



Ordinary Council Meeting

***Attachment Booklet
May 2026***

ATTACHMENT BOOKLET – May 2026

Item	Description
8.1	Ordinary Council Meeting Minutes – 2 April 2026
8.2	Agenda Forum Notes – 19 May 2026
FIN 01-05/26	Accounts for Payment – April 2026
FIN 02-05/26	Monthly Financial Statements for the Period Ended March 2026
DEV 01-05/26	April 2026 Development Delegated and Authorised Authority Report
CEO 01-05/26	Attachment 1 - Shire of Irwin Code of Conduct for Council Members, Committee Members and Candidates
	Attachment 2 – Local Government Model Code of Conduct Regulations 2021
10.6.1	Audit Committee Meeting Minutes – 5 May 2026



Ordinary Council Meeting

26 May 2026

Item 8.1

Ordinary Council Meeting Minutes
28 April 2026



SHIRE OF IRWIN
DONGARA-PORT DENISON

A BRILLIANT BLEND

MINUTES

ORDINARY COUNCIL MEETING

Tuesday 28 April 2026



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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MINUTES

of the

ORDINARY COUNCIL MEETING

held

Tuesday, 28 April 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	Shire President
Councillor A J Gillam	Deputy Shire President
Councillor P Summers	
Councillor S Hansen	
Councillor L Berecz	
Councillor L Musulin	

Staff

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

Guests

Nil

Apologies

Councillor J Melsom	
Mr M Antony	Community Emergency Services Manager

Approved Leave of Absence

Nil

Gallery

Mr Ian Maluish	5 Abbot Terrace, Port Denison
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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

Question 1: Mr Ian Maluish, 5 Abbot Terrace, Port Denison
What is the \$1.53 million Growing Regions Program funding referred to in the 2024/25 Annual Report?

Response: The \$1.53 million refers to Commonwealth funding secured under the Growing Regions Program to support delivery of the Port Denison Foreshore Playspace and Pavilion project, which forms part of the Shire's broader foreshore redevelopment. Refer to the Monthly Financial Statements for budget versus actuals.

Question 2: Mr Ian Maluish, 5 Abbot Terrace, Port Denison
What is the Corporate Services Alliance Project and ERP partnership referred to in the 2024/25 Annual Report?

Response: These refer to the same project, being a collaborative initiative between local governments to implement a shared Enterprise Resource Planning (ERP) system to improve core business systems such as finance, procurement and human resources. For further detail, refer to Council Report CEO01-12/24, noting software licensing and deployment costs are classified as operating expenditure.

5. DECLARATIONS OF INTEREST

Nil

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 24 March 2026

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

COUNCIL DECISION	010426
MOVED: Cr Gillam	SECONDED: Cr Hansen
That Council by Simple Majority confirms the Minutes of the Ordinary Council Meeting held 24 March 2026 subject to the correction of the voting record.	
VOTING DETAILS:	CARRIED: 6/0
For: Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin	
Against: Nil	

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*.

COUNCIL DECISION	020426
MOVED: Cr Summers	SECONDED: Cr Hansen
That Council by Simple Majority confirms the Minutes of the Special Council Meeting held 31 March 2026.	
VOTING DETAILS:	CARRIED: 6/0
For: Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin	
Against: Nil	

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*.

COUNCIL DECISION		030426
MOVED: Cr Summers	SECONDED: Cr Musulin	
That Council by Simple Majority confirms the Minutes of the Annual Electors Meeting held 24 March 2026.		
VOTING DETAILS:	CARRIED: 6/0	
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin	
Against:	Nil	

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*.

COUNCIL DECISION		040426
MOVED: Cr Gillam	SECONDED: Cr Summers	
That Council by Simple Majority confirms the Minutes of the Annual Electors Meeting held 25 March 2025.		
VOTING DETAILS:	CARRIED: 6/0	
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin	
Against:	Nil	

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*.

COUNCIL DECISION		050426
MOVED: Cr Summers	SECONDED: Cr Gillam	
That Council by Simple Majority confirms the Notes of the Agenda Forum held 21 April 2026.		
VOTING DETAILS:	CARRIED: 6/0	
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin	
Against:	Nil	

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

- 1 April 2026 Shire President and CEO attended MWDC Monthly Catch up
- 8 April 2026 CEO met with WACHS Representatives regarding Emergency Department location
- 13 April 2026 CEO and Cr Gillam attended Midwest Regional Road Group Meeting in Geraldton
- 13 April 2026 CEO attended MWDC online workshop – LGA Strategic Planning
- 20 April 2026 Shire President and CEO attended WALGA Northern Country Zone Meeting
- 22 April 2026 Shire President and CEO met with Hancock Energy
- 24 April 2026 Shire President attended DDHS ANZAC Memorial Ceremony
- 25 April 2026 Shire President attended the RSL ANZAC Day Memorial Ceremony

UNCONFIRMED

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.

COUNCIL DECISION		060426																										
MOVED: Cr Gillam	SECONDED: Cr Berecz																											
<p>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:</p>																												
<table border="1"> <thead> <tr> <th>Payment Type/Numbers</th> <th>Total Amount</th> </tr> </thead> <tbody> <tr> <td>EFT 00000004/1 – 00000008/8</td> <td>\$914,559.49</td> </tr> <tr> <td>Muni Cheques – 32264 – 32264</td> <td>\$7,200.00</td> </tr> <tr> <td>Direct Debit – Telstra</td> <td>\$5,598.04</td> </tr> <tr> <td>Direct Debit – WA Treasury Corporation</td> <td>\$34,472.51</td> </tr> <tr> <td>Direct Debit – Credit Card</td> <td>\$12,539.62</td> </tr> <tr> <td>Direct Debit – N-Able Pty Ltd</td> <td>\$2,861.48</td> </tr> <tr> <td>Direct Debit – Australian Phone Company</td> <td>\$225.23</td> </tr> <tr> <td>Direct Debit – Telair Pty Ltd</td> <td>\$2,561.41</td> </tr> <tr> <td>Direct Debit – Insurance Premiums</td> <td>\$95,786.57</td> </tr> <tr> <td>Direct Debit – Vestone Capital Pty Ltd</td> <td>\$10,554.20</td> </tr> <tr> <td>Direct Debit – Superannuation</td> <td>\$84,362.29</td> </tr> <tr> <td>Grand Total</td> <td>\$1,170,720.84</td> </tr> </tbody> </table>		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	
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VOTING DETAILS:	CARRIED: 6/0																											
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin																											
Against:	Nil																											

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.

COUNCIL DECISION		070426
MOVED: Cr Gillam	SECONDED: Cr Berecz	
<p>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.</p>		
VOTING DETAILS:	CARRIED: 6/0	
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin	
Against:	Nil	

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.

UNCONFIRMED

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.

COUNCIL DECISION		080426
MOVED: Cr Hansen	SECONDED: Cr Summers	
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.		
VOTING DETAILS:	CARRIED: 6/0	
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin	
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:

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.

COUNCIL DECISION		090426
MOVED: Cr Musulin	SECONDED: Cr Gillam	
<p>That Council by Simple Majority, receives the March 2026 Development Delegated and Authorised Authority Report, as contained in DEV 01-04/26 Attachment 1.</p>		
VOTING DETAILS:	CARRIED: 6/0	
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin	
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 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

UNCONFIRMED

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.

COUNCIL DECISION		100426
MOVED: Cr Summers	SECONDED: Cr Hansen	
That Council by Simple Majority:		
<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. 		
VOTING DETAILS:		CARRIED: 6/0
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin	
Against:	Nil	

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

Nil

10.4 Community Services Reports

Nil

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.

COUNCIL DECISION		110426
MOVED: Cr Gillam	SECONDED: Cr Musulin	
That Council by Simple Majority:		
<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. 		
VOTING DETAILS:		CARRIED: 6/0
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin	
Against:	Nil	

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

UNCONFIRMED

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.

COUNCIL DECISION		120426
MOVED: Cr Berecz	SECONDED: Cr Summers	
That Council by Simple Majority, receives the Chief Executive Officer Performance Report for Quarter 3 (January – March 2026).		
VOTING DETAILS:	CARRIED: 6/0	
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin	
Against:	Nil	

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.

COUNCIL DECISION		130426
MOVED: Cr Musulin		SECONDED: Cr Hansen
That Council by Simple Majority receives the minutes of the Shire of Irwin Community Assistance Scheme & Events (CASE) Committee Meeting held 17 February 2026.		
VOTING DETAILS:		CARRIED: 6/0
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin	
Against:	Nil	

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

COUNCIL DECISION		140426
MOVED: Cr Summers		SECONDED: Cr Musulin
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
VOTING DETAILS:		CARRIED: 6/0
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin	
Against:	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**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.

COUNCIL DECISION	150426
MOVED: Cr Gillam	SECONDED: Cr Summers
That Council close the meeting to the public at 5.27pm in accordance with section 5.23(2)(b) of the <i>Local Government Act 1995</i> to discuss item CEO 03-04/26 Chief Executive Officer Leave and Standing Acting CEO Arrangements.	
VOTING DETAILS:	CARRIED: 6/0
For: Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin	
Against: Nil	

Staff and members of the gallery left the chambers at 5.27pm.

COUNCIL DECISION	160426
MOVED: Cr Gillam	SECONDED: Cr Summers
That Council suspends the meeting as per Clause 17.1 of the <i>Shire of Irwin Meeting Procedures Local Law 2016</i> at 5.29pm.	
VOTING DETAILS:	CARRIED: 6/0
For: Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin	
Against: Nil	

COUNCIL DECISION	170426
MOVED: Cr Gillam	SECONDED: Cr Summers
That Council reconvenes the meeting as per Clause 17.1 of the <i>Shire of Irwin Meeting Procedures Local Law 2016</i> at 5.46pm.	
VOTING DETAILS:	CARRIED: 6/0
For: Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin	
Against: Nil	

COUNCIL DECISION	180426
MOVED: Cr Gillam	SECONDED: Cr Summers
That Council opens the meeting to the Public in accordance with section 5.23(2)(b) of the <i>Local Government Act 1995</i> at 5.48pm.	
VOTING DETAILS:	CARRIED: 6/0
For: Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin	
Against: Nil	

COUNCIL DECISION		190426
MOVED: Cr Gillam	SECONDED: Cr Summers	
That Council endorse the recommendation made behind closed doors in relation to item CEO 03-04/26 Chief Executive Officer Leave and Standing Acting CEO Arrangements.		
VOTING DETAILS:	CARRIED: 6/0	
For:	Cr Scott, Cr Gillam, Cr Summers, Cr Berecz, Cr Hansen, Cr Musulin	
Against:	Nil	

Staff and the Gallery Member returned to the chambers at 5.48pm.

