



SHIRE OF IRWIN
DONGARA-PORT DENISON


A BRILLIANT BLEND

MINUTES

ORDINARY COUNCIL MEETING
Tuesday 24 March 2026



I certify that this copy of the Minutes is a true and correct record of the meeting held on
Tuesday 24 March 2026

Signed:  it
Shire President

Date: 28 April 2026
Date:

Disclaimer

The Shire of Irwin:

- advises that the purpose of an Ordinary Council Meeting is to discuss and, where possible, make resolutions about items appearing in the agenda. No person should rely or act on the basis of any decision, advice or information provided by an Elected Member or Officer, or on the content of any discussion occurring during the course of the meeting. No person should rely on the decisions made by Council until formal written advice 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

24 March 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	(Arrived at 5.10pm Via Zoom)	Deputy Shire President
Councillor P Summers		
Councillor J Melsom		
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 S Mearns	Executive Assistant

Guests

Nil

Apologies

Ms F Boksmati	Manager Community Services
Mr M Antony	Community Emergency Services Manager

Approved Leave of Absence

Nil

Gallery

Mr John Rossiter	181 Point Leander Drive, Port Denison
Mr Bruce Baskerville	“Indiaview”, Port Denison (also representing IDHS)

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Question 1: Mr Bruce Baskerville – ‘Indiaview’, Port Denison

Does the Council have, or is it developing, a position on the possible introduction of compulsory voting in local government elections??

Response: The Shire President advised that the current report before Council relates only to election frequency and does not address compulsory voting. Accordingly, the Shire is not providing comment on compulsory voting at this time.

Subject to Council’s decision later in the agenda, the Shire will provide feedback to WALGA on its preferred local government electoral model, including support for the current system of staggered elections.

Question 2: 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: This question was taken on notice.

Question 3: 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: This question was taken on notice.

Question 4: 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: This question was taken on notice.

Question 5: 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: This question was taken on notice.

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 February 2026

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

COUNCIL DECISION	010326
MOVED: Cr Hansen	SECONDED: Cr Summers
That Council by Simple Majority confirms the Minutes of the Ordinary Council Meeting held 24 February 2026.	
VOTING DETAILS:	CARRIED: 6/0
For: Cr Scott, Cr Hansen, Cr Berecz, Cr Musulin, Cr Melsom, Cr Summers	
Against: Nil	

8.2 Agenda Forum Notes – 17 March 2026

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

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

COUNCIL DECISION	020326
MOVED: Cr Musulin	SECONDED: Cr Melsom
That Council by Simple Majority confirms the Notes of the Agenda Forum held 17 March 2026.	
VOTING DETAILS:	CARRIED: 6/0
For: Cr Scott, Cr Hansen, Cr Berecz, Cr Musulin, Cr Melsom, Cr Summers	
Against: Nil	

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

25 February 2026	CEO attending LEMC Meeting
3 March 2026	CEO attended MEPAU Quarterly Update
5 March 2026	CEO and Deputy Shire President attended MWRRG (Midwest Regional Road Group) Meeting
16 March 2026	CEO attended MWRRG – Coastal Sub Group Meeting via teleconference
20 March 2026	CEO attended CEO Connections Forum with Tony Brown – LG Inspector
24 March 2026	The Shire President provided comment to the <i>Midwest Times</i> regarding fuel shortages, including the potential impacts on Shire operations, as well as the anticipated arrival of Cyclone Narelle and its expected effects on the community.

- 24 March 2026 CEO and the Shire President met with Lotterywest and discussed funding opportunities
- 24 March 2026 CEO and Shire President attended LEMC Meeting regarding Cycle Narelle

10. REPORTS OF OFFICERS AND COMMITTEES

10.1 Finance Reports

FIN 01-03/26 Accounts for Payment – February 2026	
Author:	K Pu, Casual Finance Officer
Responsible Officer:	P Machaka, Manager Finance
File Reference:	2.0057
Council Role:	Executive
Voting Requirements:	Simple Majority

Report Purpose:

For Council to receive the list of accounts paid under delegated authority during February 2026.

