



SHIRE OF IRWIN
DONGARA-PORT DENISON

A BRILLIANT BLEND

AGENDA

ORDINARY COUNCIL MEETING
Tuesday 28 April 2026 – 5.00pm



NOTICE OF MEETING

Notice is hereby given that the next Ordinary Council Meeting of the Shire of Irwin will be held in the Council Chambers, 11-13 Waldeck Street, Dongara at 5.00pm on Tuesday 28 April 2026.

Shane Ivers
CHIEF EXECUTIVE OFFICER
24 April 2026



AGENDA & BUSINESS PAPERS

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

2026 DATES	
Agenda Forum - 5.00pm	Ordinary Council Meeting – 5.00pm
21 April	28 April
19 May	26 May
16 June	23 June
21 July	28 July
18 August	25 August
15 September	22 September
20 October	27 October
17 November	24 November
1 December	7 December (Monday)

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

Disclaimer

The Shire of Irwin:

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

Nature of Council's Role in Decision Making

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

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

Notes for Members of the Public

Meeting Formalities

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

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

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

Audio Recordings

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

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AGENDA

of the

ORDINARY COUNCIL MEETING

to be held

28 April 2026

Commencing at 5.00pm

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

Members

Councillor I Scott
Councillor A J Gillam
Councillor P Summers
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
Mr M Jones
Miss P Machaka
Mr M Antony
Ms F Boksmati
Ms S Mearns

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

Guests

Apologies

Approved Leave of Absence

Gallery

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Question: Mr Bruce Baskerville – Chair, Irwin District Historical Society

Will the community have an opportunity to provide feedback on the draft Public Memorials and Commemorative Plaques in Public Spaces Policy?

Response: The policy is currently under development. While formal public consultation is not required, the Shire may engage with key stakeholders, including relevant community groups, before finalising the policy.

Question: Mr John Rossiter, 181 Point Leander Drive, Port Denison

What is the anticipated timeframe for reinstating the yellow spinning play equipment at the playground opposite Leitch Street? This issue was reported as faulty over 12 months ago.

Response: The yellow spinner has been assessed and the quoted cost of \$22,000 is deemed uneconomical to repair due to its age and condition. As the playground forms part of a foreshore redevelopment scheduled within the next 12 months, the equipment will be removed as part of those works. Accordingly, no repairs or replacement are proposed at this time.

Question: Mr John Rossiter, 181 Point Leander Drive, Port Denison

When will the halyard and Australian flag be reinstated at the Granny's Beach roundabout? These have been missing since January.

Response: The replacement flag was ordered in January but delayed due to extended delivery timeframes. It has now been installed and reinstated at the roundabout.

Question: Mr John Rossiter, 181 Point Leander Drive, Port Denison

When will the Granny's Beach roundabout be upgraded to improve its appearance? It has been over 20 years since any landscaping enhancements have been undertaken.

Response: The Shire acknowledges the roundabout has not been significantly upgraded for many years. Opportunities for improvement will be considered as part of future streetscape and beautification planning, subject to priorities and available funding.

4. PUBLIC QUESTION TIME

5. DECLARATIONS OF INTEREST

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. PETITIONS AND DEPUTATIONS

8. CONFIRMATION OF MINUTES AND TABLING OF AGENDA FORUM NOTES

8.1 Minutes of the Ordinary Council Meeting held 24 March 2026

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

RECOMMENDED:

That Council by Simple Majority confirms the Minutes of the Ordinary Council Meeting held 24 March 2026.

8.2 Minutes of the Special Council Meeting held 31 March 2026

The Minutes of the Special Council Meeting held 31 March 2026 are included in the *Attachment Booklet – April 2026*.

RECOMMENDED:

That Council by Simple Majority confirms the Minutes of the Special Council Meeting held 31 March 2026.

8.3 Minutes of the Annual Electors Meeting held 24 March 2026

The Minutes of the Annual Electors Meeting held 24 March 2026 are included in the *Attachment Booklet – April 2026*.

RECOMMENDED:

That Council by Simple Majority confirms the Minutes of the Annual Electors Meeting held 24 March 2026.

