



MINUTES

Ordinary Council Meeting

22 September 2026



I certify that this copy of the Minutes is a true and correct record of the meeting held on Tuesday 22 September 2026

Signed: Isaac Scott

Shire President

(Date minutes signed here)

Date: 27/10/2026

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1 Declaration of Opening

Meeting Opened at 5.00 pm.

Shire President Scott - Before we move on into the formal business of the meeting. I would like to acknowledge a few changes within Council and the organisation.

Firstly, the Shire has received written resignation from Councillor Lesley Berecz, effective from the 21 September 2026. On behalf of Council, I thank Lesley for her service to the Shire of Irwin and for the contribution she has made during her time as an elected member. Serving on Council requires time, commitment and a willingness to contribute to local decision making and that service is appreciated. The resignation will be formally recorded, and the administration will progress the required statutory and administrative steps.

I would also like to acknowledge Sue Mearns and Patience Machaka, who are both finishing with the Shire this week. Sue has provided valued support to the CEO, Council, and the wider organisation, and Patience has made a significant contribution to the Shire financial management, budgeting and statutory reporting. On behalf of the council, I thank them both for this service and wish them every success into the future. Finally, I'd like to welcome Wendy, who is assisting the organisation during this transition period. We appreciate her support and welcome her aboard, as the Shire works through the handover and continuity of arrangements. Thank you all.

2 Attendance

2.1 Members

Councillor I Scott	Shire President
Councillor A J Gillam	Deputy Shire President
Councillor P Summers	
Councillor S Hansen	

2.2 Staff

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

2.3 Guests

NIL

2.4 Apologies

Councillor L Musulin

2.5 Approved Leave of Absence

Councillor J Melsom

4 Public Question Time

Question 1: Annamarie Oostuizen, 1 Brennand Road.

How can Council indemnify the Minister without first understanding, assessing and addressing the concerns raised about the validity of the proposed road dedication?

Response: Question taken on notice

Question 2: Annamarie Oostuizen, 1 Brennand Road.

Are Councillors satisfied that the community impacts and safety concerns raised by objecting members of the public have been adequately addressed? Do they continue to support the proposed connection to Brennand Road?

Response: Question taken on notice

Question 3: Di Moriarty, 9 Brennand Road

Have the engineering designs been approved, and what measures have been taken to prevent stormwater impacts from the new road and its connection to Brennand Road?

Response: Engineering drawings were submitted to the Shire through the subdivision process and assessed by an independent third-party engineer. The Shire has approved those drawings.

Question 4: Phil Clark, 9 Brennand Road

Several objections and concerns were raised during consultation on the development. What has been done to address those concerns, rather than simply dismissing them?

Response: All matters raised were considered through the rezoning process. The submissions were provided to Council at the rezoning stage and were also provided to the Minister.

Question 5: Phil Clark, 9 Brennand Road

There are concerns about the lack of firebreaks on the western side of Lot 9000 in the Brennand Road subdivision. Who is responsible for addressing this issue and ensuring that the required fire safety measures are implemented?

Response: Council checks whether the required firebreaks are in place. However, installing and maintaining firebreaks is the property owner's responsibility.

This year's firebreak notice has been revised to align the requirements more closely with property size and risk. A program of property inspections across the Shire will commence on 15 October. Where non-compliance is identified, warnings will be issued and penalties may follow under section 33 of the Bush Fires Act. If the issue remains unresolved, the Shire may arrange for the required firebreak works to be undertaken and invoice the landowner for the cost.

The Shire takes bushfire risk seriously and will work to ensure that firebreaks comply with the section 33 notice. The Shire has also met with the developer to explain the firebreak requirements that apply during development of the land..

8 Confirmation of Minutes and Tabling of Agenda Forum Notes

8.1 Minutes of the Ordinary Council Meeting held on 25 August 2026.

RESOLUTION 0010922OCM

Moved: Councillor Peter Summers

Seconded: Councillor Andrew Gillam

That the Minutes of the Ordinary Council Meeting held on 25 August 2026 be received and the recommendations therein be adopted.