15. CLOSURE

There being no further business, the Presiding Member closed the meeting at 5.48pm.

UNCONFIRMED



Ordinary Council Meeting

26 May 2026

Item FIN 01-05/26
Monthly Financial Statement
March 2026



SHIRE OF IRWIN

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

	Adopted Annual Budget	Revised Annual Budget	YTD Budget	YTD Actual	Variance*	Variance*	
	(a)		(b)	(c)	(c) - (b)	((c) - (b))/(b)	
	£	£	£	£	£	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	7,641,077	7,295,694	7,242,062	7,203,434	(38,628)	(1%)	▼
Grants, subsidies and contributions	1,478,455	896,629	574,579	536,221	(38,357)	(7%)	▲
Fees and charges	2,627,912	2,709,216	2,193,283	2,331,188	137,905	6%	▲
Interest revenue	212,409	212,409	159,306	153,856	(5,451)	(3%)	▼
Other revenue	338,884	488,507	344,494	327,680	(16,814)	(5%)	▲
Profit on asset disposals	20,000	20,000	0	0	0		
	12,318,737	11,622,455	10,513,725	10,552,379	(38,655)		
Expenditure from operating activities							
Employee costs	(4,184,296)	(4,192,241)	(3,137,052)	(3,727,139)	(590,087)	19%	▼
Materials and contracts	(4,314,707)	(4,483,920)	(3,186,833)	(3,073,698)	113,136	(4%)	▲
Utility charges	(561,912)	(561,912)	(421,434)	(373,290)	48,144	(11%)	▲
Depreciation	(4,891,805)	(4,953,491)	(3,661,419)	(2,532,181)	1,129,238	(31%)	▲
Finance costs	(229,459)	(229,459)	(161,107)	(130,596)	30,511	(19%)	▲
Insurance	(273,429)	(273,429)	(205,072)	(233,529)	(28,458)	14%	
Other expenditure	(265,028)	(176,528)	(130,521)	(164,812)	(34,291)	26%	▼
Loss on asset disposals	0	(44,289)	(44,289)	(44,289)	0	(0%)	▼
	(14,720,636)	(14,915,269)	(10,947,726)	(10,279,533)	668,193		
Non cash amounts excluded from operating activities	4,877,141	4,983,116	3,666,755	2,581,195	0		
Amount attributable to operating activities	2,475,242	1,690,302	3,232,753	2,854,040	629,538		
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	9,525,442	10,216,881	725,898	765,629	39,730	5%	▼
Proceeds from disposal of assets	35,000	35,000	0	28,182	28,182		
Proceeds from financial assets	55,187	55,187	45,198	7,869	(37,329)	(83%)	▼
Acquisition of property, plant and equipment	(1,299,628)	(2,930,835)	(805,630)	(861,867)	(56,237)	7%	▲
Acquisition of infrastructure	(11,129,428)	(9,708,129)	(1,570,119)	(1,377,408)	192,711	(12%)	▲
Amount attributable to investing activities	(2,813,427)	(2,331,896)	(1,604,653)	(1,437,596)	167,057		
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new borrowings	1,940,000	1,800,000	0	0	0		
Transfer from reserves	25,000	25,000	0	0	0		
Payments for principal portion of lease liabilities	(35,948)	(35,948)	(23,952)	(32,891)	(8,939)	37%	▼
Repayment of borrowings	(872,956)	(872,956)	(597,410)	(598,422)	(1,012)	0%	▲
Transfer to reserves	(35,369)	(35,369)	(23,568)	(31,328)	(7,760)	33%	▼
Transfer from restricted cash (other)	86,246	102,916	0	0			
Amount attributable to financing activities	1,106,973	983,643	(644,930)	(662,641)	(17,711)		
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	1,690,302	3,232,753	2,854,040	(378,713)		
Amount attributable to investing activities	(2,813,427)	(2,331,896)	(1,604,653)	(1,437,596)	167,057		
Amount attributable to financing activities	1,106,973	983,643	(644,930)	(662,641)			
Surplus or deficit after imposition of general rates	159,044	(341,630)	299,491	70,125	3,195,891		

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

	30-Jun-25	31-Mar-26
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	2,424,015	3,235,715
Trade and other receivables	294,864	1,066,932
Other financial assets	45,939	80,811
Inventories	29,087	29,087
Contract assets	235,572	
TOTAL CURRENT ASSETS	3,033,992	4,412,545
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	40,879,779
Infrastructure	62,681,644	62,207,224
Right-of-use assets	70,118	52,442
TOTAL NON-CURRENT ASSETS	103,813,565	103,486,820
TOTAL ASSETS	106,847,556	107,899,365
CURRENT LIABILITIES		
Trade and other payables	802,446	1,126,450
Other liabilities	1,070,759	1,120,753
Lease liabilities	35,949	3,058
Borrowings	861,790	263,368
Employee related provisions	782,938	782,938
TOTAL CURRENT LIABILITIES	3,553,882	3,296,566
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	7,598,056
NET ASSETS	98,992,184	100,301,308
EQUITY		
Retained surplus	34,565,266	35,600,594
Reserve accounts	1,028,900	1,060,227
Revaluation surplus	63,640,487	63,640,487
TOTAL EQUITY	99,234,653	100,301,308

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

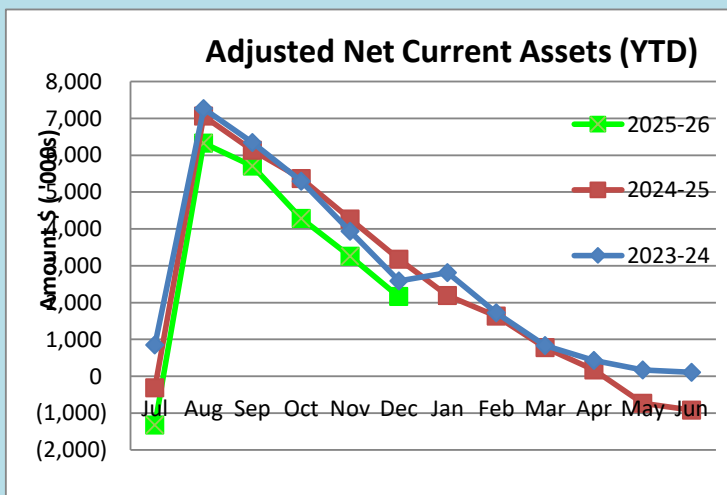
ADJUSTED NET CURRENT ASSETS

Adjusted Net Current Assets	Last Years Closing 30/06/2025	This Time Last Year 31/03/2025	Year to Date Actual 31/03/2026
	\$	\$	\$
Current Assets			
Cash Unrestricted	776,448	1,804,513	1,547,185
Cash Restricted - Reserves	1,028,900	1,342,034	1,060,227
Cash Restricted - General	373,935	373,935	373,935
Cash Restricted - Bonds & Deposits	244,731	244,851	254,367
Receivables - Rates	207	465,742	744,223
Receivables - Other	577,130	315,584	403,520
Inventories	29,087	35,881	29,087
Contract Assets	235,572	0	0
	3,266,010	4,582,541	4,412,545
Less: Current Liabilities			
Payables	(557,714)	(197,950)	(840,812)
Contract Liabilities	(1,039,428)	(1,466,674)	(1,120,753)
Financial Liabilities	(31,331)	(31,331)	(31,331)
Bonds & Deposits	(244,731)	(244,851)	(254,307)
Loan and Lease Liability	(897,739)	(257,309)	(266,426)
Provisions	(782,938)	(793,228)	(782,938)
	(3,553,882)	(2,991,343)	(3,296,566)
Less: Cash Reserves	(1,028,900)	(1,342,034)	(1,060,227)
Add Back: Component of Leave Liability not Required to be funded	155,227	180,635	159,954
Add Back: Loan and Lease Liability	897,739	257,309	266,426
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)	285,887	70,125

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)
\$.07 M

Last Year YTD
Surplus(Deficit)
\$.286 M

Receivables - Rates & Rubbish	30 June 2025	31 Mar 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)	(7,597,729)
Equals Current Outstanding	57,846	693,196
Net Rates Collectable	57,846	693,196
% Collected	99.33%	91.64%