COUNCIL DECISION		030326																						
MOVED: Cr Summers	SECONDED: Cr Berecz																							
<p>That Council, by Simple Majority, receives the Accounts paid during February 2026 as contained in FIN01-03/26 Attachment 1 of the Attachment Booklet – March 2026 represented by:</p>																								
<table border="1"> <thead> <tr> <th>Payment Type/Numbers</th> <th>Total Amount</th> </tr> </thead> <tbody> <tr> <td>EFT 00000002 - 00000003</td> <td>\$483,358.02</td> </tr> <tr> <td>Muni Cheques – 32262 – 32263</td> <td>\$77,134.26</td> </tr> <tr> <td>Direct Debit – Telstra</td> <td>\$4,195.81</td> </tr> <tr> <td>Direct Debit – WA Treasury Corporation</td> <td>\$148,373.81</td> </tr> <tr> <td>Direct Debit – Credit Card</td> <td>\$16,987.25</td> </tr> <tr> <td>Direct Debit – N-Able Pty Ltd</td> <td>\$2,429.38</td> </tr> <tr> <td>Direct Debit – Australian Phone Company</td> <td>\$225.23</td> </tr> <tr> <td>Direct Debit – Telair Pty Ltd</td> <td>\$2,560.90</td> </tr> <tr> <td>Direct Debit – Superannuation</td> <td>\$30,141.44</td> </tr> <tr> <td style="text-align: right;">Grand Total</td> <td>\$765,406.10</td> </tr> </tbody> </table>			Payment Type/Numbers	Total Amount	EFT 00000002 - 00000003	\$483,358.02	Muni Cheques – 32262 – 32263	\$77,134.26	Direct Debit – Telstra	\$4,195.81	Direct Debit – WA Treasury Corporation	\$148,373.81	Direct Debit – Credit Card	\$16,987.25	Direct Debit – N-Able Pty Ltd	\$2,429.38	Direct Debit – Australian Phone Company	\$225.23	Direct Debit – Telair Pty Ltd	\$2,560.90	Direct Debit – Superannuation	\$30,141.44	Grand Total	\$765,406.10
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VOTING DETAILS:	CARRIED: 6/0																							
For:	Cr Scott, Cr Hansen, Cr Berecz, Cr Musulin, Cr Melsom, Cr Summers																							
Against:	Nil																							

Background:

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

Officer's Comment:

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

Consultation:

Nil

Statutory Environment:

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

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

Policy Implications:

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

Financial/Resource Implications:

Nil

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles

Strategy 4.3.2 Adopt and follow better practice processes

Attachments:

Attachment Booklet – March 2026

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

Cr Gillam entered the Meeting via Zoom at 5.10pm.

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

Report Purpose:

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

COUNCIL DECISION	040326
MOVED: Cr Melsom	SECONDED: Cr Summers
That Council, by Simple Majority, receives the Monthly Financial Statements for the period 1 July 2025 to 31 January 2026 as contained in FIN 02-03/26 Attachment 1 of the Attachment Booklet – March 2026.	
VOTING DETAILS:	CARRIED: 7/0
For:	Cr Scott, Cr Gillam, Cr Hansen, Cr Berecz, Cr Musulin, Cr Melsom, Cr Summers
Against:	Nil

Background:

The Monthly Financial Statements to 31 January 2026 are prepared in accordance with the requirements of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* and includes the following statutory reports:

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

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

Officer's Comment:

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

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

Consultation:

Nil

Statutory Environment:

Local Government Act 1995

- Section 6.4 Financial report

Local Government (Financial Management) Regulations

- Section 34 Financial activity statement report provides as follows:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail -
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - (b) budget estimates to the end of the month to which the statement relates;
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing -
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) an explanation of each of the material variances referred to in sub-regulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity must be shown according to the nature classification.
- (4) A statement of financial activity, and the accompanying documents referred to in sub-regulation (2), are to be -
 - (a) presented to the council - at an ordinary meeting of the council within 2 months after the end of month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.

