



SHIRE OF IRWIN
DONGARA-PORT DENISON

A BRILLIANT BLEND

AGENDA FORUM PAPERS

Tuesday 16 June 2026 – 5.00pm



NOTICE OF MEETING

Notice is hereby given that the next Agenda Forum of the Shire of Irwin will be held in the Council Chambers, 11-13 Waldeck Street, Dongara at 5.00pm on Tuesday 16 June 2026.

Shane Ivers
CHIEF EXECUTIVE OFFICER
12 June 2026



AGENDA & BUSINESS PAPERS

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

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

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

Agenda Forum Information

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

Disclaimer

The Shire of Irwin:

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

Nature of Council's Role in Decision Making

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

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

Notes for Members of the Public

Meeting Formalities

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

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

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

Audio Recordings

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

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AGENDA (Draft)

of the

ORDINARY COUNCIL MEETING

to be held

Tuesday, 23 June 2026

Commencing at 5.00pm

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

Members

Councillor I Scott

Councillor A J Gillam

Councillor P Summers

Councillor J Melsom

Councillor S Hansen

Councillor L Berecz

Councillor L Musulin

Shire President

Deputy Shire President

Staff

Mr S D Ivers

Mr M Connell

Mr M Jones

Miss P Machaka

Mr M Antony

Ms F Boksmati

Ms S Mearns

Chief Executive Officer

Manager Development

Manager Operations

Manager Finance

Community Emergency Services Manager

Manager Community Services

Executive Assistant

Guests

Apologies

Approved Leave of Absence

Gallery

3. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
4. **PUBLIC QUESTION TIME**
5. **DECLARATIONS OF INTEREST**
6. **APPLICATIONS FOR LEAVE OF ABSENCE**
7. **PETITIONS AND DEPUTATIONS**
8. **CONFIRMATION OF MINUTES AND TABLING OF AGENDA FORUM NOTES**

8.1 Minutes of the Ordinary Council Meeting held 26 May 2026

The Minutes of the Ordinary Council Meeting held 26 May 2026 are included in the *Attachment Booklet – June 2026*.

RECOMMENDED:

That Council by Simple Majority confirms the Minutes of the Ordinary Council Meeting held 26 May 2026.

8.2 Agenda Forum Notes – 16 June 2026

At the Agenda Forum held 16 June 2026, Shire Officers presented background information and answered questions on items to be considered at the June 2026 Ordinary Council Meeting.

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

RECOMMENDED:

That Council by Simple Majority receives the Notes of the Agenda Forum held 16 June 2026.
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9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

10. REPORTS OF OFFICERS AND COMMITTEES

10.1 Finance Reports

FIN 01-06/26 Accounts for Payment - May 2026	
Author:	S Clarkson, Senior 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 May 2026.

Officer Recommendation:

RECOMMENDED:	
That Council, by Simple Majority, receives the Accounts paid during May 2026 as contained in FIN01-06/26 Attachment 1 of the Attachment Booklet – June 2026 represented by:	
Payment Type/Numbers	Total Amount
EFT 000000014/1 – 00000015/11	\$646,001.22
Muni Cheques – 32266 – 32266	\$6,927.20
Direct Debit – Telstra	\$200.00
Direct Debit – WA Treasury Corporation	\$65,350.56
Direct Debit – Credit Card	\$13,881.20
Direct Debit – N-Able Pty Ltd	\$2,645.02
Direct Debit – Australian Phone Company	\$225.23
Direct Debit – Telair Pty Ltd	\$2,776.76
Direct Debit – Superannuation	\$117,956.29
Grand Total	\$855,963.48

Background:

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

Officer's Comment:

Changes to the format of the list of payments has been made to be aligned with regulation 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 – June 2026

FIN 01-06/26 Attachment 1: Accounts for Payment – May 2026

FIN 02-06/26 Monthly Financial Statements - April 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 receive the Monthly Financial Statements for the period 1 July 2025 to 30 April 2026

Officer Recommendation:

RECOMMENDED:
That Council, by Simple Majority, receives the Monthly Financial Statements for the period 1 July 2025 to 30 April 2026 as contained in FIN 02-06/26 Attachment 1 of the Attachment Booklet – June 2026.