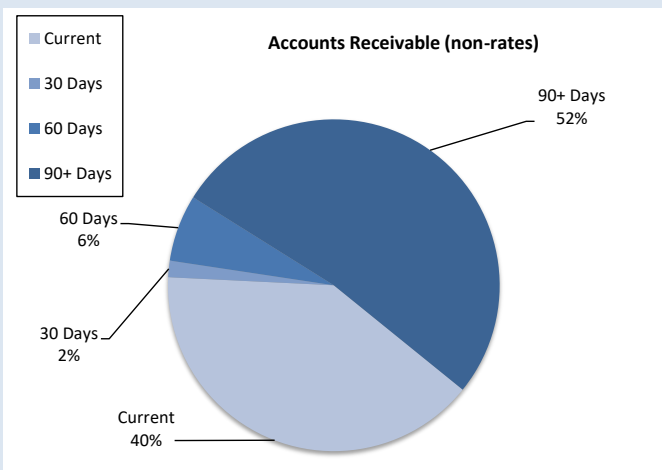
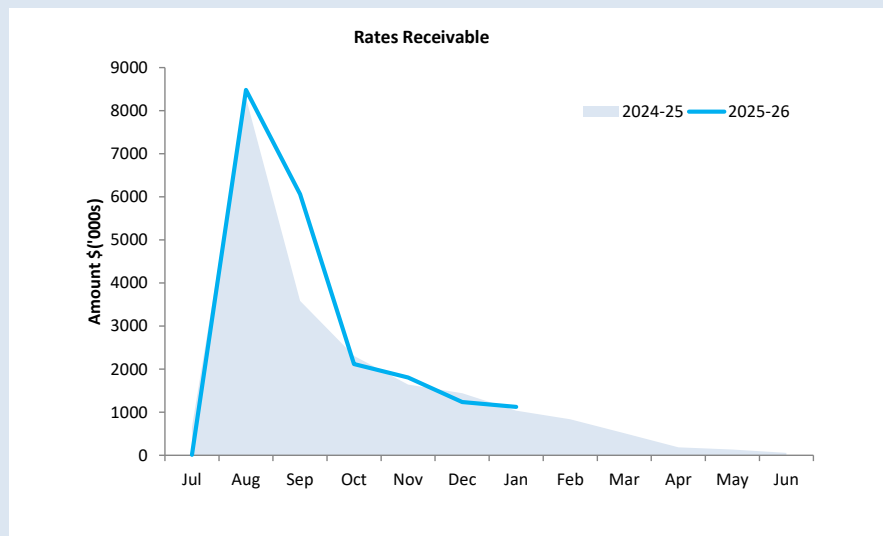
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	92,650	3,723	15,114	120,489	231,975
Percentage	40%	2%	7%	52%	
Balance per Trial Balance					
Sundry Debtors					231,975
Receivables - Other					158,331
Total Receivables General Outstanding					390,306
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.



Debtors Due
\$390,306
Over 30 Days
60%
Over 90 Days
52%

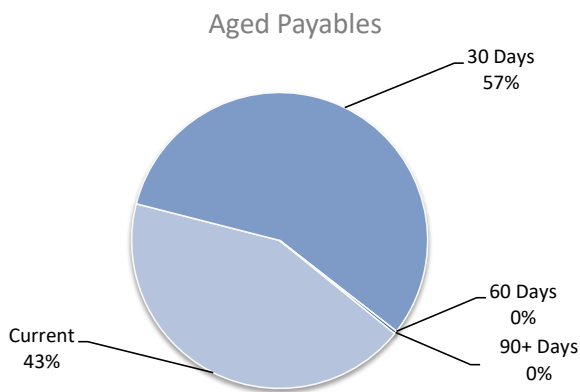
Collected	Rates Due
92%	\$693,196

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	205,613	269,435	0	(1,455)	473,593
Percentage	43.4%	56.9%	0%	-0.3%	
Balance per Trial Balance					
Sundry creditors - General					473,593
Other creditors					541,227
ATO liabilities					104,934
Financial liabilities (Developer Contributions)					31,331
Other accruals/payables					9,485
Total Payables General Outstanding					1,160,570

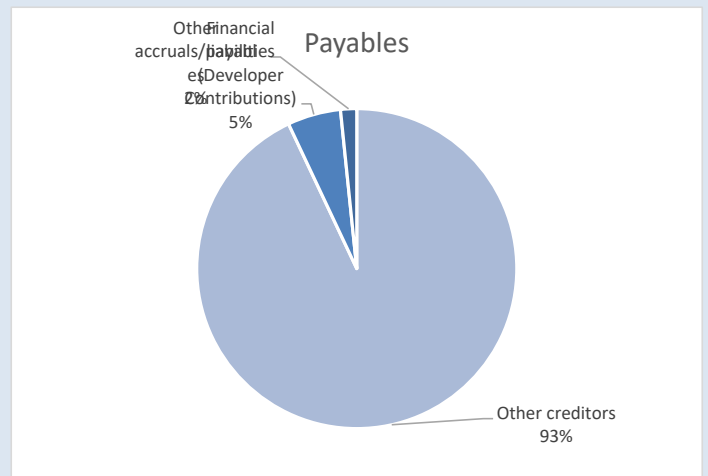
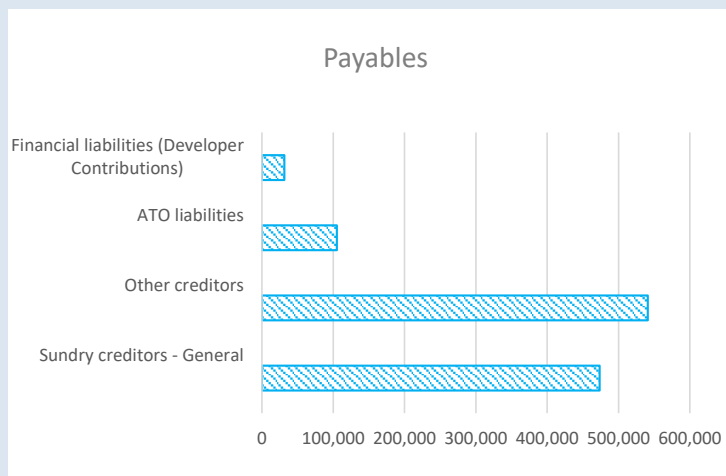
Amounts shown above include GST (where applicable)

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
\$1,160,570
Over 30 Days
57%
Over 90 Days
-0.3%



Assets	Adopted		Amended		Total YTD	Variance (Under)/Over
	Annual Budget	Annual Budget	YTD Budget			
	\$	\$	\$	\$		
Other Health						
1.00	DONGARA MEDICAL CENTRE	(5,000)	0	0	0	0
	Total - Other Health	(5,000)	0	0	0	0
0.70	BUILDING - THE VILLAGE - RENEWAL	(20,000)	(20,000)	(15,000)	(13,926)	0
	Total - Housing	(20,000)	(20,000)	(15,000)	(13,926)	0
Community Amenities						
Recreation And Culture						
1.00	DONGARA PUBLIC TOWN HALL	(239,477)	(276,041)	(239,608)	(277,396)	37,788
1.00	IRWIN REC CENTRE ROOF UPGRADE - PARTIALLY GRANT FUNDED	(70,000)	(41,311)	(38,500)	(41,311)	2,811
1.00	MUSEUM - OLD POLICE STATION	(8,000)	0	0	0	0
1.00	DENISON HOUSE - CAPITAL RENEWAL WORKS	(25,000)	(5,500)	(5,500)	(5,500)	0
	Total - Recreation And Culture	(342,477)	(322,852)	(283,608)	(324,207)	40,600
Transport						
1.00	DEPO FENCING	(27,670)	0	0	0	0
	Total - Transport	(27,670)	0	0	0	0
0.99	Total - Buildings	(395,147)	(342,852)	(298,608)	(338,134)	40,600
Plant & Equipment						
Fire Prevention						
0.33	CCTV	(160,000)	(160,000)	(60,000)	(53,304)	(6,696)
1.00	CESM STORAGE	(12,550)	(3,497)	0	(3,497)	3,497
	Total - Fire Prevention	(172,550)	(163,497)	(60,000)	(56,801)	(3,199)
Health						
1.00	DOCTORS VEHICLES	(68,431)	(68,257)	(51,323)	(68,570)	17,247
	Total - Health	(68,431)	(68,257)	(51,323)	(68,570)	17,247
TV RADIO - PLANT AND EQUIPMENT RENEWAL (CAPITAL)						
1.11	TV TOWER ANTENNA RENEWAL	(37,000)	(37,000)	(27,750)	(40,894)	13,144
	Total - TV RADIO - PLANT AND EQUIPMENT RENEWAL (CAPITAL)	(37,000)	(37,000)	(27,750)	(40,894)	13,144
Recreation & Culture						
0.00	DRIVE IN PROJECTOR	0	(231,000)	0	0	(231,000)
	Total - Recreation & Culture	0	(231,000)	0	0	(231,000)
Transport						
0.00	NEW PRIME MOVER	(370,000)	(341,127)	(341,127)	(341,127)	(0)
0.00	OTHER EQUIPMENT	0	(19,388)	0	0	0
1.00	SIDE TIPPING SEMI TRAILER	(140,000)	0	0	0	0
	Total - Transport	(510,000)	(360,515)	(341,127)	(341,127)	(0)
0.59	Total - Plant & Equipment	(787,981)	(860,269)	(480,200)	(507,392)	(203,808)
Furniture & Equipment						
Other Property & Services						
1.08	INFORMATION TECHNOLOGY HARDWARE >\$5K	(30,000)	(15,000)	(11,250)	(16,229)	4,979
1.00	E-LOCKING SYSTEM	(37,525)	0	0	0	0
0.01	CLEANING EQUIPMENT	(41,525)	(20,763)	(15,572)	(112)	(15,461)
	Total - Other Property & Services	(109,050)	(35,763)	(26,822)	(16,341)	(10,481)
0.46	Total - Furniture & Equipment	(139,050)	(35,763)	(26,822)	(16,341)	(10,481)
Roads						
1.00	POINT LEANDER DVE FOOTPATH	(89,800)	(89,800)	(89,800)	(89,629)	(171)
0.00	MOUNT ADAMS INTERSECTION	0	(252,000)	0	0	0
0.00	R2R - WARRADONG SPRINGS ROAD	(142,041)	(383,068)	0	0	0
0.00	R2R-BURMA ROAD	(180,728)	(196,423)	0	0	0
1.00	LUDLOW RD SLK 0.00 - SLK 0 - 2.96KM	(222,088)	0	0	0	0
0.66	R2R - WATER SUPPLY ROAD -SLK 5 - 11KM	(196,169)	(196,423)	(147,127)	(130,186)	(16,941)
0.65	RRG- WARRADONG SPRING SLK 0.46 - SLK 5.24 4.78KM	(280,255)	(280,255)	(210,191)	(180,963)	(29,228)
0.82	RRG- BURMA RD SOUTH SLK 17.5 -SLK 23.99 6.49KM	(293,982)	(293,982)	(220,487)	(242,097)	21,611
	Total - Transport	(1,405,063)	(1,691,951)	(667,605)	(642,875)	(24,729)
0.38	Total - Roads	(1,405,063)	(1,691,951)	(667,605)	(642,875)	(24,729)
Housing						
0.00	THE VILLAGE - SOAKWELLS & DOWNPIPES	(20,000)	(20,000)	(15,000)	0	(15,000)
0.26	TWO HENRY ROAD - LANDSCAPING	(18,000)	(18,000)	(13,500)	(4,600)	(8,900)
	Total - Housing	(38,000)	(38,000)	(28,500)	(4,600)	0
Recreation And Culture						
0.07	BOAT RAMP	(715,000)	(715,000)	0	(50,271)	50,271
0.00	UPGRADE OVAL LIGHTING - PORT DENISON OVAL	(20,000)	(20,000)	(15,000)	0	(15,000)
0.60	SHADE SAILS - PARKS	(15,000)	(15,000)	(11,250)	(8,985)	(2,265)
1.00	TOWN PARK CARPARK	(36,090)	0	0	0	0
0.05	FORESHORE - PRECINCT	(4,766,000)	(4,766,000)	(397,167)	(222,365)	(174,802)
	Total - Recreation And Culture	(5,552,090)	(5,516,000)	(423,417)	(281,621)	(141,795)
Transport						
0.72	SKATE PARK PRECINCT	0	(109,835)	(79,890)	(78,848)	(1,042)
0.00	DRAINAGE, KERBING & FOOTPATH RENEWAL	(44,862)	(22,431)	(16,823)	0	(16,823)