8.4 Minutes of the Annual Electors Meeting held 25 March 2025

Due to an administrative oversight, the Annual Electors Meeting Minutes from the meeting held on 25 March 2025 were not confirmed. The Minutes were advertised on the website and remain unconfirmed.

The Minutes of the Annual Electors Meeting held 25 March 2025 are included in the *Attachment Booklet – April 2026*.

RECOMMENDED:

That Council by Simple Majority confirms the Minutes of the Annual Electors Meeting held 25 March 2025.

8.5 Agenda Forum Notes – 21 April 2026

At the Agenda Forum held 21 April 2026, Shire Officers presented background information and answered questions on items to be considered at the April 2026 Ordinary Council Meeting.

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

RECOMMENDED:

That Council by Simple Majority confirms the Notes of the Agenda Forum held 21 April 2026.

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

10. REPORTS OF OFFICERS AND COMMITTEES

10.1 Finance Reports

FIN 01-04/26 Accounts for Payment - March 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 March 2026.

Officer Recommendation:

RECOMMENDED:	
That Council, by Simple Majority, receives the Accounts paid during March 2026 as contained in FIN01-04/26 Attachment 1 of the Attachment Booklet – April 2026 represented by:	
Payment Type/Numbers	Total Amount
EFT 00000004/1 – 00000008/8	\$914,559.49
Muni Cheques – 32264 – 32264	\$7,200.00
Direct Debit – Telstra	\$5,598.04
Direct Debit – WA Treasury Corporation	\$34,472.51
Direct Debit – Credit Card	\$12,539.62
Direct Debit – N-Able Pty Ltd	\$2,861.48
Direct Debit – Australian Phone Company	\$225.23
Direct Debit – Telair Pty Ltd	\$2,561.41
Direct Debit – Insurance Premiums	\$95,786.57
Direct Debit – Vestone Capital Pty Ltd	\$10,554.20
Direct Debit – Superannuation	\$84,362.29
Grand Total	\$1,170,720.84

Background:

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

Officer's Comment:

Changes to the format of the list of payments have been made to be aligned with Section 13(1) of the Local Government (Financial Management) Regulations.

Consultation:

Nil

Statutory Environment:

The *Local Government (Financial Management) Regulations 1996* provides as follows:

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*
- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared*
- (a) *the payee's name;*
 - (b) *the amount of the payment;*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
- (3) *A list prepared under sub-regulation (1) or (2) is to be —*
- (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

Policy Implications:

Under Delegation CEO101 Council has delegated authority to the Chief Executive Officer to authorise payments from the municipal or trust fund.

Financial/Resource Implications:

Nil

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles

Strategy 4.3.2 Adopt and follow better practice processes

Attachments:

Attachment Booklet – April 2026

FIN01-04/26 Attachment 1: Accounts for Payment – March 2026

FIN 02-04/26 Monthly Financial Statements - February 2026	
Author:	P Machaka, Manager Finance
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	2.0057
Council Role:	Executive
Voting Requirements:	Simple Majority

Report Purpose:

For Council to consider and receive the Monthly Financial Statements for the period 1 July 2025 to 28 February 2026.

Officer Recommendation:

RECOMMENDED:
That Council, by Simple Majority, receives the Monthly Financial Statements for the period 1 July 2025 to 28 February 2026 as contained in FIN 02-04//26 Attachment 1 of the Attachment Booklet – April 2026.

Background:

The Monthly Financial Statements to 28 February 2026 are prepared in accordance with the requirements of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* and includes the following statutory reports:

- Statement of Financial Activity by Nature
- Statement of Financial Position
- Explanation of Material Variances
- Net Current Funding Position

The Statements also include various other financial information not required by legislation, but for Council information.

Officer's Comment:

The financial position to the end of February 2026 is detailed in the attached report and summarised as below, noting that Employee Costs for February are yet to be Journalled due to system integration delays:

28/02/2026	YTD Budget	YTD Actual
Operating Revenue	10,494,861	10,356,465
Operating Expenditure	(9,745,974)	(8,950,133)
Net Operating	748,887	1,406,332
Non-Operating Revenue	3,018,804	563,216
Non-Operating Expenditure	(4,657,339)	(1,973,198)
Net Non-Operating	(1,638,535)	(1,409,982)
Cash at Bank		2,920,009
Cash at Bank Restricted		373,935
Reserve Bank		1,056,290
Total Cash Funds		4,350,235

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 – April 2026

FIN02-04/26 Attachment 1: Financial Statements for the Period Ended 28 February 2026.

