tenants where the Shire of Irwin is satisfied that disruptive behaviour occurred and seek to evict tenants based on the severity level and rate of occurrence over a prescribed time period.

Substantiated complaints of disruptive behaviour will be assessed against the following definitions to determine the level of severity and the sanction to be applied:

- **Dangerous Behaviour** – Activities that pose a demonstrable risk to the safety or security of residents or property; or have resulted in injury to a person in the immediate vicinity with subsequent Police charges or conviction.

***Response** – Immediate Eviction Proceedings*

- **Serious Disruptive Behaviour** – Activities that intentionally or recklessly cause serious disturbance to persons in the immediate vicinity, or which could reasonably be expected to cause concern for the safety or security of a person or their property.

***Response** – A first and final strike will be issued following one substantiated incident. A subsequent incident of similar severity within twelve (12) months will result in eviction proceedings.*

- **Minor Disruptive Behaviour** – Activities that cause a nuisance, or unreasonable interfere with the peace, privacy or comfort, of persons in the immediate vicinity.

***Response** – A strike will be issued for each substantiated complaint of disruptive behaviour. Eviction proceedings will commence if three (3) strikes are issued within (12) months.*

The Shire of Irwin will take action in line with the policy in all instances. Where strong mitigating circumstances exist, the matter may be referred to the Chief Executive Officer to manage the situation through alternative action.



PORT DENISON RETIREMENT VILLAGE

TENANT ELIGIBILITY POLICY



ADOPTED 23 APRIL 2013 - VERSION 1

TENANT ELIGIBILITY POLICY

PREAMBLE

The Shire of Irwin has strict eligibility criteria for all applicants for public rental housing. These are based on an applicant's income, assets (property/land and cash assets), citizenship and residency status, age and subject to proof of identity.

Eligibility assessments are undertaken to ensure that tenants are eligible for public housing. While not all applicant criteria will be applicable to tenants, criteria relating to income, cash assets, ownership of property continue to apply. Therefore, after occupation, the Shire of Irwin reviews ALL tenancies on an annual basis, to ensure continuing eligibility. Where a tenant's circumstances and their housing requirements have changed the Shire of Irwin may take action to ensure that housing assistance is provided to those in greatest need.

TENANCY AGREEMENTS

The Shire of Irwin Tenancy Agreement has included a clause relating to continuing eligibility of tenants. This states:

A tenant must during the period of tenancy remain eligible for assistance as determined by the Shire of Irwin. Tenants who become ineligible due to income, cash assets, ownership of property and land are in breach of their tenancy. The Shire of Irwin will negotiate a time frame with the tenant to move out; this is so the housing can be made available for allocation to eligible applicants.

As part of the negotiation process the Shire of Irwin will provide the tenant with information about housing alternatives including but not limited to home ownership options, private rental assistance and details of local providers of financial counselling.

INCOME ELIGIBILITY

Income eligibility for the Shire of Irwin and the Department of Housing and Works joint venture rental accommodation must be demonstrated and proven at the time of:

- Application for rental assistance;
- Allocation of a property;
- Annually, for the purpose of proving ongoing eligibility for public rental housing.

Applicants and tenants must also immediately declare to the Shire of Irwin any change in their financial circumstances as they occur.

In such situations an applicant or tenant **must** disclose and provide details of all sources of wage or salary income, statutory income, assets, shares or bonds, chattels, real property, assets held in corporate trust, inheritances, family trusts and any other income sources to which they are beneficially entitled. Failure to disclose all sources of income will result in the withdrawal of an application/allocation and recovery action in the case of an existing tenant.

Applicants or tenants who are unsure of what they are required to declare should discuss this matter with the Shire of Irwin's Manager Community Services.

TENANTS WHO BECOME INELIGIBLE

All tenants in occupation who become ineligible for continued public rental housing will be advised of alternative housing options to consider including:

- Home ownership options;
- Bond Assistance Loan;
- National Rental Affordable Scheme;
- Private Rental Brokerage Scheme; and
- Affordable Rental Housing options through the community housing sector.

The Shire of Irwin will only allow a period of up to 6 months from the date ineligibility is established for the tenant to source alternative housing. Should a tenant not pursue or take up any of these options, the Shire of Irwin will seek vacant possession of the premises at the expiry of the vacation period where a tenant does not source alternative housing options.



PORT DENISON RETIREMENT VILLAGE

TRANSFER POLICY



ADOPTED 23 APRIL 2013 - VERSION 1

TRANSFER POLICY

PREAMBLE

Once a tenant occupies the Shire of Irwin and Department of Housing and Works accommodation, occasions may arise in which a tenant may wish to transfer to alternate accommodation or the transfer is requested by the Shire of Irwin.

TRANSFER AT SHIRE OF IRWIN REQUEST

A transfer at the Shire of Irwin's request will be affected, with the consent of the tenant, where the Shire of Irwin wishes to recover the property. See **Tenancy Management Policy**.

The Shire of Irwin may request a tenant to transfer to another property because of under occupancy.

The Shire of Irwin may offer incentives to encourage a tenant to relocate, see Tenancy Management Policy.

GENERAL CONDITIONS

Tenancy Breaches

In order to qualify for a transfer, a tenant must have no substantial breaches of tenancy or the *Residential Tenancies Act 1987* (RTA) for a period of at least one-year.

Example:

A tenant must:

- Not have a debt;
- Have maintained acceptable property standards; and
- Not have been subject to complaints about disruptive behaviour.

If a tenant breaches conditions of the Tenancy Agreement or *Residential Tenancies Act 1987* a letter will be sent to the tenant advising of the breach and its consequences and giving an opportunity to rectify the breach if appropriate. If the breach has not been rectified within a reasonable amount of time the transfer application may be withdrawn.

Transfer Costs

All tenants will be required to pay all costs associated with the transfer unless the transfer has been requested by the Shire of Irwin.

These costs are:

- Bond Accrual payments;
- Two weeks rent for the new accommodation;
- Any established tenant liability cost incurred from the previous property from which they have transferred;
- Notify Western Power of his/her occupation of the property and agrees to pay all charges for electricity;
- Any other associated debts.