Assets	Adopted	Amended		Total YTD	Variance (Under)/Over
	Annual Budget	Annual Budget	YTD Budget		
	\$	\$	\$	\$	\$
1.00 LINE MARKING	(22,000)	0	0	0	0
1.00 PT LEANDER BRIDGE	(10,000)	0	0	0	0
0.63 TECHNICAL STUDIES - INFRASTRUCTURE RENEWAL	(102,500)	(104,500)	(58,125)	(65,394)	7,269
0.08 MILO CROSSING UPGRADE	(3,917,363)	(3,917,363)	(295,760)	(304,072)	8,312
1.00 MILO CROSSING UPGRADE	0	0	0		
Total - Transport	(4,096,725)	(4,154,129)	(450,598)	(448,313)	(2,285)
Economic Services					
1.00 ENTRY STATEMENT - LARRY LOBSTER	(15,000)	0	0	0	0
Total - Economic Services	(15,000)	0	0	0	0
0.08 Total - Infrastructure - Other	(9,701,815)	(9,708,129)	(902,514)	(734,535)	(144,080)
0.18 Grand Total	(12,429,056)	(12,638,964)	(2,375,749)	(2,239,276)	(342,499)
					0

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
Expenditure from operating activities						
Employee Costs	(590,087)	19%	▼	S	Timing	Year to date Employee Costs are tracking above budget by \$590k or 19%. The Shire's overall Employee Costs (Operating and Capital) are however still within budget. The cost allocation between capital and operating employee costs will be analysed before year end finalisation, to ensure correct allocation.
Utility Charges	48,144	(11%)	▲	S	Timing	Utility Charges reflect a timing difference of \$48k or 11%.
Depreciation on Non-Current Assets	1,129,238	(31%)	▲	S	Timing	Depreciation for January to March is yet to be processed and is awaiting finalisation of the new financial system.
Interest Expenses	30,511	43%	▲	S	Timing	Interest Expenses are lower than ytd budget by \$30.5k. This is a timing difference which is expected to reduce by the end of the financial year.
Insurance Expenses	(28,458)	14%	▼	S	Timing	This is a timing variance which is expected to reduce as the year progresses.
Other Expenditure	(34,291)	26%	▼	S	Timing	This is a timing variance which is expected to reduce as the year progresses.



Ordinary Council Meeting

26 May 2026

Item FIN 02-05/26
Accounts for Payment
April 2026

Shire of Irwin

*List of Accounts paid April 2026 for presentation to the
Council Meeting 26 May 2026*

MUNICIPAL/(TRUST) PAYMENTS				
EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
00000009/1	10/04/2026	CANCELLED		0.00
00000009/2	10/04/2026	ASM ECLIPSE PTY LTD	STOCK	345.72
00000009/3	10/04/2026	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION - ONEMUSIC AUSTRALIA	LICENCE	96.69
00000009/4	10/04/2026	AVON WASTE	WASTE	9,117.94
00000009/5	10/04/2026	BABA MARDIA ROAD SERVICES	TRAFFIC MANAGEMENT	12,675.33
00000009/6	10/04/2026	BADGELINK	NAME BADGES	31.45
00000009/7	10/04/2026	BATAVIA COAST TRIMMERS	SHADE SAIL REMOVAL	3,500.00
00000009/8	10/04/2026	THE BUSINESS EXPERIENCE AUSTRALIA PTY LTD	LICENCE	22,531.74
00000009/9	10/04/2026	DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY	3,018.70
00000009/10	10/04/2026	BURSON AUTOMOTIVE PTY LTD	EQUIPMENT	184.10
00000009/11	10/04/2026	CEDAR HOMES	REFUND	1,000.00
00000009/12	10/04/2026	CLEANPAK TOTAL SOLUTIONS	CONSUMABLES	2,518.75
00000009/13	10/04/2026	DELL AUSTRALIA PTY LTD	EQUIPMENT	2,396.90
00000009/14	10/04/2026	DONGARA DRILLING & ELECTRICAL	ELECTRICAL	3,909.68
00000009/15	10/04/2026	TYREPOWER DONGARA	PARTS	421.50
00000009/16	10/04/2026	DONGARA LOCAL RAG	ADVERTISING	2,667.00
00000009/17	10/04/2026	DONGARA HOTEL MOTEL	LAND USE AGREEMENT	2,083.34
00000009/18	10/04/2026	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	EMERGENCY SERVICES LEVY	94,251.29
00000009/19	10/04/2026	FIRST HEALTH SERVICES	PRACTICE MANAGEMENT	14,162.50
00000009/20	10/04/2026	CITY OF GREATER GERALDTON	WASTE	9,506.88
00000009/21	10/04/2026	GHD PTY LTD	DETAILED DESIGN	182,288.45
00000009/22	10/04/2026	GREENFIELD TECHNICAL SERVICES	TECHNICAL SERVICES	1,100.00
00000009/23	10/04/2026	THINK WATER MID WEST	CONSUMABLES	7,382.05
00000009/24	10/04/2026	GREAT NORTHERN RURAL SERVICES	CONSUMABLES	6,092.24
00000009/25	10/04/2026	INCITE SECURITY	ELECTRICAL	2,124.68
00000009/26	10/04/2026	IQTECH SOLUTIONS	PRINTER CHARGES	474.34
00000009/27	10/04/2026	READYTECH - IT VISION AUSTRALIA PTY LTD	SYSTEM EXTRACT	1,100.00
00000009/28	10/04/2026	JAYCAM INDUSTRIES	ELECTRICAL	791.40
00000009/29	10/04/2026	JCI LOCKSMITHS	MAINTENANCE	479.80
00000009/30	10/04/2026	LG BEST PRACTICES PTY LTD	PAYROLL SERVICES	7,480.00
00000009/31	10/04/2026	NODE 1 PTY LTD	CONNECTION FEE	48.99
00000009/32	10/04/2026	MCDONALD WHOLESALERS	STOCK	1,528.70
00000009/33	10/04/2026	MCLEODS BARRISTERS & SOLICITORS	LEGAL	192.50
00000009/34	10/04/2026	METRO COUNT VEHICLE CLASSIFIER SYSTEMS	SUBSCRIPTION	1,254.00
00000009/35	10/04/2026	MIDWEST FIRE PROTECTION & SAFETY SERVICES	SERVICING	176.00
00000009/36	10/04/2026	MIDWEST SOLAR AND WATER	PLUMBING	4,691.50
00000009/37	10/04/2026	CANCELLED		0.00
00000009/38	10/04/2026	OFFICEWORKS	STATIONERY	208.95
00000009/39	10/04/2026	ONSHORE CABINETS AND FURNITURE	MAINTENANCE	440.00
00000009/40	10/04/2026	ORACLE CORPORATION AUSTRALIA PTY LIMITED	LICENCE	4,546.61
00000009/41	10/04/2026	PIRTEK GERALDTON	REPAIRS	458.35
00000009/42	10/04/2026	PURELY FILTRATION	SERVICING	413.05
00000009/43	10/04/2026	TCLWA PTY LTD T/AS SAFEROADS WA	ROAD PATCHING	71,225.00
00000009/44	10/04/2026	DONGARA IGA	CONSUMABLES	136.62
00000009/45	10/04/2026	SUPAGAS PTY LIMITED	RENTAL CHARGES	643.50
00000009/46	10/04/2026	DONGARA COMMUNITY RESOURCE CENTRE	SUNDRY DONATION	550.00
00000009/47	10/04/2026	T-QUIP	PARTS	318.88
00000009/48	10/04/2026	VANGUARD PRINT	HANDLING FEE AND TRANSPORT FEE	322.26
00000009/49	10/04/2026	PUBLIC TRANSPORT AUTHORITY OF WA	SALES	275.66
00000009/50	10/04/2026	THE WALT DISNEY COMPANY (AUSTRALIA) PTY LTD	RENTAL HIRE	2,776.00
00000009/51	10/04/2026	ZETTAGRID PTY LTD	MANAGED SERVICE PROVIDER	731.20
00000009/52	10/04/2026	WINC AUSTRALIA PTY LTD	PRINTER CHARGES	500.72
00000009/53	10/04/2026	LANDMARK PRODUCTS PTY LTD	EQUIPMENT	16,610.00
00000009/54	10/04/2026	CRAIG MICHAEL LINK	ELECTRICAL	2,865.45
00000009/55	10/04/2026	WA FLAG STORE	EQUIPMENT	1,526.80
00000010/1	17/04/2026	65THIRTY EVENTS & ENTERTAINMENT	EQUIPMENT HIRE	1,881.44
00000010/2	17/04/2026	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY SERVICES	297.00
00000010/3	17/04/2026	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	LICENCE	75.00
00000010/4	17/04/2026	AUSTRALIA POST	POSTAL CHARGES	673.39
00000010/5	17/04/2026	AVON WASTE	WASTE	32,304.10
00000010/6	17/04/2026	BLACKTOP MATERIALS ENGINEERING	MATERIALS	6,176.50
00000010/7	17/04/2026	BLACKWOODS	CONSUMABLES	127.38
00000010/8	17/04/2026	BENJAMIN MICHAEL WATSON	ENTERTAINMENT	4,529.25
00000010/9	17/04/2026	DONGARA AMCAL PHARMACY	VACCINATIONS	86.80
00000010/10	17/04/2026	DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY	3,212.59
00000010/11	17/04/2026	CJDJ COMMUNICATIONS	EQUIPMENT	4,890.01
00000010/12	17/04/2026	CARL SCUDDER	MAINTENANCE	1,200.00
00000010/13	17/04/2026	CLEANPAK TOTAL SOLUTIONS	CONSUMABLES	1,547.90
00000010/14	17/04/2026	DATA#3 LIMITED	SUBSCRIPTION	21,965.08
00000010/15	17/04/2026	DONGARA FREIGHT	FREIGHT SERVICES	810.70
00000010/16	17/04/2026	LANDGATE - WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY	INTERIMS	630.24
00000010/17	17/04/2026	DONGARA FENCING	MAINTENANCE	5,394.40
00000010/18	17/04/2026	DONGARA DRILLING & ELECTRICAL	ELECTRICAL	266.06