FIN 03-04/26 Budget Amendment - April 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.

Officer Recommendation:

RECOMMENDED:
That Council, by Absolute Majority, approves the April 2026 budget amendments to the 2025/26 Budget as detailed in the attachment, in accordance with section 6.8(1) of the Local Government Act 1995.

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:

Amendments to the budget are required for the following reasons:

- Recognise the Football Club contribution of \$17,000 and corresponding expenditure towards the oval lighting works.
- Transfer of \$8,400 from Materials and Contracts operating expenditure to fund the replacement of the Recreation Centre cool room which has broken down. The cool room supports bar services and associated amenities. It also supports the North Midlands sports season, and the current failure presents a risk to service delivery and Council's ability to meet community needs.
- Transfer of \$95,000 from the Asset Management Reserve to fund works for Surf Beach Stabilisation. The stabilisation was originally constructed to provide coastal protection for the Surf Beach car park and surrounding infrastructure by mitigating the impacts of coastal erosion, wave action, and storm surge, which could damage critical assets. A second stage of stabilisation works, extending approximately 200 metres north of the seawall, was installed and has demonstrated high effectiveness, performing well during storm events and providing continued protection to adjacent assets. The recent failure of the seawall is attributed to abnormal tidal conditions, which resulted in elevated water levels, increased wave energy and associated scour. These conditions imposed loads on the structure beyond its typical design parameters, leading to a localised loss of structural integrity and subsequent failure. Work to repair a 30 metre section of the stabilisation is therefore required before the upcoming storm season to protect assets, including Ocean Drive.

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

Consultation:

Budget Responsible Officers affected were consulted.

Statutory Environment:

Local Government Act 1995 Section 6.8 (1)

A local government is not to incur expenditure from the municipal fund 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:

There is no impact on the budgeted deficit as a result of these amendments.

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 – April 2026

FIN03-04/26 Attachment 1: April 2026 Budget Amendments.

10.2 Development Reports

DEV 01-04/26 Development Delegated and Authorised Authority Report – March 2026	
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 March 2026 Development Delegated and Authorised Authority Report.

Officer Recommendation:

RECOMMENDED:
That Council by Simple Majority, receives the March 2026 Development Delegated and Authorised Authority Report, as contained in DEV 01-04/26 Attachment 1.

Background:

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

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

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

Officer's Comment:

This report presents the details of development functions made under delegated or authorised authority for the month of March 2026, with 11 building permits/certificates and 4 single house applications 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 – April 2026

DEV 01-04/26 Attachment 1: March 2026 Development Delegated and Authorised Authority Report

DEV 02-04/26 Adoption of draft Local Public Health Plan	
Author:	M Connell, Manager Development
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	P26008
Council Role:	Executive
Voting Requirements:	Simple

Report Purpose:

For Council to adopt the draft Shire of Irwin Local Public Health Plan 2026 – 2031 and advertise it for public comment.

Officer Recommendation:

RECOMMENDED:
<p>That Council by Simple Majority:</p> <ol style="list-style-type: none"> 1. Advertise the draft ‘Shire of Irwin Local Public Health Plan 2026 – 2031’ as contained in DEV 02-04/26 Attachment 1 for a period of 21 days; 2. Should no objections be received during the advertising period then adopt the Local Public Health Plan; and 3. Should any objections be received during the advertising period then require a further report to be presented to Council.

Background:

It is a statutory requirement under the *Public Health Act 2016* (Act) that all local governments must prepare a local public health plan (Plan).

A public health plan is essentially a:

Health profile: The background evidence which provides an analysis of the health status and health determinants of the population (either at a State-wide or a local district level) and provides an overview of the public health needs and risks of the community.

Strategic plan: Outlines the objectives and policy priorities that focus on achieving positive public health outcomes through the promotion, improvement and protection of public health and the development and delivery of public health services.

The draft Shire of Irwin Local Public Health Plan 2026 – 2031 is contained in DEV 02-04/26 Attachment 1.