Background:

The Monthly Financial Statements to 30 April 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 April 2026 is detailed in the attached report and summarised as per below:

30/04/2026	YTD Budget	YTD Actual
Operating Revenue	10,779,270	10,887,957
Operating Expenditure	(12,236,636)	(11,209,409)
Net Operating	(1,457,366)	(321,452)
Non-Operating Revenue	838,000	863,994
Non-Operating Expenditure	(2,664,213)	(2,224,175)
Net Non-Operating	(1,826,213)	(1,360,181)
Cash at Bank		1,009,757
Cash at Bank Restricted		373,935
Reserve Bank		1,064,062
Total Cash Funds		2,447,754
Current Ratio		1.2

Consultation:

Nil

Statutory Environment:

Local Government Act 1995

- *Section 6.4 Financial report*

Local Government (Financial Management) Regulations

- *Regulation 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 the 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 – June 2026

FIN02-06/26 Attachment 1: Financial Statements for the Period Ended 30 April 2026.

10.2 Development Reports

DEV 01-06/26 May 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 May 2026 Development Delegated and Authorised Authority Report.

Officer Recommendation:

RECOMMENDED:
<p>That Council by Simple Majority, receives the May 2026 Development Delegated and Authorised Authority Report, as contained in DEV 01-06/26 Attachment 1 of the Attachment Booklet – June 2026.</p>

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 May 2026, with 16 building permits/certificates, 4 single house applications and 1 subdivision clearance 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 – June 2026

DEV 01-06/26 Attachment 1: May 2026 Development Delegated and Authorised Authority Report

DEV 02-06/26 Final adoption of 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 Majority

Report Purpose:

For Council to adopt the Shire of Irwin Local Public Health Plan 2026 – 2031.

Officer Recommendation:

RECOMMENDED:
<p>That Council by Simple Majority:</p> <ol style="list-style-type: none"> Notes the submission received and endorses the officer response as contained in DEV 02-06/26 Attachment 2; and Adopt the ‘Shire of Irwin Local Public Health Plan 2026 – 2031’ as contained in DEV 02-06/26 Attachment 1 without modification.

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.

Council at its meeting held on 28 April 2026 resolved to advertise the draft Shire of Irwin Local Public Health Plan 2026 – 2031 for a period of 21 days. The advertising period has concluded with 1 submission received.

The advertised version of the Plan is contained in DEV 02-06/26 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 Plan includes a total of 22 specific actions with clear linkages to the objectives of the Strategic Community Plan.

Consultation:

There is no specific consultation process that must be followed when developing a public health plan, or a 'one size fits-all' template. The draft plan was advertised for a period of 21 days and involved the following:

- A public notice was published in the Dongara Denison Local Rag;
- A copy of the draft plan was available for public inspection at the Shire office;
- The draft plan was published on the Shire's website along with an alert on the Shire's Facebook page; and
- The draft plan was referred to the following government / service agencies and stakeholders:
 - Department of Health
 - Five Guns Family Medical Practice
 - Dongara Community Resource Centre Inc.
 - WA Country Health Service – Midwest

In response to the advertising 1 submission was received.

A 'Schedule of Submissions' is contained in DEV 02-06/26 Attachment 2, which summarises the issues raised and includes a recommendation for the submission.

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. Any future action in the Public Health Plan that requires new expenditure will be considered through the annual budget or budget review process

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 – June 2026

DEV 02-06/26 Attachment 1: Shire of Irwin Local Public Health Plan 2026 – 2031

DEV 02-06/26 Attachment 2: Schedule of Submissions

DEV 03-06/26 Proposed Road Name, Dongara	
Author:	M Connell, Manager Development
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	WAPC202782 / A5633
Council Role:	Executive
Voting Requirements:	Simple Majority

Report Purpose:

For Council to approve the road name ‘Seaberry Pass’ and alternative road names of ‘Rhagodia’ and ‘Quindalup’ to be applied to the new road that will be created as part of the subdivision of Lot 9000 Brennand Road / Hidden Valley Close, Dongara.