Property Inspection and Tenant Liability

A property inspection must be undertaken before a transfer application is approved and again before the transfer occurs. The estimated tenant liability must be paid before the tenant transfers.

Eligibility for Assistance

Tenants who are no longer eligible for the Shire of Irwin public housing are not eligible for a transfer. Tenants must reside in public housing and meet eligibility requirements.

CONDITIONS APPLICABLE TO ELIGIBILITY TRANSFER

Should a tenant vacate prior to receiving a transfer, the transfer application is withdrawn and the transfer listing date cannot be used as a listing date if the applicant required assistance in the future.

The listing date of a transfer application is the date that the application is received by the Shire of Irwin or the Department of Housing and Works Office.

Listing Date

Application for transfer must be in writing and the listing date is the date of the initial contact.

Valid Offer of Accommodation to a Transfer Applicant

A valid offer of accommodation is consistent with a valid offer of acceptance for applicants on the waiting list.

Eligibility for Accommodation Type

A single senior in double accommodation has been permitted to live in accommodation for which he/she is ineligible for other reasons due to a change of circumstance. In any transfer, the Shire of Irwin would require that accommodation type eligibility requirements be met.



PORT DENISON RETIREMENT VILLAGE

DEBT RECOVERY POLICY

ADOPTED 23 APRIL 2013 - VERSION 1



DEBT RECOVERY POLICY

PREAMBLE

The Shire of Irwin pursues debts in accordance with the provisions of the *Residential Tenancies Act 1987*. The Shire of Irwin always prefers to come to an arrangement to repay a debt, rather than take legal action to pursue the matter through the courts.

APPLICANTS WITH A DEBT TO THE SHIRE OF IRWIN

Tenants with a debt to the Shire of Irwin, related to the current tenancy of the debtor will be pursued according to the requirements of the *Residential Tenancies Act 1987*.

Tenant must enter into a payment arrangement to repay the debt and maintain payments until the debt is cleared.

Failure to enter into a payment arrangement in order to clear the debt will result in termination of tenancy under Section 62 of the *Residential Tenancies Act 1987*.

Failure to maintain the agreement will result in the Shire of Irwin taking action under Section 15 of the *Residential Tenancies Act 1987*.

Statute-Barred Debt

Under the Limitation Act 1985 the period for a tenancy debt is 6 years. Expiration of the period does not expunge the debt as if it never existed but once this period has elapsed, the debt becomes “Statute-barred” and legal recovery is not permitted.

Under the Bankruptcy Act 1996, where a client declares bankruptcy, the debt becomes “Statute-barred”, subsequent discharge of the bankruptcy relieves the customer of the legal liability to repay the debt, but it does not expunge the debt as if it had never existed.

Repayment of statute-barred debts will not be pursued by the Shire of Irwin and will not preclude assistance being offered by the Department of Housing and Works.

Arrears Repayment for Tenants in Occupation

The Shire of Irwin will act promptly to ensure that arrangements to repay a debt are made with a tenant in occupation, to prevent the accumulation of a large debt.

Default On a Proposal To Repay a Debt

Any tenant failing to maintain an agreement of the proposal to repay a debt will be advised of default by letter and given seven days with which to comply. Failure to comply will result in legal action commencing.

Joint Liability of Tenants

Tenant’s signatory to the Tenancy Agreement is jointly liable for any debt.

Tenants who jointly sign the Tenancy Agreement are jointly liable for any debt from the tenancy. This means that a debt is split evenly between all parties signatory to the agreement.



PORT DENISON RETIREMENT VILLAGE

PRIORITY ASSISTANCE POLICY



ADOPTED 23 APRIL 2013 - VERSION 1

PRIORITY ASSISTANCE POLICY

PREAMBLE

The Shire of Irwin and the Department Housing and Works generally allocate housing to applicants in the order in which they apply. This queue order is termed the **waiting list**. How long an applicant will wait depends upon the area and type of accommodation required. Waiting times vary in different areas and for different accommodation types within the same area, depending on the demand from applicants and the amount of rental stock which the Shire of Irwin and the Department maintain in a given area.

NOTE: As part of the Village Rental Housing Policy, if an applicant with an urgent housing need is assessed as priority, the Shire of Irwin will refer the applicants to liaise direct with the Department of Housing and Works to ascertain any assistance that is available to them. **No priority applications are accepted direct from the applicants.**

Applicants will then be governed by the Department of Housing and Works Priority Assistance Policy. Applicants may have to compromise in their choice; this means that they may be made a valid offer of accommodation outside their zone of choice.

While every effort will be made to locate accommodation for a priority applicant which is of their most preferred location and accommodation choices, given the limited time available this is not always possible. **Applicants must be prepared to compromise in their choice.** This may mean that an applicant will be made a valid offer of accommodation outside his/her zone of choice, but which fulfils the eligibility criteria and needs of the applicant. An applicant declining such an offer without a valid reason **will be removed** from the priority list.

Where an applicant for priority assistance applies for an area of high demand, this situation can usually be resolved by allocating a property in another suburb or town as close as possible to the general locality requested which, while not the applicant's most preferred choice, will resolve their housing problem.

ASSESSMENT OF A PRIORITY APPLICATION

In assessing an applicant's priority housing need, consideration should be given to other housing alternatives available to the applicant. In some situations the use of the Department of Housing and Works, Bond Assistance Loan (BAL) to assist in securing private rental premises may be considered an alternative option to priority assistance.

The Shire of Irwin recommend any priority applicants to liaise direct with the Department of Housing and Works to ascertain any assistance that is available to them that the Shire of Irwin does not offer as part of the Port Denison Retirement Village accommodation.

Examples of situations which may contribute to an urgent housing need include medical conditions in which the medical condition is being caused or aggravated by the applicants existing housing, domestic violence and racial harassment. Any claims must be substantiated by documentation from medical practitioners or community or governmental agencies.

Applicants with a Disability - where significant housing modifications are required – See Housing For People With Disabilities Policy.