Officer’s Comment:

The work of the Shire is varied, but it touches almost all areas of the community’s day to day life. There are a number of initiatives and a variety of local programs and services that the Shire is already implementing that all have a big impact on the community’s health and wellbeing.

The intention of the Plan is to ensure that the Shire’s resources are used in the most appropriate and efficient way to address the public health and wellbeing needs of the community, rather than increase the number of services provided. It reflects the priorities identified in the community engagement of the Strategic Community Plan and has a focus on achieving long-term public health outcomes.

The Plan has taken into consideration the Shire's community health profile which is essentially a report provided by the Department of Health that documents everything that is known about the health status and health determinants of a local district. The Shire of Irwin Health and Wellbeing Profile 2011-2020 is contained in DEV 02-04/26 Attachment 2.

The Plan includes a total of 22 specific actions with clear linkages to the objectives of the Strategic Community Plan.

The Act requires that local government must prepare and publish their local public health plan by 4 June 2026. Deferring the matter is therefore not recommended.

Consultation:

There is no specific consultation process that must be followed when developing a public health plan, or a 'one size fits-all' template. It is therefore proposed that the draft plan be advertised for a period of 21 days (the same period as the Local Planning Strategy) in the following ways:

- A notice being published in the Dongara Denison Local Rag;
- A copy of the draft plan being made available for public inspection at the Shire office and the Dongara public library; and
- The draft plan being published on the Shire's website along with an alert on the Shire's Facebook page.

The Act requires that a local government must review its local public health plan each year and may amend or replace it at any time. Additionally, unless it is sooner replaced, a local public health plan must be replaced at the end of the period of 5 years after it was prepared.

Statutory Environment:

Section 45 of the Act sets out the statutory requirements for the preparation of a local public health plan as follows:

45. Local public health plans

(4) *A local public health plan must –*

- (a) *identify the public health needs of the local government district; and*
- (b) *include an examination of data relating to health status and health determinants in the local government district; and*
- (c) *establish objectives and policy priorities for –*
 - (i) *the promotion, improvement and protection of public health in the local government district; and*
 - (ii) *the development and delivery of public health services in the local government district; and*
- (d) *identify how, based on available evidence, the objectives and policy priorities referred to in paragraph (c) are proposed to be achieved; and*
- (e) *describe how the local government proposes to work with the Chief Health Officer and other bodies undertaking public health initiatives, projects and programmes to achieve the objectives and policy priorities referred to in paragraph (c); and*
- (f) *include a strategic framework for the identification, evaluation and management of public health risks in the local government district and any other matters relating to public health risks in the local government district –*

- (i) *that the local government considers appropriate to include in the plan; or*
- (ii) *that are required to be included in the plan by the Chief Health Officer or the regulations; and*
- (g) *include a report, in accordance with the regulations, on the performance by the local government of its functions under this Act.*

Policy Implications:

Nil.

Financial/Resource Implications:

Nil. There are a number of initiatives and a variety of local programs and services that the Shire is already implementing through current budget allocations. The intention of the Plan is to ensure that the Shire's resources are used in the most appropriate and efficient way, rather than increase the number of services provided.

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 1.1.1 Identify and support services, events and programs for building capacity, social inclusion and wellbeing (including those catering for families youth and seniors)

Strategy 1.1.2 Advocate for retention of existing and enhanced facilities and health and social support services

Strategy 1.2.2 Support the strong sporting culture that shapes the Shire of Irwin's identity and lifestyle

Strategy 1.2.3 Support community-initiated projects and activities

Strategy 4.1.3 Maintain effective working relationships with relevant stakeholders

Strategy 4.3.3 Promote workplace health, safety and well-being

Attachments:

Attachment Booklet – April 2026

DEV 02-04/26 Attachment 1: draft Shire of Irwin Local Public Health Plan 2026 – 2031

DEV 02-04/26 Attachment 2: Health and Wellbeing Profile Shire of Irwin 2011-2020

10.3 Operations Reports

10.4 Community Services Reports

10.5 Office of the CEO Reports

CEO 01-04/26 Appointment of Independent Chair to the Audit Committee	
Author:	S Mearns, Executive Assistant
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	3.0717
Council Role:	Legislative
Voting Requirements:	Simple

Report Purpose:

For Council to appoint Mr Brent Bailey, Chief Executive Officer of the Shire of Dandaragan, as the independent Chairperson of the Shire of Irwin Audit, Risk and Improvement Committee for a two-year term.