Officer Recommendation:

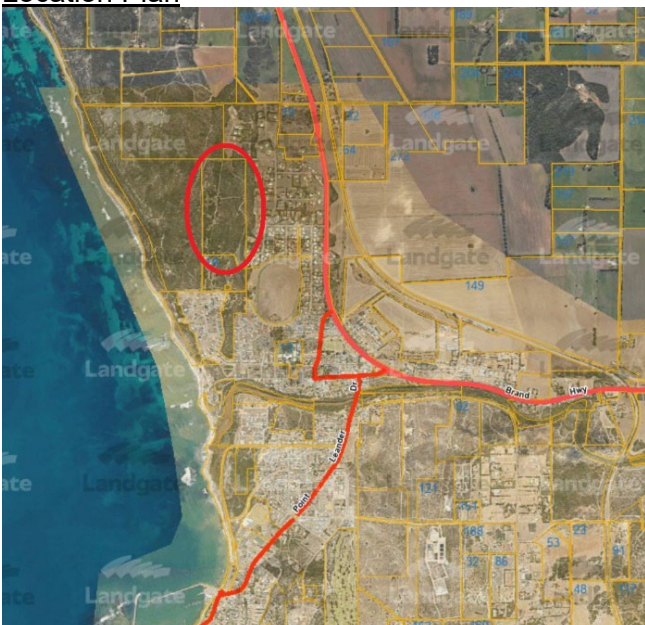
RECOMMENDED:
<p>That Council by Simple Majority:</p> <ol style="list-style-type: none"> 1. Approve the road name of ‘Seaberry Pass’ as shown on the proposed road naming plan contained in DEV 03-06/26 Attachment 2; and 2. Approve the use of the alternate road names of either ‘Rhagodia’ or ‘Quindalup’ should the above road name not be approved by the Minister for Lands.

Background:

A request has been received from the developer of Lot 9000 Brennand Road, Dongara seeking approval of a road name.

On 12 January 2026 the Minister for Planning approved the Shire of Irwin Local Planning Scheme Amendment No. 22 which rezoned the land to ‘Rural Residential’. Subsequently, on 20 April 2026 the WA Planning Commission granted subdivisional approval for 38 rural residential lots. A copy of the approved subdivision plan is contained in DEV 03-06/26 Attachment 1.

Location Plan



Officer's Comment:

The developer has sought input from the Irwin Districts Historical Society and the following road names (and alternates) are as follows:

- **Seaberry** – *Rhagodia baccata* is a hardy, spreading perennial shrub native to the coastal regions of Western Australia. It is also commonly known as Berry Saltbush or Sea Berry Saltbush.
- **Rhagodia** (alternate) – *Rhagodia baccata* is a hardy, spreading perennial shrub native to the coastal regions of Western Australia.
- **Quindalup** (alternate) – Quindalup soil is a young, highly calcareous coastal dune system extending along Western Australia's coastline from Dongara to Busselton.

The road type of **Pass** has been chosen as the description is 'a roadway connecting major thoroughfares or running through hills.'

The proposed names are considered appropriate given their linkages to the locality and all the names have passed preliminary validation for availability from Landgate.

The proposed road naming plan is contained in DEV 03-06/26 Attachment 2.

Consultation:

Landgate's position on road naming requests is community consultation is not required for new names unless they are deemed contentious. Only the renaming of roads requires consultation with affected residents.

The proposed names are not considered to be contentious and therefore no public consultation is required.

Statutory Environment:

The practice of officially naming roads is covered under section 26A of the *Land Administration Act 1997*. The local government must first approve proposed road names and then forward them to the Minister for Lands for final approval.

The legislation is supported by the *Policies and Standards for Geographical Naming in Western Australia* which provides the necessary information and details the principles and standards which apply to all naming. The proposed names are considered to be in accordance with the policy and standards.

Policy Implications:

Nil.

Financial/Resource Implications:

Nil.