Shire of Irwin

*List of Accounts paid April 2026 for presentation to the
Council Meeting 26 May 2026*

MUNICIPAL/(TRUST) PAYMENTS				
EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
00000010/19	17/04/2026	DONGARA GOLF CLUB INC	SUNDRY DONATION	500.00
00000010/20	17/04/2026	DONGARA LOCAL RAG	STOCK	48.00
00000010/21	17/04/2026	DONGARA HOTEL MOTEL	LAND USE AGREEMENT	1,041.67
00000010/22	17/04/2026	DAIMLER TRUCKS GERALDTON	SERVICE AND REPAIRS	504.08
00000010/23	17/04/2026	FAST UX	MANAGED SERVICE PROVIDER	3,300.00
00000010/24	17/04/2026	REFUEL AUSTRALIA	FUEL	17,150.94
00000010/25	17/04/2026	GH COUNTRY COURIERS	FREIGHT SERVICES	39.60
00000010/26	17/04/2026	THE THOMPSON FAMILY TRUST T/AS GERALDTON PARTY & EVENT HIRE	EQUIPMENT HIRE	1,034.00
00000010/27	17/04/2026	HOCKEY'S PEST SERVICE	PEST CONTROL	165.00
00000010/28	17/04/2026	HUGGABLE TOYS	STOCK	1,129.26
00000010/29	17/04/2026	IRWIN SHIRE - RATES	PAYROLL DEDUCTIONS	1,310.00
00000010/30	17/04/2026	JB HI-FI GROUP PTY LTD	EQUIPMENT	2,569.97
00000010/31	17/04/2026	LG BEST PRACTICES PTY LTD	PAYROLL SERVICES	6,039.00
00000010/32	17/04/2026	SHIRE OF IRWIN - LOTTO FUND	PAYROLL DEDUCTIONS	75.00
00000010/33	17/04/2026	M2 ON HOLD (A DIVISION OF M2 TECHNOLOGY GROUP PTY LTD)	CALL CENTRE CHARGES	462.00
00000010/34	17/04/2026	MACS AUSTRALIA GROUP PTY LTD	EQUIPMENT HIRE	1,298.53
00000010/35	17/04/2026	MCDONALD WHOLESALERS	STOCK	517.40
00000010/36	17/04/2026	MCLEODS BARRISTERS & SOLICITORS	LEGAL	1,722.60
00000010/37	17/04/2026	MIDWEST SOLAR AND WATER	PLUMBING	704.00
00000010/38	17/04/2026	ORACLE CORPORATION AUSTRALIA PTY LIMITED	LICENCE	4,546.61
00000010/39	17/04/2026	LOCAL WORKS	EQUIPMENT	716.00
00000010/40	17/04/2026	RIP-IT SECURITY SHREDDING	SHREDDING	141.00
00000010/41	17/04/2026	MP ROGERS & ASSOCIATES PTY LTD	ENGINEERING SERVICES	1,872.86
00000010/42	17/04/2026	PORT DENISON VOLUNTEER SEA RESCUE	ROOM HIRE	55.00
00000010/43	17/04/2026	DONGARA IGA	CONSUMABLES	571.71
00000010/44	17/04/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT SERVICES	284.88
00000010/45	17/04/2026	UNIVERSAL PICTURES INTERNATIONAL	RENTAL HIRE	330.00
00000010/46	17/04/2026	WELL DONE INTERNATIONAL	CALL CENTRE CHARGES	653.97
00000010/47	17/04/2026	ZETTAGRID PTY LTD	MANAGED SERVICE PROVIDER	731.20
00000010/48	17/04/2026	CATERLINK	EQUIPMENT	5,076.50
00000010/49	17/04/2026	LG COMMUNITY PARTNERS PTY LTD	CONSULTANT SERVICES - FINANCE	3,190.00
00000010/50	17/04/2026	K FAZEY	REFUND	60.00
00000010/51	17/04/2026	S BLAIR	REIMBURSEMENT	149.84
00000010/52	17/04/2026	B DYSON	REIMBURSEMENT	233.50
00000010/53	17/04/2026	P KAPOR	REFUND	384.36
00000010/54	17/04/2026	AUSTRALIAN AUDIT PTY LTD T/AS AUSTRALIAN AUDIT	INTERNAL AUDIT	5,500.00
00000010/55	17/04/2026	BADGELINK	NAME BADGES	47.41
00000010/56	17/04/2026	N-COM PTY LTD	EQUIPMENT	2,200.00
00000011/1	20/04/2026	AUSTRALIAN TAXATION OFFICE - BAS	BAS RECONCILIATION	28,422.00
00000012/1	23/04/2026	MAJOR LOSS BUILDERS	MAINTENANCE	4,347.06
00000013/1	30/04/2026	AGWEST MACHINERY	PARTS	132.85
00000013/2	30/04/2026	AVON WASTE	WASTE	21,426.12
00000013/3	30/04/2026	BABA MARDA ROAD SERVICES	TRAFFIC MANAGEMENT	1,879.24
00000013/4	30/04/2026	BLACKWOODS	EQUIPMENT	905.16
00000013/5	30/04/2026	BP ROADHOUSE DONGARA	CONSUMABLES	18.80
00000013/6	30/04/2026	BRAND MECHANICAL SERVICES	REVEGETATION WORKS	5,500.00
00000013/7	30/04/2026	BURSON AUTOMOTIVE PTY LTD	PARTS	1,014.82
00000013/8	30/04/2026	CARL SCUDDER	MAINTENANCE	2,090.00
00000013/9	30/04/2026	CLEANPAK TOTAL SOLUTIONS	CONSUMABLES	34.95
00000013/10	30/04/2026	CIVIC WORKFORCE MANAGEMENT	CONSULTANCY SERVICES - HR	10,914.50
00000013/11	30/04/2026	DATA#3 LIMITED	SUBSCRIPTION	42,065.84
00000013/12	30/04/2026	DAZFAB ENGINEERING	MAINTENANCE	5,559.40
00000013/13	30/04/2026	DONGARA BUILDING & TRADE SUPPLIES	CONSUMABLES	2,519.58
00000013/14	30/04/2026	DONGARA & GERALDTON SKIP BINS	CARTAGE	973.50
00000013/15	30/04/2026	DONGARA BOBCAT & CONTRACTING SERVICES	EXCAVATION AND MATERIALS	2,420.00
00000013/16	30/04/2026	DONGARA BODY BUILDERS	REPAIRS	1,925.00
00000013/17	30/04/2026	DONGARA DRILLING & ELECTRICAL	ELECTRICAL	2,741.76
00000013/18	30/04/2026	TYREPOWER DONGARA	PARTS	6,131.35
00000013/19	30/04/2026	FIVE GUMS FAMILY MEDICAL PRACTICE	REIMBURSEMENT	10,357.67
00000013/20	30/04/2026	CITY OF GREATER GERALDTON	WASTE	18,761.02
00000013/21	30/04/2026	REFUEL AUSTRALIA	FUEL	36,218.10
00000013/22	30/04/2026	THINK WATER MID WEST	CONSUMABLES	1,031.00
00000013/23	30/04/2026	HUGGABLE TOYS	STOCK	90.75
00000013/24	30/04/2026	INCITE SECURITY	ELECTRICAL	3,466.10
00000013/25	30/04/2026	READYTECH - IT VISION AUSTRALIA PTY LTD	SYSTEM EXTRACT	550.00
00000013/26	30/04/2026	JB HI-FI GROUP PTY LTD	EQUIPMENT	1,626.01
00000013/27	30/04/2026	JCI LOCKSMITHS	CONSUMABLES	136.50
00000013/28	30/04/2026	JMH GROUP WA PTY LTD	PARTS	838.64
00000013/29	30/04/2026	DONGARA DENISON LIONS CLUB INC	DONATION	600.00
00000013/30	30/04/2026	MCDONALD WHOLESALERS	STOCK	701.96
00000013/31	30/04/2026	METRO COUNT VEHICLE CLASSIFIER SYSTEMS	CONSUMABLES	2,629.00
00000013/32	30/04/2026	MIDWEST SAFETY AND TRAINING PTY LTD	TRAINING	407.00
00000013/33	30/04/2026	MIDWEST POWER SOLUTIONS	ELECTRICAL	1,496.00
00000013/34	30/04/2026	MIDWEST SOLAR AND WATER	PLUMBING	2,046.11
00000013/35	30/04/2026	NESTLE AUSTRALIA LIMITED TRADING AS NESPRESSO AUSTRALIA	CONSUMABLES	440.00
00000013/36	30/04/2026	OFFICEWORKS	STATIONERY	873.46

Shire of Irwin

*List of Accounts paid April 2026 for presentation to the
Council Meeting 26 May 2026*

