SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

26 March 2024

Attachment Booklet

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SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

26 March 2024

Item 8.1
Minutes
Ordinary Council Meeting
27 February 2024

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

MINUTES

of the

Ordinary Council Meeting

held on

Tuesday 27 February, 2024

in the

Council Chambers
11-13 Waldeck Street, Dongara

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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 a 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 of the Council is received by that person.

The Shire of Irwin 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 Council or Committee Meetings.

Shane Ivers
CHIEF EXECUTIVE OFFICER

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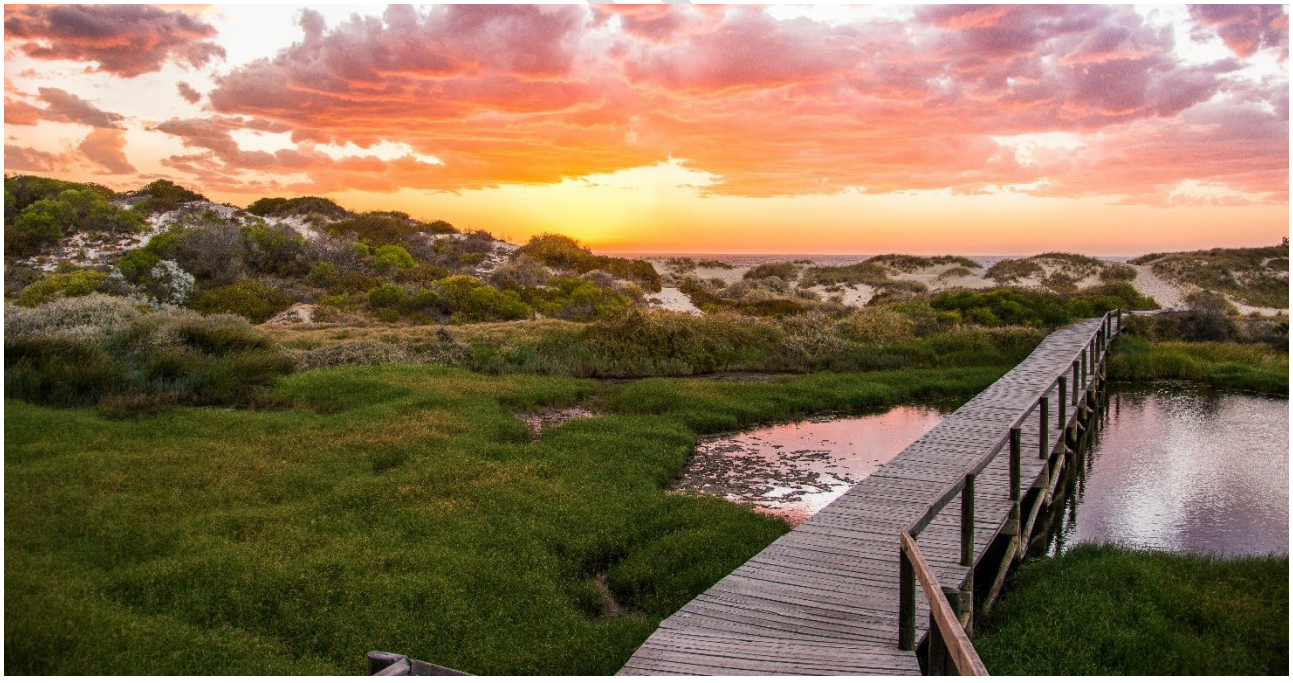


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MINUTES

of the

ORDINARY COUNCIL MEETING

Held on

27 February 2024

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President welcomed Councillors, Staff and Members of the Gallery and declared the meeting open at 6.00pm.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Members

Councillor M Leonard	President
Councillor B Wyse	Deputy President
Councillor I Scott	
Councillor A J Gillam	
Councillor E Tunbridge	
Councillor P Summers	

Staff

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

Guests

Nil

Apologies

Mr P Bracegirdle	Manager Community Services

Approved Leave of Absence

Nil

Gallery

Beverley Sharp	Rosie Murray	Bruce Baskerville
Richard Burt	Terry Domico	Bob Gail
Glenda Milloy	Nan Broad	Trish Parker
Anna Cole	Julie Nunn	Carolyn Oddie
Peter Dawson	Lyn Fontanini	Louella Dunbar
Joy Heithan	Alan Heithan	Kane Watson
Terry Freeman	Sylvia Freeman	Di Turnock

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Question: Bev Ewen, 5 Osborne Way, Port Denison
Given that I have very young grandchildren regularly holidaying at 5 Osborne Way (adjacent to Lot 502), will it be a condition that the dividing fence proposed by the Shire of Irwin completely separate along the entire boundary joining Lots 502 and 501 at a height of 1.8 metres, No 3 Osborne Way from No 5 Osborne Way?

Response: *The application was determined at the Ordinary Council meeting held on 11 December 2023 where it was conditioned that "Prior to the commencement of the use or the end of February 2024, whichever is the later, a dividing fence on the boundary at 1.8m high is to be installed between Lots 501 and 502 Osborne Way, Port Denison."*

4. DECLARATIONS OF INTEREST

Nil

5. PUBLIC QUESTION TIME

Question 1: Richard Burt, Fowler Group of Companies, Perth

Why is the Big 4 Port Denison required to pay a higher rent for a much smaller site area compared to the other two parks in Dongara/Denison?

Response: Taken on notice

Question 2: Richard Burt, Fowler Group of Companies, Perth

If our company is contributing towards the construction and maintenance of the seawall, why is Item 10.1 (2-4) '*Coastal Hazard Area'* required if our company has previously and continues to contribute towards the seawall's existence?

Response: Taken on notice

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. PETITIONS AND DEPUTATIONS

Nil

8. CONFIRMATION OF MINUTES

8.1 Minutes of the Ordinary Council Meeting held 11 December 2023

The Minutes of the Ordinary Council Meeting held 11 December 2023 have been provided to all Councillors under separate cover.

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OFFICER RECOMMENDATION AND COUNCIL DECISION	010224
MOVED: Cr Gillam	**SECONDED: Cr Tunbridge**
That Council confirms the Minutes of the Ordinary Council Meeting held 11 December 2023.	
VOTING DETAILS:	**CARRIED: 6/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers**
Against:	**Nil**

8.2 Minutes of the Annual Meeting of Electors held 25 July 2023

The Minutes of the Annual Meeting of Electors held 25 July 2023 have been provided to all Councillors under separate cover.

OFFICER RECOMMENDATION AND COUNCIL DECISION	020224
MOVED: Cr Scott	**SECONDED: Cr Wyse**
That Council confirms the Minutes of the Annual Meeting of Electors held 25 July 2023.	
VOTING DETAILS:	**CARRIED: 5/1**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers**
Against:	**Cr Tunbridge** ***Cr Tunbridge advised that her vote against this recommendation was due to the length of time since this meeting was held.***

8.3 Minutes of the Annual Meeting of Electors held 5 February 2024

The Minutes of the Annual Meeting of Electors held 5 February 2024 have been provided to all Councillors under separate cover.

OFFICER RECOMMENDATION AND COUNCIL DECISION	030224
MOVED: Cr Tunbridge	**SECONDED: Cr Wyse**
That Council confirms the Minutes of the Annual Meeting of Electors held 5 February 2024.	
VOTING DETAILS:	**CARRIED: 6/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers**
Against:	**Nil**

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9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

13 December 2023	CEO attended the IAAC establishment workshop
21 December 2023	Citizenship Ceremony facilitated by Shire President
15 January 2024	Shire President, Deputy President and CEO met with the Midwest Development Commission Chair and CEO
22 January 2024	CEO attended the Midwest Development Commission housing policy development meeting
24 January 2024	Shire President, Deputy President and CEO met with Claire Brand, Shoreleave
26 January 2024	Australia Day Ceremony facilitated by Shire President
6 February 2024	Midwest Development Commission future ready regions research workshop attended by CEO
8 February 2024	CEO met with the new Beach Energy Community Relations Advisor
10 February 2024	Shire Deputy President and CEO attended the Lions Club 40th Anniversary
21 February 2024	CEO attended the Regional Road Group Technical Working Group meeting
21 February 2024	Shire of Irwin Local Emergency Management Committee (LEMC) Meeting
26 February 2024	Shire President and CEO attended the North Country Zone WALGA Meeting
27 February 2024	Shire President and Deputy President met with the Hon Melissa Price MP

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10. REPORTS

10.1 Officer Reports

CORPORATE AND COMMUNITY	CC01-02/24
Subject:	**CC01-02/24 Accounts for Payment – December 2023 and January 2024**
Author:	**S Clarkson, Senior Finance Officer**
Responsible Officer:	**P Machaka, Manager Finance**
File Reference:	**2.00057**
Voting Requirements:	**Simple Majority**

Council Role:

☐	**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).

Report Purpose:
For Council to receive the list of accounts paid under delegated authority during December 2023 and January 2024.

Background:
A list of accounts paid under delegated authority is attached showing all payments made during the months of December 2023 and January 2024.

Officer's Comment:
Nil

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;

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(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 – February 2024
CC01-12/23 Attachment 1: Accounts for Payment – December 2023 and January 2024

OFFICER RECOMMENDATION AND COUNCIL DECISION 040224

MOVED: Cr Scott **SECONDED: Cr Summers**

That Council, by Simple Majority, receives the Accounts paid during December 2023 and January 2024 as contained in CC01-12/23 Attachment 1 of the Attachment Booklet – February 2024, represented by:

Payment Type/Numbers	Total Amount
EFT 31389 – 31600	$1,543,438.89
Muni Cheques – 32179 – 32184	$66,655.55
Direct Debit – Telstra	$9,258.55
Direct Debit – WA Treasury Corporation	$167,280.63
Direct Debit – Credit Card	$43,437.61
Direct Debit – N-Able Pty Ltd	$2,129.17
Direct Debit – Australian Phone Company	$2,181.97
Direct Debit – Insurance Premium Repayments	$109,976.44
Direct Debit – Rental Allowance	$3,600.00
Direct Debit – Vestone Capital Pty Ltd	$10,554.20
Direct Debit – Superannuation	$115,200.26
Grand Total	$2,073,713.27

VOTING DETAILS: **CARRIED: 6/0**

For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers**

Against: **Nil**

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CORPORATE AND COMMUNITY	CC02-02/24
Subject:	**CC02-02/24 Monthly Financial Statements for the Period Ended 31 January 2024**
Author:	**P Machaka, Manager Finance**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**2.00057**
Voting Requirements:	**Simple Majority**

Council Role:

☐	**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).

Report Purpose:
For Council to consider and receive the Monthly Financial Statements for the period 1 July 2023 to 31 January 2024.

Background:
The Monthly Financial Statements to 31 January 2024 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 & Type
- 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 2024 is detailed in the attached report and summarised as follows relative to year to date budget expectations:

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31/01/2024	YTD Budget	YTD Actual	Variance YTD to Budget
Operating Revenue	8,737,366	8,741,771	0%
Operating Expenditure	(7,648,517)	(8,537,574)	12%
Net Operating	1,088,849	204,197	
Non-Operating Revenue	311,182	285,142	-8%
Non-Operating Expenditure	(3,870,002)	(2,395,891)	-38%
Net Non-Operating	(3,558,820)	(2,110,749)	
Cash at Bank		3,289,602	
Cash at Bank Restricted		704,507	
Reserve Bank		1,643,225	
Total Cash Funds		5,637,334	

The attached statements provide explanatory notes for items greater than 10% or $10,000. This commentary provides Council with an overall understanding of how the financial position is situated in relation to the adopted budget.

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.

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(3) The information in a statement of financial activity may be shown -
(a) according to nature and type classification;
(b) by program; or
(c) by business unit.

(4) A statement of financial activity, and the accompanying documents referred to in sub-regulation (2), are to be -
(a) presented to the council -
(i) at the next ordinary meeting of the council following the end of the month to which the statement relates; or
(ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; 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.

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 – February 2024
CC02-02/24 Attachment 1: Financial Statements for the Period Ended 31 January 2024.

OFFICER RECOMMENDATION AND COUNCIL DECISION	**050224**
MOVED: Cr Wyse	**SECONDED: Cr Gillam**
That Council by Simple Majority, receives the Monthly Financial Statements for the period 1 July 2023 to 31 January 2024 as contained in Attachment Booklet – February 2024.	
VOTING DETAILS:	**CARRIED: 6/0**
For: Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers	
Against: Nil	

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CORPORATE AND COMMUNITY	CC03-02/24
Subject:	**CC03-02/24 Monthly Financial Statements for the Period Ended 31 December 2023**
Author:	**P Machaka, Manager Finance**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**2.00057**
Voting Requirements:	**Simple Majority**

Council Role:

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☐	**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).

Report Purpose:
For Council to consider and receive the Monthly Financial Statements for the period 1 July 2023 to 31 December 2023.

Background:
The Monthly Financial Statements to 31 December 2023 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 & Type
- 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 December 2023 is detailed in the attached report and summarised as follows relative to year to date budget expectations:

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31/12/2023	YTD Budget	YTD Actual	Variance YTD to Budget
Operating Revenue	8,587,420	8,542,105	-1%
Operating Expenditure	(6,590,461)	(6,941,806)	5%
Net Operating	1,996,959	1,600,298	
Non-Operating Revenue	302,932	276,051	-9%
Non-Operating Expenditure	(3,705,615)	(2,268,769)	-39%
Net Non-Operating	(3,402,683)	(1,992,718)	
Cash at Bank		2,414,971	
Cash at Bank Restricted		703,807	
Reserve Bank		1,636,345	
Total Cash Funds		4,755,123	

The attached statements provide explanatory notes for items greater than 10% or $10,000. This commentary provides Council with an overall understanding of how the financial position is situated in relation to the adopted budget.

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.

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(3) The information in a statement of financial activity may be shown -
- *(a) according to nature and type classification;*
- *(b) by program; or*
- *(c) by business unit.*

(4) A statement of financial activity, and the accompanying documents referred to in sub-regulation (2), are to be -
- *(a) presented to the council -*
  - *(i) at the next ordinary meeting of the council following the end of the month to which the statement relates; or*
  - *(ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; 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.

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 – February 2023
CC03-02/24 Attachment 1: Financial Statements for the Period Ended 31 December 2023.

OFFICER RECOMMENDATION AND COUNCIL DECISION	**060224**
MOVED: Cr Scott	**SECONDED: Cr Summers**
That Council by Simple Majority, receives the Monthly Financial Statements for the period 1 July 2023 to 31 January 2024 as contained in Attachment Booklet – February 2024.	
VOTING DETAILS:	**CARRIED: 6/0**
For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers**	
Against: **Nil**	

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OFFICE OF CEO	CEO01-02/24
Subject:	**CEO01-02/24 Arrangements for an Extraordinary Election**
Author:	**S Mearns, Acting Executive Assistant**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**GV.EL.1**
Voting Requirements:	**Absolute Majority**

Council Role:

☐	**Advocacy**	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
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☐	**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).

Report Purpose:
For Council to consider appointing the WA Electoral Commissioner to conduct a postal extraordinary election resulting from the resignation of Cr Hayley Palmer and the subsequent vacancy.

Background:
Cr Hayley Palmer resigned as a Shire of Irwin Councillor on 25 January 2024. Section 2.32 of *The Local Government Act 1995* states:

> ***S2.32 How extraordinary vacancies occur in offices elected by electors***
> *The office of a member of a council as an elector mayor or president or as a councillor becomes vacant if the member —*
> *(b) resigns from the office;*

It is therefore necessary for the Shire to make arrangements to hold an extraordinary election.

Section 4.9 (1) of the *Local Government Act 1995* outlines that Council must determine a date for the extraordinary election within one month after the vacancy occurs. The Shire is obliged to hold an extraordinary election within 4 months of a vacancy occurring (s.4.9 (2)). However, the election must take place a minimum of 80 days after the appointment of a returning officer. Consequently, the earliest date the Extraordinary Election could be held is 17 May 2024.

Following contact with the WA Electoral Commission, correspondence has been received outlining the processes that Council should consider, including whether to appoint the Electoral Commissioner to be responsible for undertaking the extraordinary election and to conduct the election by postal vote.

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The current procedure required by the *Local Government Act 1995* is that written agreement must be obtained before the vote by Council is taken to appoint the Electoral Commissioner to conduct the election. To facilitate the process the Electoral Commissioner has provided correspondence serving as agreement to be responsible for the conduct of this extraordinary election for the Shire of Irwin in accordance with section 4.20(4) of the *Local Government Act 1995*. The Commissioner's agreement is subject to the proviso that the Shire of Irwin also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

Officer's Comment:
The Shire of Irwin has a long, and relatively successful, history of conducting postal elections, with the 2021 ordinary local government election seeing a 41.45% participation rate.

Council does have a number of options to consider, which have been summarised below:

Vacancy remains unfilled
Subject to Council resolution, the *Local Government Act 1995*, section 4.17(3)(4A) provides for a position to remain unfilled. However, the reduction in Councillor seats may risk the ability to make absolute majority decisions, particularly should there be any absences. Given that the term expiry is October 2027, it is felt appropriate that the vacancy be filled.

In-person election
Council may elect to run the election in-person. This may have a lesser financial impact on ratepayers. However, it is anticipated that participation would be significantly lower and could place the burden on individual ratepayers to attend an in-person election. The administrative resources required of staff may also increase any cost estimates already provided for.

Postal election to be run by Electoral Commission
It is recommended that Council agree to the Electoral Commission running the 2024 extraordinary election via postal vote due to the experience of the WAEC, their independence and impartially in the process, and convenience and participation rates for voters. Advantages are outlined below;

Advantages for electors
- Convenience of casting a vote in their own homes – particularly for disabled and aged voters and those without access to transport.
- Provision of candidate profiles to each elector to assist in their decision-making.
- Time to contact candidates and make an informed decision.
- Reduced costs in time and travel in casting a vote.

Advantages for candidates
- Availability of an experienced Returning Officer "at arm's length" from Local Government business.
- Detailed candidates' guides prepared by the Electoral Commission.
- An opportunity to reach all eligible electors at no cost through the candidate profile.
- Confidence that the election is being run by the State's independent Electoral Commission.
- Elected candidates have an increased support base.

Advantages for the Local Government
- All eligible electors are given information about the election.
- Electors can vote more easily as there are virtually no barriers to voting.
- Elections are seen to be conducted by the impartial Western Australian Electoral Commission.
- The workload for the CEO is reduced in an area that is not core business.
- The vast majority of elector and candidate enquiries are received and resolved by either the Returning Officer or the Electoral Commissioner
- Elected Councillors have a high level of support from the local community.

UNCONFIRMED

Following a request to the WA Electoral Commission for a quotation to conduct this extraordinary election, they have responded with a cost estimate for conducting the election of $24000, shown in **Attachment** CEO01-02/24. The WA Electoral Commission operate a full cost recovery model and have based this estimate on:

- 2820 electors;
- Response rate of approximately 40%;
- Appointment of a local Returning Officer; and
- The Count being conducted at the Shire of Irwin office using CountWA.

The letter notes that this is an estimate only and the actual cost of the election will be charged.

Consultation:
Administration have consulted with the Electoral Commission on the timeline and requirements to run the extraordinary election.

Statutory Environment:
The *Local Government Act 1995* s4.9(1), s4.20(4) and s4.61(2)

Policy Implications:
Nil

Financial/Resource Implications:
The WA Electoral Commission have provided a cost estimate of $24,000 to run the election, which has not been budgeted for in the 2023/24 financial year. It is requested that Council approve this as unbudgeted expenditure, pursuant to section 6.8(1)(b) of the *Local Government Act 1995* (the Act).

Strategic Implications:
Our Brilliant Future – Strategic Community Plan 2021 – 2031
Strategy 4.2.4 Promote programs to encourage participation in elections.

Attachments:
Attachment Booklet – February 2024
CEO01-02/24 – Cost Estimate for Extraordinary Election

OFFICER RECOMMENDATION AND COUNCIL DECISION 070224

MOVED: Cr Wyse **SECONDED: Cr Summers**

That Council, by Absolute Majority:

1. **Fixes, in accordance with Section 4.20(4) of the *Local Government Act 1995* the date of the extraordinary election for the vacant councillor position be held on or after 17 May 2024.**
2. **Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the extraordinary election.**
3. **Decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the extraordinary election will be as a postal election.**
4. **Agree to the costs estimate provided by the WA Electoral Commission of approximately $24,000 to conduct the extraordinary election.**

VOTING DETAILS: CARRIED: 6/0

For: Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Peters

Against: Nil

UNCONFIRMED

DEVELOPMENT SERVICES	ID01-02/24
Subject:	**ID 01-02/24 Delegated Authority Report – Development, December 2023 and January 2024**
Author:	**M Connell, Manager Development**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**3.00125**
Voting Requirements:	**Simple Majority**

Council Role:

☐	**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).

Report Purpose:
For Council to receive the Delegated Authority Report – Development, December 2023 and January 2024.

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.

Officer's Comment:
This report presents the details of development functions made under delegated authority for the months of December 2023 and January 2024, with 9 building permits and 7 applications for development approval having been issued.

Consultation:
Nil

Statutory Environment:
- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*

UNCONFIRMED

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 – February 2024
ID01-02/24 Attachment 1: Delegated Authority Report – Development, December 2023 and January 2024

OFFICER RECOMMENDATION AND COUNCIL DECISION	**080224**
MOVED: Cr Tunbridge	**SECONDED: Cr Gillam**
That Council, by Simple Majority receives the Delegated Authority Report – Development, December 2023 and January 2024 as contained in ID01-02/24 Attachment 1 of the Attachment Booklet – February 2024.	
VOTING DETAILS:	**CARRIED: 6/0**
For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers**	
Against: **Nil**	

UNCONFIRMED

DEVELOPMENT SERVICES	ID02-02/24
Subject:	**ID 02-02/24 Proposed Local Planning Scheme Amendment No. 19 – Special Use (Roadhouse) Rezoning Lot 16 Brand Highway, Dongara**
Author:	**M Connell, Manager Development**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**P1168 & A8339**
Voting Requirements:	**Simple Majority**

Council Role:

☐	**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).

Report Purpose:
For Council to not support Amendment No. 19 (the amendment) to the Shire of Irwin Local Planning Scheme No. 5.