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031
Strategy 2.1.1 Continuously improve approval processes.

Attachments:

Attachment Booklet – June 2025

DEV 03-06/26 Attachment 1: Subdivision plan

DEV 03-06/26 Attachment 2: Road naming plan

10.3 Operations Reports

Nil reports

10.4 Community Services Reports

Nil reports

10.5 Office of the CEO Reports

CEO 01-06/26 Draft Privacy and Responsible Information Sharing Policy	
Author:	S Mearns, Executive Assistant
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	3.00121
Council Role:	Executive
Voting Requirements:	Simple Majority

Report Purpose:

Council is requested to consider and adopt a Privacy and Responsible Information Sharing Policy that:

- incorporates the Information Privacy Principles as prescribed under the *Privacy and Responsible Information Sharing Act 2024 (WA)* (PRIS Act) into the Shire's operational practices;
- facilitates lawful and responsible information sharing in the public interest; and
- provides clear guidance to Council Members, employees, volunteers and the community regarding how information is managed.

Officer Recommendation:

RECOMMENDED:
<p>That Council by Simple Majority:</p> <ol style="list-style-type: none"> Adopts the Privacy and Responsible Information Sharing Policy as presented. Authorises the Chief Executive Officer to make minor administrative amendments to the policy, limited to formatting, numbering, cross-references and terminology, provided no change is made to the policy intent, obligations or effect. Any substantive amendment is to be referred back to Council.

Background:

The Western Australian Parliament enacted the PRIS Act to establish the State's first comprehensive legislative framework for the protection of personal information and the responsible sharing of information across the public sector. The Act applies to State and Local Government agencies and introduces a range of new obligations relating to the collection, use, disclosure, storage and management of personal information.

The PRIS Act also establishes a responsible information-sharing framework to support collaboration between public sector agencies where information sharing is authorised and in the public interest. The legislation is intended to improve privacy protections, strengthen transparency and accountability, enhance public trust in government information handling practices, and support better service delivery outcomes.

The majority of the PRIS Act's privacy and information-sharing provisions will commence on 1 July 2026, with mandatory reporting requirements for eligible information breaches commencing on 1 January 2027. As a local government subject to the PRIS Act, the Shire is required to take appropriate steps to ensure its governance framework, policies, procedures and practices are aligned with the new legislative requirements.

Attachment 2 includes a WA State Government document, *Privacy and Responsible Information Sharing: Discussion Paper*, which provides contextual background on the rationale for the introduction of the PRIS Act.

Officer's Comment:

The adoption of a Privacy and Responsible Information Sharing Policy is an important step in preparing the Shire for the commencement of the PRIS Act. The PRIS Act introduces a new legislative framework governing the collection, use, disclosure, storage and management of personal information by public sector agencies, including local governments.

While the majority of the Act's obligations do not commence until 1 July 2026, local governments are expected to take proactive measures to ensure their governance frameworks, systems, procedures and organisational culture are aligned with the new requirements.

The proposed Policy establishes clear principles and expectations for the handling of information across the organisation and provides a foundation for the development of supporting procedures, staff training and operational practices.

The Policy will assist the Shire to strengthen its information-handling culture by promoting transparency, accountability and responsible decision-making in relation to personal and government information. It also supports compliance with the 11 Information Privacy Principles established under the Act and provides a framework for the lawful and appropriate sharing of information where authorised and in the public interest.

Adoption of the Policy demonstrates the Shire's commitment to good governance, community trust and legislative compliance, while positioning the organisation to effectively manage its obligations under the new privacy and information-sharing regime.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995

The Act establishes the governance framework for local governments, including the respective roles of Council and the Chief Executive Officer, and the obligation to ensure sound governance and appropriate management of resources.

Privacy and Responsible Information Sharing Act 2024 (WA)

The PRIS Act establishes Information Privacy Principles (IPPs) that apply to "IPP entities", including local governments. The IPPs regulate how personal information and, in some cases, de-identified information must be handled across its lifecycle.