Applicants in a crisis situation requiring immediate accommodation are **not** eligible for priority assistance. Priority assistance is not crisis accommodation, but assistance ahead of turn on the waiting list.

Accommodation allocated on a priority basis is considered to be **secure and long term** and an applicant will not be transferred to alternate accommodation at a later date unless he/she is eligible. (See Wait turn Transfer and Priority Transfer Policies). Where **Domestic Violence** is a factor, see also FAMILY AND DOMESTIC VIOLENCE POLICY.

CRITERIA FOR PRIORITY ASSISTANCE

An applicant for priority assistance must be eligible for assistance in relation to all the eligibility criteria, but have an urgent housing need and no other viable housing options, but public rental housing.

Examples:

- Medical condition which is being caused or aggravated by applicant's existing housing;
- Domestic Violence;
- Harassment;
- Homelessness (Definition – as per the Homeless Taskforce) **Primary Homelessness** - someone sleeping rough i.e in the park, under bridges is considered grounds for priority assistance;
- **Secondary Homelessness:** is an accommodation arrangement with no formal tenure i.e. an applicant in crisis accommodation or staying with friends/relatives;
- **Tertiary Homelessness:** an insecure accommodation arrangement such as boarding house, caravan parks or rooming houses;
- Generally only clients who are experiencing **primary homelessness** will be approved for Priority Assistance.

GENERAL CONDITIONS

An application for priority assistance is made on the standard application form and must be accompanied by documentary proof of claims of urgent housing need. All priority assistance applications will be forwarded direct to the Department of Housing and Works for their consideration.

- Doctors or paramedical certificates detailing medical condition and reason why present accommodation unsuitable;
- Support letters from community or government agencies;
- Police reports.

All applications for priority housing received by the Shire of Irwin will be referred direct to the Department of Housing and Works for their consideration.

Applicants will then be governed by the Department of Housing and Works Priority Assistance Policy.



PORT DENISON RETIREMENT VILLAGE

CULTURAL DIVERSITY AND LANGUAGE SERVICES POLICY



ADOPTED 23 APRIL 2013 - VERSION 1

CULTURAL DIVERSITY AND LANGUAGE SERVICES POLICY

PREAMBLE

The Shire of Irwin recognises that a number of applicants and tenants may come from backgrounds which have differing cultural and sometimes religious requirements from the 'mainstream' that may affect their housing needs. Aboriginals and people from a diverse background are two such customer groups.

While the Shire of Irwin recognises cultural and religious needs and will make every endeavour to meet them, the capacity to assist will depend largely on the availability of accommodation and the Shire's ability to incorporate such requirements would be limited.

INTERPRETER SERVICES

All Shire of Irwin and Department of Housing and Works customers are entitled to a professional interpreter to assist them.

This includes customers who require assistance with AUSLAN Interpreting for the Deaf. Contact Deaf Society of WA, 9441 2623.

Such assistance may be through the Translating and Interpreting Service (TIS) – Telephone number 131 450.

ACCESS TO PROPERTIES BY MAINTENANCE WORKERS

Maintenance workers who are required to enter premises to conduct maintenance work are to enter subject to the conditions set out in the Maintenance Policy.

If a tenant insists for any reason a worker/contractor remove their shoes prior to entering the premises the worker/contractor is entitled to refuse to enter the premises to carry out the work.



PORT DENISON RETIREMENT VILLAGE

HOUSING FOR PEOPLE WITH DISABILITIES POLICY



ADOPTED 23 APRIL 2013 - VERSION 1

HOUSING FOR PEOPLE WITH DISABILITIES POLICY

PREAMBLE

For assessment under this policy, the Shire of Irwin defines a person with a disability as:

Any person with an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment that is permanent or likely to be permanent, which impacts on the housing needs of that person in terms of housing design, amenity level or proximity to appropriate medical and support services.

The principles underlying the policy for housing people with disabilities include:

- People with disabilities have ready access to a range of low cost housing options;
- People with disabilities have access to appropriately designed and located housing which meets the individual's needs;
- The needs of people with disabilities should be understood and acknowledged by all Shire of Irwin staff.

This policy acknowledges there are a number of constraints faced by people with disabilities in accessing housing including:

- Lack of accessible housing;
- The cost of modifications;
- Additional costs of living expenses (eg transport, delivery of goods etc);
- The need for support services

HOUSING OPTIONS

The Department of Housing and Works offers a number of housing programs, including mainstream rental housing, along with a number of community housing programs that are managed by the Housing Programs Directorate of the Department.

Some of these options are specifically for people with disabilities, such as the Community Disability Housing Program (CDHP) and the Access Home Loan Scheme.

More information about all these programs is available on the Department's website www.housing.wa.gov.au or contacts your nearest Department region or branch office.

MAINSTREAM PUBLIC RENTAL HOUSING

To be assisted under this program applicant must meet the eligibility criteria and have a current application on the waiting list.

The mainstream public housing option is most suitable for people with:

- Limited or no accommodation support needs; or
- Individuals who can directly manage their own supports; and/or who can manage a high level of independence by obtaining support provided by others;
- People with disabilities who are living with a carer who provide a majority of their support requirements.

Applicants need to have legal capacity or a substitute arrangement and have an understanding of the responsibilities and obligations of a direct tenancy arrangement.

Please Note: The Shire of Irwin does not deliver or fund services for the provision of care or support for tenants with a disability.

COMMUNITY DISABILITY HOUSING PROGRAM

This program is managed by the Housing Programs Directorate and is available state wide. More information is available on the Department of Housing and Works website www.housing.wa.gov.au

CASH ASSET LIMIT FOR PEOPLE WITH DISABILITIES

The cash asset limit for people with disabilities is \$100,000. This cash asset limit is subject to the following conditions:

- Cash asset is defined as lump sum cash or investment, which is easily accessible to a person to be used for any purpose. Cash may be received in a number of ways including inheritance compensation payout, gift or savings. Please see compensable application criteria (see Eligibility Policy s2 and 3).
- Cash or investment which is invested in a trust account for the sole purpose of purchasing care needs and/or generating an income will be deducted from the cash asset amount to determine the assessable cash asset limit.