CARRIED 4/0

For: Crs Isabelle Scott, Andrew Gillam, Peter Summers and Sophie Hansen

Against: Nil

ATTACHMENTS

1. Ordinary Council Meeting Minutes - 25 August 2026 Unconfirmed - *Under Separate Cover*

8.2 Minutes of the Audit, Risk & Improvement Committee Meeting held on 10 September 2026

RESOLUTION 0020922OCM

Moved: Councillor Andrew Gillam

Seconded: Councillor Sophie Hansen

That the Minutes of the Audit, Risk & Improvement Committee Meeting held on 10 September 2026 be received and the recommendations therein be adopted.

CARRIED 4/0

For: Crs Isabelle Scott, Andrew Gillam, Peter Summers and Sophie Hansen

Against: Nil

ATTACHMENTS

1. Audit Risk and Improvement Committee Minutes - 10 September 2026 - *Under Separate Cover*

8.3 Minutes of the LEMC Meeting held on 4 August 2026

RESOLUTION 0030922OCM

Moved: Councillor Andrew Gillam

Seconded: Councillor Peter Summers

9 Announcements by the Person Presiding without Discussion

27 August	Shire President and CEO attended a Public Hearing on an Inquiry into Local Government Funding at the invitation of the House Standing Committee on Regional Development, Infrastructure and Transport
28 August	Shire President and CEO attended the official opening of the Port Denison Boat Ramp
	Shire President and the CEO met with the Midwest Development Commission
28 August	Shire President and CEO met with MWDC
31 August	CEO attended a Strategic Resource Planning Workshop conducted by Moore Australia
02 September	Shire President and CEO attended a site tour of the Arrowsmith Power Plant conducted by Strike Energy
03 September	CEO met with representatives from the Department Planning LH in relation to Yandanooka West Road, Milo
08 September	CEO met MRWA on-site at Milo Crossing
10 September	Shire President and CEO attended Shire of Irwin ARIC Meeting
14 September	Shire President met with representatives from NOPSEMA to discuss the Cliff Head Facility
16-18 September	Shire President and CEO attended 2026 WALGA Convention
	Shire President conducted an interview with the Guardian in relation to Hancock Mining Road Funding (17 September)
18 September	CEO met with Western Power representative
21 September	Shire President conducted an interview with the Guardian in relation to Bellissima Project Road use and contacted by Hancock Energy

For: Crs Isabelle Scott, Andrew Gillam, Peter Summers and Sophie Hansen

Against: Nil

BACKGROUND

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

OFFICER'S COMMENT

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

CONSULTATION

Nil

STATUTORY ENVIRONMENT

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

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*

(1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared*

- (a) *the payee's name;*
- (b) *the amount of the payment;*
- (c) *the date of the payment; and*
- (d) *sufficient information to identify the transaction.*

(3) *A list prepared under sub-regulation (1) or (2) is to be —*

(a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*

(b) *recorded in the minutes of that meeting.*

POLICY IMPLICATIONS

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

FINANCIAL/RESOURCE IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Our Brilliant Future – Strategic Community Plan 2021 - 2031

Goal 4.2 Effective governance, management and prudent financial responsibility

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

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles

Strategy 4.3.2 Adopt and follow better practice processes

10.1.2 Monthly Financial Statements - July 2026

FILE NUMBER:	2.0057
AUTHOR(S):	Patience Machaka, Manager Finance
RESPONSIBLE OFFICER:	Shane Ivers, Chief Executive Officer
COUNCIL'S ROLE	Executive - The substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
VOTING REQUIREMENTS	Simple Majority

REPORT PURPOSE

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

RESOLUTION 0070922OCM

Moved: Councillor Andrew Gillam

Seconded: Councillor Peter Summers

That Council by Simple Majority receives the Monthly Financial Statements for the Period 1 July 2026 to 31 July 2026.