Policy Implications:

Nil

Financial/Resource Implications:

Any issues in relation to expenditure and revenue allocations or variance trends are identified and addressed each month or at budget review.

Strategic Implications:

Our Brilliant Future - Strategic Community Plan 2021 – 2031

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles

Strategy 4.3.2 Adopt and follow better practice processes

Attachments:

Attachment Booklet – March 2026

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

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

Report Purpose:

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

COUNCIL DECISION	050326
MOVED: Cr Hansen	SECONDED: Cr Berecz
<p>That Council, by Simple Majority, notes the verbal report provided by Pitcher Partners, on behalf of the Office of the Auditor General, at the Annual Electors Meeting held at 4pm on 24 March 2026, regarding the Shire of Irwin Annual Financial Statements for the year ending 30 June 2025.</p>	
VOTING DETAILS:	CARRIED: 7/0
For:	Cr Scott, Cr Gillam, Cr Hansen, Cr Berecz, Cr Musulin, Cr Melsom, Cr Summers
Against:	Nil

Background:

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

Officer's Comment:

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

Consultation:

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

Statutory Environment:

Local Government Act 1995

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

Policy Implications:

Nil

Financial/Resource Implications:

Nil

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles

Attachments:

Nil

10.2 Development Reports

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

Report Purpose:

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

COUNCIL DECISION		060326
MOVED: Cr Melsom	SECONDED: Cr Musulin	
That Council by Simple Majority, receives the February 2026 Development Delegated and Authorised Authority Report, as contained in DEV 01-03/26 Attachment 1.		
VOTING DETAILS:	CARRIED: 7/0	
For:	Cr Scott, Cr Gillam, Cr Hansen, Cr Berecz, Cr Musulin, Cr Melsom, Cr Summers	
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 February 2026, with 16 building permits/certificates, 5 single house applications and 2 applications for development approval having been issued.

Consultation:

Nil.

Statutory Environment:

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- *Planning and Development (Local Planning Schemes) Regulations 2015*

Policy Implications:

Nil.

Financial/Resource Implications:

Nil.

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles

Strategy 4.3.2 Adopt and follow better practice processes

Attachments:

Attachment Booklet – March 2026

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

10.3 Operations Reports

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

Report Purpose:

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

COUNCIL DECISION	070326
MOVED: Cr Summers	SECONDED: Cr Musulin
That Council by absolute majority resolves to:	
<ol style="list-style-type: none"> 1. Amend the Village Housing Policy to formally exclude Units 1–4 at 225 Ocean Drive, Port Denison from the Department of Communities Joint Venture eligibility, allocation and rent-setting requirements. 2. Adopt a revised designated purpose for Units 1–4 consistent with the amended Management Order, being “Aged Persons, Staff and Community Housing”. 3. Endorse the development of revised tenancy eligibility and allocation criteria for Units 1–4, to be implemented by the Chief Executive Officer. 4. Approve Council-managed rental arrangements for Units 1–4, with rental pricing determined based on local market conditions or cost recovery principles. 5. Authorise the Chief Executive Officer to implement these resolutions, including updating relevant policies, procedures and tenancy documentation. 	
VOTING DETAILS:	CARRIED: 7/0
For:	Cr Scott, Cr Gillam, Cr Hansen, Cr Berecz, Cr Musulin, Cr Melsom, Cr Summers
Against:	Nil

Background:

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

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

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

Officer's Comment:

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

- One unit retained for staff housing:
 - Supports workforce attraction and retention.
 - Provides flexibility to address critical staffing shortages.
 - Consistent with the intent of the Management Order.
 - Requires development of a clear leasing policy and rental pricing framework.
- Remaining units to be offered for rent on the open market (50+ occupancy)
 - Aligns with the Village's established demographic and character.
 - Provides an opportunity to generate additional revenue for the Shire.
 - Reduces ongoing asset management and maintenance obligations.
 - Requires establishment of eligibility criteria to ensure compliance with age restrictions.