Policy Implications:

Nil

The adoption of this Policy does not revoke or amend any existing Council policy. It establishes an overarching governance framework under which operational procedures will be developed and maintained.

Financial/Resource Implications:

There are no direct financial implications arising from adoption of the Policy. Implementation will be managed within existing resources

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 4.3 A local government that is professional, transparent and accountable

Strategy 4.3.2 Adopt and follow better practice processes

Attachments:*Attachment Booklet – June 2026*

CEO 01-06/26 Attachment 1: Draft Privacy and Responsible Information Sharing Policy

CEO 01-06/26 Attachment 2: Privacy and Responsible Information Sharing: Discussion Paper

CEO 01-06/26 Attachment 3: Information Privacy Principles

CEO 01-06/26 Attachment 4: Privacy and Responsible Information Sharing Act 2024

CEO 02-06/26 Audit, Risk & Improvement Committee	
Author:	S Mearns, Executive Assistant
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	3.00373
Council Role:	Executive
Voting Requirements:	Absolute Majority

Report Purpose:

To inform Council of amendments to the *Local Government Act 1995* requiring the transition from an Audit Committee to an Audit, Risk and Improvement Committee, and to seek Council's approval, by absolute majority, of the proposed committee structure and updated Terms of Reference.

The report also seeks Council's approval to rescind its November 2025 decision appointing the Presiding Member and Deputy Presiding Member of the Committee, to ensure compliance with the amended legislative requirements, which require the Presiding Member of the Audit, Risk and Improvement Committee to be an Independent Person.

Officer Recommendation:

RECOMMENDED:
<p>That Council by Absolute Majority:</p> <ol style="list-style-type: none"> 1. Endorses the amendment of the Shire of Irwin Audit Committee to that of an Audit, Risk and Improvement Committee in accordance with section 7.1A of the <i>Local Government Act 1995</i>, effective from 1 July 2026; 2. Rescinds Council Decision 041125 appointing Cr Gillam as the Presiding Member and Cr Summers as the Deputy Presiding Member of the Shire of Irwin Audit Committee; and 3. Adopts the Terms of Reference for the Audit, Risk and Improvement Committee as attached which will be effective from 1 July 2026.

Background:

Recent amendments to the *Local Government Act 1995 (WA)* introduce a revised governance framework for audit committees within local governments. In particular, section 7.1A now requires each local government to establish an Audit, Risk and Improvement Committee (ARIC).

The legislative change broadens the scope and responsibilities of the former Audit Committee. Rather than focusing primarily on financial management, audit processes and compliance, the ARIC model provides a wider governance function across three core areas: audit, risk management and organisational improvement.

The inclusion of risk management reflects an increased emphasis on the identification, monitoring and mitigation of strategic and operational risks facing local governments. In addition, the improvement function formalises the committee's role in overseeing organisational performance, governance practices, and the implementation of audit recommendations, supporting a culture of continuous improvement.

These changes align local government practices with contemporary public sector governance standards and strengthen oversight, accountability, and transparency.

The transition from an Audit Committee to an ARIC is a statutory requirement under the Act, effective from 1 July 2026. As such, Council is required to update the committee structure, title, and terms of reference to ensure compliance with the amended legislation.

At the Ordinary Council Meeting held on 28 April 2026, Council endorsed the Officer Recommendation confirming the appointment of Mr Brent Bailey, Chief Executive Officer of the Shire of Dandaragan, as the independent Chairperson of the Shire of Irwin ARIC 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 ARIC. This arrangement provides both local governments with cost-effective access to senior independent expertise, strengthens regional cooperation, and supports contemporary governance practice.

In addition, the Shire of Dandaragan has recently advertised for independent committee members through an open recruitment process. Shire of Irwin Councillors may wish to consider adopting a similar approach to establish a pool of suitably qualified independent candidates. Through the current recruitment process, the Shire is also seeking to appoint an independent Deputy Presiding Member. Establishing a broader pool of independent members would provide flexibility for future appointments and position the Shire to respond effectively should any legislative changes or governance reforms require additional independent representation on the Committee.