CARRIED 4/0

For: Crs Isabelle Scott, Andrew Gillam, Peter Summers, Sophie Hansen

Against: Nil

BACKGROUND

The Monthly Financial Statements to 31 July 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 draft financial position to the end of July 2026 is detailed in the attached report and summarised as per below:

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

Goal 4.2 Effective governance, management and prudent financial responsibility

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

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles

Strategy 4.3.2 Adopt and follow better practice processes

ATTACHMENTS

1. Monthly Financial Statements - July 2026 - *Under Separate Cover*

POLICY IMPLICATIONS

Nil

FINANCIAL/RESOURCE IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Our Brilliant Future – Strategic Community Plan 2021 - 2031

Goal 4.2 Effective governance, management and prudent financial responsibility

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

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles

Strategy 4.3.2 Adopt and follow better practice processes

ATTACHMENTS

1. August Delegated Authority Report - *Under Separate Cover*

MOTION

RESOLUTION 0110922OCM

Moved: Councillor Andrew Gillam

Seconded: Councillor Peter Summers

That Council moves the motion that the meeting proceeds to the next business as per clause 11.5 of the Shire of the Irwin Meeting Procedures Local Law 2016..

CARRIED 4/0

For: Crs Isabelle Scott, Andrew Gillam, Peter Summers and Sophie Hansen

Against: Nil

OFFICER RECOMMENDATION

That Council by Simple Majority request the Minister for Lands to dedicate the Right-of-Way Reserve 54384, indicated on the plan contained in DEV 02-09/26 Attachment 1, as road.

BACKGROUND

The Shire has received a request from the developer of Lot 9000 Brennand Road, Dongara to dedicate the ROW Reserve 54384 as a road (as per the plan contained in DEV 02-09/26 Attachment 1).

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 (WAPC) granted subdivisional approval for 38 rural residential lots. Council at its meeting held on 23 June 2026 approved the (alternate) road name 'Quindalup Way'.

A copy of the subdivision and road naming plan is contained in DEV 02-09/26 Attachment 2.

- The dedication was published on the Shire's website along with an alert on the Shire's Facebook page; and
- A written notice was sent to the following government / service agencies:
- Department of Biodiversity, Conservation and Attractions
- Department of Planning, Lands and Heritage – Aboriginal Heritage
- Department of Water and Environmental Regulation
- Telstra
- Water Corporation
- Western Power

In response to the advertising a total of 15 submissions were received (4 from government / service agencies with no objections and 11 from the public with objections). A copy of the objecting submissions is contained in DEV 02-09/26 Confidential Attachment 3.

The issues raised in the objecting submissions are summarised as follows:

- Injurious affection, disrupting use and enjoyment of property.
- No benefit to surrounding property.
- Noise impacts.
- Drop in market appeal of property.
- Loss of privacy.
- Amenity concerns over noise, dust, visual impacts and quite character of the area.
- Traffic safety and no impact assessments.
- Light and visual intrusion.
- Neighbourhood wellbeing.
- Construction of the road would be unsafe and cause flooding.
- Environmental impact.
- Better options for road access.
- The ROW does not have the purpose of a road.
- 'Application Area' on plan extends into other land.
- Previous assurance that there would be no access from the ROW.

Regarding the amenity concerns, all these matters have been previously considered by both the Shire and the relevant State government agencies throughout the various statutory planning processes.

It is important to acknowledge that the planning framework and subdivision itself that has necessitated the road dedication is not being determined for the first time through this dedication process and has been previously scrutinised on a number of occasions as summarised below:

01. 07 May 2008 – Ministerial Gazettal of Local Planning Scheme No. 5 that zoned the land to Residential R12.5.
02. 05 July 2021 – WA Planning Commission subdivision approval for 81 (4,000m²) lots, which also created a road connection to Brennand Road.
03. 25 February 2025 – Council initiation of Scheme Amendment No. 22 to rezone the land to 'rural residential' (item DEV 04-02/25). The report clearly articulated the design principles for the future subdivision of the land notably a road connection to Brennand Road and Hidden Valley Close.