Background:
The amendment seeks to rezone Lot 16 Brand Highway, Dongara to the 'Special Use' zone to primarily facilitate the development of a roadhouse.

The vacant site is 3.37ha in area and is located just east of the Dongara town centre entry. The property has a split zoning of 'Light Industry', 'Special Residential' and a small portion of 'Local Reserve'.

Council at its meeting held on 13 December 2021 resolved to initiate the amendment and the advertising period has now concluded with 14 submissions being received.

The applicant has formally advised the Shire that their client has cancelled the contract to purchase the site and they do not wish to proceed with the amendment.

Proposal
The amendment seeks to rezone Lot 16 Brand Highway, Dongara to the 'Special Use' zone to primarily facilitate the development of a roadhouse. The 'Special Use' will also include a range of development controls and complementary uses.

UNCONFIRMED

The amendment report details the intended development of the site and includes an indicative concept plan. The amendment report is contained in ID02-02/24 Attachment 1.

Location Plan



Officer's Comment:
As a result of the advertising period a number of issues were raised that are discussed in further detail in the 'Consultation' section of this report. The applicant was provided the opportunity to try and address the matters raised and no response was provided.

Although Council has the option to support the amendment it is considered contrary to the principles of orderly and proper planning to recommend support of the amendment in the absence of those matters being addressed.

Consultation:
Prior to public advertising, the Environmental Protection Authority (EPA) is required to assess the amendment under Part IV of the *Environmental Protection Act 1986*. The EPA advised that the amendment should not be assessed and that it is not necessary to provide any advice or recommendations.

The amendment was publicly advertised in accordance with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The advertising involved the following:

- A public notice was published in the Midwest Times;
- A written notice was sent to adjoining landowners within approximately 300m of the site;
- A sign was placed on-site;
- A copy of the amendment was made available for public inspection at the Shire office;

- The amendment details were published on the Shire's website; and
- The amendment was referred to the following Government/Service agencies:
    - Department of Primary Industries and Regional Development
    - Department of Water and Environmental Regulation
    - Department of Health
    - Department of Mines, Industry Regulation and Safety
    - Department of Biodiversity, Conservation and Attractions
    - Department of Jobs, Tourism, Science and Innovation
    - Main Roads Western Australia
    - Water Corporation
    - Western Power
    - Mid West Development Commission

In response to the advertising a total of 14 submissions were received (6 from the public and 8 from government/service agencies). The key relevant planning issues raised in the submissions are summarised as follows:

- Traffic impact;
- Noise and visual pollution;
- The site is not suitable for the development;
- Would deter people from visiting town centre;
- Does not meet the definition of roadhouse and provides no certainty on other uses for the site;
- Deficiencies with the bushfire management plan; and
- Wastewater disposal.

A 'Schedule of Submissions' which includes recommendations for each submission is contained in ID02-02/24 Attachment 2 and a copy of the actual submissions is contained in ID02-02/24 Confidential Attachment 3.

The applicant was provided the opportunity to try and address the matters raised. No response was provided, and they now do not wish to proceed with the amendment.

Statutory Environment:
Part 5, Section 75 of the *Planning and Development Act 2005* provides for a local government to amend a local planning scheme.

Division 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* sets out the process that must be followed for complex amendments to a local planning scheme. Council must pass a resolution to either support the amendment (with or without modification) or not support the amendment.

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.

UNCONFIRMED

Attachments:
Attachment Booklet – February 2024
ID02-02/24 Attachment 1: Amendment 19 Report
ID02-02/24 Attachment 2: Schedule of Submissions

Confidential Attachment Booklet – February 2024
ID02-02/24 Confidential Attachment 3: Submissions

OFFICER RECOMMENDATION AND COUNCIL DECISION	**090224**

MOVED: Cr Gillam **SECONDED: Cr Summers**

That Council, by Simple Majority not support Amendment No. 19 to the Shire of Irwin Local Planning Scheme No. 5 as it is considered contrary to the principles of orderly and proper planning to recommend support of the amendment in the absence of those matters raised during the advertising period not being addressed.

VOTING DETAILS: **CARRIED: 6/0**

For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers**

Against: **Nil**

UNCONFIRMED

DEVELOPMENT SERVICES	ID03-02/24
Subject:	**ID 03-02/24 Proposed Local Planning Scheme Amendment No. 21 – R30 Rezoning Lot 18 (No. 9) Francis Road, Port Denison**
Author:	**M Connell, Manager Development**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**P1299 & A1223**
Voting Requirements:	**Simple Majority**

Council Role:

☐	**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).

Report Purpose:
For Council to support, without modification, Amendment No. 21 (the amendment) to the Shire of Irwin Local Planning Scheme No. 5.

Background:
The amendment seeks to amend the Residential R-Coding of Lot 18 (No. 9) Francis Road, Port Denison from R12.5 to R30.

Lot 18 is located some 900m from the coast and approximately 1.5km from the Port Denison marina. The site has an area of 1.0114 ha with a depth of approximately 113m and a width of approximately 98m. Development approval was issued in June 2023 for two grouped dwellings located in the south-east corner of the site, which are currently under construction. The balance of the land is vacant.

The site is part of a broader triangular shaped residential area bounded by Francis Road to the east, Blenheim Road to the south and Point Leander Drive to the north-west. To the south of the site the land has an R-Code of R30 and the very norther section of the broader location also has a R30 density. The central portion encompassing Lots 16, 17 and 18 are coded R12.5.

Council at its meeting held on 26 September 2023 resolved to initiate the amendment and the advertising period has now concluded with 5 submissions being received.

UNCONFIRMED

Proposal

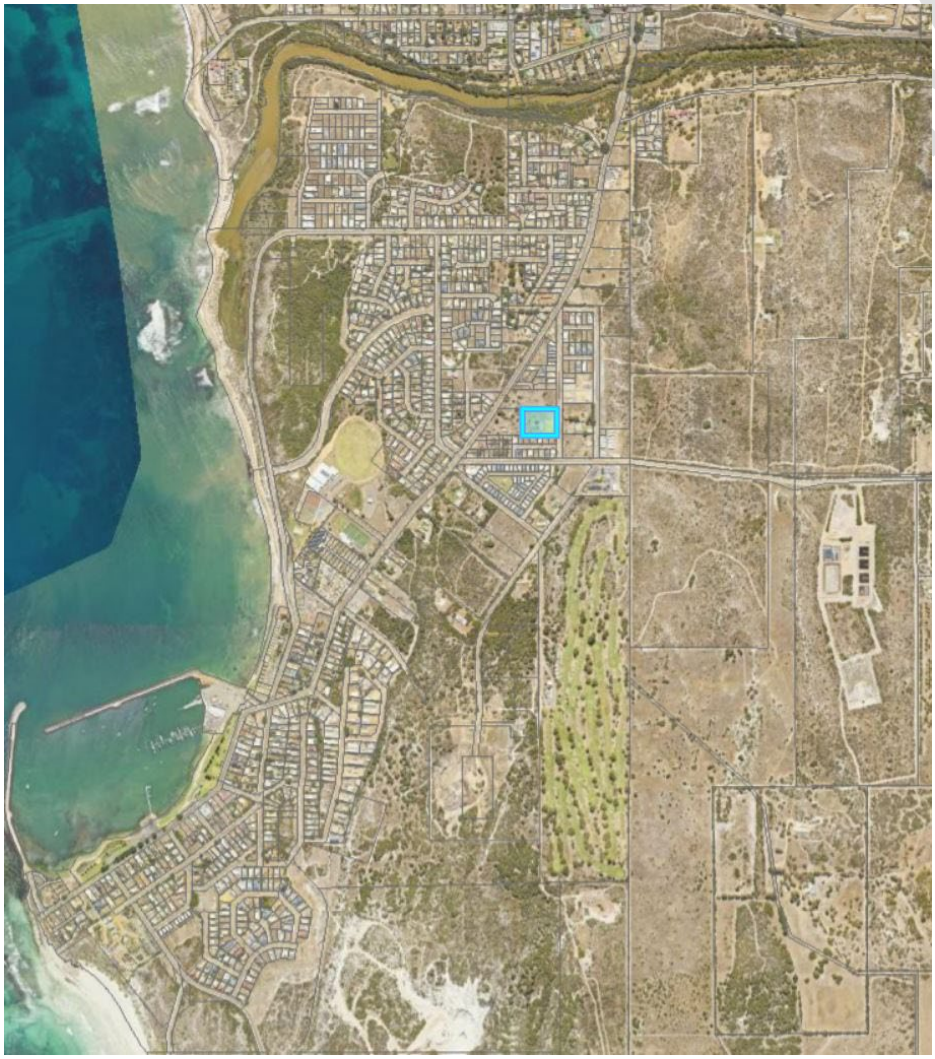
The amendment seeks to amend the R-Coding of Lot 18 from R12.5 to R30, which will enable the land to be developed for medium-density housing. Under the existing R12.5 R-Code the site has a maximum potential of 12 dwellings. The R30 code allows for development with a minimum lot size of 260m^2 and an average lot size of 300m^2. This would provide for an increase in the maximum development potential to 33 dwellings.

Whilst this amendment only proposes the change in R-Coding for Lot 18 it is appropriate at this stage in the planning process to plan for the coordination of future subdivision of the adjoining Lots 16 and 17. Accordingly it is proposed to adopt a local development plan concurrently with the amendment.

The local development plan will determine an appropriate road network and public open space regime to enable Lots 16, 17 and 18 to be developed in an orderly and proper manner.

The amendment report, which also contains the local development plan is contained in ID03-02/24 Attachment 1.

Location Plan



Officer's Comment:

The amendment has been assessed against the following planning framework applicable to the amendment as detailed below.

Guilderton to Kalbarri Sub-regional Strategy
The primary purpose of this Strategy is to guide growth, future planning and development in the sub-region. The Strategy identifies Dongara – Port Denison as a sub-regional centre that aims to support population and economic activities within its hinterland through the provision of goods and services. Urban growth within the Dongara – Port Denison sub-regional centre is promoted and the amendment is consistent with the strategic direction of the Strategy.

Local Planning Strategy
The Strategy sets out the long-term planning directions for the Shire and guides land use planning over the next 20 years. The Strategy promotes density infill of existing vacant residential zoned land as a priority. Lot 18 is located in 'Policy Area B' and is identified as 'Urban / Residential (Higher Density)'. The amendment is consistent with the Strategy and will provide adequate land to accommodate urban expansion and further will improve housing diversity and choice within the Dongara – Port Denison area.

Dongara – Port Denison District Structure Plan
This Plan provides a strategic framework to sustainably grow the townsites of Dongara and Port Denison in a manner that serves the needs of the community now and in the future. Lot 18 is identified on the Plan as 'Existing Urban / Residential (Proposed Higher Density)' and within the future urban area identified as the 'St. Dominics Precinct'. This precinct is the initial growth corridor for development and the amendment is consistent with the Plan.

Public Open Space Strategy
The Strategy provides a framework for the future distribution of public open space for the Dongara – Port Denison area. The Strategy identifies Ayelia Park (abutting Lot 18 to the north) as a 'local park'. Ayelia Park is currently 689m^2 in size. The Strategy recommends the upgrading of the park to Neighbourhood park status and adding additional land to the park.

The local development plan proposed as part of the amendment further details that any future residential subdivision of Lot 16 will enable the park to be expanded through the standard 10% public open space contribution. At this stage, it is anticipated that the subdivision of Lot 16 will require some 985m^2 of land to be ceded for public open space. Locating this future open space adjacent to the existing open space will ensure that Ayelia Park will be of a sufficient size to be both functional and useable as a future neighbourhood park and achieve the anticipated outcomes of the open space strategy.

The subdivision of Lots 17 and 18 will require the payment of cash in lieu of public open space. These funds could then be used to further implement the recommendations of the open space strategy.

Conclusion
The proposal to amend the R-Coding of Lot 18 to R30 will enable the lot to be developed for medium-density residential housing consistent with the objectives detailed in both the Shire of Irwin Local Planning Strategy and the Dongara – Port Denison District Structure Plan.

It is considered that the amendment complies with the planning framework applicable to the site and the requirements of orderly and proper planning.

Consultation:
Prior to public advertising, the Environmental Protection Authority (EPA) is required to assess the amendment under Part IV of the *Environmental Protection Act 1986*. The EPA advised that the amendment should not be assessed and that it is not necessary to provide any advice or recommendations.

The amendment was publicly advertised in accordance with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

UNCONFIRMED

The advertising involved the following:

- A public notice was published in the Midwest Times;
- A public notice was published in the Dongara Denison Local Rag;
- A written notice was sent to adjoining landowners within approximately 200m of the site;
- A sign was placed on-site;
- A copy of the amendment was made available for public inspection at the Shire office;
- The amendment details were published on the Shire's website; and
- The amendment was referred to the following Government/Service agencies:
    - Department of Education
    - Department of Fire and Emergency Services
    - Department of Planning, Lands and Heritage
    - Department of Water and Environmental Regulation
    - Water Corporation
    - Telstra

In response to the advertising a total of 5 submissions were received (1 from the public and 4 from government/service agencies). The key relevant planning issues raised in the submissions are summarised as follows:

- The Local Development Plan should prevent the creation of dead-ends or cul-de-sacs.
- Connection to water and sewer is available.
- Previous block work on Lot 18 has caused disturbance and possible structural damage to existing properties.

A 'Schedule of Submissions' which includes recommendations for each submission is contained in ID03-02/24 Attachment 2 and a copy of the actual submissions is contained in ID03-02/24 Confidential Attachment 3.

Statutory Environment:
Part 5, Section 75 of the *Planning and Development Act 2005* provides for a local government to amend a local planning scheme.

Division 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015* sets out the process that must be followed for standard amendments to a local planning scheme. Council must pass a resolution to either support the amendment (with or without modification) or not support the amendment.

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 – February 2024
ID03-02/24 Attachment 1: Amendment 21 Report
ID03-02/24 Attachment 2: Schedule of Submissions

Confidential Attachment Booklet – February 2024
ID03-02/24 Confidential Attachment 3: Submissions

UNCONFIRMED

OFFICER RECOMMENDATION AND COUNCIL DECISION	100224

MOVED: Cr Wyse **SECONDED: Cr Scott**

That Council, by Simple Majority supports Amendment No. 21 to the Shire of Irwin Local Planning Scheme No. 5 without modification.

VOTING DETAILS: **CARRIED: 6/0**

For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers**

Against: **Nil**

UNCONFIRMED

DEVELOPMENT SERVICES	ID04-02/24
Subject:	**ID 04-02/24 Proposed Road Closure – Portion of Seahorse Loop, Port Denison**
Author:	**M Connell, Manager Development**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**P1304 – A1424**
Voting Requirements:	**Simple Majority**

Council Role:

☐	**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).

Report Purpose:
For Council to request the Minister for Lands to approve the closure and subsequent amalgamation of a portion of Seahorse Loop that abuts Lot 780 (No. 52) Seahorse Loop, Port Denison.

Background:
The Shire has received a request from the owner of Lot 780 (No. 52) Seahorse Loop, Port Denison to close a portion of Seahorse Loop that abuts the land.

Lot 780 is located at a bend in Seahorse Loop and results in the front boundary being somewhat irregular in shape. The owner is requesting the road alignment be 'straightened' resulting in a more uniform front boundary, enabling the lot to be developed more effectively.

A copy of the proposed road closure plan is contained in ID04-02/24 Attachment 1.

UNCONFIRMED

Location Plan



Officer's Comment:
Overall, it is assessed that the proposed closure will have no adverse impacts on the streetscape of Seahorse Loop. There are no services that will be affected by the closure and it is considered that the closure complies with the requirements of orderly and proper planning.

Consultation:
The closure was advertised in accordance with the provisions of the *Land Administration Act 1997* and involved the following:

- A notice was published in the Dongara Denison Local Rag;
- A copy of the closure was made available for public inspection at the Shire office;
- The closure was published on the Shire's website;
- A written notice was sent to abutting landowners on Seahorse Loop; and
- A written notice was sent to the following Government/Service Agencies:
  - Alinta Energy
  - Department of Planning, Lands and Heritage
  - Telstra
  - Water Corporation
  - Western Power

In response to the advertising a total of 2 submissions were received with no objections raised.

Statutory Environment:
Section 58 of the *Land Administration Act 1997* enables a local government to request the Minister for Lands to permanently close a public road. Regulation 9 of the *Land Administration Regulations 1998* details the information that must accompany such a request.

Policy Implications:
Nil

UNCONFIRMED

Financial/Resource Implications:
Nil, the applicant will be responsible for the payment of all costs associated with the closure and amalgamation process.

Strategic Implications:
Our Brilliant Future - Strategic Community Plan 2021 – 2031
Strategy 2.1.1 Continuously improve approval processes

Attachments:
Attachment Booklet – February 2024
ID04-02/24 Attachment 1: Proposed Road Closure Plan

OFFICER RECOMMENDATION AND COUNCIL DECISION	**110224**
MOVED: Cr Tunbridge	**SECONDED: Cr Scott**
That Council, by Simple Majority request the Minister for Lands to approve the closure and amalgamation of a portion of Seahorse Loop, Port Denison as shown on the proposed road closure plan Drawing No. 30523AS1-1-0.	
VOTING DETAILS:	**CARRIED: 6/0**
For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers**	
Against: **Nil**	

UNCONFIRMED

DEVELOPMENT SERVICES	ID05-02/24
Subject:	**ID 05-02/24 Major Land Transaction Proposed Disposal of Land by Lease – Seaspray Beach Holiday Park, Dongara**
Author:	**M Connell, Manager Development**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**P1265**
Voting Requirements:	**Absolute Majority**

Council Role:

☐	**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).

Report Purpose:
For Council to proceed with the major land transaction for the disposal by lease of Reserve 25412 being Lot 94 on Deposited Plan 191394 Church Street, Dongara.

Background:
Reserve 25412 (the 'site') is vested in the Shire for the purpose of *"Caravan Park"*. The Shire has been granted care, control and management of the site under a Management Order with the power to lease for any term not exceeding 50 years, subject to the consent of the Minister for Lands. The site has been used as a caravan park since 1999 and has been progressively developed over time with a mix of chalets and caravan bays.

The Shire currently leases the site to McWhite Pty Ltd for use as a caravan park which is operated as the *Seaspray Beach Holiday Park*. The current lease expires in 2029 and the lessee approached the Shire a number of years back seeking a new lease of the site for the maximum term of 50 years.

Council at its meeting held on 22 February 2020 resolved to support the future expansion of the holiday park and initiate renewal of the lease. The future expansion of the lease area will be further progressed once the new lease is finalised.

UNCONFIRMED

Location Plan



Officer's Comment:
Under sections 3.58 and 3.59 of the *Local Government Act 1995*, the proposed lease constitutes a disposal of property and the total value of the proposed lease is such that it constitutes a major land transaction.

The Shire is therefore required to prepare business plan and give statewide public notice of the major land transaction and business plan. The business plan is contained in ID05-02/24 Attachment 1 and contains an overall assessment of the major land transaction and details of:

- its expected effect on the provision of facilities and services by the local government;
- its expected effect on other persons providing facilities and services in the district;
- its expected financial effect on the local government;
- its expected effect on matters referred to in the local government's current plan;
- the ability of the local government to manage the performance of the transaction; and
- any other matter prescribed for the purpose of this subsection.

In conjunction with the business plan a draft lease has been prepared. The draft lease is contained in ID05-02/24 Confidential Attachment 2 and key aspects of the lease are:

- The lease is for the site only as if it were unoccupied. It does not include any improvements made or effected to the Premises by the lessee.
- The lease term is for 50 years commencing on the date the lease is executed by all parties.
- The lease contains a notification that the site is located in a coastal hazard risk area that is likely to be subject to coastal erosion and/or inundation over the next 100 years. The lessee accepts all risks associated with erosion / inundation and acknowledges that the site may not remain suitable or adequate for the use.

UNCONFIRMED

- The draft lease proposes the lease rent to be 4% of the gross revenue for the preceding year or the current market rent, whichever is the lesser, with rent reviews (new valuation) undertaken every 5 years.
- The lessee is required to pay all other outgoings or charges (including rates).

Consultation:
The major land transaction was advertised in accordance with s. 3.59 of the *Local Government Act 1995* and involved the following:

- A public notice was published in the West Australian newspaper;
- A public notice was published in the Dongara Denison Local Rag;
- A copy of the business plan was made available for public inspection at the Shire office;
- The business plan was published on the Shire's website;

No submissions were received in response to the advertising.

Throughout the process Officers have been liaising with the lessee regarding the terms of the draft lease.

Statutory Environment:
Section 3.59 the *Local Government Act 1995* details the process governing 'commercial enterprises by local government' including major land transactions.

The proposed lease constitutes a disposal of property and the total value of the proposed lease is such that it constitutes a major land transaction. Before a local government enters into a major land transaction it is required to prepare a business plan and give statewide notice.

At the conclusion of the public advertising, Council is required to determine (by absolute majority) if it wishes to proceed with the transaction as proposed or so that it is not significantly different from what was proposed.

Policy Implications:
Nil

Financial/Resource Implications:
In the 2022/23 financial year the lease rent income received by the Shire was $23,595.93.

The draft lease proposes the lease rent to be 4% of the gross revenue for the preceding year or the current market rent, whichever is the lesser, with rent reviews undertaken every 5 years.

A licensed property valuer has recently valued the disposal on the basis of 'Market Rental Value' which was determined at $30,000 per annum. The valuation report is contained in ID05-02/24 Confidential Attachment 3.

Council has previously resolved that the Shire would accept the costs for the public notice and a market valuation ($4,676.80 in total), however legal costs associated with preparation and execution of the lease would be recoverable from the lessee.