PRIVACY AND CONFIDENTIALITY

The Shire of Irwin staff will be sensitive and respect privacy and confidentiality at all times is in accordance with the Shire's Privacy and Confidentiality Policy.

Applicants may:

- Bring others (eg friend/advocate) with them during any contact with the Shire of Irwin;
- Have a support agency act on their behalf.

INCOME ELIGIBILITY

The eligibility limits for householders with a person with a disability is 25% higher than the maximum income limits for non disabled applicants.

Assessment of income for eligibility will be consistent with general policy (see Income Eligibility Policy).

Where an applicant requires a live-in carer and this is the principal place of residence of the carer, the carer's income shall not be assessed for the purposes of eligibility.

A carer is a person such as a family member or friend, who provides regular, sustained care and assistance to a person with a disability. The carer is usually paid for their work, although not always.

Paramedical or Medical evidence will support the need for a tenant to have a carer and on what basis (full or part time night only etc).

PROPERTY ALLOCATION

Accommodation will only be offered which is in keeping with the medical/paramedical advice the applicant has provided.

A tenant that needs accommodation that requires extensive modifications may be referred to the Department of Housing and Works and will be assessed as priority.

All applicants with a disability should be advised they are eligible to apply for priority assistance and will be assessed in accordance with the general Priority Assistance Policy.

Bedroom Allocation

Bedroom allocations will be consistent with general policy (see Allocation Policy), but consideration will be given to the individuals disability and housing requirements.

A single person with a disability who requires a live in carer or future live in carer is to be allocated a two-bedroom property.

Where the person with a disability no longer resides in the property, the remaining householder may remain in the property for up to 6 months before they will be required to relocate.

The Shire of Irwin will be sensitive in addressing issues of relocation with remaining householders.

Remaining tenants are required to meet the eligibility criteria to be considered for alternate accommodation.



PORT DENISON RETIREMENT VILLAGE

HIV/AIDS POLICY



ADOPTED 23 APRIL 2013 - VERSION 1

HIV/AIDS POLICY

PREAMBLE

Relevant Legislation:

- The Disability Discrimination Act 1992 (s4) forbids discrimination on the grounds of disease or illness;
- The Disability Services Act (1993) defines disability to include physical impairment which results in reduced capacity for communication, social interaction, learning or mobility and the need for continuing supports services;
- State Equal Opportunity Act (1984 – amended 1989) refers to impairment as a defect or disturbance to the normal structure or function of the body.

In context of the above, people with HIV/AIDS will be considered as having a disability and are eligible to access accommodation under existing policy for people with disabilities and through priority assistance policy relating to medical conditions. However, the Shire of Irwin and the Department recognises that there are specific issues relating to HIV/AIDS in relation to confidentiality, discrimination and the deteriorating nature of the illness that requires particular policy definition.

CONFIDENTIALITY

Details relating to the HIV/AIDS status of an applicant or tenant must be kept strictly confidential.

The file of an applicant or tenant with HIV/AIDS must not be distinguishable from any other file.

Contractors are not to be advised of a tenant's HIV/AIDS status.

Information relating to the HIV/AIDS status of a tenant or applicant must not be transferred to an internal or external source without the applicant/tenant's consent or authority.

Any breaches of confidentiality will attract disciplinary action.

ALLOCATION

A single applicant with HIV/AIDS may be eligible for 2 bedroom accommodations if a carer or future carer may be required.

A live in carer has no right of succession to a tenancy on the death of the tenant for whom they are caring. Refer to Housing for People With Disabilities Policy.

Allocation of accommodation must take into account the medical definition of the current stage of the illness, but also the person's financial situation, discrimination or harassment due to the illness.

PRIORITY ASSISTANCE

This program is managed by the Housing Programs Directorate and is available state wide. More information is available on the Department of Housing and Works website www.housing.wa.gov.au



PORT DENISON RETIREMENT VILLAGE

UTILITIES AND SERVICES POLICY



ADOPTED 23 APRIL 2013 - VERSION 1

UTILITIES AND SERVICES POLICY

PREAMBLE

The Shire of Irwin shall cover the payment of rates, comprehensive insurance of the building (not personal contents) the supply of water, removal of rubbish, repairs, renovations, depreciation and the provision of any amenities which the Shire considers necessary from time to time.

SERVICES

The Tenant agrees to notify Western Power of his/her occupation of the property, and agrees to pay all charges for electricity.

TELEPHONE

Private telephones may be installed at the cost of the Tenant.

VACATION OF TENANCY

Upon the vacation of a tenancy the tenant is to advise the relevant services that they are vacating the property, if circumstances allow.



PORT DENISON RETIREMENT VILLAGE

BOND ACCRUAL POLICY



ADOPTED 23 APRIL 2013 – VERSION 1

BOND ACCRUAL POLICY

PREAMBLE

The Shire of Irwin charges a security bond for all ingoing tenants, equal to four weeks rent, to secure compliance with the tenancy agreement and to compensate for any breach or default by the tenant in respect of the agreement. The bond will be held in the names of all signatories to the Tenancy Agreement.

TENANTS TRANSFERRING

All tenants transferring on departmental request to alternative accommodation will have their existing bond transferred to the new tenancy. The tenant will be required to make up any shortfall if the bond on the new tenancy is of a higher amount.

BOND PAYMENTS

Bond payments will be considered in cases of hardship, this figure may be variable and negotiated with the tenant.

Tenants will be required to pay bond accrual repayments per week from the date of the commencement of the tenancy (in cases of hardship).

At the commencement of the tenancy, a tenant will be required to pay:

- Four weeks rent in advance;
- Full bond payment (or negotiated amount in advance).

Bond accrual payments are payable through all existing rental payment options, via:

- Direct Deduction (Centrelink);
- Direct Debit (from a Bank Account);
- Direct Deduction from wage/salary;
- Direct cash payment over the counter to the Shire of Irwin.