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

An additional supporting document, Council Policy CP28: Two Henry Road Housing Allocation, has been included to provide contextual reference to existing Council housing allocation practices. This document assists in informing Council's consideration of the proposed tenancy and allocation framework for Units 1–4 at 225 Ocean Drive.

Consultation:

Discussions have been held with Midwest Gascoyne Land Management.

Statutory Environment:

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

Policy Implications:

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

Financial/Resource Implications:

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

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

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

Attachments:

Attachment Booklet – March 2026

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

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

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

OPS 01-03/26 Attachment 4: Council Policy CP28: Two Henry Road Housing Allocation

10.4 Community Services Reports

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

Report Purpose:

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

COUNCIL DECISION	080326
MOVED: Cr Musulin	SECONDED: Cr Summers
<p>That Council, by Absolute Majority, in accordance with section 6.16 of the Local Government Act 1995, approve the following amendments to the 2025/26 Fees and Charges:</p> <ol style="list-style-type: none"> 1. The addition of the following Senior Concession Gym Membership options: <ol style="list-style-type: none"> a) 5 Visit Pass \$48.00 b) 10 Visit Pass \$87.00 c) 20 Visit Pass \$154.00 d) Casual Visit \$13.50 e) Direct Debit \$23.25 per fortnight 2. The addition of Pickleball participation fees: <ol style="list-style-type: none"> a) Pickleball Morning (AM) session \$7.00 per player b) Pickleball Evening (PM) session \$8.00 per player 3. The addition of a gym facility usage fee for approved personal training services delivered by a third-party provider operating from within the Irwin Recreation Centre gym. The fee will be calculated as a percentage of the gross session revenue for all personal training sessions conducted at the Irwin Recreation Centre gym. <ol style="list-style-type: none"> a) Charge basis of approximately 10% of gross personal training session revenue 4. Authorises the Chief Executive Officer to advertise the amendment to the Schedule of Fees and Charges for the 2025/26 financial year in accordance with Section 6.19 of the Local Government Act 1995. 	
VOTING DETAILS:	CARRIED: 7/0
For:	Cr Scott, Cr Gillam, Cr Hansen, Cr Berecz, Cr Musulin, Cr Melsom, Cr Summers
Against:	Nil

Background:

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

- (1) *A local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed and*

- (2) *Fees and charges are to be imposed when adopting the annual budget but may be —*
- (a) *imposed during a financial year; and*
 - (b) *amended from time to time during a financial year.*

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

Senior Concession Gym Membership Fees

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

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

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

Pickleball Participation Fees

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

Gym Facility Usage Agreement

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

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

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

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

Officer's Comment:

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

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

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

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

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

Consultation:

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

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

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

Statutory Environment:

Local Government Act 1995

Part 6, Division 5 – Financing local government activities

6.16. Imposition of fees and charges

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

- (e) *supplying goods;*
 - (f) *such other service as may be prescribed.*
- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*
- (a) *imposed* during a financial year; and*
 - (b) *amended* from time to time during a financial year.*
- * Absolute majority required.*

6.19. Local government to give notice of fees and charges

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

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

Policy Implications:

Nil

Financial/Resource Implications:

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

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

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

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

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

Strategy 4.3.2 Adopt and follow better practice processes.

Attachments:

Nil

10.5 Office of the CEO Reports

CEO 01-03/26 CEO Performance Report – Quarter 2 (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 2 of the 2025/26 financial year in accordance with the adopted CEO Performance Criteria.