UNCONFIRMED

Strategic Implications:
Our Brilliant Future - Strategic Community Plan 2021 – 2031
Strategy 2.1.5 Leverage opportunities and investment, and promote retail development
Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles

Attachments:
Attachment Booklet – February 2024
ID05-02/24 Attachment 1: Business Plan

Confidential Attachment Booklet – February 2024
ID05-02/24 Confidential Attachment 2: Lease
ID05-02/24 Confidential Attachment 3: Valuation Report

OFFICER RECOMMENDATION AND COUNCIL DECISION	**120224**

MOVED: Cr Wyse **SECONDED: Cr Gillam**

That Council, by Absolute Majority:

1. **Notes that no submissions were received for the major land transaction for the disposal by lease of Reserve 25412 being Lot 94 on Deposited Plan 191394 Church Street, Dongara;**

2. **Authorises the Chief Executive Officer to proceed with the major land transaction as proposed or so that it is not significantly different from what was proposed; and**

3. **Authorises the Chief Executive Officer to execute all documents necessary for the lease.**

VOTING DETAILS: **CARRIED: 6/0**

For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers**

Against: **Nil**

UNCONFIRMED

DEVELOPMENT SERVICES	ID06-02/24
Subject:	**ID 06-02/24 Major Land Transaction Proposed Disposal of Land by Lease – BIG4 Dongara Denison Beach Holiday Park, Port Denison**
Author:	**M Connell, Manager Development**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**P1272**
Voting Requirements:	**Absolute Majority**

Council Role:

☐	**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).

Report Purpose:
For Council to proceed with the major land transaction for the disposal by lease of Reserve 25826 being Lot 502 on Deposited Plan 425295 Ocean Drive, Port Denison.

Background:
Reserve 25826 (the 'site') is vested in the Shire for the purpose of *"Recreation Camping and Caravan Park"*. The Shire has been granted care, control and management of the site under a Management Order with the power to lease for any term not exceeding 30 years, subject to the consent of the Minister for Lands. The site has been used as a caravan park since 2000 and has been progressively developed over time with a mix of chalets and caravan bays.

The Shire currently leases the site to Phobos Nominees Pty Ltd for use as a caravan park which is operated as the *BIG4 Dongara Denison Beach Holiday Park*. The current lease expires in 2026 and the lessee approached the Shire a number of years back seeking a new lease of the site for the maximum term of 30 years.

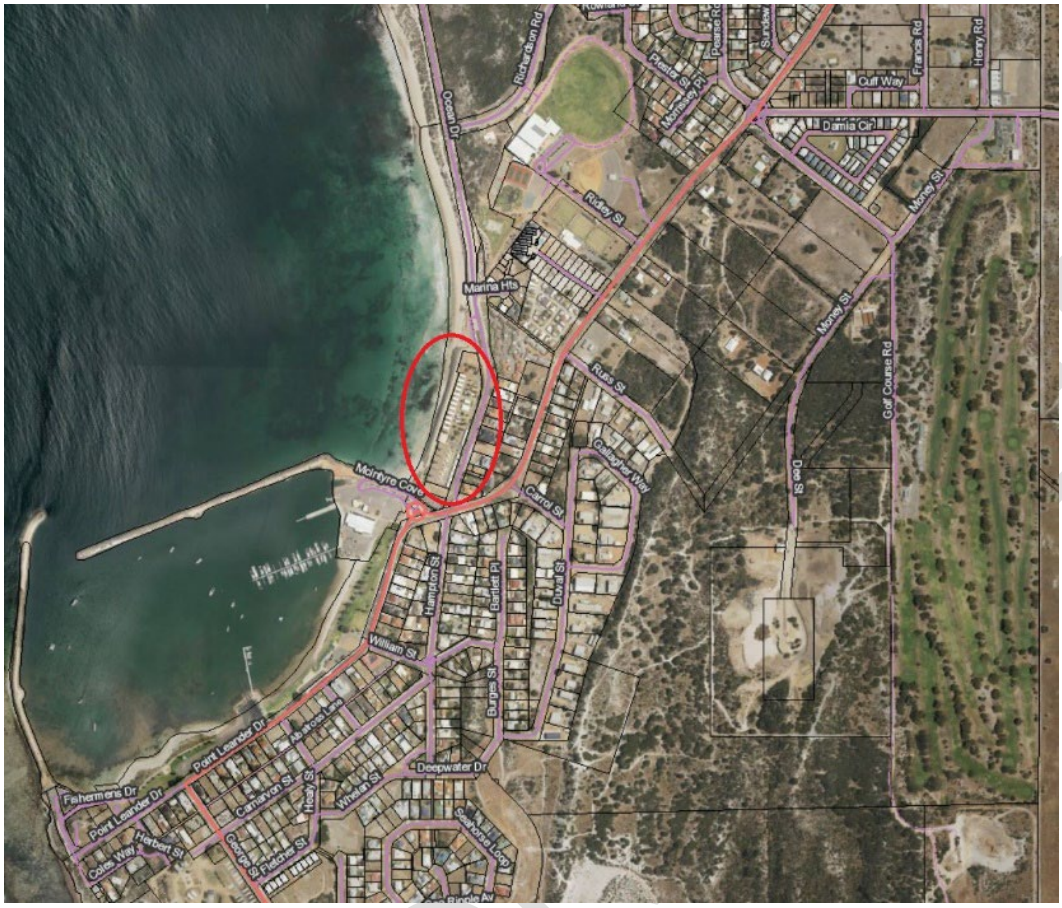
Council at its meeting held on 24 November 2020 resolved to support the expansion of the holiday park at the northern end of the site to formalise an area that had been used by the park for several years. Council also resolved to initiate renewal of the lease.

In early 2022 a small portion of land on the southern end of the site was excised from Reserve 25826 to facilitate improved access to Grannies Beach and facilitate future works to make the beach a more functional and practical space.

UNCONFIRMED

Council at its meeting held on 22 February 2022 resolved to give public notice to lease the site to the current lessee and to accept the costs for the public notice and valuation.

Location Plan



Officer's Comment:
Under sections 3.58 and 3.59 of the *Local Government Act 1995*, the proposed lease constitutes a disposal of property and the total value of the proposed lease is such that it constitutes a major land transaction.

The Shire is therefore required to prepare business plan and give statewide public notice of the major land transaction and business plan. The business plan is contained in ID06-02/24 Attachment 1 and contains an overall assessment of the major land transaction and details of:

- its expected effect on the provision of facilities and services by the local government;
- its expected effect on other persons providing facilities and services in the district;
- its expected financial effect on the local government;
- its expected effect on matters referred to in the local government's current plan;
- the ability of the local government to manage the performance of the transaction; and
- any other matter prescribed for the purpose of this subsection.

In conjunction with the business plan a draft lease has been prepared. The draft lease is contained in ID06-02/24 Confidential Attachment 2 and key aspects of the lease are:

- The lease is for the site only as if it were unoccupied. It does not include any improvements made or effected to the Premises by the lessee.
- The lease term is for 30 years commencing on the date the lease is executed by all parties.

UNCONFIRMED

- The existing facilities located on the southern portion of the site (which was excised from Reserve 25826) are to remain until 2 March 2026, which is the end date of the current lease.
- The lease contains a notification that the site is located in a coastal hazard risk area that is likely to be subject to coastal erosion and/or inundation over the next 100 years. The lessee accepts all risks associated with erosion / inundation and acknowledges that the site may not remain suitable or adequate for the use.
- The draft lease proposes the lease rent to be 6% of the gross revenue for the preceding year or the current market rent, whichever is the greater, with rent reviews (new valuation) undertaken every 5 years.
- The lessee is required to pay all other outgoings or charges (including rates).

Consultation:
The major land transaction was advertised in accordance with s. 3.59 of the *Local Government Act 1995* and involved the following:

- A public notice was published in the West Australian newspaper;
- A public notice was published in the Dongara Denison Local Rag;
- A copy of the business plan was made available for public inspection at the Shire office;
- The business plan was published on the Shire's website;

1 submission was received from the current lessee requesting the lease rent be reduced from 6% to 4%. A copy of the submission is contained in ID06-02/24 Attachment 3.

Throughout the process Officers have been liaising with the lessee regarding the terms of the draft lease.

Statutory Environment:
Section 3.59 the *Local Government Act 1995* details the process governing 'commercial enterprises by local government' including major land transactions.

The proposed lease constitutes a disposal of property and the total value of the proposed lease is such that it constitutes a major land transaction. Before a local government enters into a major land transaction it is required to prepare a business plan and give Statewide notice.

At the conclusion of the public advertising, Council is required to determine (by absolute majority) if it wishes to proceed with the transaction as proposed or so that it is not significantly different from what was proposed.

Policy Implications:
Nil

Financial/Resource Implications:
In the 2022/23 financial year the lease rent income received by the Shire was $122,844.37.

The draft lease proposes the lease rent to be 6% of the gross revenue for the preceding year or the current market rent, whichever is the greater, with rent reviews undertaken every 5 years. This is in accordance with the terms of the current lease.

The lessee is seeking the lease rent be reduced to 4% of the gross revenue which is the figure used for the 2 other caravan sites the Shire leases. A comparison of the 4% and 6% figures based on the 2022/23 lease rent income is as follows:

- 6% - $122,844.37
- 4% - $81,896.25 (a reduction of $40,948.12)

UNCONFIRMED

A licensed property valuer has recently valued the disposal on the basis of 'Market Rental Value' which was determined at $49,000 per annum. The valuation report is contained in ID06-02/24 Confidential Attachment 4.

Council has previously resolved that the Shire would accept the costs for the public notice and a market valuation ($4,676.80 in total), however legal costs associated with preparation and execution of the lease would be recoverable from the lessee.

Strategic Implications:
Our Brilliant Future - Strategic Community Plan 2021 – 2031
Strategy 2.1.5 Leverage opportunities and investment, and promote retail development
Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles

Attachments:
Attachment Booklet – February 2024
ID06-02/24 Attachment 1: Business Plan
ID06-02-24 Attachment 3: Submission

Confidential Attachment Booklet – February 2024
ID06-02/24 Confidential Attachment 2: Lease
ID06-02/24 Confidential Attachment 4: Valuation Report

OFFICER RECOMMENDATION:

That Council by Absolute Majority:

1. **Notes the submission made for the major land transaction for the disposal by lease of Reserve 25826 being Lot 502 on Deposited Plan 425295 Ocean Drive, Port Denison;**

2. **Authorises the Chief Executive Officer to proceed with the major land transaction as proposed or so that it is not significantly different from what was proposed; and**

3. **Authorises the Chief Executive Officer to execute all documents necessary for the lease.**

The Shire President asked whether Cr Scott and Cr Summers would like to speak to the Motion.

Cr Scott spoke to the Motion.

Cr Summers spoke to the Motion.

The Shire President then asked whether Councillors would like to speak against the Motion.

Cr Gillam noted that the rent figure of 6% of the annual gross revenue was disproportionally higher than the other two parks in Dongara/Denison and supported reducing the percentage to 4% to encourage continued economic development within the Shire.

Cr Wyse spoke to close the debate.

UNCONFIRMED

AMENDMENT AND COUNCIL DECISION	**130224**

MOVED: Cr Wyse **SECONDED: Cr Gillam**

That Council, by Absolute Majority:

1. **Notes the submission made for the major land transaction for the disposal by lease of Reserve 25826 being Lot 502 on Deposited Plan 425295 Ocean Drive, Port Denison;**
2. **Authorises the Chief Executive Officer to proceed with the major land transaction as proposed with an amended rent figure of 4% of annual gross revenue, or so that it is not significantly different from what was proposed; and**
3. **Authorises the Chief Executive Officer to execute all documents necessary for the lease.**

VOTING DETAILS: **CARRIED: 6/0**

For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers**

Against: **Nil**

SUBSTANTIVE MOTION AND COUNCIL DECISION	**140224**

MOVED: Cr Scott **SECONDED: Cr Summers**

That Council, by Absolute Majority:

1. **Notes the submission made for the major land transaction for the disposal by lease of Reserve 25826 being Lot 502 on Deposited Plan 425295 Ocean Drive, Port Denison;**
2. **Authorises the Chief Executive Officer to proceed with the major land transaction as proposed with an amended rent figure of 4% of annual gross revenue, or so that it is not significantly different from what was proposed; and**
3. **Authorises the Chief Executive Officer to execute all documents necessary for the lease.**

VOTING DETAILS: **CARRIED: 6/0**

For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers**

Against: **Nil**

UNCONFIRMED

10.2 Committee Reports

10.2.1 CASE Committee

The Minutes of the CASE Committee Meeting held 12 February 2024 have been provided to all Councillors under separate cover.

COUNCIL DECISION	**150224**
MOVED: Cr Tunbridge	**SECONDED: Cr Wyse**
That Council receives the CASE Committee Meeting Minutes for the meeting held 12 February 2024.	
VOTING DETAILS:	**CARRIED: 6/0**
For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers**	
Against: **Nil**	

Resultant from the CASE Committee Meeting held 12 February 2024, the following recommendation is presented to Council for approval.

UNCONFIRMED

COMMITTEE RECOMMENDATION AND COUNCIL DECISION 160224

MOVED: Cr Wyse **SECONDED: Cr Summers**

That Council:

1. **Approves the following funding allocation for the Community Assistance Scheme; and**
2. **Approves its allocation from the 2023/24 financial year budget.**

ORGANISATION	PROJECT DESCRIPTION	GRANT
Dongara Denison Lions Club	Celebrate the 40 Year Milestone and the history of the Dongara Denison Lions Club.	$5000
Irwin Autumn Social Club	To support the hire of appropriate transport enabling social outings for the club and its members.	$3,500
	TOTAL	$8,500

VOTING DETAILS: **CARRIED: 6/0**

For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Tunbridge, Cr Gillam, Cr Summers**

Against: **Nil**

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

13. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil

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

Nil

15. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 6.31pm.

UNCONFIRMED

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

26 March 2024

Item 8.2
Minutes
Special Council Meeting
19 March 2024

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

MINUTES

Special Council Meeting

held on

Tuesday 19 March 2024

Which commenced at

6.00pm

in the

Shire of Irwin Council Chambers

11-13 Waldeck Street, Dongara

The purpose of the meeting is for Council
to approve the membership of the Shire of Irwin Audit Committee

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 a 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 of the Council is received by that person.

The Shire of Irwin 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 Council or Committee Meetings.

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MINUTES

SPECIAL COUNCIL MEETING

held on

Tuesday 19 March 2024

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President welcomed Councillors and then then declared the meeting open at 6.00pm.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Members

Councillor M Leonard	President
Councillor B Wyse	Deputy President
Councillor I Scott	
Councillor E Tunbridge	
Councillor P Summers	

Staff

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

Apologies

Councillor A Gillam	
Ms F Boksmati	Acting Manager Community Services

Approved Leave of Absence

Nil

3. DECLARATION OF PURPOSE OF MEETING

The purpose of the meeting for Council to approve the membership of the Shire of Irwin Audit Committee.

4. DECLARATIONS OF INTEREST

Nil

5. PUBLIC QUESTION TIME

Nil

COUNCIL DECISION	**010324**

MOVED: Cr Scott **SECONDED: Cr Wyse**

That Council suspends Clause 10.2 of the *Shire of Irwin Meeting Procedures Local Law 2016* at 6.02pm, to allow Councillors to discuss and nominate Council Delegates to the Shire of Irwin Audit Committee.

VOTING DETAILS **Carried: 5/0**

For: Cr Leonard, Cr Wyse, Cr Summers, Cr Scott, Cr Tunbridge

COUNCIL DECISION	**020324**

MOVED: Cr Scott **SECONDED: Cr Wyse**

That Council reconvenes under Clause 10.2 of the *Shire of Irwin Meeting Procedures Local Law 2016* at 6.09pm.

VOTING DETAILS **Carried: 5/0**

For: Cr Leonard, Cr Wyse, Cr Summers, Cr Scott, Cr Tunbridge

6. OFFICER REPORTS

6.1 Audit Committee Member Update

OFFICE OF CEO	CEO02-03/24
Subject:	**CEO 02-03/24 Audit Committee Member Update**
Author:	**S Mearns, Executive Assistant**
Responsible Officer:	**S Ivers Chief Executive Officer**
File Reference:	**3.0717**
Voting Requirements:	**Absolute Majority**

Council Role:

☐	**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).

Report Purpose:
For Council by Absolute Majority:

- Appoint a third member on the Shire of Irwin Audit Committee; and
- Nominate a Proxy Member for the Shire of Irwin Audit Committee.

Background:
At the Ordinary Council Meeting held 24 October 2023, Council appointed the following Council Members as Voting Members on the Shire of Irwin Audit Committee:

Cr Scott
Cr Wyse
Cr Leonard (as proxy)

Section 7.1A of the *Local Government Act 1995 states:*

> *'A local government is to establish an Audit Committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.*

For the Shire of Irwin to comply with Section 7.1A, a third Councillor will need to be appointed as a full voting member of the Audit Committee.

The Agenda for the Ordinary Council Meeting held 24 October 2023 requested Council appoint four (4) Members to the Audit Committee. Due to an administrative error, a decision was recorded stating

that Council appointed two (2) Voting Members and one (1) Proxy. This decision therefore does not meet the requirements of Section 7.1A of the *Local Government Act 1995.*

Officer's Comment:
Shire Officers held conversations with the Governance team at WALGA who advised that as Decision 061023 has already been enacted, the decision could not be revoked.

WALGA advice was that the Shire hold a Special Council Meeting to amend the membership of the Audit Committee in the first instance to ensure compliance with Section 7.1A of the *Local Government Act 1995.*

Consultation:
Contact was made with the Governance team at WALGA

Statutory Environment:
Local Government Act 1995 Part 5, Division 2, section 5.25

Local Government Act 1995 Division 1 A, section 7.1.A Audit committee

(1) A local government is to establish and audit committee of 3 or more persons to exercise the powers and discharge the duties on it.

The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the members, and the majority of the members, are to be council members.

Policy Implications:
Nil

Financial/Resource Implications:
Nil

Strategic Implications:
Our Brilliant Future - Strategic Community Plan 2021 – 2031
Objective 4: Leading the community with engaged and progressive governance
4.2 Effective governance, management and prudent financial responsibility
4.2.1 Ensure compliance whilst embracing innovation and better practice principles

Attachments:
Nil

COUNCIL DECISION	**030324**
MOVED: Cr Scott	**SECONDED: Cr Tunbridge**

1. Appoint a third member on the Shire of Irwin Audit Committee for a period ending October 2025. Cr Summers duly appointed; and

2. Nominate a Proxy Member for the Shire of Irwin Audit Committee for a period ending October 2025. Cr Leonard duly nominated.

VOTING DETAILS **Carried: 5/0**

For: Cr Leonard, Cr Wyse, Cr Summers, Cr Scott, Cr Tunbridge

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

Nil

8. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 6.10pm.

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

26 March 2024

Item CC01-03/24
Accounts for Payment
February 2024

Shire of Irwin

List of Accounts paid February 2024 for presentation to the Council Meeting 26 March 2024