MUNICIPAL/(TRUST) PAYMENTS				
EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
00000013/37	30/04/2026	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISING	779.97
00000013/38	30/04/2026	LOCAL WORKS	EQUIPMENT	550.00
00000013/39	30/04/2026	E & MJ ROSHER PTY LTD	PARTS	1,347.54
00000013/40	30/04/2026	PORT DENISON VOLUNTEER SEA RESCUE	VENUE HIRE	82.50
00000013/41	30/04/2026	SHIRE OF IRWIN	RETAINED BOND	328.68
00000013/42	30/04/2026	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	EQUIPMENT CHECK AND STOCKING	2,483.51
00000013/43	30/04/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT SERVICES	159.02
00000013/44	30/04/2026	T-QUIP	PARTS	737.77
00000013/45	30/04/2026	AFGRI EQUIPMENT PTY LTD	PARTS	656.02
00000013/46	30/04/2026	THE WALT DISNEY COMPANY (AUSTRALIA) PTY LTD	RENTAL HIRE	619.26
00000013/47	30/04/2026	WESTRAC EQUIPMENT	PARTS	1,291.99
00000013/48	30/04/2026	WINC AUSTRALIA PTY LTD	STATIONERY	98.08
00000013/49	30/04/2026	STUDIOCANAL PTY LIMITED	RENTAL HIRE	330.00
00000013/50	30/04/2026	P KAPOR	REFUND	229.48
00000013/51	30/04/2026	L BUSH	REIMBURSEMENT	279.74
00000013/52	30/04/2026	M SNOWDEN-GILES	REIMBURSEMENT	332.50
32265	13/04/2026	WATER CORPORATION	WATER CHARGES	86,159.98
DD 02042026	02/04/2026	TELSTRA AUSTRALIA	PHONE CHARGES	110.00
DD 28042026	28/04/2026	TELSTRA AUSTRALIA	DATA CHARGES	90.00
DD 30042026	30/04/2026	TELSTRA AUSTRALIA	MOBILE & DATA CHARGES	1,768.73
DD 01042026	01/04/2026	WA TREASURY CORPORATION	LOAN 98	70,443.42
DD 07042026	07/04/2026	WA TREASURY CORPORATION	LOAN 93	20,727.35
DD 15042026	15/04/2026	WA TREASURY CORPORATION	LOAN 100 AND 102	46,341.75
CC 01042026	01/04/2026	NAB BUSINESS VISA	NAB BUSINESS VISA TRANSACTIONS	13,772.82
DD 17042026	17/04/2026	N-ABLE PTY LTD	MONTHLY IT CHARGES	2,636.79
DD 07042026-1	07/04/2026	AUSTRALIAN PHONE COMPANY PTY LTD	PHONE CHARGES	225.23
DD 15042026-1	17/04/2026	TELAIR PTY LTD	INTERNET CHARGES	1,440.00
DD 15042026-2	17/04/2026	TELAIR PTY LTD	MOBILE & DATA CHARGES	1,120.90
DD 17042026-1	17/04/2026	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BOND	1,600.00
				1,138,631.22

Sundry Creditors as at 30/04/2026 130,498.67

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

15 May 2026

DATE



**Maurice Battilana
Acting Chief Executive Officer**

Shire of Irwin

Corporate Credit Card Expenditure - Payment Reference CR040526

S.IVERS CREDIT CARD EXPENSES

Date	Payee	Description	Amount
07/04/2026	Geraldton Stockfeeds	Equipment	\$ 91.00
07/04/2026	Starlink	Subscription	\$ 80.00
07/04/2026	Garmin	Subscription	\$ 50.00
07/04/2026	JAMF Software	Subscription	\$ 422.15
07/04/2026	Google Cloud	Subscription	\$ 293.26
08/04/2026	Spotify	Subscription	\$ 15.99
09/04/2026	Petro Fuels	Fuel	\$ 208.80
14/04/2026	Petro Fuels	Fuel	\$ 122.20
15/04/2026	Remarkable	Subscription	\$ 6.68
16/04/2026	Links Modular	Subscription	\$ 297.15
20/04/2026	Apple	Subscription	\$ 1.49
20/04/2026	OpenAI	Subscription	\$ 288.35
23/04/2026	Ubiquiti	Subscription	\$ 49.00
23/04/2026	Grammarly	Subscription	\$ 86.53
28/04/2026	NAB	Card Fee	\$ 9.00
			<u>\$ 2,021.60</u>

P.MACHAKA CREDIT CARD EXPENSES

Date	Payee	Description	Amount
30/03/2026	Microsoft	Subscription	\$ 143.75
30/03/2026	CodeTwo	Subscription	\$ 119.35
31/03/2026	Microsoft	Subscription	\$ 51.87
01/04/2026	JLTA Local Comms Insurance	Insurance	\$ 1,615.98
02/04/2026	SSL.Com	Subscription	\$ 52.75
07/04/2026	Zoom.com	Subscription	\$ 1,650.18
07/04/2026	Melbourne Global System	Equipment	\$ 1,265.86
07/04/2026	Upwork	ERP Consultant	\$ 987.64
07/04/2026	Amazon Web Services	Subscription	\$ 824.35
08/04/2026	Microsoft	Subscription	\$ 98.53
10/04/2026	Microsoft	Subscription	\$ 154.73
13/04/2026	Microsoft	Subscription	\$ 34.67
13/04/2026	Microsoft	Subscription	\$ 13.20
15/04/2026	Ausrecord	Stationery	\$ 207.90
20/04/2026	Microsoft	Subscription	\$ 285.19
20/04/2026	Microsoft	Subscription	\$ 196.81
21/04/2026	GO Fax Pty Ltd	Subscription	\$ 40.00
21/04/2026	SP Serial IO	Equipment	\$ 556.13
22/04/2026	Upwork	ERP Consultant	\$ 2,313.07
27/04/2026	Keyko	Subscription	\$ 99.09
28/04/2026	CodeTwo	Subscription	\$ 115.35
28/04/2026	NAB	Card Fee	\$ 9.00
			<u>\$ 10,835.40</u>

F.BOKSMATI CREDIT CARD EXPENSES

Date	Payee	Description	Amount
13/04/2026	Port Denison Beach Resort	Accommodation	\$ 622.20
16/04/2026	Survey Monkey	Subscription	\$ 384.00
28/04/2026	NAB	Card Fee	\$ 9.00
			<u>\$ 1,015.20</u>

M.ANTONY CREDIT CARD EXPENSES

Date	Payee	Description	Amount
28/04/2026	NAB	Card Fee	\$ 9.00
			<u>\$ 9.00</u>

TOTAL PAYMENT TO CORPORATE CREDIT CARD ACCOUNT

\$ 13,881.20

Shire of Irwin

Fuel Card Transactions

April 2026

Date	Supplier	Registration	Description	Amount
02/04/2026	Refuel	510IR	Fuel	\$ 100.37
03/04/2026	Refuel	1IGD339	Fuel	\$ 49.82
04/04/2026	Refuel	501IR	Fuel	\$ 150.02
06/04/2026	Refuel	1IGD339	Fuel	\$ 67.95
07/04/2026	Refuel	510IR	Fuel	\$ 103.30
08/04/2026	Refuel	506IR	Fuel	\$ 201.10
09/04/2026	Refuel	505IR	Fuel	\$ 195.16
09/04/2026	Refuel	1GGG514	Fuel	\$ 5.62
09/04/2026	Refuel	510IR	Fuel	\$ 42.97
10/04/2026	Refuel	500IR	Fuel	\$ 139.22
12/04/2026	Refuel	1IXG228	Fuel	\$ 256.69
15/04/2026	Refuel	510IR	Fuel	\$ 95.10
15/04/2026	Refuel	510IR	Fuel	\$ 97.12
16/04/2026	Refuel	523IR	Fuel	\$ 148.25
17/04/2026	Refuel	1IGD339	Fuel	\$ 45.04
17/04/2026	Refuel	511IR	Fuel	\$ 150.42
18/04/2026	Refuel	500IR	Fuel	\$ 128.69
19/04/2026	Refuel	506IR	Fuel	\$ 104.94
21/04/2026	Refuel	523IR	Fuel	\$ 170.47
22/04/2026	Refuel	1IXG228	Fuel	\$ 249.03
24/04/2026	Refuel	1IGD339	Fuel	\$ 52.49
25/04/2026	Refuel	1IGD339	Fuel	\$ 36.47
25/04/2026	Refuel	511IR	Fuel	\$ 72.54
TOTAL PAYMENT FOR FUEL CARD TRANSACTIONS				2,662.78



Ordinary Council Meeting

26 May 2026

Item DEV 01-05/26
Development Delegated and
Authorised Authority Report
April 2026

April 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	9 April 2026	Granted	Stables	Lot 113 (No. 375) Bonniefield Road East, Bonniefield
		10 April 2026	Granted	Residential Lift	Lot 1 (No. 6) Coles Way, Port Denison
		13 April 2026	Granted	Shade Structures	Lot 1016 (No. 2951) Yandanooka West Road, Moorriary
		21 April 2026	Granted	Dwelling	Lot 249 (No. 11) Tyford Road, Dongara
		21 April 2026	Granted	Dwelling	Lot 75 (No. 36) Carnarvon Street, Port Denison
Single House Application	Manager Development	7 April 2026	Granted	Single House	Lot 378 (No. 5) Sunset Cove, Dongara
		17 April 2026	Granted	Carport & Outbuilding	Lot 409 (No. 18) Osborne Way, Port Denison
		22 April 2026	Granted	Outbuilding	Lot 529 (No. 5) Emily Way, Dongara
		24 April 2026	Granted	Outbuilding Extension	Lot 127 (No. 44) Bottlebrush Cove, Springfield
		28 April 2026	Granted	Patio & Carport	Lot 34 (No. 67) Damia Circle, Port Denison
		28 April 2026	Granted	Outbuilding	Lot 44 (No. 4) Reeve Terrace, Port Denison
		28 April 2026	Granted	Garage	Lot 736 (No. 44) Premier Circle, Dongara
Development Approval	Manager Development	17 April 2026	Granted	Caravan / Chalet Park (Carport)	Strata Lot 27 (No. 132) Point Leander Drive, Port Denison



Ordinary Council Meeting

26 May 2026

Item CEO 01-05/26

Attachment 1

Code of Conduct:

Council Members, Committee Members
and Candidates



SHIRE OF IRWIN
DONGARA-PORT DENISON

A BRILLIANT BLEND

Shire of Irwin

**Code of Conduct for Council Members,
Committee Members and Candidates**

May 2026

Document Control

Document No.	Date Originated	Previous Version	
	27 July 2021		
Revision No.	Date Reviewed	Adopted by Council - Date	Adopted by Council – Minute Ref
Rev1	12 October 2021	28 October 2021	051021
REV2	1 May 2026		

Amendments

Details of amendments	Reviewed/Amended Date	Record No.	Council Minute Ref.
New document prepared using WALGA template	27 July 2021		
Amendments as required following changes to legislation			

Code of Conduct Purpose:

This Code of Conduct is adopted in accordance with section 5.104 of the *Local Government Act 1995*.