This appointment forms part of a reciprocal professional support arrangement between the Shires of Irwin and Dandaragan, under which the Chief Executive Officer of the Shire of Irwin will serve as an independent member of the Shire of Dandaragan Audit, Risk and Improvement Committee. This arrangement provides both local governments with cost-effective access to senior independent expertise, strengthens regional cooperation, and supports contemporary governance practice.

Officer Recommendation:

RECOMMENDED:
<p>That Council by Simple Majority:</p> <ol style="list-style-type: none"> 1. Appoints Mr Brent Bailey, Chief Executive Officer of the Shire of Dandaragan, as the independent Chairperson of the Shire of Irwin Audit, Risk and Improvement Committee for a two-year term commencing immediately; 2. Notes the reciprocal arrangement under which the Chief Executive Officer of the Shire of Irwin will serve as an independent member on the Shire of Dandaragan Audit, Risk and Improvement Committee; and 3. Authorises the Chief Executive Officer to finalise all necessary arrangements relating to the appointment, scheduling and administrative support.

Background:

The Shire of Irwin currently has an Audit Committee in place; however, it has not yet been expanded into an Audit, Risk and Improvement Committee (ARIC) as required under the Western Australian local government reforms, which require all local governments to implement such a committee by 30 June 2026.

The establishment of an ARIC is an important element of the Shire's governance framework, supporting Council in meeting its oversight responsibilities in relation to financial reporting, internal controls, risk management, legislative compliance and organisational improvement. To achieve compliance, the existing committee will need to be broadened to incorporate risk, compliance and improvement functions, and new Terms of Reference will need to be prepared and formally adopted to reflect these expanded responsibilities.

In addition, recent regulatory changes require the appointment of a suitably experienced independent external Chairperson for this committee. In regional Western Australia, reciprocal arrangements between neighbouring local governments are emerging as an effective and efficient model for securing high-quality independent oversight while also strengthening governance capability across the region.

An item will be presented to Council at its May Ordinary Council Meeting to consider and endorse the transition from the existing Audit Committee to an Audit, Risk and Improvement Committee, including the adoption of updated Terms of Reference.

Council's endorsement of the appointment of an independent presiding member is a key step in meeting the requirements for updating and adopting the new Terms of Reference.

The Shire of Dandaragan has confirmed its intention to support this reciprocal arrangement, under which Mr Brent Bailey, Chief Executive Officer of the Shire of Dandaragan, will serve as independent Chairperson of the Shire of Irwin Audit, Risk and Improvement Committee, and the Chief Executive Officer of the Shire of Irwin will serve as an independent member of the Shire of Dandaragan Audit, Risk and Improvement Committee.

Mr Bailey is highly regarded within the local government sector and brings extensive senior leadership experience, a strong governance background, and no known conflicts of interest that would affect his ability to provide impartial oversight.

Officer's Comment:

The reciprocal appointments deliver several advantages:

- Strengthened independence: Each local government receives independent oversight from an experienced CEO who has no operational involvement in the host organisation.
- Best practice alignment: A dedicated external Chair demonstrates Council's commitment to governance excellence.
- Cost-effective model: Sharing senior expertise regionally reduces consultancy costs while maintaining high-quality scrutiny and advice.
- Regional collaboration: The arrangement deepens professional cooperation and supports consistency across governance and risk management practices between both Shires.
- Skills transfer and insight: Each CEO gains exposure to alternative audit, risk and control environments, supporting continuous improvement.

Mr Bailey' senior executive experience and familiarity with audit and risk frameworks in local government make him particularly well suited to chair the Committee.

Consultation:

Shire of Dandaragan

Statutory Environment:

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*
- *Local Government (Audit) Regulations 1996*

Policy Implications:

Nil.

Financial/Resource Implications:

Sitting fees and travel reimbursements for the independent Chairperson are not expected due to the reciprocal arrangement, which is intended to ensure no net increase in governance costs compared with engaging an external consultant for this function.