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
EFT31601	07/02/2024	65THIRTY EVENTS & ENTERTAINMENT	STAGE HIRE FOR AUSTRALIA DAY 2024	-1,316.48
EFT31603	07/02/2024	AMY CHADBOURNE	COMMUNICATIONS AND MEDIA CONSULTANCY SERVICES	-5,130.00
EFT31604	07/02/2024	ASM ECLIPSE PTY LTD	VISITOR CENTRE STOCK	-680.96
EFT31605	07/02/2024	ACCESS TO LEISURE AND SPORT INC (ATLAS)	HIRE OF EQUIPMENT FOR AUSTRALIA DAY EVENT 2024	-1,281.50
EFT31606	07/02/2024	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	LICENCE RENEWAL	-114.00
EFT31607	07/02/2024	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION - ONEMUSIC AUSTRALIA	COUNCIL MUSIC RURAL LICENCE FEES - QUARTERLY FEE	-205.85
EFT31608	07/02/2024	AVON WASTE	240LT WASTE COLLECTION	-74,561.57
EFT31609	07/02/2024	FLOW CONSULTING ENGINEERS PTY LTD	PLANS FOR KAILIS DRIVE ENTRY STATEMENT	-5,500.00
EFT31610	07/02/2024	TARTS & CO	FLOWER ARRANGEMENTS FOR AUSTRALIA DAY 2024 AWARD WINNERS	-280.00
EFT31611	07/02/2024	DEPARTMENT OF ENERGY, MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY RECONCILIATION	-179.54
EFT31612	07/02/2024	CARL JAMES SCUDDER	BUILDING MAINTENANCE	-3,487.00
EFT31613	07/02/2024	CREATIVE ADM	DESIGN AND PRODUCTION OF INVESTMENT PROSPECTUS	-3,110.25
EFT31614	07/02/2024	CENTRAL WEST PEST CONTROL	TERMITE INSPECTION	-3,690.00
EFT31615	07/02/2024	ADISYN	REMOTE IT BACKUP SERVICES	-4,128.30
EFT31616	07/02/2024	DELTA CLEANING SERVICES	CLEANING CONTRACT	-18,920.44
EFT31617	07/02/2024	DELL AUSTRALIA PTY LTD	IT EQUIPMENT	-17,710.00
EFT31618	07/02/2024	LANDGATE - WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY	GRV & UV SCHEDULES	-165.75
EFT31619	07/02/2024	DONGARA BOBCAT & CONTRACTING SERVICES	REMOVAL OF WASTE FROM POND AT TRANSFER STATION	-1,408.00
EFT31620	07/02/2024	DONGARA BODY BUILDERS	PROGRESS PAYMENT - SUPPLY OF 2 SIDE TIPPING TRAILERS AND BOGIE AND REPAIRS TO WATER TANKER AND ZERO TURN MOWER	-32,842.95
EFT31621	07/02/2024	DONGARA DISTRICT HIGH SCHOOL P & C	AUSTRALIA DAY EVENT 2024	-1,256.73
EFT31622	07/02/2024	DONGARA TREE SERVICES	TRIM AND REMOVAL OF VARIOUS TREES	-8,470.00
EFT31623	07/02/2024	ERNST & YOUNG	PROFESSIONAL SERVICES - ARROWSMITH DEVELOPMENT CLUSTER INFRASTRUCTURE ROADMAP	-43,945.00
EFT31624	07/02/2024	ESTILL & ASSOCIATES	IRWIN ARROWSMITH INDUSTRY ADVISORY COUNCIL ESTABLISHMENT WORKSHOP FACILITATION	-2,750.00
EFT31625	07/02/2024	FIVESTAR BUSINESS SOLUTIONS & INNOVATION	PRINTER CHARGES	-956.92
EFT31626	07/02/2024	CITY OF GREATER GERALDTON	MERU WASTE DISPOSAL CHARGE	-30,781.74
EFT31627	07/02/2024	REFUEL AUSTRALIA	BULK DIESEL AND FUEL CARD PURCHASES	-24,964.93
EFT31628	07/02/2024	GLASS CO WA	BUILDING MAINTENANCE	-524.61
EFT31629	07/02/2024	GNC BUILDING & CONSTRUCTION GROUP WA PTY LTD	DRAINAGE COMPONENTS FOR POINT LEANDER ASPHALT WORKS	-17,147.90
EFT31630	07/02/2024	THINK WATER GERALDTON	PART FOR TANK AT AIRSTRIP	-247.25
EFT31631	07/02/2024	GREENFIELD TECHNICAL SERVICES	CONSTRUCT DETAILED SPECIFICATIONS AND QUANTITY SCHEDULES FOR POINT LEANDER DRIVE	-8,140.00
EFT31632	07/02/2024	GRANDSTAND VENTURES PTY LTD	ENTERTAINMENT FOR AUSTRALIA DAY EVENT 2024	-8,580.00
EFT31633	07/02/2024	HILLE THOMPSON & DELFOS	SURVEY OF WILLIAM AND HAMPTON STREET ROUNDABOUT	-5,115.00
EFT31634	07/02/2024	HUGGABLE TOYS	VISITOR CENTRE STOCK	-759.22
EFT31635	07/02/2024	INCITE SECURITY	QUARTERLY MONITORING SERVICES	-430.50
EFT31636	07/02/2024	JCI LOCKSMITHS	REKEY BUILDING INCLUDING STOREROOMS	-333.00
EFT31637	07/02/2024	JOCKS BOBCAT & TRUCK HIRE	CLEARING SANDPIT FOR PLAYGROUND REPLACEMENT	-495.00
EFT31638	07/02/2024	JODEY EDWARDS	CONTRACT LANDSCAPING - THE VILLAGE	-4,644.58
EFT31639	07/02/2024	BRYAN HENDRICK KLEINSMAN	CLEAN UP ROAD VERGES ON OCEAN DRIVE	-1,584.00
EFT31640	07/02/2024	MIDWEST AUTO GROUP	PURCHASE OF FORD RANGER DOUBLE CAB CHASSIS	-50,010.21
EFT31641	07/02/2024	LOCAL BLOKE MARKETING AND DISTRIBUTION	VISITOR CENTRE STOCK	-526.90
EFT31642	07/02/2024	LG BEST PRACTICES	OUTSOURCED PAYROLL SERVICES	-2,112.00
EFT31643	07/02/2024	LO-GO APPOINTMENTS	CONTRACT LABOUR HIRE	-23,385.37
EFT31644	07/02/2024	MARKS WATERTRUCK	FILL WATER TANK AT AIRSTRIP	-247.50
EFT31645	07/02/2024	MCDONALD WHOLESALERS	NEW KITCHEN EQUIPMENT FOR DRIVE IN KIOSK AND REC CENTRE KIOSK SUPPLIES	-5,869.65
EFT31646	07/02/2024	MIDWEST HAULAGE AND EARTHMOVING/JACK THE CHIPPER/WOODCUTTER PTY LTD	PRUNE TREES ON PLESTER STREET AND THE VILLAGE	-3,150.00
EFT31647	07/02/2024	MITCHELL & BROWN	OVENS FOR TWO UNITS AT THE VILLAGE	-1,650.00
EFT31648	07/02/2024	ML COMMUNICATIONS	REPAIRS TO CESM VEHICLE	-214.50
EFT31649	07/02/2024	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS	-3,726.69
EFT31650	07/02/2024	MULLERMIND CREATIVE	PHOTOGRAPHY AND DRONE SERVICES FOR AUSTRALIA DAY 2024	-1,039.50
EFT31651	07/02/2024	JLT RISK SOLUTIONS PTY LTD	REGIONAL RISK COORDINATOR PROGRAM	-7,295.56
EFT31652	07/02/2024	NESTLE AUSTRALIA LIMITED TRADING AS NESPRESSO	COFFEE PODS FOR ADMIN AND DEPOT	-674.00
EFT31653	07/02/2024	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISING	-3,891.33
EFT31654	07/02/2024	PATIENCE MACHAKA	REIMBURSEMENT	-1,245.00
EFT31655	07/02/2024	PIXIES SCREEN PRINTS	PROTECTIVE CLOTHING	-3,212.50
EFT31656	07/02/2024	PURELY FILTRATION	ADDITIONAL WORKS ON OSMOSIS WATER FOUNTAIN AT DEPOT	-408.00
EFT31657	07/02/2024	SHMICK AUTO ELECTRICS PTY LTD	SUPPLY AND INSTALL BEACONS ON NEW VEHICLES	-4,727.88
EFT31658	07/02/2024	SHORELINE OUTDOOR WORLD	BUILDING REPAIRS	-198.00
EFT31659	07/02/2024	SPRAYLINE SPRAYING EQUIPMENT	SPRAY FITTINGS	-79.38
EFT31660	07/02/2024	SUBTERRANEAN SERVICE LOCATIONS WA	LIGHT POLE FOOTINGS AND SERVICE CHECKS FOR RETICULATION ON BLENHEIM ROAD	-2,425.50
EFT31661	07/02/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	-625.16
EFT31662	07/02/2024	TOURISM COUNCIL WESTERN AUSTRALIA LTD	2024 MEMBERSHIP RENEWAL	-1,650.00
EFT31663	07/02/2024	CLEANAWAY CO PTY LTD	RESIDENTIAL, COMMERCIAL AND STREET 240LT TO 20 NOVEMBER AND FRONT LIFT COLLECTION INCLUDING TRANSFER STATION	-36,207.16
EFT31664	07/02/2024	TRUCK CENTRE (WA) PTY LTD	INSPECT AND REPAIR NISSAN PRIME MOVERS	-4,663.29
EFT31665	07/02/2024	WESTERN AUSTRALIAN ELECTORAL COMMISSION	2023 ORDINARY ELECTION COSTS	-9,004.26
EFT31666	07/02/2024	WA NATURALLY PUBLICATIONS	VISITOR CENTRE STOCK	-89.70
EFT31667	07/02/2024	WELL DONE INTERNATIONAL	CALL CENTRE CHARGES	-391.93
EFT31668	07/02/2024	ON HOLD ON LINE	MONTHLY ON HOLD MESSAGES	-231.00

Shire of Irwin

List of Accounts paid February 2024 for presentation to the Council Meeting 26 March 2024

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
EFT31669	07/02/2024	WESTLINE CONTRACTING	LINE MARKING	-787.60
EFT31670	07/02/2024	WINCHESTER INDUSTRIES	MATERIALS FOR TRANSFER STATION SEALING WORKS	-6,691.02
EFT31671	08/02/2024	COASTMAC PTY LTD	COASTMAC FLAT TOP TRAILER	-6,960.00
EFT31672	14/02/2024	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT RECOVERY SERVICES	-3,450.20
EFT31673	14/02/2024	AMY CHADBOURNE	COMMUNICATIONS AND MEDIA CONSULTANCY SERVICES	-3,735.00
EFT31674	14/02/2024	BOB WADDELL CONSULTANT	FINANCIAL ASSISTANCE	-82.50
EFT31675	14/02/2024	GERALDTON LIMESTONE RETAINING WALLS	INSTALLATION OF DRAINAGE ON MOUNT ADAMS	-24,750.00
EFT31676	14/02/2024	PERTH IRRIGATION CENTRE	RETICULATION SUPPLIES	-2,850.75
EFT31677	14/02/2024	THURKLE'S EARTHMOVING & MAINTENANCE PTY LTD	REHABILITATION WORKS AT TRANSFER STATION	-31,900.00
EFT31678	14/02/2024	UNIVERSAL PICTURES INTERNATIONAL	RENTAL HIRE	-2,346.75
EFT31679	14/02/2024	THE WALT DISNEY COMPANY (AUSTRALIA) PTY LTD	RENTAL HIRE	-1,112.75
EFT31680	19/02/2024	AUSTRALIAN TAXATION OFFICE - BAS	BAS RECONCILIATION	-71,722.00
EFT31681	19/02/2024	JUST DIGITAL SIGNAGE	DEPOSIT - ELECTRONIC LED DIGITAL SIGN	-17,622.00
EFT31682	27/02/2024	AILEEN JOY TRANT	REFUND	-1,000.00
EFT31683	27/02/2024	ALTUS TRAFFIC PTY LTD	TRAFFIC MANAGEMENT	-1,341.62
EFT31684	27/02/2024	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT RECOVERY SERVICES	-761.75
EFT31685	27/02/2024	AUSTRALIA POST	POSTAGE & FREIGHT CHARGES	-831.09
EFT31686	27/02/2024	AVON WASTE	240LT WASTE COLLECTION	-15,016.29
EFT31687	27/02/2024	BABA MARDA ROAD SERVICES	TRAFFIC MANAGEMENT	-5,214.07
EFT31688	27/02/2024	BLACKWOODS	WORKSHOP SUPPLIES	-1,264.96
EFT31689	27/02/2024	BENNY MAYHEM	DEPOSIT FOR WORKSHOP FOR YOUTH WEEK	-3,995.00
EFT31690	27/02/2024	BRAND MECHANICAL SERVICES	REPAIRS TO AMAZON GROUNDKEEPER	-223.30
EFT31691	27/02/2024	BOB WADDELL & ASSOCIATES PTY LTD - RATES	ASSISTANCE WITH RATES FUNCTION	-783.75
EFT31692	27/02/2024	CENTRAL REGIONAL TAFE	HEALTH & SAFETY REPRESENTATIVE TRAINING	-1,045.00
EFT31693	27/02/2024	CARL JAMES SCUDDER	BUILDING MAINTENANCE	-8,318.00
EFT31694	27/02/2024	CORSIGN WA	TRAFFIC MANAGEMENT SIGNS	-1,282.60
EFT31695	27/02/2024	CRUSADER NATIONAL	RELOCATION EXPENSES	-4,375.00
EFT31696	27/02/2024	CIVIC WORKFORCE MANAGEMENT	HR CONSULTANCY SERVICES	-3,279.38
EFT31697	27/02/2024	DATA#3 LIMITED	MICROSOFT LICENCES	-5,305.03
EFT31698	27/02/2024	DONGARA BASKETBALL ASSOCIATION	DRIVE IN GATE CONTRIBUTION	-2,100.00
EFT31699	27/02/2024	DONGARA FREIGHT	FREIGHT CHARGES	-96.80
EFT31700	27/02/2024	DELTA CLEANING SERVICES	CONTRACT CLEANING	-20,493.52
EFT31701	27/02/2024	LANDGATE - WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY	GRV & UV SCHEDULES	-347.38
EFT31702	27/02/2024	DONGARA BODY BUILDERS	SERVICING OF TRAILERS, REPAIRS TO VERTI-DRAIN AND FIT FUEL PODS TO VEHICLES	-6,155.60
EFT31703	27/02/2024	DONGARA BUILDING & TRADE SUPPLIES	PARKS, GARDENS, BUILDING AND ROAD MAINTENANCE SUPPLIES	-700.77
EFT31704	27/02/2024	DONGARA DRILLING & ELECTRICAL	ELECTRICAL REPAIRS	-5,983.92
EFT31705	27/02/2024	DONGARA PLUMBING	PLUMBING REPAIRS	-325.18
EFT31706	27/02/2024	TYREPOWER DONGARA	PUNCTURE REPAIR ON TYRE TRUCK AND REPLACE BATTERY ON GROUND MASTER MOWER	-488.40
EFT31707	27/02/2024	DONGARA VETERINARY HOSPITAL	FERAL CAT EUTHANASIA	-70.00
EFT31708	27/02/2024	DONGARA LOCAL RAG	ADVERTISING	-454.00
EFT31709	27/02/2024	RIVERBEND TRADING PTY LTD (FOODWORKS)	MONTHLY CONSUMABLES	-181.81
EFT31710	27/02/2024	DONGARA IRWIN RACE CLUB INC	FASHIONS ON THE FIELD SPONSORSHIP 2024 RACE DAY	-3,000.00
EFT31711	27/02/2024	DONGARA DENISON ART GROUP	COMMUNITY ASSISTANCE SCHEME	-2,355.00
EFT31712	27/02/2024	DONGARA MIDWEST WASTE	HIRE OF PORTALOO FOR GRANNIES BEACH	-561.00
EFT31713	27/02/2024	DONGARA HOTEL MOTEL	LAND USE AGREEMENT	-1,041.67
EFT31714	27/02/2024	DONGARA TOWING & 4X4 RECOVERY	TRANSPORT CHARGES	-385.00
EFT31715	27/02/2024	DONGARA TREE SERVICES	CHANGE OVER BANNERS ON MORETON TERRACE	-1,897.50
EFT31716	27/02/2024	EASY AUTO CARE	SERVICE OF HOLDEN COLORADO	-708.10
EFT31717	27/02/2024	EILEEN BERNADETTE BERNARD	REFUND	-669.16
EFT31718	27/02/2024	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	EMERGENCY SERVICES LEVY	-82,705.25
EFT31719	27/02/2024	FIRST HEALTH SERVICES	MEDICAL PRACTISE MANAGEMENT SUPPORT - MEDICAL CENTRE	-13,475.00
EFT31720	27/02/2024	FIVESTAR BUSINESS SOLUTIONS & INNOVATION	PRINTER CHARGES	-535.87
EFT31721	27/02/2024	FIVE GUMS FAMILY MEDICAL PRACTICE	REIMBURSEMENT FOR MEDICAL EQUIPMENT REPAIRS AND MAINTENANCE AT MEDICAL CENTRE	-1,781.45
EFT31722	27/02/2024	CITY OF GREATER GERALDTON	MERU WASTE DISPOSAL CHARGES	-12,460.36
EFT31723	27/02/2024	GERALDTON TROPHY & ENGRAVING CENTRE	NICHE WALL PLAQUE	-415.80
EFT31724	27/02/2024	GERALDTON PARTY HIRE	HIRE OF MARQUEES AND SHADE FOR AUSTRALIA DAY EVENT 2024	-3,410.00
EFT31725	27/02/2024	REFUEL AUSTRALIA	BULK DIESEL FUEL PURCHASE	-14,232.56
EFT31726	27/02/2024	GLASS CO WA	BUILDING MAINTENANCE	-431.94
EFT31727	27/02/2024	GREAT NORTHERN RURAL SERVICES	WORKSHOP SUPPLIES	-65.12
EFT31728	27/02/2024	HOCKEY'S PEST SERVICE	PEST TREATMENT	-330.00
EFT31729	27/02/2024	INCITE SECURITY	SECURITY WORKS AT MEDICAL CENTRE	-1,018.56
EFT31730	27/02/2024	RICHARD ANDREW IRVING	REFUND	-1,000.00
EFT31731	27/02/2024	IRWIN SHIRE - RATES	PAYROLL DEDUCTIONS	-3,985.00
EFT31732	27/02/2024	JUDITH BYGRAVE	REFUND	-60.00
EFT31733	27/02/2024	KLEENHEAT GAS	GAS CYLINDER BOTTLE YEARLY RENTAL CHARGES	-600.60
EFT31734	27/02/2024	KIRKLAND ELECTRICAL SERVICES	ELECTRICAL WORKS & REPAIRS	-7,260.00
EFT31735	27/02/2024	BRYAN HENDRICK KLEINSMAN	BLENHEIM ROAD SITE WORKS	-3,883.00
EFT31736	27/02/2024	MIDWEST AUTO GROUP	SERVICE OF FORD EVEREST & FORD RANGER	-516.99
EFT31737	27/02/2024	LEROY DAVID HALL	REPAIR WORK TO GAZEBO AT THE VILLAGE	-4,000.00
EFT31738	27/02/2024	LO-GO APPOINTMENTS	CONTRACT LABOUR HIRE	-32,831.72
EFT31739	27/02/2024	NODE 1 PTY LTD	NBN FIBRE CONNECTION FEES	-515.95
EFT31740	27/02/2024	SHIRE OF IRWIN - LOTTO FUND	PAYROLL DEDUCTIONS	-283.75
EFT31741	27/02/2024	MARSDEN'S BECKENHAM TRANSPORT PTY LTD	TRANSPORT CHARGES	-1,045.00
EFT31742	27/02/2024	MCDONALD WHOLESALERS	REC CENTRE KIOSK SUPPLIES	-697.20

Shire of Irwin

List of Accounts paid February 2024 for presentation to the Council Meeting 26 March 2024

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
EFT31743	27/02/2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	-7,975.00
EFT31744	27/02/2024	MIDWEST HAULAGE AND EARTHMOVING/JACK THE CHIPPER/WOODCUTTER PTY LTD	WORKS ON PRIVATE PROPERTY TO BE COMPLIANT WITH FIREBREAK REGULATIONS	-2,475.00
EFT31745	27/02/2024	MIDWEST MOWERS & SMALL ENGINES	PARTS FOR BRUSH CUTTER, BLOWERS & PUSH MOWERS	-421.00
EFT31746	27/02/2024	MIDWEST FIRE PROTECTION & SAFETY SERVICES	MONTHLY SERVICING OF FIRE SYSTEM AT REC CENTRE	-352.00
EFT31747	27/02/2024	ML COMMUNICATIONS	REMOVE RADIOS FROM OLD VEHICLES AND INSTALL INTO NEW VEHICLES	-5,712.40
EFT31748	27/02/2024	MAIKA MAX NARIRO	REFUND	-500.00
EFT31749	27/02/2024	MOOREVIEW PLANTS & TREES	MATURE TREES FOR PLANTING	-2,392.50
EFT31750	27/02/2024	MIDWEST SOLAR AND WATER	PLUMBING WORKS & REPAIRS	-6,652.66
EFT31751	27/02/2024	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISING	-405.53
EFT31752	27/02/2024	OPTRAFFIC WA	SUPPLY OF VMS TRAILER	-26,958.00
EFT31753	27/02/2024	PAINT STORM	LIVE ART SHOW AT MAGIC ON MORETON EVENT 2023	-1,100.00
EFT31754	27/02/2024	LOCAL WORKS	STATIONERY CONSUMABLES	-553.47
EFT31755	27/02/2024	PEMCO DIESEL	SERVICE OF HINO PRIME MOVER	-3,872.09
EFT31756	27/02/2024	PERTH IRRIGATION CENTRE	RETICULATION SUPPLIES	-1,647.65
EFT31757	27/02/2024	PIXIES SCREEN PRINTS	PROTECTIVE CLOTHING	-453.00
EFT31758	27/02/2024	RIP-IT SECURITY SHREDDING	SHREDDING BIN SERVICE	-141.00
EFT31759	27/02/2024	SUNSET TAKEAWAY DINER	CATERING	-220.00
EFT31760	27/02/2024	DONGARA IGA	MONTHLY CONSUMABLES	-967.73
EFT31761	27/02/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	-260.51
EFT31762	27/02/2024	TOOL KIT DEPOT	WORKSHOP SUPPLIES	-893.00
EFT31763	27/02/2024	CLEANAWAY CO PTY LTD	FRONT LIFT COLLECTION INCLUDING TRANSFER STATION	-34,231.46
EFT31764	27/02/2024	T-QUIP	PARTS FOR SWEEPER	-150.70
EFT31765	27/02/2024	TYREPOWER LIMITED	TYRES FOR HINO PRIME MOVER AND FORD RANGER	-6,011.05
EFT31766	27/02/2024	ULTIMATE WATERSPORTS	WATER SPORTS FOR AUSTRALIA DAY EVENT 2024	-3,200.00
EFT31767	27/02/2024	VANGUARD PRINT	DESIGN & PRINTING OF HOLIDAY PLANNERS AND A3 MAP PADS	-14,206.50
EFT31768	27/02/2024	VET N FARM PTY LTD T/A 4TAGS	MICROCHIP READER WITH STICK	-852.50
EFT31769	27/02/2024	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKET SALES	-510.60
EFT31770	27/02/2024	WA LOCAL GOVERNMENT ASSOCIATION - WALGA	E-LEARNING SUBSCRIPTION	-6,930.00
EFT31771	27/02/2024	WELL DONE INTERNATIONAL	CALL CENTRE CHARGES	-406.89
EFT31772	27/02/2024	SYNERGY	ELECTRICITY CHARGES	-29,197.12
EFT31773	27/02/2024	WESTRAC EQUIPMENT	SERVICE, REPAIRS & PARTS FOR CAT ROLLER, CAT DOZER, CAT LOADER & CAT GRADER	-12,405.02
EFT31774	27/02/2024	ON HOLD ON LINE	MONTHLY ON HOLD MESSAGES	-231.00
EFT31775	27/02/2024	WA NEWSPAPERS LTD	ADVERTISING	-106.62
EFT31776	27/02/2024	WINC AUSTRALIA PTY LTD	PRINTER CHARGES	-1,106.61
EFT31777	27/02/2024	PORT DENISON BUILDERS	REFUND	-1,000.00
32185	15/02/2024	DONGARA COMMUNITY RESOURCE CENTRE	REMAKE PLATE	-130.50
32186	15/02/2024	WATER CORPORATION	VARIOUS WATER CHARGES	-43,699.42
32187	26/02/2024	SHIRE OF IRWIN	CONTAINER DEPOSIT SCHEME	-7,032.40
32188	27/02/2024	DEPARTMENT OF TRANSPORT	SHIRE OF IRWIN NUMBER PLATES	-400.00
DD22689.1	02/02/2024	TELSTRA AUSTRALIA	SATELLITE PHONE CHARGES	-275.08
DD22699.1	26/02/2024	TELSTRA AUSTRALIA	FREE WIFI DATA CHARGES	-90.00
DD22691.1	07/02/2024	WA TREASURY CORPORATION	LOAN 93 - RECREATION CENTRE	-20,727.35
CR 050224	05/02/2024	NAB BUSINESS VISA	NAB BUSINESS VISA TRANSACTIONS INCLUDING IT HOSTING, SUBSCRIPTION AND EQUIPMENT, ADVERTISING, ACCOMMODATION, CAR HIRE, VILLAGE EXPENSES, REGISTRATION RENEWAL AND REC CENTRE EXPENSES	-22,529.80
DD22697.1	16/02/2024	N-ABLE PTY LTD	N-ABLE MONTHLY IT CHARGES	-1,088.74
DD22687.1	05/02/2024	AUSTRALIAN PHONE COMPANY PTY LTD	VOIP PHONE CHARGES - MEDICAL CENTRE	-225.23
DD22701.1	29/02/2024	CLEARMATCH ORIGINATE PTY LTD	INSURANCE PREMIUM REPAYMENT - NINTH INSTALMENT	-54,988.22
DD22693.1	08/02/2024	STEWART CHIPENDO	RENTAL ALLOWANCE	-900.00
DD22695.1	22/02/2024	STEWART CHIPENDO	RENTAL ALLOWANCE	-900.00
DD22703.1	16/02/2024	ASGARD SUPERANNUATION	SUPERANNUATION	-1,129.87
DD22703.2	16/02/2024	AUSTRALIAN SUPER	SUPERANNUATION	-3,437.18
DD22703.3	16/02/2024	AWARE SUPER PTY LTD	SUPERANNUATION	-19,504.70
DD22703.4	16/02/2024	CBUS SUPER	SUPERANNUATION	-279.56
DD22703.5	16/02/2024	HOSTPLUS	SUPERANNUATION	-1,660.20
DD22703.6	16/02/2024	MERCER	SUPERANNUATION	-565.15
DD22703.7	16/02/2024	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-483.99
DD22704.1	27/02/2024	ASGARD SUPERANNUATION	SUPERANNUATION	-1,129.87
DD22704.2	27/02/2024	AUSTRALIAN SUPER	SUPERANNUATION	-4,201.95
DD22704.3	27/02/2024	AWARE SUPER PTY LTD	SUPERANNUATION	-19,297.03
DD22704.4	27/02/2024	CBUS SUPER	SUPERANNUATION	-279.56
DD22704.5	27/02/2024	HOSTPLUS	SUPERANNUATION	-1,741.50
DD22704.6	27/02/2024	MERCER	SUPERANNUATION	-575.56
DD22704.7	27/02/2024	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-454.33
				-1,350,620.08