Division 1 – Preliminary provisions

1. Citation

This is the *Shire of Irwin* Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member; **complaint** means a complaint made under clause 11(1); **publish** includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 – General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationships with others

- (1) A council member, committee member or candidate should —
- (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 – Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
- (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and

- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints¹.
- (4) A complaint must be dealt with under clauses 12 to 15 unless –
 - (a) the complaint is referred to the Inspector in accordance with subclause (5); and
 - (b) The Inspector refers the complaint to be dealt with under Part 8A Division 5 of the Act.
- (5) If the *Local Government (Model Code of Conduct) Regulations 2021* r.3A applies to the complaint, a person authorised under subclause (3) must refer the complaint to the Inspector under 5.103 of the Act.
- (6) A complaint must also be dealt with under clauses 12 to 15 if the Inspector refers the complaint to the local government under the *Local Government (Model Code of Conduct) Regulations 2021* r.6.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).¹

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

¹ Council decision 130221, 23 February 2021 Ordinary Council Meeting: delegated authority to the CEO to appoint persons as additional Complaints Officers for the purposes cl 11(3)

14A. Appointment of a monitor

- (1) The Inspector may appoint a monitor for the local government to assist the local government deal with matters raised by a complaint.
- (2) If the Inspector appoints a monitor –
 - (a) The Inspector may direct the local government to defer further dealing with the complaint until the monitor reports to the Inspector on the outcome of the monitoring assignment; and
 - (b) The local government must comply with the direction.

14B. Performance of local government's functions under cl.12 and 13

- 1) The local government's functions under clause 12 and 13 must be performed by the council.
- 2) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a committee of the council comprising council members only to perform a function for and on behalf of the local government.
- 3) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a person who is none of the following to perform a function for and on behalf of the local government –
 - (a) A member of the council of any local government;
 - (b) A member of the governing body of any regional subsidiary;
 - (c) An employee of any local government or regional subsidiary;
 - (d) An employee of WALGA or Local Government Professionals Australia (WA);
 - (e) A member of a governing body of, or an employee of, a body corporate the activities which are, wholly or partly, advocating or otherwise acting for, or on behalf of, 1 or more of the following –
 - (I) local government;
 - (II) members of councils; or
 - (III) employees of local governments.
- 4) A resolution made under subclause (3) must include the following –
 - (a) a statement to the effect that the council is satisfied that the person being authorised is suitably qualified and experienced to perform the function;

- (b) an explanation as to why the council is satisfied as referred to in paragraph (a);
- (c) a statement to the effect that the council is satisfied that the person being authorised is impartial and has no close association with any member of the council or any employee of the local government.

5) Nothing in this clause prevents an employee of the local government from providing, in relation to the performance of a function, any advice or other assistance to the council, a committee authorised under subclause (2) or person authorised under subclause (3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.
- (3) Clauses 14A and 14B do not apply in relation to a complaint before 1 January 2026.

Division 4 – Rules of conduct

Notes for this Division:

- 1. Under section 8A.3(1) of the Act a council member commits a conduct breach if the council member contravenes a rule of conduct. Section 8A3(2) extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
- 2. A conduct breach is dealt with by a standards panel under section Part 8A Division 5 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

- (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —

- (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —
- local government employee** means a person —
- (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
- (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code Compilation Act 1913* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —
- closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
- confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
 - (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
 - (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —

interest —

 - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
 - (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and

- (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
- (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.



Ordinary Council Meeting

26 May 2026

Item CEO 01-05/26

Attachment 2

Local Government Model Code of
Conduct Regulations 2021



Western Australia

Local Government (Model Code of Conduct) Regulations 2021

Compare between:

[17 Dec 2025, 00-b0-00] and [01 Jan 2026, 00-c0-00]

Local Government (Model Code of Conduct) Regulations 2021

Part 1 — Preliminary

1. Citation

These regulations are the *Local Government (Model Code of Conduct) Regulations 2021*.

2. Commencement

These regulations come into operation as follows —

- (a) Part 1 — on the day on which these regulations are published in the *Gazette*;
- (b) the rest of the regulations — on the day on which the *Local Government Legislation Amendment Act 2019* sections 48 to 51 come into operation.

Part 2 — Model code of conduct

3. Model code of conduct (Act s. 5.103(1))

The model code of conduct for council members, committee members and candidates is set out in Schedule 1.

3A. Referral of complaint to Inspector (Act s. 5.105(3))

For the purposes of section 5.105(3) of the Act, a complaint must be referred to the Inspector if the person who is the subject of the complaint has, on at least 2 previous occasions, been found under a local government's adopted code of conduct (as defined in section 8A.2(1) of the Act) to have committed, on or after 1 January 2026, a behavioural breach.

[Regulation 3A inserted: SL 2025/208 r. 42.]

Part 3 — Repeal and consequential amendments

Division 1 — Repeal

4. ***Local Government (Rules of Conduct) Regulations 2007***
repealed

The *Local Government (Rules of Conduct) Regulations 2007* are repealed.

Division 2 — Other regulations amended

5. ***Local Government (Administration) Regulations 1996***
amended

- (1) This regulation amends the *Local Government (Administration) Regulations 1996*.
- (2) After regulation 34C insert:

Part 9A — Minor breaches by council members

34D. Contravention of local law as to conduct
(Act s. 5.105(1)(b))

- (1) In this regulation —
local law as to conduct means a local law relating to the conduct of people at council or committee meetings.
- (2) The contravention of a local law as to conduct is a minor breach for the purposes of section 5.105(1)(b) of the Act.

Local Government (Model Code of Conduct) Regulations 2021

Part 3 Repeal and consequential amendments

Division 2 Other regulations amended

r. 6

6. Local Government (Audit) Regulations 1996 amended

- (1) This regulation amends the *Local Government (Audit) Regulations 1996*.
- (2) In regulation 13 in the Table:
 - (a) under the heading “**Local Government Act 1995**” delete “s. 5.103” and insert:

s. 5.104

- (b) delete:

Local Government (Rules of Conduct) Regulations 2007		
r. 11		

7. Local Government (Constitution) Regulations 1998 amended

- (1) This regulation amends the *Local Government (Constitution) Regulations 1998*.
- (2) In Schedule 1 Form 7 delete “*Local Government (Rules of Conduct) Regulations 2007.*” and insert:

code of conduct adopted by the ³ under section 5.104 of the *Local Government Act 1995*.

Schedule 1 — Model code of conduct

[r. 3]

Division 1 — Preliminary provisions

1. Citation

This is the *[insert name of local government] Code of Conduct for Council Members, Committee Members and Candidates*.

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

(a) act with reasonable care and diligence; and

(b) act with honesty and integrity; and

(c) act lawfully; and

(d) identify and appropriately manage any conflict of interest; and

(e) avoid damage to the reputation of the local government.

- (2) A council member or committee member should —
- (a) act in accordance with the trust placed in council members and committee members; and
 - (b) participate in decision-making in an honest, fair, impartial and timely manner; and
 - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
 - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
- (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

(1) A council member, committee member or candidate —

- (a) must ensure that their use of social media and other forms of communication complies with this code; and
- (b) must only publish material that is factually correct.

(2) A council member or committee member —

- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
- (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local

government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.
- (4) A complaint must be dealt with under clauses 12 to 15 unless —
 - (a) the complaint is referred to the Inspector in accordance with subclause (5); and

- (b) the Inspector refers the complaint to be dealt with under Part 8A Division 5 of the Act.

Note for this subclause:

See section 5.105(1) of the Act.

- (5) If the *Local Government (Model Code of Conduct) Regulations 2021* regulation 3A applies to a complaint, a person authorised under subclause (3) must refer the complaint to the Inspector under section 5.105(3) of the Act.
- (6) A complaint must also be dealt with under clauses 12 to 15 if the Inspector refers the complaint to the local government under the *Local Government (Local Government Inspector) Regulations 2025* regulation 6.

[Clause 11 amended: SL 2025/208 r. 43.]

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

Note for this subclause:

See also clause 14A in relation to the appointment of a monitor to assist the local government to deal with matters raised by a complaint.

- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
- (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

Local Government (Model Code of Conduct) Regulations 2021

Schedule 1 Model code of conduct

Division 3 Behaviour

cl. 12

- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

[Clause 12 amended: SL 2025/208 r. 44.]

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

14A. Appointment of monitor

- (1) The Inspector may appoint a monitor for the local government to assist the local government to deal with matters raised by a complaint.
- (2) If the Inspector appoints a monitor —
 - (a) the Inspector may direct the local government to defer further dealing with the complaint until the monitor reports to the Inspector on the outcome of the monitoring assignment; and
 - (b) the local government must comply with the direction.

[Clause 14A inserted: SL 2025/208 r. 45.]