Strategic Implications:

Nil

Attachments:

Attachment Booklet – April 2026

CEO 01-04/26 Attachment 1: DLG New Reforms for Audit Committees

CEO 02-04/26 CEO Performance Report – Quarter 3 2025/26	
Author:	S Ivers, Chief Executive Officer
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	2.00098
Council Role:	Executive
Voting Requirements:	Simple Majority

Report Purpose:

To provide Council with the Chief Executive Officer Performance Report for Quarter 3 of the 2025/26 financial year (January – March 2026) in accordance with the adopted CEO Performance Criteria.

Officer Recommendation:

RECOMMENDED:
That Council, by Simple Majority, receives the Chief Executive Officer Performance Report for Quarter 3 (January – March 2026).

Background

The CEO Performance Criteria were adopted by Council in late September 2025. This report represents the second quarterly reporting period following adoption of the criteria and provides a high-level update on organisational performance, governance matters and progress against key priorities.

Officer's CommentExecutive Overview

During the reporting period the organisation has continued to operate in a stable manner, with a number of key outcomes including:

- The ERP Finance Module transitioning into operational use following its go-live on 5 January 2026
- Adoption of the 2025/26 Annual Budget Review by Council in March 2026
- Continued delivery of the Shire's capital works program
- Ongoing stable organisational operations

The Shire continues to operate within its adopted governance framework with Council receiving regular financial and operational reporting.

Strategic risks currently being monitored include:

- Delays associated with the State Government approval of the Workers Accommodation Rating revenue initiative
- Transitional operational impacts associated with implementation of the ERP system
- Emerging fuel cost and supply pressures, with potential impacts on operational expenditure and capital project delivery
- Broader financial sustainability pressures, including the impact of Federal Assistance Grant distribution and sector-wide financial indicators identified by the Office of the Auditor General

Council continues to receive statutory monthly financial statements detailing the Shire's financial performance and budget position.

CEO Role – Governance and Administration

Advice to Council

During the reporting period, Council continued to receive reports across Finance, Development, Operations and CEO functions, supporting informed decision-making and oversight of organisational performance.

Key strategic matters considered included:

- Annual Budget Review 2025/26
- Electoral Reform consultation
- Major development and infrastructure matters

Communication with Elected Members

Regular communication occurred with the Shire President throughout the reporting period.

Routine communication with Councillors occurred through Council Meetings, Agenda Forums and standard organisational channels.

No formal Councillor briefing sessions were required during the reporting period.

Stakeholder Engagement

Ongoing engagement with regional stakeholders continues to support economic development and advocacy initiatives.

This includes engagement with:

- Mid West Development Commission
- WALGA Northern Country Zone
- State Government agencies and service providers

These engagements support funding opportunities, regional collaboration and project alignment.

Governance and Compliance

The Shire continues to maintain strong governance and compliance practices.

The Shire previously received an unqualified audit opinion for the 2024/25 financial statements. No new compliance issues have been identified during the reporting period.

Implementation of Council Decisions

Council resolutions continue to be implemented in accordance with adopted timelines.

At the time of reporting, all Council decisions during the reporting period have been progressed or implemented

Organisational Management

The organisation continues to operate in a stable manner with normal workforce movements occurring across both permanent and casual roles.

Total Workforce: 59 employees (43.6 Equivalent Full Time Employees)

Staff Turnover Rate: 15%

Turnover is considered within expected parameters and has not impacted service delivery.

Work Health and Safety

Work Health and Safety performance remained stable during the reporting period.

Key indicators include:

- No Lost Time Injuries recorded during the period
- Strong safety engagement, with a good number of Take 5 assessments completed
- Increased hazard reporting reflecting improved awareness and proactive risk management

Identified hazards included both public safety and operational risks, all of which are being managed through the Shire's corrective action system.

A total of:

- 24 corrective actions were raised
- 17 completed
- 14 ongoing

Key priorities include:

- Continued development of WHS systems and procedures
- Contractor management improvements
- Fleet risk management actions
- Ongoing staff training

Annual Priority Projects

Capital Works Program

Progress continues across a number of capital works projects:

- Milo Crossing
 - Design finalised, with approvals pathway ongoing.
- Foreshore Works
 - Design progressing following confirmation of Lotterywest funding.
- Boat Ramp – Stage 1
 - Demolition and installation works to commence April 2026
- CCTV Program
 - Procurement completed, with installation to commence April 2026.
- Old Shire Hall
 - Construction works completed.