COUNCIL DECISION		090326
MOVED: Cr Summers	SECONDED: Cr Melsom	
That Council, by Simple Majority, receives the Chief Executive Officer Performance Report for Quarter 2 (October – December 2025).		
VOTING DETAILS:	CARRIED: 7/0	
For:	Cr Scott, Cr Gillam, Cr Hansen, Cr Berecz, Cr Musulin, Cr Melsom, Cr Summers	
Against:	Nil	

Background

The CEO Performance Criteria were adopted by Council in late September 2025. Quarter 2 of the 2025/26 financial year (October – December 2025) represents the first practical reporting period following the adoption of the criteria. Due to the Council meeting schedule, including no Ordinary Council Meeting held in January 2026, the first formal report is presented to Council in February/March 2026. The report provides a high-level update on organisational performance, governance matters and progress against key priorities identified within the adopted CEO performance framework.

Officer's Comment

Executive Overview

During the reporting period the organisation continued to operate in a stable manner, with a number of significant achievements including:

- Implementation of the new Enterprise Resource Planning (ERP) finance module, with the system going live on 5 January 2026 following extensive preparation during Quarter 2.
- Successful grant funding outcomes including:
 - Lotterywest funding of approximately \$1.5 million for foreshore improvements.
 - Funding of approximately \$230,000 for the Drive-In projector project
- Continued progress across the Shire's capital works program.
- Stable organisational operations following the October 2025 Local Government elections.

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 new ERP financial system.

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

Between 1 July and 31 December 2025, a total of 31 reports were prepared and presented to Council covering financial, operational, development and governance matters. These reports supported Council's role in decision-making and oversight of the organisation's activities. During the reporting period Council also adopted a number of governance documents including:

- Temporary Employment or Appointment of CEO Policy
- Equal Employment Opportunity Management Plan

No material corrections or revisions to Council reports were required during the period.

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

Stakeholder Engagement

Ongoing engagement with regional stakeholders continues to support regional economic development and advocacy initiatives. This includes regular meetings with the Mid West Development Commission and other regional organisations. The Shire also continues to engage with State Government agencies in relation to funding opportunities and infrastructure development.

Governance and Compliance

The Shire continues to maintain strong governance and compliance practices. The Shire received an unqualified audit opinion for the 2024/25 financial statements, as reported to Council at the Special Council Meeting held on 27 January 2026. The next Compliance Audit Return will be submitted later in the financial year in accordance with statutory requirements.

Successful grant outcomes during the reporting period included:

- Lotterywest funding for foreshore improvements (\$1.5M)
- Drive-In projector funding (\$230,000)

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. Workforce planning and organisational development initiatives are being considered as part of ongoing organisational planning. Preliminary work relating to a workforce plan and organisational culture review is expected to commence following confirmation of budget priorities.

Annual Priority Projects

Capital Works Program

Progress continues across a number of capital works projects:

- Milo Crossing
 - Design work is approximately 85% complete and progressing in accordance with project timelines.

- Heritage and environmental clearing approvals have the potential to delay construction works, however at this stage these issues are not expected to impact overall project delivery.
- Foreshore Works
 - Design work is approximately 30% complete and progressing in line with current planning.
- Boat Ramp – Stage 1
 - Construction is expected to commence following the Easter period.
 - The project is currently considered on track.
- CCTV Program
 - Equipment has been procured and installation works are currently being coordinated with specialist contractors.
- Old Shire Hall
 - Construction works have been completed.

ERP Implementation

The Shire's ERP finance module went live on 5 January 2026. The system implementation required significant preparatory work during Quarter 2. Some data migration challenges associated with the legacy Synergy system required additional technical work during implementation, however these matters are being progressively resolved. ERP implementation continues to deliver improvements in financial reporting capability and organisational systems.

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.

Funding and Advocacy Initiatives

The Shire continues to pursue a number of funding opportunities with State Government and regional agencies. This includes ongoing engagement regarding the Workers Accommodation Rating initiative. Delays associated with this matter may impact projected revenue in the current financial year and will be monitored as part of the upcoming 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 and budget review procedures.

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.