A bond accrual payment takes precedence over a tenant's rental payment.

The Shire of Irwin will lodge all bond monies in a trust account.

A bond accrual payment must be fully balanced before any monies are credited to a tenant's rental account.

VACATING BOND PAYMENTS

No monies can be deducted from a bond accrual account until the vacation of the property. Any debt related to a tenancy while a tenant is in occupation cannot be taken from the bond, but must be repaid by lump sum or in affordable instalments.

Upon vacation of a property, a tenant will be repaid the full bond amount, less any deductions for a debt relating to the property, e.g. Rental arrears or tenant liability. Repayment will occur as soon as possible after the finalisation of vacation of the property.

BOND ACCRUAL – FOLLOWING COURT ACTION

Following the Termination of the Tenancy by the Court and as a means of saving the tenancy then the Bond Accrual may be used to pay rental arrears.

Utilising the Bond Accrual for paying the rental arrears following the termination of the tenancy by the court may only be actioned with the approval of the Chief Executive Officer.

Tenant must agree to this arrangement in writing before the transferring of any funds from the Bond Accrual Account.



PORT DENISON RETIREMENT VILLAGE

FRAUD MANAGEMENT POLICY

ADOPTED 23 APRIL 2013 – VERSION 1



FRAUD MANAGEMENT POLICY

PREAMBLE

The Shire of Irwin has specific eligibility criteria in order that applications may qualify for public rental housing and Bond Assistance if required. Some criteria are set by the Federal Government through the Commonwealth State Housing Agreement and some are set by the Department of Housing and Works in partnership with the Shire of Irwin. Both criteria may change from time to time.

To be eligible for all types of assistance an applicant must be eligible according to criteria relating to income, assets and property ownership, age, citizenship, residency status and be able to provide their identity to the Shire of Irwin's satisfaction.

Should the Shire of Irwin discover that an applicant or tenant has deliberately misled the Shire as to their eligibility for assistance; the Shire of Irwin will take immediate action.

One of the eligibility criteria is that applicants and tenants must not own property or land. This is due to the fact that it is considered that any person who owns property or land should use this asset to house themselves and not utilise public housing. However, the most common instance of fraud that occurs is the discovery that an applicant or tenant is the owner of property or land.

The Shire of Irwin and the Department of Housing and Works views this deception seriously and any tenant or applicant for public rental housing who gives false information as to property ownership or who acquires property since their application or tenancy will have their tenancy or application reviewed and the appropriate action taken.

The Shire of Irwin will undertake a check through Landgate, the State's Authority database of any applicant or tenant of who suspicions exist as to the ownership of property. As well, spot audits will be conducted of a sample group of applicants and tenants through the Landgate database on an annual basis. All new tenants will also be checked before going into public rental housing.

In all instances of fraud the Shire of Irwin reserves the right to take civil or criminal action.

APPLICANTS FOR PUBLIC RENTAL HOUSING

Applicants must answer all questions relating to their eligibility assistance, truthfully and to the best of their knowledge and provide all necessary documentation required by the Shire of Irwin to prove their eligibility.

In cases where false/misleading information is detected, the determining factor will be whether the customer answered truthfully and to the best of their knowledge.

Before an allocation has been made, any applicant who has provided false or misleading information, to the Shire of Irwin will have their application withdrawn.

After an allocation has been made the Shire of Irwin will consider any false or misleading information provided during the application and allocation process, as a breach of tenancy.

The current tenancy agreement states:

Upon application to the Shire of Irwin for housing assistance, the tenant must answer all questions truthfully and disclose all income and assets.

RENT TO INCOME SUBSIDY

On allocation, applicants must accept that they will be reviewed annually to determine continuing eligibility to tenancy.

The tenant must answer all questions truthfully and to the best of their knowledge and provide documentation required by the Shire of Irwin. The Shire of Irwin will consider any false or misleading information provided as a breach of tenancy.

The current Shire of Irwin tenancy agreement contains:

Upon annual review of the tenant's income by the Shire of Irwin for the purpose of determining eligibility for assistance, the tenant must answer all questions truthfully and disclose any increase in income, or existence of additional assets.



PORT DENISON RETIREMENT VILLAGE

REFURBISHMENT OF OCCUPIED PROPERTIES POLICY

ADOPTED 23 APRIL 2013 - VERSION 1



REFURBISHMENT OF OCCUPIED PROPERTIES POLICY

PREAMBLE

The aim of the Refurbishment Program is to create a more attractive living environment. Where refurbishment programs are progressing as per the maintenance schedule and tenants do not wish to move from their property (and the policy is that they do not have to) then they will have their property upgraded to a similar level to all other properties being refurbished.

ALTERNATIVE OPTIONS

The Project Manager is to work around the tenant, if possible, and with the tenant, negotiate the amount of work, timeframes and alternatives. The preferred option may be to temporarily transfer the tenant and their belongings whilst work is being carried out.

Options

- Move to alternative refurbished property (if available), with the option to return to their property when refurbishment is completed, if they so desire;
- Free rent period if tenant remains in occupation.

REFURBISHMENT OCCUPIED PROPERTY

The refurbishment of any property is to be within budget and according to the maintenance program.

The Shire of Irwin will:

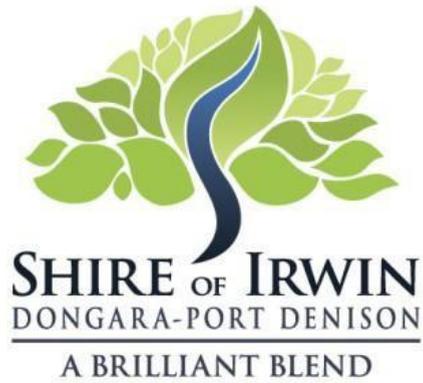
- Pay all removal and furniture storage cost;
- Clearly articulate the work required and timeframes;
- Manage the project to ensure satisfactory workmanship and completion on time;
- Keep the tenant informed of progress (negotiated with tenant);
- Ensure the contractor secures the property;
- Carry out a Property Condition Report on both properties and arrange a new Tenancy Agreement for the temporary tenancy, with similar action on return to the substantive tenancy. Rent will be charged only on one property;
- Ensure that building rubble and rubbish is cleared from site after completion of refurbishment and any related damage to the property is made good.