14B. Performance of local government's functions under cl. 12 and 13

- (1) The local government's functions under clauses 12 and 13 must be performed by the council.
- (2) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a committee of the council comprising council members only to perform a function for and on behalf of the local government.
- (3) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a person who is none of the following to perform a function for and on behalf of the local government —
 - (a) a member of the council of any local government;
 - (b) a member of the governing body of any regional subsidiary;
 - (c) an employee of any local government or regional subsidiary;
 - (d) an employee of WALGA or the Local Government Professionals Australia (WA);
 - (e) a member of the governing body of, or an employee of, a body corporate the activities of which are, wholly or partly, advocating or otherwise acting for, or on behalf of, 1 or more of the following —
 - (i) local governments;
 - (ii) members of councils;
 - (iii) employees of local governments.
- (4) A resolution made under subclause (3) must include the following —
 - (a) a statement to the effect that the council is satisfied that the person being authorised is suitably qualified and experienced to perform the function;
 - (b) an explanation as to why the council is satisfied as referred to in paragraph (a);
 - (c) a statement to the effect that the council is satisfied that the person being authorised is impartial and has no close association with any member of the council or any employee of the local government.

- (5) Nothing in this clause prevents an employee of the local government from providing, in relation to the performance of a function, any advice or other assistance to the council, a committee authorised under subclause (2) or a person authorised under subclause (3).

[Clause 14B inserted: SL 2025/208 r. 45.]

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.
- (3) Clauses 14A and 14B do not apply in relation to a complaint made before 1 January 2026.

Note for this clause:

See also section 5.105(4) and (5) of the Act for restrictions on the activities of a person who makes a complaint or who is alleged to have breached a requirement set out in this Division.

[Clause 15 amended: SL 2025/208 r. 46.]

Division 4 — Rules of conduct

Notes for this Division:

1. Under section 8A.3(1) of the Act, a council member commits a conduct breach if the council member contravenes a rule of conduct. Section 8A.3(2) of the Act extends this to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A conduct breach is dealt with under Part 8A Division 5 of the Act.

[Notes inserted: SL 2025/208 r. 47.]

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

(1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

- (a) local government property; and
- (b) services provided, or paid for, by a local government.

(2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

(1) A council member must not make improper use of their office —

- (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
- (b) to cause detriment to the local government or any other person.

(2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

(1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.

(2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

(1) In this clause —

local government employee means a person —

- (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
- (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —
- closed meeting*** —
- (a) means a part of a council or committee meeting that is closed to members of the public under section 5.23(2), (3) or (4) of the Act; and
 - (b) includes a council or committee meeting held before 1 January 2026, or a part of a council or committee meeting

held before 1 January 2026, that was closed to members of the public under section 5.23(2) of the Act as in force before 1 January 2026;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
- (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

[Clause 21 amended: SL 2025/208 r. 48.]

22. Disclosure of interests

- (1) In this clause —
- interest** —
- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and

- (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
 - (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.



Notes

This is a compilation of the *Local Government (Model Code of Conduct) Regulations 2021* and includes amendments made by other written laws. For provisions that have come into operation see the compilation table.

Compilation table

Citation	Published	Commencement
<i>Local Government (Model Code of Conduct) Regulations 2021</i>	SL 2021/15 2 Feb 2021	Pt. 1: 2 Feb 2021 (see r. 2(a)); Regulations other than Pt. 1: 3 Feb 2021 (see r. 2(b) and SL 2021/13 cl. 2)
<i>Local Government Regulations Amendment (Local Government Amendment Act 2024) Regulations 2025 Pt. 6</i>	SL 2025/208 17 Dec 2025	1 Jan 2026 (see r. 2(c))

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Ordinary Council Meeting

26 May 2026

Item 10.6.1

Audit Committee Meeting Minutes

5 May 2026

Shire of Irwin Audit Committee Meeting

held

Tuesday 05 May 2026



MINUTES

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Cr Gillam welcomed attendees and declared the meeting open at 4.04pm.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Members

Cr A Gillam (<i>Chairperson</i>)	Shire of Irwin
Cr P Summers (<i>Deputy Chairperson</i>)	Shire of Irwin
Cr I Scott	Shire of Irwin

Staff

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

Apologies

Guests

Mr Raj Vignesh	Office Attorney General
Mr Michael Liprino	Pitcher Partners
Mr Caden Manfield	Pitcher Partners

3. CONFIRMATION OF MINUTES

3.1. Minutes of the Audit Committee Meeting held 13 January 2026

A copy of the minutes of the Audit Committee Meeting held on 13 January 2026 has been provided to all Committee Members under separate cover.

COMMITTEE MOTION AND DECISION:

MOVED: Cr Summers

SECONDED: Cr Scott

That the Minutes of the Audit Committee Meeting, held 13 January 2026, be confirmed as a true and accurate recording of that meeting.

Voting Details:

Carried: 3/0

For: Cr Gillam, Cr Scott, Cr Summers

Against: Nil

4. GENERAL BUSINESS

4.1 Office of the Auditor General

Mr Raj Vignesh from the Office of the Auditor General spoke to the Committee and congratulated the Shire of Irwin for once again being recognised for best practice in financial reporting and appearing among the top 20 regional Local government for high-quality, timely reporting and strong financial management.

Mr Vignesh then handed over to Mr Michael Liprino of Pitcher Partners to present the Audit Plan for the 2026 Financial Audit.

4.2 Shire of Irwin Audit Plan

Areas of Audit Focus

Mr Liprino highlighted that the audit will focus on (but will not be limited to), the following criteria:

- **Existence and valuation of property, plant and equipment, and infrastructure**
As part of the audit procedures, Pitcher Partners will review and assess the Shire of Irwin's Land, Buildings and Infrastructure ("LBI") asset balances, which represent some of the most significant assets reported in the Statement of Financial Position. This will include documenting and testing the key controls the Shire has in place over the recording, valuation and management of these assets. Pitcher Partners will also evaluate the accounting policies and methodologies used to determine the fair value of LBI assets, ensuring that valuations are undertaken at least every five years in accordance with the Shire's policy and comply with the requirements of Australian Accounting Standards. In addition, Pitcher Partners will confirm that other plant and equipment assets are appropriately recorded at cost in line with applicable accounting standards.
- **Valuation, completeness and classification of employee benefits provision**
Provisions for annual leave ("AL") and long service leave ("LSL") involve a degree of management estimation, including assumptions regarding the likelihood of employees remaining with the organisation, as well as the application of inflation and discount rates, which require judgement and estimation. As part of Pitcher Partners' audit procedures, Pitcher Partners will document and test the key controls surrounding the employee benefits provision process to assess whether the provisions have been calculated appropriately and in accordance with Australian Accounting Standards.
- **Occurrence, accuracy, completeness and cut-off of expenditure**
The Shire of Irwin incurs expenditure across a range of operational areas, with expenditure representing a significant component of the Shire's overall activities. As a result, the occurrence and completeness of expenditure are key areas of audit focus to ensure that funds are applied appropriately and recorded accurately. As part of Pitcher Partners' audit procedures, Pitcher Partners will document and test the key controls relating to the initiation, approval and processing of expenditure transactions, as well as the identification and recording of accruals, to assess whether expenditure has been appropriately recognised in accordance with Australian Accounting Standards.
- **Valuation of provision for rehabilitation**
The Shire of Irwin is licensed by the Department of Water and Environmental Regulation ("DWER") to operate the Dongara Transfer Station, a waste management facility, until 17 December 2028. As part of Pitcher Partners' audit procedures, Pitcher Partners will obtain an understanding of the control environment relating to the monitoring and management of the licence status and DWER classification for the Transfer Station to assess whether the Shire is complying with relevant regulatory requirements and appropriately managing associated obligations.

- **IT general controls**

Understanding the risks identified in accordance with ASA 315 relating to the IT systems and processes employed by the Shire of Irwin, and assessing how those risks have been addressed, will form a key element of the audit process. As part of Pitcher Partners' audit procedures, Pitcher Partners will assess the effectiveness of logical access controls and program change controls using Pitcher Partners' IT audit work programs to determine whether appropriate controls are in place to support the integrity, security and reliability of the Shire's information systems.

- **Quality of financial reporting**

Quality and timeliness of financial reporting are critical to sound financial management, public accountability and effective decision-making. The absence of an effective project plan for year-end financial reporting can result in delays, errors, reduced report quality and increased costs. In addition, compliance with the Local Government (Financial Management) Regulations ("LGR") is an important aspect of the Shire's financial reporting obligations. As part of Pitcher Partners' audit procedures, Pitcher Partners will review and verify the additional disclosures and information required under the LGR to assess whether the financial report has been prepared in compliance with the applicable legislative and regulatory requirements.

- **Control weaknesses (if any)**

As part of Pitcher Partners' audit procedures, Pitcher Partners will obtain an understanding of the Shire of Irwin's control environment and governance processes and will assess the effectiveness of key internal controls relevant to the audit. Throughout the audit process, Pitcher Partners will identify and report any control weaknesses or matters for improvement noted during the course of the audit to assist the Shire in strengthening its internal control framework and financial management practices.

- **Implementation of new ERP**

We understand that the Shire of Irwin endorsed the implementation of a new Enterprise Resource Planning ("ERP") system, as recorded in the minutes of the Ordinary Council Meeting held on 9 December 2024. The implementation of a new ERP system, together with the review of opening balances, represents a key audit focus due to the potential impact on financial reporting processes, data integrity and internal controls. As part of Pitcher Partners' audit procedures, Pitcher Partners will undertake procedures to obtain an understanding of and evaluate the newly implemented ERP system. More specifically, Pitcher Partners will confirm that the opening balances imported into the new ERP system are consistent with the closing balances as at 30 June 2025 and will document the control environment associated with the new ERP to assess whether appropriate controls and processes have been established to support accurate and reliable financial reporting.

COMMITTEE MOTION AND DECISION:**MOVED: Cr Scott****SECONDED: Cr Summers****That the Shire of Irwin Audit Committee endorses the 2025/26 Audit Plan as presented by Pitcher Partners.****Voting Details:****Carried: 3/0****For: Cr Gillam, Cr Scott, Cr Summers****Against: Nil**

5. URGENT BUSINESS APPROVED BY CHAIR OR BY COMMITTEE DECISION

Nil

6. SETTING OF FUTURE MEETING DATES

The next meeting date will be scheduled for Tuesday 1 December 2026.

7. CLOSURE

There being no further business, the Meeting was closed at 4.44pm.

Uncofirmed