Sundry Creditors as at 29/02/2024 **0.00**

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

11 March 2024

DATE

Shane Ivers
Chief Executive Officer

Shire of Irwin

Corporate Credit Card Expenditure - Payment Reference CR 050224

S.IVERS CREDIT CARD EXPENSES

Date	Payee	Description	Amount
3/01/2024	Links Modular	Program - Rec Centre	$ 264.50
8/01/2024	Spotify	Rec Centre Gym Music	$ 12.99
8/01/2024	JAMF Software	Subscription - IT	$ 521.28
11/01/2024	GO Daddy	Domain Renewal Medical Centre	$ 21.95
16/01/2024	Attained	IT - Virtual Machine Fees	$ 209.00
23/01/2024	Seek	Advertising	$ 390.50
25/01/2024	Terry Truck Rentals	Car Hire - Doctor	$ 1,477.38
29/01/2024	Liner Jack Pty Ltd	Accommodation	$ 495.00
29/01/2024	Liner Jack Pty Ltd	Accommodation	$ 155.00
29/01/2024	NAB	Card Fee	$ 9.00
			$ 3,556.60

P.BRACEGIRDLE CREDIT CARD EXPENSES

Date	Payee	Description	Amount
4/01/2024	Department of Primary Industry & Regional Development	Registration for Livestock Brand Identification	$ 76.50
10/01/2024	Necall Pty Ltd	IT Equipment	$ 1,601.60
10/01/2024	JB Hi-Fi	IT Equipment	$ 587.98
10/01/2024	JB Hi-Fi	IT Equipment	$ 203.99
11/01/2024	The Telecom Shop	IT Equipment	$ 259.38
16/01/2024	Dragonfly Trading Pty Ltd	Stickers for Signage	$ 5.05
16/01/2024	Dragonfly Trading Pty Ltd	Equipment for Pound	$ 45.00
17/01/2024	Apple	iCloud Storage Fee	$ 1.49
17/01/2024	Tyrepower Dongara	Replacement Tyre for Community Ranger Vehicle	$ 443.26
29/01/2024	Liner Jack Pty Ltd	Accommodation	$ 175.00
29/01/2024	Liner Jack Pty Ltd	Accommodation	$ 119.00
29/01/2024	NAB	Card Fee	$ 9.00
			$ 3,527.25

P.MACHAKA CREDIT CARD EXPENSES

Date	Payee	Description	
3/01/2024	Auvik Networks	Network Management	$ 540.75
4/01/2024	Amazon Web Services	Web Hosting	$ 722.37
5/01/2024	Zoom	IT Subscription	$ 1,228.97
11/01/2024	Microsoft	Licence/s	$ 22.75
12/01/2024	Microsoft	Licence/s	$ 29.59
12/01/2024	Microsoft	Licence/s	$ 22.77
12/01/2024	Microsoft	Licence/s	$ 83.05
12/01/2024	Microsoft	Licence/s	$ 1,291.95
12/01/2024	Microsoft	Licence/s	$ 172.26
12/01/2024	Microsoft	Licence/s	$ 111.98
16/01/2024	Harvey Norman Online	Replacement Printer for Medical Centre	$ 801.95
17/01/2024	IT Nest	IT Equipment	$ 1,890.64
17/01/2024	Western Power	Design Fee - The Village	$ 1,329.64
17/01/2024	Department of Transport	Registration Fee - Nissan Prime Mover	$ 218.10
18/01/2024	Necall Pty Ltd	IT Equipment	$ 2,621.85
18/01/2024	Necall Pty Ltd	IT Equipment	$ 2,171.40
18/01/2024	Necall Pty Ltd	IT Equipment	$ 1,894.20
22/01/2024	Suncity Signs & Graphics	Development Sign	$ 88.00
29/01/2024	JB Hi-Fi	IT Equipment	$ 69.84
29/01/2024	CodeTwo	Email Signature for Office 365 Subscription	$ 124.89
29/01/2024	NAB	Card Fee	$ 9.00
			$ 15,445.95

TOTAL PAYMENT TO CORPORATE CREDIT CARD ACCOUNT $ 22,529.80

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

26 March 2024

Item CC02-03/24 Financial Statements for period ending 29 February 2024

SHIRE OF IRWIN

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 29 February 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF IRWIN

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 29 FEBRUARY 2024

NATURE DESCRIPTIONS

REVENUE

RATES
All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL
Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGEES
Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES
Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS
Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME
Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

EXPENSES

EMPLOYEE COSTS
All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS
All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)
Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE
All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL
Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS
Depreciation expense raised on all classes of assets.

INTEREST EXPENSES
Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE
Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF IRWIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

BY NATURE

	Note	Adopted Annual Budget	Revised Annual Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. $
		$	$	$	$	$	%		
Opening Funding Surplus (Deficit)	1	973,616	744,915	744,915	**744,915**	0	0%		
Revenue from operating activities									
Rates	6	6,338,638	6,338,638	6,324,898	**6,373,537**	48,639	1%	▲	
Operating Grants, Subsidies and Contributions	12	602,978	602,978	257,432	**233,950**	(23,482)	(9%)	▼	
Fees and Charges		2,541,697	2,541,697	2,043,727	**1,985,053**	(58,674)	(3%)	▼	
Service Charges		0	0	0	**0**	0			
Interest Earnings		211,311	211,311	142,304	**193,362**	51,058	36%	▲	S
Other Revenue		527,100	527,100	174,274	**169,973**	(4,301)	(2%)	▼	S
Profit on Disposal of Assets	7	114,707	114,706	5,508	**0**	(5,508)	(100%)	▼	
Gain FV Valuation of Assets		0	0	0	**0**	0			
		10,336,431	**10,336,430**	**8,948,143**	**8,955,875**				
Expenditure from operating activities									
Employee Costs		(3,706,031)	(3,706,031)	(2,457,797)	**(3,031,760)**	(573,963)	(23%)	▼	S
Materials and Contracts		(3,689,148)	(3,689,148)	(2,429,115)	**(2,995,090)**	(565,975)	(23%)	▼	S
Utility Charges		(501,047)	(501,047)	(333,042)	**(313,012)**	20,030	6%	▲	
Depreciation on Non-Current Assets		(4,518,458)	(4,518,458)	(3,012,208)	**(3,213,030)**	(200,822)	(7%)	▼	
Interest Expenses		(278,367)	(278,367)	(131,332)	**(130,547)**	785	1%	▲	
Insurance Expenses		(266,279)	(266,279)	(235,405)	**(240,669)**	(5,264)	(2%)	▼	
Other Expenditure		(211,016)	(211,016)	(127,176)	**(121,672)**	5,504	4%	▲	
Loss on Disposal of Assets	7	0	0	0	**0**	0			
Loss FV Valuation of Assets		0	0	0	**0**	0			
		(13,170,345)	**(13,170,345)**	**(8,726,075)**	**(10,045,780)**				
Operating activities excluded from budget									
Add back Depreciation		4,518,458	4,518,458	3,012,208	**3,213,030**	200,822	7%	▲	
Adjust (Profit)/Loss on Asset Disposal	7	(114,707)	(114,706)	(5,508)	**0**	5,508	100%	▲	
Movement in Leave Reserve (Added Back)		4,769	4,769	4,800	**5,115**	315	7%	▲	
Movement in Deferred Pensioner Rates/ESL		0	0	0	**0**	0			
Movement in Employee Benefit Provisions		0	0	0	**0**	0			
Rounding Adjustments		0	0	0	**0**	0			
Movement Due to Changes in Accounting Standards		0	0	0	**0**	0			
Loss on Asset Revaluation		0	0	0	**0**	0			
Adjustment in Fixed Assets		0	0	0	**0**	0			
Amount attributable to operating activities		**1,574,606**	**1,574,606**	**3,233,568**	**2,128,240**				
Investing activities									
Non-Operating Grants, Subsidies and Contributions	13	7,247,034	7,247,034	345,872	**370,234**	24,362	7%	▲	
Proceeds from Disposal of Assets	7	2,209,126	2,209,126	0	**0**	0			
Land Held for Resale	8	0	0	0	**0**	0			
Land and Buildings	8	(382,690)	(382,690)	(197,539)	**(24,681)**	172,858	88%	▲	S
Plant and Equipment	8	(2,017,500)	(2,017,500)	(1,423,786)	**(1,302,810)**	120,976	8%	▲	
Furniture and Equipment	8	(60,000)	(60,000)	(51,656)	**(73,496)**	(21,840)	(42%)	▼	S
Infrastructure Assets - Roads	8	(2,531,040)	(2,531,040)	(1,686,621)	**(712,044)**	974,577	58%	▲	S
Infrastructure Assets - Drainage	8	0	0	0	**0**	0			
Infrastructure Assets - Footpaths	8	0	0	0	**0**	0			
Infrastructure Assets - Public Facilities	8	0	0	0	**0**	0			
Infrastructure Assets - Other	8	(5,985,564)	(5,985,564)	(874,699)	**(553,650)**	321,049	37%	▲	S
Amount attributable to investing activities		**(1,520,634)**	**(1,520,634)**	**(3,888,429)**	**(2,296,447)**				
Financing Activities									
Proceeds from New Debentures		1,029,000	1,029,000	1,029,000	**1,029,000**	0	0%		
Repayment of Debentures	9	(720,751)	(720,751)	(322,484)	**(308,117)**	14,367	4%	▲	
Repayment of Lease Financing	9	(32,860)	(32,860)	(21,896)	**(23,513)**	(1,617)	(7%)	▼	
Advances to Community Groups		(100,000)	(100,000)	0	**0**	0			
Proceeds from Advances		0	0	0	**0**	0			
Self-Supporting Loan Principal	9	57,539	57,539	57,539	**17,034**	(40,505)	70%	▼	
Transfer to Restricted Cash - Other		0	0	0	**0**	0			
Transfer from Restricted Cash - Other		17,285	17,285	0	**0**	0			
Transfer from Reserves	10	799,066	799,066	0	**0**	0			
Transfer to Reserves	10	(2,076,317)	(2,076,317)	0	**(48,954)**	(48,954)	100%	▲	S
Amount attributable to financing activities		**(1,027,038)**	**(1,027,038)**	**742,159**	**665,451**				
Closing Funding Surplus (Deficit)	1	**549**	**(228,152)**	**832,213**	**1,242,160**				

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 15 for an explanation of the reasons for the variance.
The material variance adopted by Council for the 2023/24 year is $10,000 and 10%.

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

SHIRE OF IRWIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 29 February 2024

	30 June 2023	31-Jan-24
	$	$
CURRENT ASSETS		
Cash and cash equivalents	3,685,139	4,369,860
Trade and other receivables	958,316	1,294,517
Other financial assets	34,193	17,159
Inventories	32,618	32,618
TOTAL CURRENT ASSETS	4,714,781	5,714,154
NON-CURRENT ASSETS		
Trade and other receivables	43,472	43,472
Other financial assets	315,011	315,011
Property, plant and equipment	41,635,542	42,179,562
Infrastructure	65,760,799	64,696,516
Right-of-use assets	218,795	192,710
TOTAL NON-CURRENT ASSETS	107,973,619	107,427,271
TOTAL ASSETS	112,688,400	113,141,425
CURRENT LIABILITIES		
Trade and other payables	877,137	512,875
Other liabilities	546,405	1,385,992
Lease liabilities	32,860	9,347
Borrowings	576,842	268,725
Employee related provisions	705,081	705,081
TOTAL CURRENT LIABILITIES	2,738,324	2,882,019
NON-CURRENT LIABILITIES		
Lease liabilities	104,720	104,720
Borrowings	4,885,433	5,914,433
Employee related provisions	68,744	68,744
TOTAL NON-CURRENT LIABILITIES	5,058,897	6,087,897
TOTAL LIABILITIES	7,797,221	8,969,916
NET ASSETS	**104,891,179**	**104,171,509**
EQUITY		
Retained surplus	39,650,349	38,881,726
Reserve accounts	1,600,342	1,649,296
Revaluation surplus	63,640,487	63,640,487
TOTAL EQUITY	**104,891,179**	**104,171,509**

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

OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS

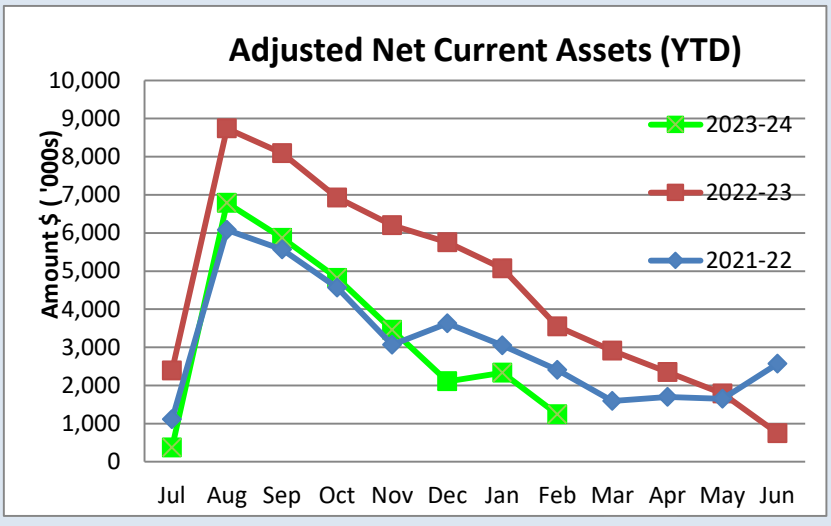
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2023	This Time Last Year 28/02/2023	Year to Date Actual 29/02/2024
		$	$	$
Current Assets				
Cash Unrestricted	2	1,474,777	2,792,357	2,016,294
Cash Restricted - Reserves	2	1,600,342	1,419,037	1,649,296
Cash Restricted - General	2	373,935	373,935	373,935
Cash Restricted - Bonds & Deposits	2	236,084	238,481	330,335
Receivables - Rates	3	329,597	855,601	825,758
Receivables - Other	3	667,427	816,142	485,918
Inventories	4	32,618	21,521	32,618
		4,714,781	6,517,074	5,714,154
Less: Current Liabilities				
Payables	5	(641,053)	(288,992)	(182,540)
Contract Liabilities	11	(515,074)	(729,266)	(1,354,661)
Financial Liabilities	5	(31,331)	(31,331)	(31,331)
Bonds & Deposits	14	(236,084)	(238,481)	(330,335)
Loan and Lease Liability	9	(609,702)	(263,241)	(278,072)
Provisions	11	(705,081)	(469,818)	(705,081)
		(2,738,324)	(2,021,128)	(2,882,019)
Less: Cash Reserves	10	(1,600,342)	(1,419,037)	(1,649,296)
Add Back: Component of Leave Liability not Required to be funded		167,227	224,157	172,343
Add Back: Loan and Lease Liability		609,702	263,241	278,072
Less : Loan Receivable - clubs/institutions		(34,193)	(16,910)	(17,159)
Less : Restricted Cash General	15	(373,935)	0	(373,935)
Net Current Funding Position		**744,915**	**3,547,397**	**1,242,159**

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting polices relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



This Year YTD Surplus(Deficit)
$1.24 M

Last Year YTD Surplus(Deficit)
$3.55 M

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Receivables - Rates & Rubbish	30 June 2023	29 Feb 24
	$	$
Opening Arrears Previous Years	365,548	373,069
Levied this year	6,849,083	7,155,762
Less Collections to date	(6,841,562)	(6,659,601)
Equals Current Outstanding	373,069	869,230
Net Rates Collectable	**373,069**	**869,230**
% Collected	94.83%	88.45%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Receivables - General	131,017	3,857	1,109	155,011	290,994
Percentage	45%	1%	0%	53%	
Balance per Trial Balance					
Sundry Debtors					290,994
Receivables - Other					194,925
Total Receivables General Outstanding					**485,918**

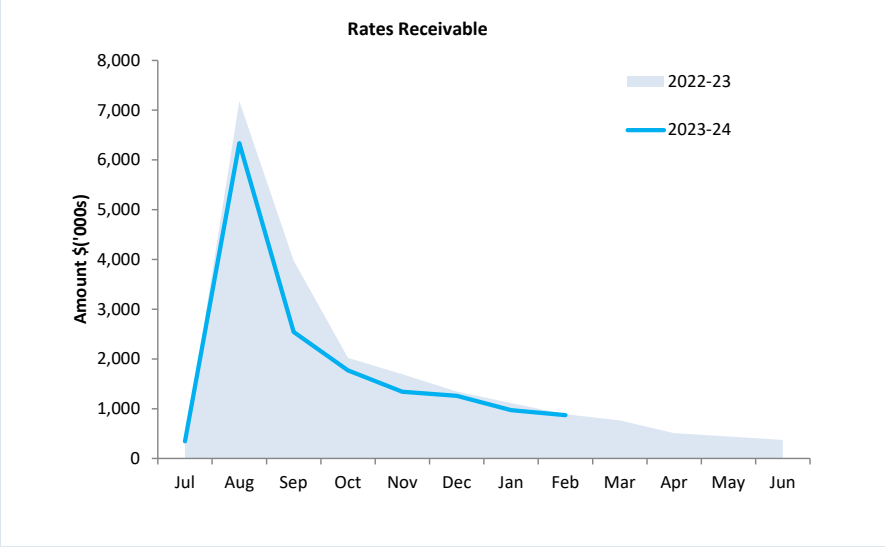
Amounts shown above include GST (where applicable)

KEY INFORMATION

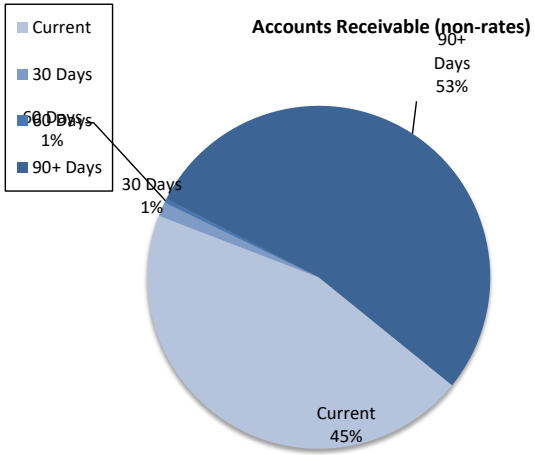
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Collected	Rates Due
88%	$869,230



Debtors Due
$485,918

Over 30 Days
55%

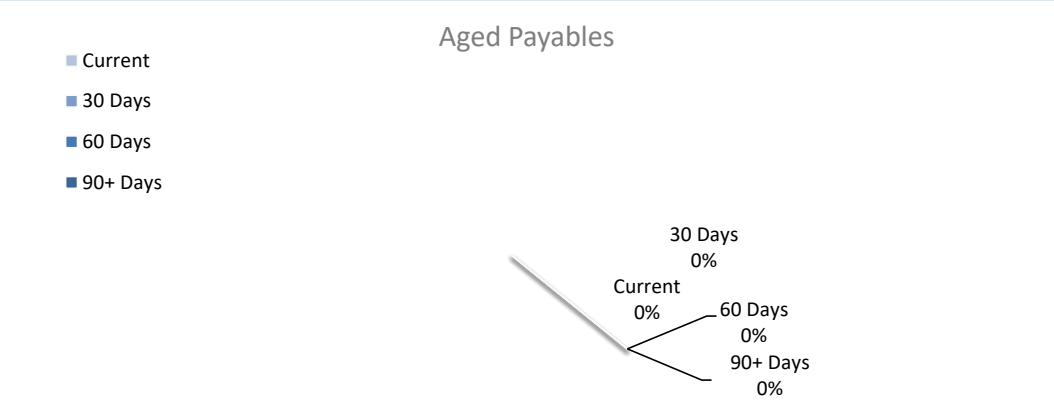
Over 90 Days
53%

OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Payables (Sundry Creditors) - General	0	0	0	0	0
Percentage	0%	0%	0%	0%	
Balance per Trial Balance					
Sundry creditors - General					0
Other creditors					112,903
ATO liabilities					69,637
Financial liabilities (Developer Contributions)					31,331
Total Payables General Outstanding					**213,871**
Amounts shown above include GST (where applicable)					