The Shire of Irwin will not:

- Take responsibility for damages/loss to furniture and belongings during removal or for items left (locked up) at the premises. Items removed by designated removalist and/or stored in an offsite designated storage area/s already have insurance liability;
- Maintain the back garden.

The Tenant will:

- Pay rent and utility costs as normal during the refurbishment period if tenant moves to alternate accommodation;
- Look after the back garden at the property in which they are residing if at the Port Denison Retirement Village.



PORT DENISON RETIREMENT VILLAGE

GOOD NEIGHBOUR POLICY

ADOPTED 23 APRIL 2013 - VERSION 1



GOOD NEIGHBOUR POLICY

PREAMBLE

The Good Neighbour Policy aims to encourage the Port Denison Retirement Village tenants to have a harmonious relationship with their neighbours. It ensures the tenants are aware of their obligations under their tenancy agreement not to allow disruptive behaviour on the Shire of Irwin's property.

Disruptive behaviour is defined as ongoing pattern of aggressive, threatening or disruptive behaviour, which substantially interferes with one or more neighbours use or enjoyment of their premises. It includes but is not limited to regular episodes of:

- Loud noise or music (particularly at a time when neighbours may reasonably be expected to be sleeping);
- Aggressive, threatening or obscene language and behaviour;
- Drunken behaviour;
- Uncontrollable parties;
- Fighting;
- Acts of physical violence;
- Unwanted entry into neighbouring properties;
- Throwing rubbish and other missiles into neighbouring properties;
- Intentional or reckless damage to the tenanted property, adjoining premises or any part of a common area.

ACCEPTABLE BEHAVIOUR AGREEMENT

All the Shire of Irwin's tenants will be required to sign an Acceptable Behaviour Agreement, which is an addendum to the Tenancy Agreement.

- The Acceptable Behaviour Agreement will be signed at the same time the Tenancy Agreement is signed;
- Tenants on existing Tenancy Agreements, who have not signed the Acceptable Behaviour Agreement, may be encouraged to sign one, although it would not have the same legal effect as if signed at the same time as the Tenancy Agreement.

Breach of the Acceptable Behaviour Agreement

The Acceptable Behaviour Agreement forms part of the terms of Tenancy Agreement so a breach of the Acceptable Behaviour Agreement is a breach of the Tenancy Agreement.

TENANT AND VISITOR BEHAVIOUR

Tenants are responsible for their own conduct and the conduct of other occupants and visitors to their property.

Tenant Responsibilities:

By signing the Tenancy Agreement the tenant agrees to not allow disruptive behaviour on the property. See definition above in the preamble for what the Shire of Irwin considers as disruptive behaviour.

See also **Tenancy Management Policy s1-10**

COMPLAINTS AGAINST A TENANT

The Shire of Irwin will act quickly on complaints made relating to a breach of the Tenancy Agreement. Time frame to respond to a complaint:

- The Shire of Irwin will initiate investigations into a complaint of disruptive behaviour within 2 working days.

Types of Complaints the Shire of Irwin will not respond to:

- The Shire of Irwin will not intervene or investigate allegations that are not breaches of the Tenancy Agreement. The Shire of Irwin may however find it appropriate to respond with an action that does not target an individual tenant.

For Example:

If a complaint is made against a tenant, who allows visitors to park in tenancy only parking spaces, the Shire of Irwin may install 'Tenant Parking Only' sign to encourage compliance by all residents.

- The Shire of Irwin will not get involved in minor disputes and disruptions that are considered to be part of day to day life and within ordinary tolerance levels. This is based on a standard of reasonableness.

For Example:

Some activities are easily recognised as producing unreasonable noise, but some can be difficult to determine. If a tenant turned on a radio after 10 p m on a weeknight and a neighbour could hear it – and it interfered with sleep – it would be considered unreasonable noise. If a tenant turned on the radio at 10am it may not be unreasonable noise because people are generally awake at that time. It could still be considered unreasonable if it was excessively loud or continued for too long.

- The Shire of Irwin will not conduct criminal investigations. The Shire of Irwin will however liaise with the Police in cases involving criminal activity.

How the Shire of Irwin will respond:

If a complaint is of concern to the Shire of Irwin further investigation will be conducted. The investigation will follow the rules of procedural fairness and maintain the confidentiality of the complainant.

The Shire of Irwin's course of action in responding to a complaint of disruptive behaviour will be determined by:

- The severity of the incident;
- Whether the incident can be substantiated;
- Any previous incidents by the tenant.

Tenants engaging in disruptive behaviour are in breach of their tenancy agreement and will be issued with a strike against their tenancy. Responses to disruptive behaviour are to be proportionate to the severity of the incident/s concerned.

If two (2) strikes are issued within a period of twelve (12) months, and both of these notices were issued for incidents falling within the serious category of disruptive behaviour, the Shire of Irwin will consider proceeding to eviction.

If the Shire of Irwin decides the matter is not of concern to the Shire, the complainant will be advised in writing and the complainant and/or tenant may be requested to contact a mediation service.

If three (3) Strikes are issued within a period of twelve (12) months, the Shire will consider proceeding to eviction.

If there are no further substantiated complaints within twelve (12) months of a Strike being issued, the tenancy is no longer under breach (regardless of the number of preceding Strikes).

IMMEDIATE TERMINATION IN SOME CIRCUMSTANCES

Depending on the nature of the breach, the Shire of Irwin may seek immediate termination and possession of the property. This will be the case if a tenant has intentionally or recklessly caused or permitted; or is likely to intentionally or recklessly cause or permit serious damage to the premises or injury to a Shire of Irwin employee or any person in occupation of, or permitted on adjacent premises.

Confidentiality is maintained in regards to the source of the complaint, unless the complainant has given their permission to the Shire of Irwin to divulge them as the source.