POLICY IMPLICATIONS

Nil

FINANCIAL/RESOURCE IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Our Brilliant Future – Strategic Community Plan 2021 - 2031

Goal 1.1 The community has access to suitable community spaces, vibrant events and relevant services

Strategy 1.1.3 Support appropriate community transport options

ATTACHMENTS

1. ROW Dedication Plan - *Under Separate Cover*
2. Subdivision and Road Naming Plan - *Under Separate Cover*
3. Objecting Submissions - *Confidential Under Separate Cover*

Location

Plan

**OFFICER'S COMMENT**

Lot 713 is a freehold lot owned by the Shire located at the south-western corner of the Brand Highway and Midlands Road intersection with the Irwin River abutting the land to the west. It is moderately vegetated and essentially forms part of the Irwin River reserve. The land also contains a somewhat informal gravel parking area which MRWA is proposing to remove.

The process for the Project will require MRWA to:

- Obtain a valuation and make a formal offer to purchase the land;
- Be responsible for all survey and legal documentation costs associated with the land transfer and any costs and claims that may arise as a result of the dedication; and
- Arrange and pay for the installation of new fences along the new property boundary lines.

MRWA have provided a publication 'Land Acquisition, A Guide for Property Owners', as contained in Attachment 2.

The acquisition and dedication will facilitate strategic transport infrastructure with no material impact on the remaining portion of Lot 713.

CONSULTATION

MRWA will be responsible to undertake all advertising in accordance with the provisions of the *Land Administration Act 1997*.

STATUTORY ENVIRONMENT

MRWA have issued the Shire with a statement of procedures explaining the rights and obligations as required under section 168(2) of the *Land Administration Act 1997* (as contained in Attachment 3).

Parts 9 and 10 of the *Land Administration Act 1997* authorises an acquiring authority to acquire, on behalf of the State, all or part of any land, or an interest in any land, by agreement to purchase or by the compulsory taking, for a public work.

10.3 Community Development Reports

Nil

10.4 Operations Reports

Nil

The 2025 CAR contains nine “No” responses relating to seven separate compliance matters. The matter concerning publication of the tender register has since been rectified, with corrective action underway or scheduled for the remaining matters. While remedial action undertaken after the reporting period does not change the historical responses recorded in the CAR, it demonstrates the Shire's ongoing efforts to address the identified matters and restore compliance. The Shire remains committed to strengthening its processes and internal controls to support continued compliance with its legislative obligations, as outlined below:

Legislation	Non-compliance identified	Corrective action/current status
Local Government Act 1995, s3.16	Local laws that had not been reviewed within the preceding eight years were not reviewed during the reporting period.	A comprehensive review will commence during 2026 and is scheduled for completion in early 2028.
Local Government Act 1995, s5.51A	The published Employee Code of Conduct was not fully up to date during 2025.	The code will be reviewed, implemented by the CEO and published by 30 June 2027
Administration Reg 19AB	The Employee Code's prohibited-gift provisions were not aligned with the current regulatory framework.	To be corrected as part of the Employee Code update by 30 June 2027.
Administration Reg 19AC	The Employee Code did not contain all current requirements governing the recording, storage, disclosure and use of gift information.	To be corrected as part of the Employee Code update by 30 June 2027.
Administration Reg 19C	The required review of the Strategic Community Plan was not completed during the reporting period.	Review underway and scheduled for Council consideration before 31 December 2026
Administration Reg 19DA	The Corporate Business Plan was not reviewed during 2025.	A replacement plan is being prepared and is scheduled for Council consideration by 30 June 2027.
Administration Reg 35	One council member did not complete Council Member Essentials within 12 months of election.	The Shire will monitor completion and retain evidence of completion.
Audit Reg 17	The required review of risk management, internal control and legislative compliance systems was not completed within the prescribed three-year period.	Review scheduled for completion before 31 December 2026, followed by ARIC and Council consideration.
Functions and General Reg 17	The 2025 tender register was available for inspection but was not published on the Shire website.	Rectified. The 2025 tender register is now published on the Shire website.