KEY INFORMATION

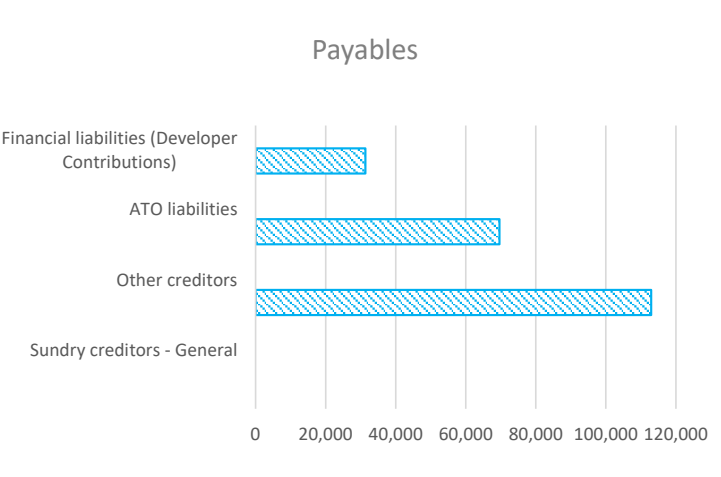
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

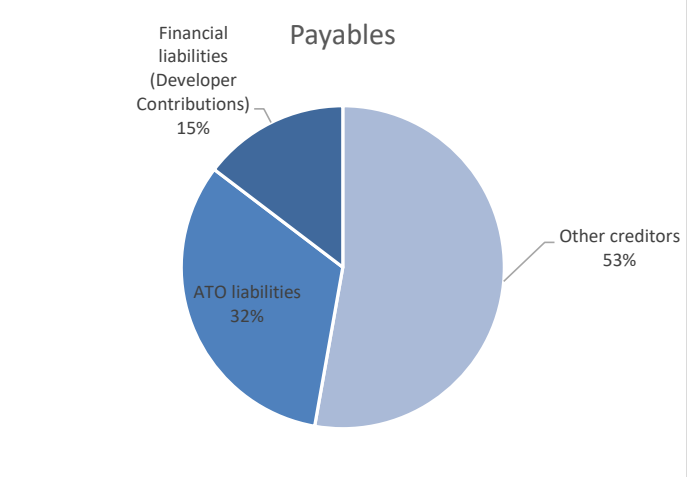


Creditors Due
$213,871

Over 30 Days
0%

Over 90 Days
0%





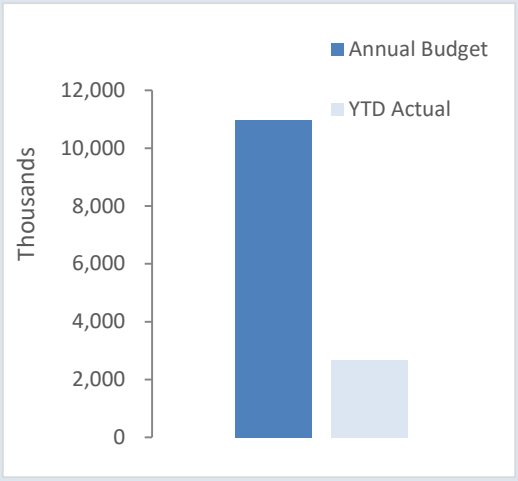
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted Annual Budget	YTD Budget	Amended Annual Budget	YTD Actual Total	YTD Budget Variance
	$	$	$	$	$
Land Held for Resale	0	0	0	**0**	0
Land and Buildings	382,690	197,539	382,690	**24,681**	(172,858)
Plant and Equipment	2,017,500	1,423,786	2,017,500	**1,302,810**	(120,976)
Furniture and Equipment	60,000	51,656	60,000	**73,496**	21,840
Infrastructure Assets - Roads	2,531,040	1,686,621	2,531,040	**712,044**	(974,577)
Infrastructure Assets - Drainage	0	0	0	**0**	0
Infrastructure Assets - Footpaths	0	0	0	**0**	0
Infrastructure Assets - Public Facilities	0	0	0	**0**	0
Infrastructure Assets - Other	5,985,564	874,699	5,985,564	**553,650**	(321,049)
Capital Expenditure Totals	10,976,794	4,234,301	10,976,794	**2,666,681**	(1,567,620)
Capital acquisitions funded by:					
	$	$	$	$	$
Capital Grants and Contributions	7,247,034	345,872	7,247,034	**370,234**	24,362
Borrowings	1,029,000	1,029,000	1,029,000	**1,029,000**	0
Other (Disposals & C/Fwd)	2,209,126	0	2,209,126	**0**	0
Council contribution - Cash Backed Reserves					
Various Reserves		0	0	**0**	0
Council contribution - operations		**2,859,429**	**491,634**	**1,267,447**	(1,591,982)
Capital Funding Total		**4,234,301**	**10,976,794**	**2,666,681**	**(1,567,620)**

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	$10.98 M	$2.67 M	24%

Capital Grant	Annual Budget	YTD Actual	% Received
	$7.25 M	$.37 M	5%

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Expenditure Total
Level of Completion Indicators
0%
20%
40%
60%
80%
100%
Over 100%

Percentage YTD Actual to Annual Budget

Expenditure over budget highlighted in red.

% of Completion	Assets	Adopted Annual Budget	Amended Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
	Level of completion indicator, please see table at the top of this note for furt					
		$	$	$	$	$
	Recreation And Culture					
1.00	BOWLING CLUB ACCESSIBLE ABLUTIONS RENOVATIONS	(14,690)	(14,690)	(9,784)	(14,691)	(4,907)
0.00	DONGARA PUBLIC TOWN HALL	(240,000)	(240,000)	(119,952)	0	119,952
0.14	IRWIN REC CENTRE ROOF UPGRADE - PARTIALLY GRANT FUNDED	(70,000)	(70,000)	(29,155)	(9,990)	19,165
0.00	RSL - CAPITAL RENEWAL WORKS	(8,000)	(8,000)	(5,328)	0	5,328
0.00	RUSS COTTAGE-ASBOSTOS REMOVAL	(50,000)	(50,000)	(33,320)	0	33,320
	Total - Recreation And Culture	**(382,690)**	**(382,690)**	**(197,539)**	**(24,681)**	**172,858**
0.06	**Total - Buildings**	**(382,690)**	**(382,690)**	**(197,539)**	**(24,681)**	**172,858**
	Plant & Equipment					
	Fire Prevention					
0.00	NEW CESM VEHICLE	(90,000)	(90,000)	0	0	0
1.00	PORTABLE VARIABLE MESSAGE BOARD	(25,000)	(25,000)	(25,000)	(24,880)	120
0.53	STATIC VARIABLE MESSAGE BOARD UPGRADES	(30,000)	(30,000)	(30,000)	(16,020)	13,980
	Total - Fire Prevention	**(145,000)**	**(145,000)**	**(55,000)**	**(40,900)**	**14,100**
	Health					
0.00	DOCTORS VEHICLES	(82,000)	(82,000)	(41,000)	0	41,000
	Total - Health	**(82,000)**	**(82,000)**	**(41,000)**	**0**	**41,000**
	Recreation & Culture					
1.00	TORO Z MASTER MOWER	(37,000)	(37,000)	(34,780)	(37,135)	(2,355)
0.00	OPERATIONAL TOOLS & EQUIPMENT	(6,500)	(6,500)	(4,328)	0	4,328
0.00	GENERATOR - RECREATION CENTRE	(45,000)	(45,000)	(45,000)	0	45,000
0.00	GROUNDMASTER MOWER ENC CAB	(50,000)	(50,000)	(20,825)	0	20,825
	Total - Recreation & Culture	**(138,500)**	**(138,500)**	**(104,933)**	**(37,135)**	**67,798**
	Transport					
0.92	PRIME-MOVER & TWO TIPPERS	(620,000)	(620,000)	(620,000)	(567,778)	52,222
0.00	RETICULATION TRAILER FIT OUT	(10,000)	(10,000)	(6,664)	(9,890)	(3,226)
0.00	NEW ISUZU FTS 139-260	(110,000)	(110,000)	(100,793)	0	100,793
0.00	NEW SIGN TRAILER	(10,000)	(10,000)	(6,664)	(10,778)	(4,114)
0.00	TRUCK	(70,000)	(70,000)	(46,648)	(81,800)	(35,152)
0.00	NEW HEAVY DUTY DROP DECK TRAILER	(120,000)	(120,000)	(106,100)	(106,100)	0
0.67	NEW PLANT TRAILER FOR POSI TRACK	(15,000)	(15,000)	(9,992)	(10,123)	(131)
1.08	UTE SUP ROADS	(44,000)	(44,000)	0	(47,476)	(47,476)
1.11	UTE RURAL ROAD - MAINTENANCE	(44,000)	(44,000)	0	(48,626)	(48,626)
1.02	PROJECTS SUPERVISOR	(44,000)	(44,000)	(44,000)	(45,058)	(1,058)
1.08	VEHICLE - PATROL OFFICER	(44,000)	(44,000)	0	(47,476)	(47,476)
0.00	NEW DEPOT POOL	(44,000)	(44,000)	0	0	0
1.24	MANAGER VEHICLE	(44,000)	(44,000)	0	(54,534)	(54,534)
0.00	NEW MANAGER VEHICLE	(44,000)	(44,000)	0	0	0
0.94	EXCAVATOR AND TRAILER	(30,000)	(30,000)	(30,000)	(28,287)	1,713
1.08	OPS MAINTENANCE SUPEVISOR VEHICLE	(44,000)	(44,000)	(44,000)	(47,366)	(3,366)
1.00	EHO VEHICLE	0	0	0	(56,318)	(56,318)
	Total - Transport	**(1,337,000)**	**(1,337,000)**	**(1,014,861)**	**(1,161,609)**	**(90,430)**
0.73	**Total - Plant & Equipment**	**(1,702,500)**	**(1,702,500)**	**(1,215,794)**	**(1,239,644)**	**32,468**
	Furniture & Equipment					
	Recreation & Culture					
1.06	REC CENTRE CARPET	(25,000)	(25,000)	(16,656)	(26,591)	(9,935)
	Total - Recreation & Culture	**(25,000)**	**(25,000)**	**(16,656)**	**(26,591)**	**(9,935)**
	Other Property & Services					
0.19	ERP SYSTEM IMPLEMENTATION	(300,000)	(300,000)	(198,000)	(55,889)	142,111
1.28	INFORMATION TECHNOLOGY HARDWARE >$5K	(35,000)	(35,000)	(35,000)	(44,865)	(9,865)
0.00	TOWN MAINTENANCE TRUCK TOOLS & EQUIPMENT	(15,000)	(15,000)	(9,992)	0	9,992
	Total - Other Property & Services	**(350,000)**	**(350,000)**	**(242,992)**	**(102,794)**	**140,198**
0.35	**Total - Furniture & Equipment**	**(375,000)**	**(375,000)**	**(259,648)**	**(129,385)**	**130,263**
	Roads					
	Housing					
0.22	THE VILLAGE - FOOTPATHS, HANDRAILS, KERBS	(30,150)	(30,150)	(20,088)	(6,600)	13,488
	Total - Housing	**(30,150)**	**(30,150)**	**(20,088)**	**(6,600)**	**13,488**

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Expenditure Total
Level of Completion Indicators
0%
20%
40%
60%
80%
100%
Over 100%

Percentage YTD Actual to Annual Budget

Expenditure over budget highlighted in red.

% of Completion	Assets	Adopted Annual Budget	Amended Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
	Level of completion indicator, please see table at the top of this note for furt					
		$	$	$	$	$
	Transport					
0.01	RURAL ROAD SHOULDER RECONSTRUCTION	(148,698)	(148,698)	(124,888)	(1,778)	123,110
0.85	RURAL ROAD RESHEETING	(74,086)	(74,086)	(62,222)	(63,238)	(1,016)
0.00	RRG GRANT - MT ADAMS ROAD - SLK 0.0 - SLK 12.0KM	(449,763)	(449,763)	(252,223)	(552)	251,671
0.56	MOUNT HORNER WEST ROAD -SLK 0.00 - 0.000 8KM	(182,708)	(182,708)	(121,744)	(102,646)	19,098
0.00	PIGGERY LANE -SLK 0.00 - 0.000 4KM	(152,797)	(152,797)	(101,808)	0	101,808
0.00	VEGETATION PROGRAM	(156,750)	(156,750)	(104,448)	0	104,448
2.51	RRG GRANT - MOUNT ADAMS ROAD (SLK 12.0 - 22.6)	(27,761)	(27,761)	(23,310)	(69,595)	(46,285)
0.02	RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SLK :	(463,000)	(463,000)	(347,250)	(10,743)	336,507
0.01	RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SLK	(347,500)	(347,500)	(191,125)	(4,687)	186,438
0.01	RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SLK (	(196,500)	(196,500)	(108,075)	(2,756)	105,319
0.99	BLENHEIM ROAD	(85,859)	(85,859)	(85,856)	(85,302)	554
1.66	R2R - WATER SUPPLY ROAD -SLK 0.00 - 0.000 6KM	(215,468)	(215,468)	(143,584)	(358,100)	(214,516)
	Total - Transport	**(2,500,890)**	**(2,500,890)**	**(1,666,533)**	**(724,954)**	**941,579**
0.29	**Total - Roads**	**(2,531,040)**	**(2,531,040)**	**(1,686,621)**	**(731,554)**	**955,067**
	Infrastructure - Other					
	Housing					
0.50	THE VILLAGE - SOAKWELLS & DOWNPIPES	(10,000)	(10,000)	(6,664)	(5,002)	1,662
0.00	TWO HENRY ROAD - LANDSCAPING	(8,440)	(8,440)	(5,624)	0	5,624
	Total - Housing	**(18,440)**	**(18,440)**	**(12,288)**	**(5,002)**	**7,286**
	Community Amenities					
0.00	TRANSFER STATION CONCRETE BUND FOR OIL TANKS	(34,000)	(34,000)	(34,000)	0	34,000
1.18	TRANSFER STATION CARPARK	(36,560)	(36,560)	(24,360)	(43,084)	(18,724)
	Total - Community Amenities	**(70,560)**	**(70,560)**	**(58,360)**	**(43,084)**	**15,276**
	Recreation And Culture					
1.10	SURF BEACH STABILISATION	(187,551)	(187,551)	(124,968)	(206,587)	(81,619)
1.14	BOAT RAMP DESIGN	(88,876)	(88,876)	(88,874)	(101,197)	(12,323)
0.00	DONGARA ENTRY STATEMENTS - BRAND HIGHWAY	(17,300)	(17,300)	(11,528)	0	11,528
1.00	PLAYGROUNDS REPLACEMENT	0	0	0	(35,200)	(35,200)
0.00	GRANNY'S BEACH RETICULATION	(5,000)	(5,000)	(3,328)	0	3,328
0.00	FORESHORE PLAYGROUND - CORE PRECINCT	(700,000)	(700,000)	(190,796)	0	190,796
0.00	FORESHORE PAVILLION - CORE PRECINCT	(700,000)	(700,000)	(175,000)	0	175,000
0.00	GOLF CLUB ENTRY STATEMENT	(8,760)	(8,760)	(5,832)	0	5,832
0.18	TREE PLANTING	(12,000)	(12,000)	(7,992)	(2,175)	5,817
	Total - Recreation And Culture	**(1,719,487)**	**(1,719,487)**	**(608,318)**	**(345,158)**	**263,160**
	Transport					
0.96	DRAINAGE, KERBING & FOOTPATH RENEWAL	(56,360)	(56,360)	(37,552)	(54,005)	(16,453)
0.24	BLENHEIM ROAD LANDSCAPING	(15,000)	(15,000)	(9,992)	(3,530)	6,462
0.92	SIGNAGE RENEWAL - TOWN & RURAL	(5,000)	(5,000)	(3,328)	(4,622)	(1,294)
1.42	TECHNICAL STUDIES - INFRASTRUCTURE RENEWAL	(16,000)	(16,000)	(10,656)	(22,660)	(12,004)
0.00	MILO CROSSING UPGRADE	(4,000,000)	(4,000,000)	(134,205)	0	134,205
	Total - Transport	**(4,092,360)**	**(4,092,360)**	**(195,733)**	**(84,817)**	**110,916**
	Economic Services					
0.61	KAILIS DRIVE ENTRY STATEMENT	(84,717)	(84,717)	0	(51,259)	(51,259)
	Total - Economic Services	**(84,717)**	**(84,717)**	**0**	**(51,259)**	**(51,259)**
0.09	**Total - Infrastructure - Other**	**(5,985,564)**	**(5,985,564)**	**(874,699)**	**(533,007)**	**341,692**
0.24	**Grand Total**	**(10,976,794)**	**(10,976,794)**	**(4,234,301)**	**(2,658,271)**	**1,632,347**

NOTE 15
EXPLANATION OF SIGNIFICANT VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2023/24 year is $10,000 and 10%.

	Var. $	Var. %	Var. ▲▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
Interest Earnings	51,058	36%	▲	S	Permanent	Interest Earnings show a favourable variance of $51k due to high market interest rates.
Expenditure from operating activities						
Employee Costs	(573,963)	(23%)	▼	S	Timing	Employee Costs are 23% higher than ytd budget. This is a timing variance that is expected to align closer to budget by June 2024.
Materials and Contracts	(565,975)	(23%)	▼	S	Timing	Materials and Contracts reflect an overspend of 23% against ytd budget. Expenditure is being reviewed as part of the Annual Budget Review and budget amendments will be actioned accordingly, to align budget with expected spend spend at June 2024
Investing Activities						
Land and Buildings	172,858	88%	▲	S	Timing	Variance is due to timing of construction works.
Furniture and Equipment	(21,840)	(42%)	▼	S	Timing	Expenditure within Furniture and Equipment has exceeded annual budget by $13k. A budget amendment will be processed as part of the Annual Budget Review.
Infrastructure Assets - Roads	974,577	58%	▲	S	Timing	Variance is due to timing of construction works and also due to some works being deferred to 2024-25.
Infrastructure Assets - Other	321,049	37%	▲	S	Timing	Variance is due to timing of construction works and also due to some works being deferred to 2024-25.
Financing Actvities						
Self-Supporting Loan Principal	(40,505)	(70%)	▼	S	Timing	Timing of Self Supporting Loan repayment
Transfer to Reserves	(48,954)	(100%)	▼	S	Timing	This is a timing difference which will align to budget by the end of the financial year

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

26 March 2024

Item CC03-03/24 Annual Budget Review 2023/24

SHIRE OF IRWIN

BUDGET REVIEW REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 29 February 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF IRWIN
STATEMENT OF FINANCIAL ACTIVITY FOR BUDGET REVIEW
FOR THE PERIOD ENDED 29 FEBRUARY 2024

BY NATURE

	Adopted Annual Budget	Revised Annual Budget	YTD Actual	Estimated Year - End Amount	Predicted Variance	Var. %	Var.	Significant Var. S
	$	$	$	$	$			
OPERATING ACTIVITIES								
Revenue from operating activities								
General Rates	5,660,798	5,660,798	**5,700,487**	**5,705,640**	44,842	1%	▲	
Rates excluding general rates	677,840	677,840	**673,050**	**673,050**	(4,790)	(1%)	▼	
Operating Grants, Subsidies and Contributions	602,978	602,978	**233,950**	**633,274**	30,296	5%	▲	
Fees and Charges	2,541,697	2,541,697	**1,985,053**	**2,601,832**	60,135	2%	▲	
Service Charges	0	0	**0**	**0**	0			
Interest Earnings	211,311	211,311	**193,362**	**233,838**	22,527	11%	▲	S
Other Revenue	527,100	527,100	**169,973**	**426,648**	(100,452)	(19%)	▼	S
Profit on Disposal of Assets	114,707	114,706	**0**	**159,308**	44,602	39%	▲	S
Gain FV Valuation of Assets	0	0	**0**	**0**	0			
	10,336,431	**10,336,430**	**8,955,875**	**10,433,591**	**97,161**			
Expenditure from operating activities								
Employee Costs	(3,706,031)	(3,706,031)	**(3,031,760)**	**(3,619,042)**	86,989	2%	▲	
Materials and Contracts	(3,689,148)	(3,689,148)	**(2,995,090)**	**(4,391,011)**	(701,863)	(19%)	▼	S
Utility Charges	(501,047)	(501,047)	**(313,012)**	**(472,507)**	28,540	6%	▲	
Depreciation on Non-Current Assets	(4,518,458)	(4,518,458)	**(3,213,030)**	**(4,527,700)**	(9,242)	(0%)	▼	
Interest Expenses	(278,367)	(278,367)	**(130,547)**	**(273,453)**	4,913	2%	▲	
Insurance Expenses	(266,279)	(266,279)	**(240,669)**	**(266,279)**	0	0%		
Other Expenditure	(211,016)	(211,016)	**(121,672)**	**(209,016)**	2,000	1%	▲	
Loss on Disposal of Assets	0	0	**0**	**(4,200)**	(4,200)		▼	
	(13,170,345)	**(13,170,345)**	**(10,045,780)**	**(13,763,208)**	**(592,862)**			
Non-cash amounts excluded from operating activities								
Add back Depreciation	4,518,458	4,518,458	**3,213,030**	**4,527,700**	9,242	0%	▲	
Adjust (Profit)/Loss on Asset Disposal	(114,707)	(114,706)	**0**	**(155,108)**	(40,402)	(35%)	▼	S
Movement in Leave Reserve (Added Back)	4,769	4,769	**5,115**	**7,210**	2,441	51%	▲	
Amount attributable to operating activities	**1,574,606**	**1,574,606**	**2,128,240**	**1,050,185**	**(524,421)**			
Investing activities								
Inflows from investing activities								
Capital Grants, Subsidies and Contributions	7,247,034	7,247,034	**370,234**	**5,611,474**	(1,635,560)	(23%)	▼	S
Proceeds from Disposal of Assets	2,209,126	2,209,126	**0**	**226,350**	(1,982,776)	(90%)	▼	S
	9,456,160	**9,456,160**	**370,234**	**5,837,824**	**(3,618,336)**			
Outflows from investing activities								
Land Held for Resale	0	0	**0**	**0**	0			
Land and Buildings	(382,690)	(382,690)	**(24,681)**	**(344,690)**	38,000	10%	▲	
Plant and Equipment	(2,017,500)	(2,017,500)	**(1,302,810)**	**(1,734,940)**	282,560	14%	▲	S
Furniture and Equipment	(60,000)	(60,000)	**(73,496)**	**(78,631)**	(18,631)	(31%)	▼	S
Infrastructure Assets - Roads	(2,531,040)	(2,531,040)	**(712,044)**	**(1,414,812)**	1,116,228	44%	▲	S
Infrastructure Assets - Other	(5,985,564)	(5,985,564)	**(553,650)**	**(4,644,696)**	1,340,868	22%	▲	S
	(10,976,794)	**(10,976,794)**	**(2,666,681)**	**(8,217,769)**	**2,759,025**			
Amount attributable to investing activities	**(1,520,634)**	**(1,520,634)**	**(2,296,447)**	**(2,379,945)**	**(859,311)**			
Financing Activities								
Cash inflow from financing activities								
Proceeds from New Debentures	1,029,000	1,029,000	**1,029,000**	**1,029,000**	0	0%		
Self-Supporting Loan Principal	57,539	57,539	**17,034**	**57,539**	0	0%		
Transfer from Restricted Cash - Other	17,285	17,285	**0**	**17,285**	0	0%		
Transfer from Reserves	799,066	799,066	**0**	**350,000**	(449,066)	(56%)	▼	S
	1,902,890	**1,902,890**	**1,046,034**	**1,453,824**	(449,066)			
Cash outflow from financing activities								
Repayment of Debentures	(720,751)	(720,751)	**(308,117)**	**(689,903)**	30,848	4%	▲	
Repayment of Lease Financing	(32,860)	(32,860)	**(23,513)**	**(32,860)**	0	0%		
Advances to Community Groups	(100,000)	(100,000)	**0**	**(100,000)**	0	0%		
Transfer to Reserves	(2,076,317)	(2,076,317)	**(48,954)**	**(45,642)**	2,030,675	98%	▲	S
	(2,929,929)	**(2,929,929)**	**(380,583)**	**(868,405)**	**2,061,524**			
Amount attributable to financing activities	**(1,027,038)**	**(1,027,038)**	**665,451**	**585,419**	**1,612,457**			
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year	**973,616**	**744,915**	**744,915**	**744,915**	0			
Amount attributable to operating activities	**1,574,606**	**1,574,606**	**2,128,240**	**1,050,185**	(524,421)			
Amount attributable to investing activities	**(1,520,634)**	**(1,520,634)**	**(2,296,447)**	**(2,379,945)**	(859,311)			
Amount attributable to financing activities	**(1,027,038)**	**(1,027,038)**	**665,451**	**585,419**	1,612,457			
Closing Funding Surplus (Deficit)	**549**	**(228,152)**	**1,242,160**	**574**	**228,726**			

▲▼Indicates a variance between Annual Revised Budget and Estimated Amount at year end data as per the adopted materiality threshold.
The material variance adopted by Council for the 2023/24 year is $10,000 and 10%.