The newly formed (ARIC) will be asked to consider this option at its first meeting and provide advice on the potential establishment of a pool of independent members, including the appointment of an independent Deputy Presiding Member, to support future governance requirements. Any recommendation from the ARIC regarding the advertising and recruitment of independent members will be referred to Council for consideration and endorsement.

Officer's Comment:

As detailed in the Background above, all local governments must transition their existing Audit Committees into ARICs by 30 June 2026. The functions of the ARIC include to:

- receive and review reports related to local government compliance audits required under the *Local Government Act 1995* and regulations;
- make recommendations to the council on actions to be taken in relation to those reports;
- receive and review reports on the effectiveness of the local government's systems and procedures in relation to financial management, legislative compliance and risk management, and make recommendations to the council on improvements to those systems and procedures;
- receive and review reports on any actions the local government is required to take under the *Local Government Act 1995*, or has decided to take in relation to a compliance audit report or report into the effectiveness of the local government's systems and procedures;
- perform any function conferred on the ARIC prescribed in the regulations or another written law.

These amendments streamline internal review processes and avoid duplication. As part of the ARIC's role and function, the Committee is required to review the CEO's report of the internal review under regulation 17 and make recommendations to the council on actions that may be required to address any issues identified in the report.

Further information relating to the establishment and operation of the Audit, Risk and Improvement Committee can be found in Attachment 1 – DLGIRS Implementation Guide: Audit, Risk and Improvement Committees.

Consultation:

- Shire of Dandaragan
- WALGA

The WALGA Governance Team provided the following information in relation to training requirements for ARIC Members:

The Council Member Essentials (CME) training equips Council Members with knowledge and skills needed to effectively carry out their role. It covers key roles and responsibilities and provides guidance relevant to Council and Committee meetings.

Much of the information provided in CME training applies to ARICs including:

- Disclosure requirements for financial and proximity interests (including any forms)
- Code of Conduct for council members, committee members and candidates (Model Code of Conduct Regulations):
- Meeting procedures
- Committee decision making authority.
 - Record Keeping and Freedom of Information obligations, including information received or created in performance of the committee member role is a Local Government record that must be provided or returned to the Local Government for record keeping or destruction purposes.
- Protocols for communication
 - Speaking on behalf of the LG e.g. the President if the principal spokesperson of the local government [s.2.8(1)(b)].
 - Who to contact within the Local Government e.g. whether all contact should be via the CEO, or whether other officers may be contacted for administrative matters
 - Contact with auditors e.g. to be conducted via the CEO

Should Council determine that additional independent members are required for the ARIC, WALGA offers specialised training for independent ARIC members. The training is designed to provide participants with an understanding of the roles, responsibilities and legislative obligations of ARIC members, while also developing the skills and knowledge required to effectively contribute to, and where applicable preside over, ARIC meetings. While Council Members may also attend this training to gain a more detailed understanding of ARIC functions and responsibilities, the content is primarily tailored to independent members who may not have previous Local Government experience. Accordingly, some aspects of the training may already be familiar to elected members.

The draft ARIC Terms of Reference contained in Attachment 1 incorporate the legislative, governance and operational requirements applicable to the Committee and its members. As such, the Terms of Reference provide a comprehensive framework to guide the Committee in the effective discharge of its responsibilities and statutory obligations.

Statutory Environment:

- *Local Government Act 1995 (WA) – Part 7*
- *Local Government (Financial Management) Regulations 1996*
- *Division 1A; Local Government Amendment Act 2024*
- *Local Government (Audit) Regulations 1996*

Policy Implications:

Nil

Financial/Resource Implications:

There are no financial implications associated with this item at this time. If the ARIC determines that additional independent members are to be appointed, Council will consider and set remuneration in accordance with State Administrative Tribunal guidelines.

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 – June 2026

CEO 02-06/26 Attachment 1: Shire of Irwin ARIC Draft Terms of Reference

CEO 02-06/26 Attachment 2: DLGIRS Implementation Guide: Audit, Risk and Improvement Committees

CEO 03-06/26 Register of Delegations Review - 2026	
Author:	S Mearns, Executive Assistant
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	3.00024
Council Role:	Executive
Voting Requirements:	Absolute Majority

Report Purpose:

For Council to review the Register of Delegations – Council to Chief Executive Officer (the ‘Register’), provided as Attachment 1 CEO03-06/26: Register of Delegations.