CEO 02-03/26 Sector Consultation – Electoral Reform Discussion Paper	
Author:	S Mearns, Executive Assistant
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	3.0021
Council Role:	Executive
Voting Requirements:	Simple Majority

Report Purpose:

For Council to consider the WALGA Sector Consultation – Electoral Reform Discussion Paper and determine the Shire of Irwin’s position regarding proposed Local Government electoral reforms.

COUNCIL DECISION	100326
MOVED: Cr Summers	SECONDED: Cr Melsom
That Council, by Simple Majority:	
<ol style="list-style-type: none"> 1. Supports the continuation of the current Local Government election model in Western Australia, whereby Councillors serve four-year terms with half of Council positions elected every two years; 2. Does not support the introduction of full spill elections every four years; and 3. Authorises the Chief Executive Officer to submit the Shire of Irwin’s position to WALGA as part of the sector consultation process. 	
VOTING DETAILS:	CARRIED: 7/0
For:	Cr Scott, Cr Gillam, Cr Hansen, Cr Berecz, Cr Musulin, Cr Melsom, Cr Summers
Against:	Nil

Background

The Western Australian Local Government Association (WALGA) is undertaking sector consultation to inform a sector-wide response to anticipated State Government proposals for Local Government electoral reform.

The consultation specifically seeks feedback on two potential reforms:

- the introduction of full spill Local Government elections every four years; and
- the introduction of compulsory voting at Local Government elections.

Local Governments have been requested to provide Council-endorsed responses to WALGA by 4:00pm Friday 27 March 2026 to inform WALGA’s advocacy to the State Government.

The accompanying WALGA Discussion Paper notes that Western Australia currently conducts biennial elections with half of Council positions elected every two years for four-year terms, while most other Australian jurisdictions conduct full spill elections every four years.

Officer’s Comment

The Shire of Irwin currently operates under the Western Australian Local Government electoral model whereby Councillors are elected for four-year terms with approximately half of Council positions contested every two years.

This model provides continuity, experience and stability within Council. For the Shire of Irwin, which has seven elected members, the staggered election cycle ensures that experienced Councillors remain in office following each election. Typically:

- Three or four Councillors are elected at each election, and
- Three or four Councillors remain in office, providing continuity of knowledge and governance.

This staggered system supports:

- knowledge transfer between experienced and newly elected Councillors
- continuity of strategic planning and long-term projects
- stable governance for the organisation and the community.

The proposed shift to full spill elections every four years would create the potential for the entire Council to change at one time. For small regional local governments such as the Shire of Irwin, this presents a significant risk to organisational stability and long-term strategic direction.

A full spill election may result in a Council being elected based on a single issue or short-term political agenda, rather than on the broader strategic interests of the Shire. In such circumstances, the loss of experienced Councillors simultaneously could significantly impact the continuity of governance, policy oversight and strategic direction.

While it has been suggested that a four-year election cycle may reduce the frequency of elections and therefore reduce costs, the WALGA Discussion Paper notes that the cost impacts remain uncertain and require modelling by the Western Australian Electoral Commission.

From the Shire of Irwin's perspective, the financial benefit of reducing election frequency is considered minor when compared with the potential risk to governance continuity and strategic stability.

Maintaining the current staggered election cycle ensures that Council retains corporate knowledge and governance experience at all times, which is particularly important for smaller regional local governments with limited elected member numbers.

For these reasons, it is recommended that the Shire of Irwin does not support the introduction of full spill elections every four years and instead supports the continuation of the existing Western Australian election model.

Consultation

WALGA – Electoral Reform Sector Consultation

Statutory Environment

Local Government Act 1995 (WA)

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

CEO 02-03/26 Attachment 1 – WALGA Infopage: Sector Consultation – Electoral Reform Discussion Paper

CEO 02-03/26 Attachment 2 – WALGA Electoral Reform Discussion Paper (February 2026)

10.6 Committee Reports

Nil

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

13. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil

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

Nil

15. CLOSURE

There being no further business, the Presiding Member closed the meeting at 5.21pm.