Should the matter proceed to court, the complainant may be required to testify as a witness against the tenant. If the complainant is concerned about any risk involved in revealing their identity, the Shire of Irwin will consider other sources of evidence.

If Complainant is Dissatisfied

If a complainant is not satisfied with the Shire of Irwin action about a complaint they can raise the matter with:

- The Chief Executive Officer.

TENANT WITH TENANCY BREACH HISTORY

The Shire of Irwin may not approve rehousing a tenant who has a history of a tenancy breach. Decision not to rehouse a tenant is determined on case by case basis. Factors to consider are:

- The seriousness of the breach/s;
- The length of time since the last breach;
- The attempts the tenant made to rectify the previous breaches;
- The effort the tenant has made in preventing future breaches;
- The effort the tenant made to redeem themselves for their previous breach; and
- The commitment of the applicant to abide by the terms of the Tenancy Agreement.

PMB 21, 11-13 Waldeck Street
Dongara WA 6525
t 9927 0000
f 9927 1453
www.irwin.wa.gov.au

A BRILLIANT BLEND



Ordinary Council Meeting

24 March 2026

Item OPS 01-03/26

Attachment 2

Management Order details to title
225 Ocean Drive, Port Denison

DUPLICATE

FORM LAA-1023

SECTION 46

WESTERN AUSTRALIA
LAND ADMINISTRATION ACT 1997
TRANSFER OF LAND ACT 1893 as amended

MANAGEMENT ORDER (XE)

RESERVE DESCRIPTION (NOTE 1)

37184

EXTENT

Whole

VOLUME

3046

FOLIO

579

MANAGEMENT BODY (NOTE 2)

Shire of Irwin of PMB 21 DONGARA WA 6525

CONDITIONS (NOTE 3)

i) To be used for the designated purpose of "Aged Persons, Staff and Community Housing" only; and
ii) Power to lease (sub-lease or licence) for the designated purpose is granted for the whole or any portion thereof for any term not exceeding twenty-one (21) years from the date of the lease subject to the approval in writing of the Minister for Lands being first obtained to each and every lease or assignment of lease, pursuant also to the provisions of section 18 and section 19 of the Land Administration Act 1997.

THE MINISTER FOR LANDS (IN THE NAME OF AND ON BEHALF OF THE STATE OF WESTERN AUSTRALIA) ORDERS THAT THE CARE, CONTROL AND MANAGEMENT OF THE ABOVE RESERVE BE PLACED WITH THE MANAGEMENT BODY DESCRIBED ABOVE FOR THE PURPOSE FOR WHICH THE LAND COMPRISING THE RESERVE IS RESERVED UNDER SECTION 41 OF THE LAND ADMINISTRATION ACT 1997, AND FOR PURPOSES ANCILLARY OR BENEFICIAL TO THAT PURPOSE SUBJECT TO THE CONDITIONS ABOVE

Dated this 12 day of JUNE in the year 2025

ATTESTATION (NOTE 4)

Name: JANINE FINCH

Senior State Land Officer - Level 4

Land Use Management

Department of Planning, Lands and Heritage

DUPLICATE

INSTRUCTIONS

1. If insufficient space in any section, Additional Sheet Form B1 should be used with appropriate headings. The boxed sections should only contain the words "See Annexure".
2. Additional Sheets shall be numbered consecutively and bound to this document by staples along the left margin prior to execution by parties.
3. No alteration should be made by erasure. The words rejected should be scored through and those substituted typed or written above them, the alteration being initialled by the person signing this document and their witnesses.

NOTES

1. RESERVE DESCRIPTION

Reserve number and details to be stated. The Volume and Folio numbers to be stated.

2. MANAGEMENT BODY

State the full name and address of management body.

3. CONDITIONS

Detail the conditions specified by the Minister to be observed by the management body in its care control and management of the Reserve.

4. ATTESTATION

This document is to be executed by the Minister for Lands or a person to whom the power to grant a management order under section 46 of the Land Administration Act 1997 has been duly delegated under section 9(1) of the Act (if applicable).

EXAMINED

Office Use Only

Q458986 XE

13 Jun 2025 09:06:09 Perth



DUPLICATE

MANAGEMENT ORDER (XE)

LODGED BY Department of Planning Lands and Heritage

ADDRESS Mid West Gascoyne and Broome - Box 98C

PHONE No.
FAX No.

REFERENCE No. Ruth de Ridder 01519-1978 ph 6552
4653 delivery@dplh.wa.gov.au

ISSUING BOX No.

PREPARED BY Department of Planning Lands and Heritage

ADDRESS Mid West Gascoyne and Broome - Box 98C

PHONE No.
FAX No.

INSTRUCT IF ANY DOCUMENTS ARE TO ISSUE TO OTHER THAN LODGING PARTY

TITLES, LEASES, DECLARATIONS ETC LODGED HEREWITH

1. _____ Received Items
2. _____ Nos.
3. _____
4. _____ Receiving Clerk
5. _____
6. _____

2500724-002



Registered pursuant to the provisions of the TRANSFER OF LAND ACT 1893 as amended on the day and time shown above and particulars entered in the Register.

WESTERN



AUSTRALIA

TITLE NUMBER

Volume Folio

LR3046 579

RECORD OF QUALIFIED CERTIFICATE
OF
CROWN LAND TITLE
UNDER THE TRANSFER OF LAND ACT 1893
AND THE LAND ADMINISTRATION ACT 1997

The undermentioned land is Crown land in the name of the STATE OF WESTERN AUSTRALIA, subject to the interests and Status Orders shown in the first schedule which are in turn subject to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 915 ON DEPOSITED PLAN 217627

**STATUS ORDER AND PRIMARY INTEREST HOLDER:
(FIRST SCHEDULE)**

STATUS ORDER/INTEREST: RESERVE UNDER MANAGEMENT ORDER

PRIMARY INTEREST HOLDER: SHIRE OF IRWIN OF PMB 21 DONGARA WA 6525
(XE Q458986) REGISTERED 13/6/2025

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)**

1. Q458985 RESERVE 37184 FOR THE PURPOSE OF AGED PERSONS, STAFF AND COMMUNITY HOUSING REGISTERED 13/6/2025.
Q458986 MANAGEMENT ORDER. CONTAINS CONDITIONS TO BE OBSERVED. WITH POWER TO LEASE FOR ANY TERM NOT EXCEEDING 21 YEARS, SUBJECT TO THE CONSENT OF THE MINISTER FOR LANDS. REGISTERED 13/6/2025.