Officer Recommendation:

RECOMMENDED:
That Council by Absolute Majority adopts the updated Register of Delegations presented as Attachment 1 CEO03-06/26: Register of Delegations.

Background:

Section 5.46(2) of the *Local Government Act 1995* requires delegations to be reviewed at least once each financial year, “*at least once every financial year, delegations made under this Division are to be reviewed by the delegator.*”

- Delegation is the process by which authority is conferred on another person to exercise a power or perform a duty on behalf of the original decision-maker. Importantly, the delegation of a power or duty does not prevent the original holder from continuing to exercise that power or perform that duty.
- Within local government, delegations are an essential administrative mechanism that enables the efficient and effective conduct of business. Delegations are commonly used where:
- It would be impractical or inefficient for the Council or Chief Executive Officer (CEO) to personally exercise all statutory powers or perform all duties; and
- Operational requirements necessitate the authorisation of employees to make decisions, exercise powers, and carry out duties on behalf of the local government.
- In accordance with the *Local Government Act 1995* (the Act), all delegations made under the Act must be resolved by absolute majority and recorded in a Register of Delegations.
- Sections 5.18 and 5.46 of the Act require the delegator to review all delegations made under the Act at least once in each financial year. The annual review process also provides an opportunity to assess delegations made under other relevant legislation.
- The Register of Delegations was last presented to Council at the Ordinary Council Meeting held on 24 June 2025.

The Shire of Irwin's Register of Delegations is maintained and administered through the Attain software system.

Officer's Comment:

The annual review of the Shire of Irwin Delegations Register, with the updated version provided at Attachment 1, confirmed that no legislative amendments are required to any of the delegations reviewed. Minor administrative amendments, including typographical corrections, have been identified.

A summary of comments relating to each delegation is provided in Attachment 2.

Consultation:

Administration conducts ongoing reviews of delegations to ensure they remain current and relevant.

The Chief Executive Officer has reviewed the organisation's delegations and is satisfied that the delegated authorities appropriately align with the operational responsibilities of Shire Officers.

Statutory Environment:

Local Government Act 1995:

- Section 5.42 Delegations of some powers and duties to CEO
- Section 5.43 Limits on delegations to CEO
- Section 5.46 Register of, and records relevant to, delegations to CEO and employees

Policy Implications:

The Register of Delegations – Council to CEO is intended to support and complement a number of Council policies. Where applicable, the relevant Council policy associated with a delegation is referenced within the Register to ensure consistency and provide guidance in the exercise of delegated authority.

Financial/Resource Implications:

Nil

Strategic Implications:

Our Brilliant Future – Strategic Community Plan 2021 – 2031

Strategy 4.2.1 Ensure Compliance whilst embracing innovation and best practice principles.

Attachments:

Attachment Booklet - June 2026

CEO 03-06/26 Attachment 1: Register of Delegations 2026

CEO 03-06/26 Attachment 2: Register of Delegations – Review Information

10.6 Committee Reports

Nil reports

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**12. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN****13. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION****14. MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC****14.1 CEO 04-06/26 125091-23WA-BR9 Milo Road Crossing Upgrade Project – Evaluation Report and Contract Award**

The Evaluation Report has been provided to Council Members and relevant officers under separate cover due to the commercially sensitive nature of the information it contains, including tender submissions, pricing and evaluation outcomes.

Restricted distribution is necessary to protect the confidentiality of tenderers, maintain the integrity of the procurement process and safeguard the Shire's commercial interests. Public disclosure of this information could reasonably be expected to prejudice the commercial position of tenderers and the Shire's future procurement activities and is therefore consistent with the confidentiality provisions of Section 5.23(2)(c) and Section 5.23(2)(e) of the *Local Government Act 1995*.

15. CLOSURE