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

SHIRE OF IRWIN
BUDGET REVIEW
FOR THE PERIOD ENDED 29 FEBRUARY 2024

BASIS OF PREPARATION

This budget review has been prepared in accordance with the Local Government Act 1995 and accompanying regulations.

Local Government Act 1995 requirements
Section 6.4(2) of the Local Government Act 1995 read with the Local Government (Financial Management) Regulations 1996, prescribe that the budget review be prepared in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The Local Government (Financial Management) Regulations 1996 specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease.

All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 Leases which would have required the Shire of Irwin to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996,

Accounting policies which have been adopted in the preparation of this budget review have been consistently applied unless stated otherwise. Except for cash flow and statement of financial activity, the budget review has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY
All funds through which the Shire of Irwin controls resources to carry on its functions have been inluded in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements

Judgements and estimates
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.
The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other

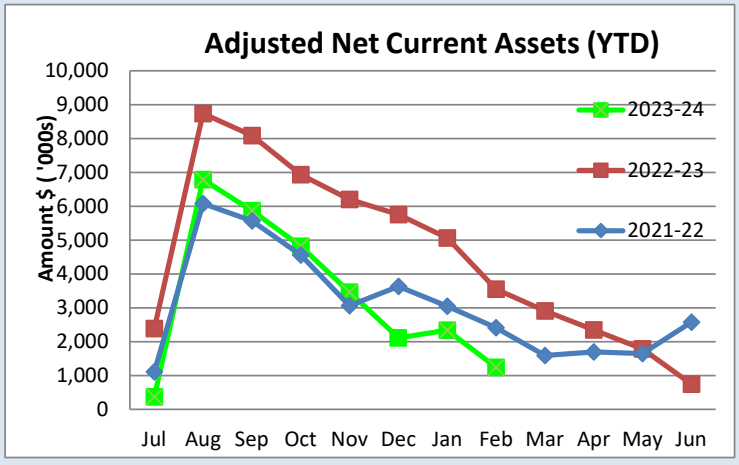
Actual results may differ from these estimates.The balances, transactions and disclosures impacted by accounting estimates are as follows:
• estimated fair value of certain financial assets
• impairment of financial assets
• estimation of fair values of land and buildings, infrastructure and investment property
• estimation uncertainties made in relation to lease accounting
• estimation of fair values of provisions

SIGNIFICANT ACCOUNTING POLICES
Signficant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

OPERATING ACTIVITIES
NOTE 2
ADJUSTED NET CURRENT ASSETS

Adjusted Net Current Assets	Note	Last Years Closing 30/06/2023	This Time Last Year 28/02/2023	Year to Date Actual 29/02/2024	Estimated at Year End Amount 30/06/2024
		$	$	$	$
Current Assets					
Cash Unrestricted	2	1,474,777	2,792,357	2,016,294	1,414,176
Cash Restricted - Reserves	2	1,600,342	1,419,037	1,649,296	1,295,984
Cash Restricted - General	2	373,935	373,935	373,935	373,935
Cash Restricted - Bonds & Deposits	2	236,084	238,481	330,335	330,335
Receivables - Rates	3	329,597	855,601	825,758	450,000
Receivables - Other	3	667,427	816,142	485,918	200,000
Inventories	4	32,618	21,521	32,618	19,000
		4,714,781	6,517,074	5,714,154	4,083,430
Less: Current Liabilities					
Payables	5	(641,053)	(288,992)	(182,540)	(800,000)
Contract Liabilities	11	(515,074)	(729,266)	(1,354,661)	(882,338)
Financial Liabilities	5	(31,331)	(31,331)	(31,331)	(140,508)
Bonds & Deposits	14	(236,084)	(238,481)	(330,335)	(330,335)
Loan and Lease Liability	9	(609,702)	(263,241)	(278,072)	(609,702)
Provisions	11	(705,081)	(469,818)	(705,081)	(400,000)
		(2,738,324)	(2,021,128)	(2,882,019)	(3,162,883)
Less: Cash Reserves	10	(1,600,342)	(1,419,037)	(1,649,296)	(1,295,984)
Add Back: Component of Leave Liability not Required to be funded		167,227	224,157	172,343	174,437
Add Back: Loan and Lease Liability		609,702	263,241	278,072	609,702
Less : Loan Receivable - clubs/institutions		(34,193)	(16,910)	(17,159)	(34,193)
Less : Restricted Cash General	15	(373,935)	0	(373,935)	(373,935)
Net Current Funding Position		**744,915**	**3,547,397**	**1,242,159**	**574**

KEY INFORMATION
The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



This Year YTD Surplus(Deficit)
$1.24 M

Last Year YTD Surplus(Deficit)
$3.55 M

INVESTING ACTIVITIES
NOTE 3
CAPITAL ACQUISITIONS

Capital Expenditure Total
Level of Completion Indicators
0%
20%
40%
60%
80%
100%
Over 100%

% of Completion

Level of completion indicator, please see table at the top of this note

	Assets	Adopted Annual Budget	Amended Annual Budget	Total YTD	Total Forecast	Variance (Under)/Over
		$	$	$	$	$
	Recreation And Culture					
1.00	BOWLING CLUB ACCESSIBLE ABLUTIONS RENOVATIONS	(14,690)	(14,690)	(14,691)	(14,690)	0
0.00	DONGARA PUBLIC TOWN HALL	(240,000)	(240,000)	0	(240,000)	0
0.14	IRWIN REC CENTRE ROOF UPGRADE - PARTIALLY GRANT FUNDED	(70,000)	(70,000)	(9,990)	(80,000)	(10,000)
0.00	RSL - CAPITAL RENEWAL WORKS	(8,000)	(8,000)	0	0	8,000
0.00	RUSS COTTAGE-ASBOSTOS REMOVAL	(50,000)	(50,000)	0	(10,000)	40,000
	Total - Recreation And Culture	**(382,690)**	**(382,690)**	**(24,681)**	**(344,690)**	**38,000**
0.06	**Total - Buildings**	**(382,690)**	**(382,690)**	**(24,681)**	**(344,690)**	**38,000**
	Plant & Equipment					
	Fire Prevention					
0.00	NEW CESM VEHICLE	(90,000)	(90,000)	0	**0**	90,000
1.00	MOBILE EMERGENCY GENERATOR	0	0	(7,277)	**(47,000)**	(47,000)
1.00	PORTABLE VARIABLE MESSAGE BOARD	(25,000)	(25,000)	(24,880)	**(28,000)**	(3,000)
0.53	STATIC VARIABLE MESSAGE BOARD UPGRADES	(30,000)	(30,000)	(16,020)	**(30,000)**	0
1.00	CESM STORAGE	0	0	0	**(8,000)**	(8,000)
1.00	FIREBREAK MANAGEMENT SYSTEM	0	0	0	**(21,000)**	(21,000)
	Total - Fire Prevention	**(145,000)**	**(145,000)**	**(48,177)**	**(134,000)**	**11,000**
	Health					
0.00	DOCTORS VEHICLES	(82,000)	(82,000)	0	(82,000)	0
	Total - Health	**(82,000)**	**(82,000)**	**0**	**(82,000)**	**0**
	Recreation & Culture					
1.00	TORO Z MASTER MOWER	(37,000)	(37,000)	(37,135)	(37,000)	0
0.00	OPERATIONAL TOOLS & EQUIPMENT	(6,500)	(6,500)	0	(6,500)	0
0.00	GENERATOR - RECREATION CENTRE	(45,000)	(45,000)	0	(45,000)	0
0.00	GROUNDMASTER MOWER ENC CAB	(50,000)	(50,000)	0	(60,140)	(10,140)
	Total - Recreation & Culture	**(138,500)**	**(138,500)**	**(37,135)**	**(148,640)**	**(10,140)**
	Transport					
0.92	PRIME-MOVER & TWO TIPPERS	(620,000)	(620,000)	(567,778)	(617,200)	2,800
0.00	RETICULATION TRAILER FIT OUT	(10,000)	(10,000)	(9,890)	(10,000)	0
0.00	NEW ISUZU FTS 139-260	(110,000)	(110,000)	0	(126,890)	(16,890)
0.00	NEW SIGN TRAILER	(10,000)	(10,000)	(10,778)	(10,780)	(780)
0.00	TRUCK	(70,000)	(70,000)	(81,800)	(81,800)	(11,800)
0.00	NEW HEAVY DUTY DROP DECK TRAILER	(120,000)	(120,000)	(106,100)	(106,100)	13,900
0.67	NEW PLANT TRAILER FOR POSI TRACK	(15,000)	(15,000)	(10,123)	(10,120)	4,880
1.08	UTE SUP ROADS	(44,000)	(44,000)	(47,476)	(45,370)	(1,370)
1.11	UTE RURAL ROAD - MAINTENANCE	(44,000)	(44,000)	(48,626)	(45,370)	(1,370)
1.02	PROJECTS SUPERVISOR	(44,000)	(44,000)	(45,058)	(45,080)	(1,080)
1.08	VEHICLE - PATROL OFFICER	(44,000)	(44,000)	(47,476)	(45,370)	(1,370)
0.00	NEW DEPOT POOL	(44,000)	(44,000)	0	0	44,000
1.24	MANAGER VEHICLE	(44,000)	(44,000)	(54,534)	(54,530)	(10,530)
0.00	NEW MANAGER VEHICLE	(44,000)	(44,000)	0	0	44,000
0.94	EXCAVATOR AND TRAILER	(30,000)	(30,000)	(28,287)	(30,000)	0
1.08	OPS MAINTENANCE SUPEVISOR VEHICLE	(44,000)	(44,000)	(47,366)	(45,370)	(1,370)
1.00	MOBILE TRAFFIC LIGHTS	0	0	0	(25,000)	(25,000)
1.00	EHO VEHICLE	0	0	(56,318)	(56,320)	(56,320)
	Total - Transport	**(1,337,000)**	**(1,337,000)**	**(1,105,291)**	**(1,355,300)**	**38,020**
0.70	**Total - Plant & Equipment**	**(1,702,500)**	**(1,702,500)**	**(1,190,604)**	**(1,719,940)**	**38,880**
	Furniture & Equipment					
	Recreation & Culture					
1.06	REC CENTRE CARPET	(25,000)	(25,000)	(26,591)	(26,591)	(1,591)
	Total - Recreation & Culture	**(25,000)**	**(25,000)**	**(26,591)**	**(26,591)**	**(1,591)**
	Other Property & Services					
0.19	ERP SYSTEM IMPLEMENTATION	(300,000)	(300,000)	(55,889)	0	300,000
1.28	INFORMATION TECHNOLOGY HARDWARE >$5K	(35,000)	(35,000)	(44,865)	(50,000)	(15,000)
0.00	TOWN MAINTENANCE TRUCK TOOLS & EQUIPMENT	(15,000)	(15,000)	0	(15,000)	0
	Total - Other Property & Services	**(350,000)**	**(350,000)**	**(102,794)**	**(67,040)**	**282,960**
0.35	**Total - Furniture & Equipment**	**(375,000)**	**(375,000)**	**(129,385)**	**(93,631)**	**281,369**

INVESTING ACTIVITIES
NOTE 3
CAPITAL ACQUISITIONS

Capital Expenditure Total
Level of Completion Indicators
- 0%
- 20%
- 40%
- 60%
- 80%
- 100%
- Over 100%

Level of completion indicator, please see table at the top of this note

% of Completion	Assets	Adopted Annual Budget	Amended Annual Budget	Total YTD	Total Forecast	Variance (Under)/Over
		$	$	$	$	$
	Roads					
	Housing					
0.22	THE VILLAGE - FOOTPATHS, HANDRAILS, KERBS	(30,150)	(30,150)	(6,600)	(30,150)	0
	Total - Housing	**(30,150)**	**(30,150)**	**(6,600)**	**(30,150)**	**0**
	Transport					
0.01	RURAL ROAD SHOULDER RECONSTRUCTION	(148,698)	(148,698)	(1,778)	(187,501)	(38,803)
0.85	RURAL ROAD RESHEETING	(74,086)	(74,086)	(63,238)	(84,086)	(10,000)
0.00	RRG GRANT - MT ADAMS ROAD - SLK 0.0 - SLK 12.0KM	(449,763)	(449,763)	(552)	0	449,763
0.56	MOUNT HORNER WEST ROAD -SLK 0.00 - 0.000 8KM	(182,708)	(182,708)	(102,646)	(262,898)	(80,190)
0.00	PIGGERY LANE -SLK 0.00 - 0.000 4KM	(152,797)	(152,797)	0	(152,797)	0
0.00	VEGETATION PROGRAM	(156,750)	(156,750)	0	(156,750)	0
1.00	RRG GRANT - ALLANOOKA SPRINGS RD 2021/22 - SLK 15.91 - 33.29	0	0	(4,914)	(4,914)	(4,914)
2.51	RRG GRANT - MOUNT ADAMS ROAD (SLK 12.0 - 22.6)	(27,761)	(27,761)	(69,595)	(65,184)	(37,423)
0.02	RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SLK 3.2	(463,000)	(463,000)	**(10,743)**	(10,743)	452,257
0.01	RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SLK 1.5	(347,500)	(347,500)	**(4,687)**	(4,687)	342,813
0.01	RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SLK 0 -	(196,500)	(196,500)	**(2,756)**	(2,756)	193,744
0.99	BLENHEIM ROAD	(85,859)	(85,859)	(85,302)	(85,859)	0
1.66	R2R - WATER SUPPLY ROAD -SLK 0.00 - 0.000 6KM	(215,468)	(215,468)	(358,100)	(345,845)	(130,377)
1.00	DEPOT WASHDOWN BAY	0	0	(20,643)	(20,643)	(20,643)
	Total - Transport	**(2,500,890)**	**(2,500,890)**	**(724,954)**	**(1,384,662)**	**1,116,228**
0.29	**Total - Roads**	**(2,531,040)**	**(2,531,040)**	**(731,554)**	**(1,414,812)**	**1,116,228**
	Infrastructure - Other					
	Housing					
0.50	THE VILLAGE - SOAKWELLS & DOWNPIPES	(10,000)	(10,000)	(5,002)	(10,000)	0
0.00	TWO HENRY ROAD - LANDSCAPING	(8,440)	(8,440)	0	(8,440)	0
	Total - Housing	**(18,440)**	**(18,440)**	**(5,002)**	**(18,440)**	**0**
	Community Amenities					**0**
0.00	TRANSFER STATION CONCRETE BUND FOR OIL TANKS	(34,000)	(34,000)	0	(34,000)	0
1.18	TRANSFER STATION CARPARK	(36,560)	(36,560)	(43,084)	(36,560)	0
	Total - Community Amenities	**(70,560)**	**(70,560)**	**(43,084)**	**(70,560)**	**0**
	Recreation And Culture					
1.10	SURF BEACH STABILISATION	(187,551)	(187,551)	(206,587)	(192,503)	(4,952)
1.14	BOAT RAMP DESIGN	(88,876)	(88,876)	(101,197)	(101,197)	(12,321)
1.00	PLAYGROUNDS REPLACEMENT	0	0	(35,200)	(35,200)	(35,200)
0.00	DONGARA ENTRY STATEMENTS - BRAND HIGHWAY	(17,300)	(17,300)	0	(17,300)	0
0.00	GRANNY'S BEACH RETICULATION	(5,000)	(5,000)	0	(5,000)	0
0.00	FORESHORE PLAYGROUND - CORE PRECINCT	(700,000)	(700,000)	0	0	700,000
0.00	FORESHORE PAVILLION - CORE PRECINCT	(700,000)	(700,000)	0	0	700,000
0.00	GOLF CLUB ENTRY STATEMENT	(8,760)	(8,760)	0	(8,760)	0
0.18	TREE PLANTING	(12,000)	(12,000)	(2,175)	(12,000)	0
	Total - Recreation And Culture	**(1,719,487)**	**(1,719,487)**	**(345,158)**	**(371,959)**	**1,347,528**
	Transport					
0.96	DRAINAGE, KERBING & FOOTPATH RENEWAL	(56,360)	(56,360)	(54,005)	(56,360)	0
0.24	BLENHEIM ROAD LANDSCAPING	(15,000)	(15,000)	(3,530)	(15,000)	0
0.92	SIGNAGE RENEWAL - TOWN & RURAL	(5,000)	(5,000)	(4,622)	(5,000)	0
1.42	TECHNICAL STUDIES - INFRASTRUCTURE RENEWAL	(16,000)	(16,000)	(22,660)	(22,660)	(6,660)
0.00	MILO CROSSING UPGRADE	(4,000,000)	(4,000,000)	0	(4,000,000)	0
	Total - Transport	**(4,092,360)**	**(4,092,360)**	**(84,817)**	**(4,099,020)**	**(6,660)**
	Economic Services					
0.61	KAILIS DRIVE ENTRY STATEMENT	(84,717)	(84,717)	(51,259)	(84,717)	0
	Total - Economic Services	**(84,717)**	**(84,717)**	**(51,259)**	**(84,717)**	**0**
0.09	**Total - Infrastructure - Other**	**(5,985,564)**	**(5,985,564)**	**(533,007)**	**(4,644,696)**	**1,337,181**
0.24	**Grand Total**	**(10,976,794)**	**(10,976,794)**	**(2,609,231)**	**(8,217,769)**	**2,811,658**

NOTE 4
EXPLANATION OF SIGNIFICANT VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2023/24 year is $10,000 and 10%.

Reporting Program	Var. $	Var. %	Var. ▲▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Reporting Nature or Type	**Var. $**	**Var. %**	**Var. ▲▼**	**Significant Var. S**	**Timing/ Permanent**	**Explanation of Variance**
Revenue from operating activities						
Interest Earnings	22,527	11%	▲	S	Permanent	An increase in interest earnings of 11% or 23k is projected due to several interest rate increases that occurred during the financial year which were not anticipated by economist.
Other Revenue	(100,452)	(19%)	▼	S	Timing	The Shire anticipates that reimbursement Revenue will be down by $100k at the end of June 2024.
Profit on Disposal of Assets	44,602	39%	▲	S	Timing	Profit on Disposal of Assets is forecast to be higher as the Shire intends to expose additional assets than originally budgeted.
Expenditure from operating activities						
Materials and Contracts	(701,863)	(19%)	▼	S	Timing	Materials and Contracts are projected to be 19% or $702k more than the original budget. Of this variance, $300k relates to the reclassification of the ERP implementation expenditure from capital to operating. The remaining balance includes emergency repairs to the Airstrip $45k, Irwin Arrow Smith Advisory Council $150k (to be reimbursement by Industry), and higher IT Costs $78k. The balance of the variance pertains to several smaller variances.
Investing Activities						
Non-operating Grants, Subsidies and Contributions	(1,635,560)	(23%)	▼	S	Timing	Non Operating Grants are anticipated to decrease by $1.6m mostly due to the Foreshore Lotterywest grant ($700k) and the Mount Adams Road Main Roads grant ($300k), not materialising as anticipated. In addition construction works on Point Leander works ($671k grant funded) have been deferred to 2024-25 due to contractor availability issues.
Proceeds from Disposal of Assets	(1,982,776)	(90%)	▼	S	Timing	Proceeds from Disposal of Assets are expected to be $2m lower at June 2024 as the Shire will not dispose Land and Building Assets as originally planned. Russ Cottage Asbestos work will be completed in 2024-25.
Land and Buildings	38,000	10%	▲		Timing	
Plant and Equipment	282,560	14%	▲	S	Timing	The projected variance is mostly due to the reclassification of the ERP expenditure of $300k from capital to operating.
Furniture and Equipment	(18,631)	(31%)	▼	S	Timing	Higher IT hardware costs are anticipated at June 2024.
Infrastructure Assets - Roads	1,116,228	44%	▲	S	Permanent	Mount Adams and Point Leander road projects have been deferred to 2023-24 for reasons mentioned above, resulting in a reduction in projected spend of $1.1m or 44%.
Infrastructure Assets - Other	1,340,868	22%	▲	S	Permanent	The Foreshore Pavilion and Foreshore Playground projects will not commence in the current year due to lack of funding, reducing the projected spend for Infrastructure Assets - Other by $1.3m or 22%.
Financing Actvities						
Transfer from Reserves	(449,066)	(56%)	▼	S	Timing	The Shire had originally budgeted $449k transfer from the Foreshore and Asset Management Reserves to fund the Foreshore projects. As the projects are not going ahead, transfers from reserves is projected to decrease by $449k.
Transfer to Reserves	2,030,675	98%	▲	S	Timing	Transfer to Reserves is forecast to be $2m less than original budget. Land and Building assets will not be disposed as originally planned and therefore no disposal proceeds will be available to transfer.