- Warning: (1) A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
Lot as described in the land description may be a lot or location.
(2) The land and interests etc. shown hereon may be affected by interests etc. that can be, but are not, shown on the register.
(3) The interests etc. shown hereon may have a different priority than shown.

-----END OF CERTIFICATE OF CROWN LAND TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: LR3046-579 (915/DP217627)
PREVIOUS TITLE: LR3035-920
PROPERTY STREET ADDRESS: 225 OCEAN DR, PORT DENISON.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF IRWIN

END OF PAGE 1 - CONTINUED OVER

ORIGINAL CERTIFICATE OF CROWN LAND TITLE
QUALIFIED

REGISTER NUMBER: 915/DP217627

VOLUME/FOLIO: LR3046-579

PAGE 2

RESPONSIBLE AGENCY:

DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)

NOTE 1: A000001A CORRESPONDENCE FILE 1519/1978.

NOTE 2: SUBJECT TO SURVEY - NOT FOR ALIENATION PURPOSES

NOTE 3: LAND PARCEL IDENTIFIER OF PORT DENISON TOWN LOT/LOT 915 ON SUPERSEDED
PAPER CERTIFICATE OF CROWN LAND TITLE CHANGED TO LOT 915 ON DEPOSITED
PLAN 217627 ON 22-AUG-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.

NOTE 4: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE
OF TITLE.

Reserve Details Report - 37184

Reserve	37184	Legal Area (ha)	1.0447
Name	N/A	Status	CURRENT
Type	N/A	Current Purpose	AGED PERSONS, STAFF AND COMMUNITY HOUSING
File Number	1519/1978		
Notes	WITH POWER TO LEASE FOR ANY TERM NOT EXCEEDING 21 YEARS, SUBJECT TO THE CONSENT OF THE MINISTER FOR LANDS		
Additional Reserve Information	RESERVE COMPRISES OF LOT 915 ON DP2176247 (Q458985)		

Class	Responsible Agency	Date of Last Change
C	DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)	14/08/2025

Management Order	Document Number
SHIRE OF IRWIN	Q458986

Land Use
HOUSING
AGED PERSONS HOMES

Local Government Authority
SHIRE OF IRWIN

CLT Number	Parcel Identifier	Street Address, Suburb	File Number	PIN	Area (m ²)
LR3046/579	Lot 915 On Deposited Plan 217627	225 Ocean Drive, PORT DENISON 6525	1519/1978.	1083543	10445.507

Previous Certificates of Title	Status
--------------------------------	--------

Document Number/Gazette Page	Date	Type	Text
Q458984	13/06/2025	Vesting Revoked	REVOKED
Q458985	13/06/2025	Current Purpose	AGED PERSONS, STAFF AND COMMUNITY HOUSING
Q458985	13/06/2025	Land Use	1231

Document Number/Gazette Page	Date	Type	Text
Q458985	13/06/2025	Land Use	1100
Q458986	13/06/2025	Current Vesting	MANAGEMENT ORDER SHIRE OF IRWIN
4304	10/08/1993	Historical Vesting	VEST: SHIRE OF IRWIN W.P.L. APPROVAL OF MINISTER REQUIRED (21YRS)
4309	10/08/1993	Vesting Revoked	REVOKED (ORDER DATED 05/10/1990)
5126	05/10/1990	Historical Vesting	VEST SHIRE OF IRWIN W.P.L. 21 YEARS
5128	05/10/1990	Vesting Revoked	REVOKED (ORDER DATED 12/06/1981)
5133	05/10/1990	Current Area	1.0447
5133	05/10/1990	Lot/Town Lot	DENISON LOT 915
5133	05/10/1990	Previous Lot/Locations	DENISON LOT 530
429	04/02/1983	Comment	LGA APPROVAL
3914	01/10/1982	Comment	LGA APPROVAL
2064	12/06/1981	Formerly	FORMERLY PTN DENISON 124
2064	12/06/1981	Original Gazettal and page	ORIGINAL GAZETTE
N/A	12/06/1981	Class	C
N/A	12/06/1981	Correspondence File Number	1519/78
N/A	12/06/1981	Historical Area	0.2999
N/A	12/06/1981	Historical Purposes	AGED PERSONS HOMES
N/A	12/06/1981	Public Plan	PORT DENISON (02) 34.01
N/A	12/06/1981	Street Name	JOHN ST, OCEAN DRIVE
N/A	12/06/1981	Survey Number	OP:14893, OP:17627

date: Aug 18, 2025, 9:22:33 AM



Ordinary Council Meeting

24 March 2026

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

C4 'THE VILLAGE' HOUSING POLICY**PURPOSE**

To establish a process for administering and managing the accommodation for the Port Denison Retirement Village (the Village).

POLICY

Administration and management of the Port Denison Retirement Village is to be directed by 'The Village' Housing Procedures. Policies within this document include;

- Eligibility
- Waiting List Management
- Allocations
- Tenancy Management
- Disruptive Behaviour Management
- Tenant Eligibility
- Transfer
- Debt Recovery
- Priority Assistance
- Cultural Diversity and Language Services
- Housing for People with Disabilities
- HIV/AIDS
- Utilities and Services
- Bond Accrual
- Fraud Management
- Refurbishment of Occupied Properties
- Good Neighbour

These policies are relevant to employees, contractors, tenants and applicants to ensure that housing assistance and service is delivered in an equitable and effective manner.

Date of Original Adoption – 25 June 2013

(reviewed 27 June 2017 Minute 140617)