ERP Implementation

The ERP finance module has now transitioned into operational use following its go-live on 5 January 2026. Minor system and data integration issues identified during implementation continue to be addressed, with overall system performance stabilising.

The ERP system is expected to deliver ongoing improvements in financial reporting capability and organisational efficiency as it matures.

Coastal Management – Surf Beach

Council held a discussion session regarding Surf Beach coastal erosion management on 17 March 2026. Further work will continue on options for addressing long-term coastal management considerations.

Financial Position

Council continues to receive statutory monthly financial statements. The 2025/26 Annual Budget Review was adopted in March 2026, ensuring financial forecasts reflect current operating conditions and project delivery timelines. Variances identified through the budget review primarily relate to timing differences in grant funding and capital program delivery.

The overall financial position of the Shire remains stable, with variances managed through established financial processes.

Financial Sustainability and Federal Assistance Grant Advocacy

The Office of the Auditor General's 2025 financial audit results identified broader financial sustainability pressures across the Western Australian local government sector, including short-term liquidity pressures in a small number of local governments.

The Shire of Irwin was identified as one of four local governments with a current ratio below 1.0 at the reporting date. This is a point-in-time indicator and does not, of itself, reflect the full financial position of the Shire; however, it reinforces the importance of continued financial discipline, debt reduction, careful capital planning and active monitoring of short-term liquidity.

The finding also highlights a broader structural issue for the Shire, as it continues to carry significant community service and infrastructure obligations, including support for essential services such as medical services, while receiving comparatively limited Federal Assistance Grant support under the current distribution methodology.

The Shire will continue to advocate for fairer recognition of its financial capacity, expenditure needs, and relative disadvantage within the Federal Assistance Grant allocation framework. This advocacy is particularly important given the increasing costs associated with fuel, construction, service delivery and regional infrastructure.

Funding and Advocacy Initiatives

The Shire continues to pursue funding opportunities and maintain engagement with the State Government and regional agencies. Delays associated with the Workers' Accommodation Rating initiative may impact projected revenue in the current financial year and will continue to be monitored through the budget review process.

Consultation

Internal consultation has occurred with relevant managers in preparing this report.

Statutory Environment

Local Government Act 1995

Policy Implications

Nil.

Financial / Resource Implications

The matters identified within this report are being monitored as part of the Shire's normal financial management processes.

Strategic Implications

Our Brilliant Future – Strategic Community Plan 2021–2031:

- Strategy 4.2.1 - Ensure compliance whilst embracing innovation and better practice principles.
- Strategy 4.3.2 - Adopt and follow better practice processes.

Attachments

Nil.

10.6 Committee Reports

10.6.1 Community Assistance Scheme & Events (CASE) Meeting

The Minutes of the Shire of Irwin Community Assistance Scheme & Events (CASE) Committee Meeting held 17 February 2026 have been provided as Attachment 10.6.1 in Attachment Booklet – April 2026.

OFFICER RECOMMENDATION:

That Council by Simple Majority receives the minutes of the Shire of Irwin Community Assistance Scheme & Events (CASE) Committee Meeting held 17 February 2026.

Resultant from the CASE Committee Meeting held 17 February 2026, the following recommendations are presented to Council.

COMMITTEE RECOMMENDATION TO COUNCIL

That Council approves the following funding allocation to the Community Assistance Scheme and approve its allocation from the 2025/2026 financial year budget.

ORGANISATION	PROJECT DESCRIPTION	GRANT
Irwin Autumn Social Club	To support the hire of appropriate transport enabling social outings for the club and its members for 2025/26.	\$2,000
	TOTAL CASE ALLOCATION 2025/26	\$2,000

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

13. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

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

14.1 CEO 03-04/26 Chief Executive Officer Leave and Standing Acting CEO Arrangements

The matter at CEO03-04/26 is to be considered behind closed doors in accordance with Section 5.23 of the *Local Government Act 1995* as it relates to a matter affecting an employee to be discussed at the meeting.

15. CLOSURE