CONSULTATION

The 2025 CAR was presented to the Shire of Irwin Audit Committee on Thursday 10 September 2026. The committee reviewed the return and resolved to support the responses provided.

STATUTORY ENVIRONMENT

Local Government Act 1995

- Section 7.13 – Regulations as to audits

Local Government (Audit) Regulations

10.6 Committees 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 the Person Presiding or by Decision

Nil

14 Matters for which Meeting was Closed to the Public

Nil

15 Decisions made while Meeting was Closed to the Public

16 Closure

There being no further business the Presiding Member closed the meeting at 5.41pm.

Wendy Brookhouse

From: WALGA Training <training@walga.asn.au>
Sent: 30 September 2026 10:52 AM
To: Wendy Brookhouse
Subject: RE: Enrolment for Newly appointed Cr Thomas Coffey

Categories: PO to be raised - After talks with Tom

You don't often get email from training@walga.asn.au. [Learn why this is important](#)

Good morning Wendy,

I have added Cr Coffey into our system, do you his councillor email and mobile number?

If you have any further queries, please don't hesitate to contact our team.

Thank you,
Kind regards,

Sandra | Training Administration Support Officer | WALGA
(p) (08) 9213 2098 | (e) training@walga.asn.au



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The banner features a photograph of four diverse women in professional attire looking at a laptop screen. The text is overlaid on a dark blue background with a diagonal line.



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From: Wendy Brookhouse <wbrookhouse@irwin.wa.gov.au>
Sent: Wednesday, 30 September 2026 9:55 AM

We recommend enrolling in one or two modules at a time, as each course must be completed within three months from the enrolment date. If you enrol the councillor in all modules at once, all will need to be completed within the same three-month period.

However, if the councillor prefers to enrol in all five modules at once, I'm happy to arrange this.

- Module 1 - Understanding Local Government - eLearning - \$260.00 (plus GST) per person - 3-month access only
- Module 2 - Conflicts of Interest - eLearning - \$260.00 (plus GST) per person - 3-month access only
- Module 3 - Serving on Council - eLearning - \$490.00 (plus GST) per person - 3-month access only
- Module 4 - Meeting Procedures - eLearning - \$390.00 (plus GST) per person - 3-month access only
- Module 5 - Understanding Financial Reports and Budgets - eLearning - \$390.00 (plus GST) per person - 3-month access only

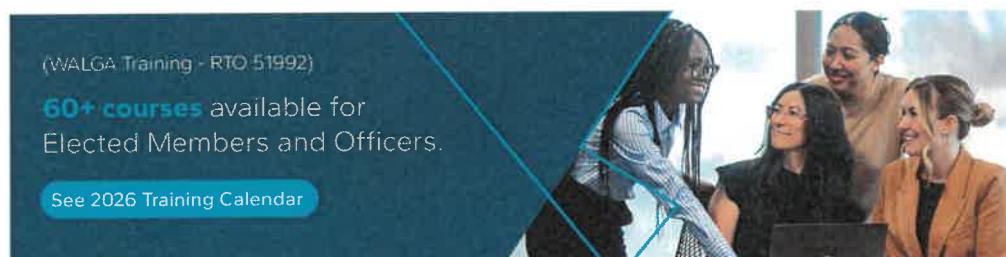
Total cost 5 x eLearning modules: \$1790.00 (plus GST) per person - eLearning (enrol anytime, to complete within **3 months** from date of enrolment).

If you have any further queries, please don't hesitate to contact our team.

Thank you,
Kind regards,

Sandra | Training Administration Support Officer | WALGA

(p) (08) 9213 2098 | (e) training@walga.asn.au



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From: Info <Info@walga.asn.au>

Sent: Friday, 25 September 2026 4:06 PM

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