2023/24 Budget Review

Significant Amendments

Item	Original Budget $	Revised Budget $	Variance $	Notes
OPERATING REVENUE				
INTEREST EARNINGS	211,311	233,838	22,527	*Higher revenue due to favourable interest rates*
PROFIT ON DISPOSAL OF ASSETS	114,707	155,308	40,601	*Additional Assets being disposed*
OTHER REVENUE	527,100	426,648	(100,452)	*Reimbursement income anticipated to be lower.*
	853,118	**815,794**	**(37,324)**	
OPERATING EXPENDITURE				
MATERIALS & CONTRACTS	(3,689,148)	(4,391,011)	(701,863)	*Materials and Contracts are projected to be 19% or $702k more than the original budget. Of this variance, $300k relates to the reclassification of the ERP implementation expenditure from capital to operating. The remaining balance includes emergency repairs to the Airstrip $45k, Irwin Arrow Smith Advisory Council $150k (to be reimbursement by Industry), and Higher IT costs $78k,. The balance of the variance pertains to several smaller variances.*
	(3,689,148)	**(4,391,011)**	**(701,863)**	
CAPITAL EXPENDITURE				
RUSS COTTAGE-ASBOSTOS REMOVAL	(40,000)	(10,000)	30,000	
CESM VEHICLE	(90,000)	0	90,000	*Allocated against Seroja funding in the 2023-24 original budget, however does not meet the criteria of funding. Funding allocated to suitable projects*
MOBILE EMERGENCY GENERATOR	0	(47,000)	(47,000)	*Seroja Funding reallocated from the New CESM Vehicle*
CESM STORAGE	0	(8,000)	(8,000)	*Seroja Funding reallocated from the New CESM Vehicle*
FIREBREAK MANAGEMENT SYSTEM	0	(21,000)	(21,000)	*Seroja Funding reallocated from the New CESM Vehicle*
MOBILE TRAFFIC LIGHTS	0	(25,000)	(25,000)	*Seroja Funding reallocated from the New CESM Vehicle*
CORPORATE MANAGER VEHICLE	(44,000)	0	44,000	*Vehicle not purchased, replaced by the EHO vehicle below*
EHO VEHICLE	0	(56,320)	(56,320)	*EHO Vehicle*
RRG GRANT - MT ADAMS ROAD	(449,763)	0	449,763	*Works Cancelled as grant funding did not materialise*
MOUNT HORNER WEST ROAD	(182,708)	(262,898)	(80,190)	*Higher Gravel costs*
POINT LEANDER ROAD MAIN ROADS	(1,007,000)	(18,185)	988,815	*Main Roads Funded Works deferred to next financial year*
R2R - WATER SUPPLY ROAD -SLK 0.00 - 0.000 6KM	(215,468)	(345,845)	(130,377)	*Higher Gravel costs*
FORESHORE PLAYGROUND - CORE PRECINCT	(700,000)	0	700,000	*Works Cancelled as grant funding did not materialise*
FORESHORE PAVILLION - CORE PRECINCT	(700,000)	0	700,000	*Works Cancelled as grant funding did not materialise*
ERP SYSTEM IMPLEMENTATION	(300,000)	0	300,000	*Reclassification from Capital to Operating costs*
PLAYGROUND REPLACEMENT	0	(35,200)	(35,200)	*Approved by Council*
	(3,728,939)	**(829,448)**	**2,899,491**	
CAPITAL REVENUE				
LOTTERYWEST - FORESHORE CORE PRECINCT	700,000	0	(700,000)	*Funding did not materialise*
MOUNT ADAMS ROAD MAIN ROADS GRANT	300,000	0	(300,000)	*Funding did not materialise*
POINT LEANDER ROAD MAIN ROADS GRANT	671,334	10,286	(661,048)	*Works Deferred to next financial year*
WATER SUPPLY ROAD ROADS TO RECOEVRY GRANT	201,934	95,134	(106,800)	*Grant received is less than budgeted*
VEGETATION PROGRAM -LRCI PHASE	0	156,750	156,750	*LRCI Phase 4 funding transferred from the Foreshore project as it was cancelled*
MOUNT HORNER - LRCI PHASE	0	94,184	94,184	*LRCI Phase 4 funding transferred from the Foreshore project as it was cancelled*
FORESHORE PRECINCT -LRCI PHASE	250,934	0	(250,934)	*LRCI Phase 4 funding for the Foreshore transferred to the above two projects as it was cancelled*
	2,124,202	**356,354**	**(1,767,848)**	
Reserves				
Transfer from Reserves	799,066	350,000	(449,066)	*Lotterywest funding did not materialise therefore transfer from reserves to part fund the Foreshore projects will not be required*
Transfer to Reserves	(2,076,317)	(45,642)	2,030,675	*Land and Building assets will not be disposed as originally planned and therefore no disposal proceeds will be available to transfer.*
	(1,277,251)	**304,358**	**1,581,609**	
	(5,718,018)	**(3,743,953)**	**1,974,065**	

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

26 March 2024

Item CEO01-03/24 Compliance Audit Return 2023

Department of
Local Government, Sport and Cultural Industries
GOVERNMENT OF WESTERN AUSTRALIA

Irwin – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	**Reference**	**Question**	**Response**	**Comments**
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2023?	Yes	Two business plans were prepared in 2023 and were subsequently presented to Council at the Ordinary Council Meeting held on the 27 February 2024. The item numbers for these Reports are: ID05-02/24 Major Land Transaction Proposed Disposal of Land by Lease - Seaspray Beach Holiday Park, Dongara ID06-02/24 Proposed Land Transaction Proposed Disposal of Land by Lease - BIG4 Dongara Denison Beach Holiday Park, Port Denison
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2023?	Yes	As mentioned above, the Shire of Irwin prepared two business plans.
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023?	Yes	The Shire provided public notice for the aforementioned two matters.
5	s3.59(5)	During 2023, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	As advised, the business plans were prepared in 2023 and presented to Council at the Ordinary Council Meeting held 27 February 2024 at which they were resolved by Absolute Majority.

Department of
Local Government, Sport and Cultural Industries
GOVERNMENT OF WESTERN AUSTRALIA

Delegation of Power/Duty				
No	**Reference**	**Question**	**Response**	**Comments**
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	N/A	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	
5	s5.18	Has council reviewed delegations to its committees in the 2022/2023 financial year?	Yes	
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year?	Yes	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	

Disclosure of Interest				
No	**Reference**	**Question**	**Response**	**Comments**
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	

Department of
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GOVERNMENT OF WESTERN AUSTRALIA

2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	No	The Shire minutes record the departure and return of the person who disclosed the interest. However the nature and details of the disclosure were not recorded. The Agenda and Minutes of meetings have subsequently been updated to ensure disclosures are fully captured.
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2023?	No	Three relevant persons did not submit annual returns by the 31 August 2023. All annual returns were submitted and the relevant authorities were notified of the non - compliance.
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	No	Governance has not been able to find a record/register of financial interests. A Register of returns has now been created and will be displayed on the Shire of Irwin website in accordance with Regulation 28 of the *Local Government (Administration) Regulations 1996*
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	No	

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10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members candidates that incorporates the model code of conduct?	Yes	

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19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	Yes	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	

Disposal of Property

No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	N/A	
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A	

Elections

No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	No electoral gift forms were submitted for the 2023 elections.

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2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	The Shire of Irwin have published the Electoral Gift Register for the 2023 Local Government Ordinary Election which contains no information as no electoral gift forms were received.

Finance

No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	The Audit Committee members were appointed at the Ordinary Council Meeting on 24 October 2023.
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023?	Yes	The Auditors report was received on the 30th November 2023.
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	1. Review of monthly debtor reconciliations 2. Long outstanding trade and rates debtors. 3. Monthly Council meeting minutes 4. Fair value of infrastructure assets - frequency of valuations.
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	No	There were no significant matters identified.

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6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	Yes	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2023 received by the local government within 30 days of completion of the audit?	Yes	The Shire of Irwin Financials were signed on the 29th November 2023 and the Auditors report was received on the 30th of November 2023.

Local Government Employees

No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	N/A	
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	

Official Conduct

No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	

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3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	

Tenders for Providing Goods and Services				
No	**Reference**	**Question**	**Response**	**Comments**
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, $250,000 or less or worth $250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	The supply of the goods or services were obtained through WALGA preferred supplier program.
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	Tenders publicly invited via Statewide Notice. 14(3)(b) - Role was identified not a person for one advertisement. Processes have been updated including the advertising template to ensure it complies with Regulation 14(3)(b).
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	The Shire of Irwin did not enter into 2 or more contracts to avoid regulation 11 (1).
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	Yes	Shire of Irwin records indicate that addendums were issued to all tenderers.
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	All tenders complied to minimum time being 14 days. Tenders submitted via email prior to closing deadline have the potential risk of

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				being opened. This risk has been mitigated with the implementation of Tenderlink on 29 January 2024.
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	Tender register available on the Shire's website with all information being compliant.
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	No	All tenders submitted at the place and within the time specified in the invitations for tenders.
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	All tenders satisfactorily met the request requirement to be evaluated.
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	All tenderers were notified in writing of the outcome/decision to award or not to award the tender.
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	N/A	The Shire of Irwin did not seek expressions of interest.
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	N/A	The Shire of Irwin did not invite applicants for a panel of pre - qualified suppliers.

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16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	Yes	CP01 Localised Purchasing was applied to one tender and met the adopted policy requirements.

Integrated Planning and Reporting				
No	**Reference**	**Question**	**Response**	**Comments**
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	26/10/2021 The Shire of Irwin Strategic Community Plan was last reviewed in 2021 and was adopted by Council at the Ordinary Council Meeting on 26

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				October 2021. CEO 01-19/21 Decision number 041021
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	8/12/2020 The corporate business plan was adopted at the Ordinary Council Meeting on 8 December 2020 CEO01-12/20 Council decision 041220.
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	The corporate business plan is to be reviewed and presented to council in 2024.

Optional Questions

No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2023? If yes, please provide the date of council's resolution to accept the report.	No	
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2023? If yes, please provide date of council's resolution to accept the report.	No	
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	N/A	
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	

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5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	This policy has been recently reviewed and will be presented to Council for endorsement at the March 2024 Ordinary Council Meeting.
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2023?	No	The report was not published within the statutory time frame. Once the non-compliance was identified the report was published onto the Shire's website.
8	s6.4(3)	By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023?	Yes	
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Chief Executive Officer

18 March 2024
Date

Mayor/President

18 MARCH 2024
Date

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

26 March 2024

Item ID01-03/24 Delegated Authority Report (Development) February 2024

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Records of exercise of delegated powers or duties – Development, February 2024

Function	Officer	Date of decision	Decision	Description	Address
Building Permit	Environmental Health Officer / Building Surveyor	1 February 2024	Granted	Dwelling and Shed	Lot 349 (No. 78) North Shore Drive, Dongara
		2 February 2024	Granted	Patio	Lot 139 (No. 3) Moore Road, Dongara
		2 February 2024	Granted	Dwelling	Lot 2 (No. 76B) Point Leander Drive, Port Denison
		5 February 2024	Granted	Shed	Lot 560 (No. 42) Ocean Drive, Port Denison
		6 February 2024	Granted	Shed	Lot 4 Sheoak Road, Springfield
		8 February 2024	Granted	Carport	Lot 339 (No. 6) Richardson Road, Port Denison
		15 February 2024	Granted	Dwelling	Lot 709 (No. 16) Retreat Boulevard, Port Denison
Development Approval	Manager Development	2 February 2024	Granted	Single House (Retaining Wall)	Lot 182 (No. 34) Francis Road, Port Denison
		5 February 2024	Granted	Single House and Relocated Building Envelope	Lot 1 (No. 100) Acacia Road, Springfield
		16 February 2024	Granted	Single House (Outbuilding)	Lot 570 (No. 6) Norrish Drive, Port Denison
		16 February 2024	Granted	Single House (Outbuilding)	Lot 80 (No. 32) Philbey Road, Dongara
		16 February 2024	Granted	Bed and Breakfast	Lot 1082 (No. 32) Springfield Drive, Springfield
		20 February 2024	Granted	Single House (Addions / Alterations)	Lot 377 (No. 47) Ocean Drive, Port Denison
		20 February 2024	Granted	Single House (Outbuilding)	Lot 206 (No. 109) Brennand Road, Dongara
		26 February 2024	Granted	Single House (Carport) – Extension of Approval	Lot 615 (No. 19) Poole View Dongara



Ordinary Council Meeting

26 March 2024

Item ID02-03/24 Application for Development Approval

MIDWEST SHEDS
AND GARAGES

Midwest Sheds and Garages
52 Anderson Street
WEBBERTON WA 6530

28/11/2023

Murray Connell
Town Planning
Shire of Irwin
11-13 Waldeck Street
Dongara WA 6525

Dear Murray,

Re: Development Application for 52 Seahorse Loop, PORT DENISON.

Please find attached the site plan for an outbuilding proposed to be built at 52 Seahorse Loop, Port Denison. The outbuilding proposed is a new shed 8 x 16m with an eave height of 4.2m.

We are seeking a variation in regard to the size of the shed. Please find attached a photograph of the client's vehicles – it shows a motorhome with a car trailer with a boat on top.

To achieve an eave height of 4.2m (the height of the loaded trailer exceeds this), the boat will need to be unloaded before the trailer can go in, thus needing the floor space to accommodate it behind the trailer.

The main reason for a shed of this size is that it is the only way the client can get insurance for the vehicles. The insurance company stipulates that when the vehicles are not in use, they must be in a lockable shed with 4 walls. Considering the substantial value of the vehicles, it is understandable why the client needs them locked in a shed, for both security and protection from the weather.

The other consideration is the aesthetic appeal of the property. While looking on the satellite pictures of the town of Dongara, and driving around, something that stands out is the number of trailers that

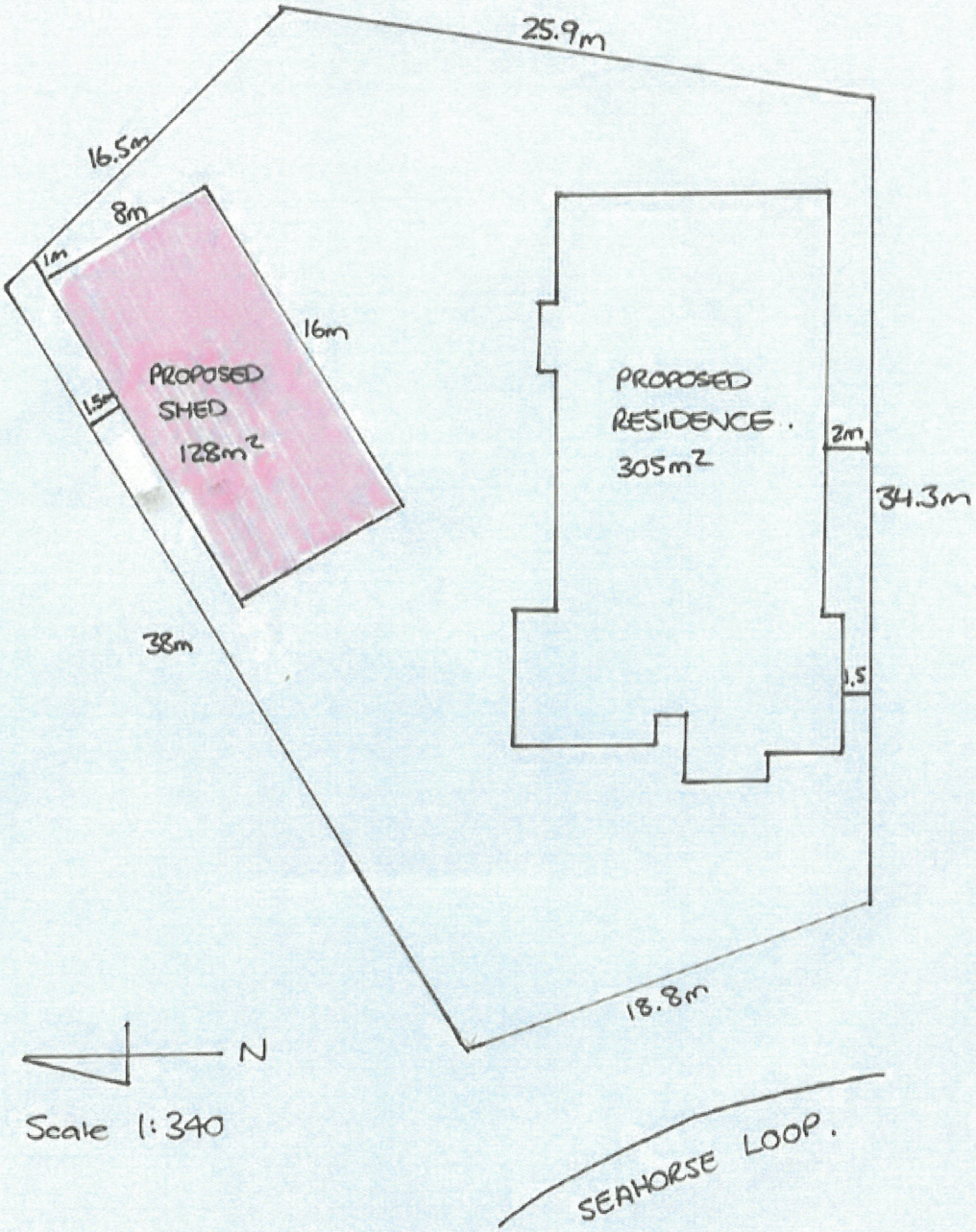
are parked on verges and vacant blocks. The client wants to keep his land as neat as possible to improve the street appeal. The owner also has plans in place for landscaping and planting of trees.

Any queries please feel free to call or email. Thank you for your time and consideration.

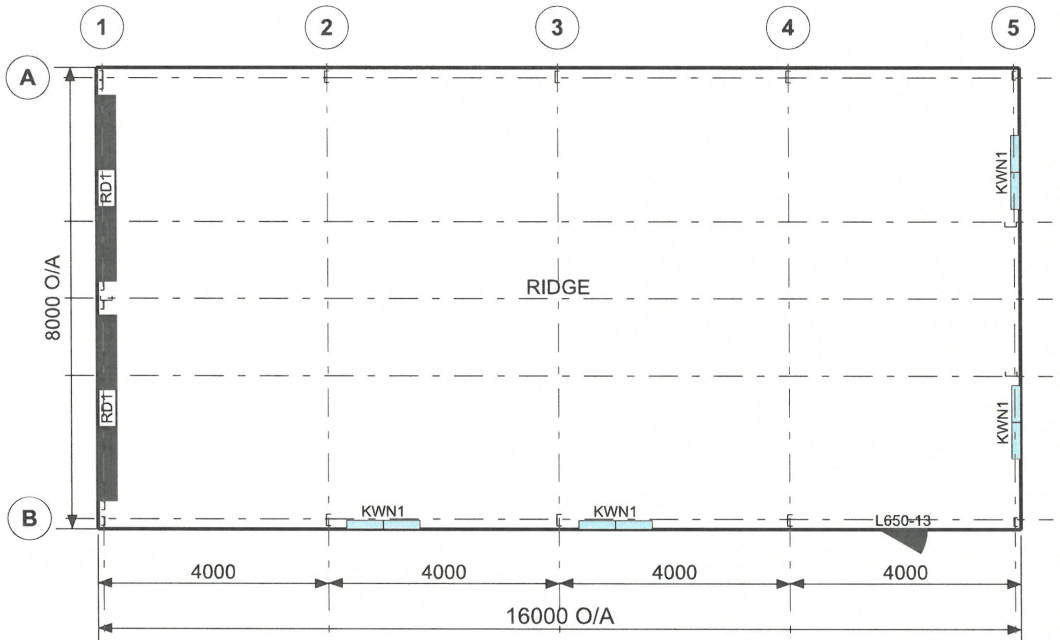
Kind regards,

Phillippa Boers

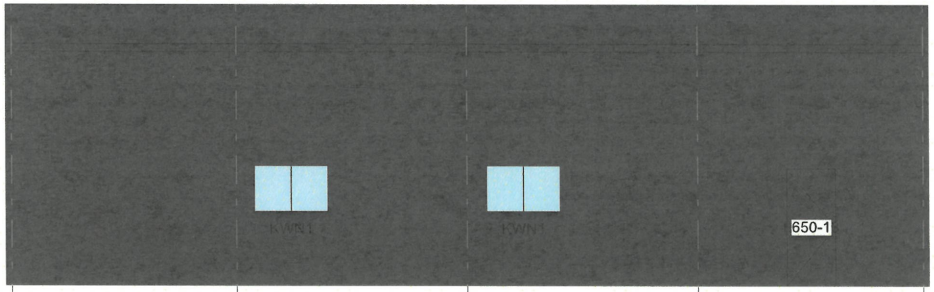
T: 0498 999 665 | E: midwestsheds@outlook.com



NEW STEEL COLORBOND SHED AT 52 SEAHORSE LOOP, PORT DENISON.



FRAME ROOF PLAN



ELEVATION GRID B

Cont. on page 2

Cont. on page 3

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CLADDING

ITEM	PROFILE (min)	FINISH	COLOUR
ROOF	TRIMDEK 0.42 BMT	CB	MO
WALLS	TRIMDEK 0.35 BMT	CB	MO
CORNERS	-	CB	MO
BARGE	-	CB	MO
GUTTER	SHEERLINE	CB	MO
DOWNPIPE	90x90	PV	WT

0.35bmt=0.40tct; 0.42bmt=0.47tct; 0.48bmt=0.53tct

ACCESSORY SCHEDULE & LEGEND

QTY	MARK	DESCRIPTION
2	RD1	B&D, Firmadoor, R.D, Indust. "R2F",W/Lock , 3600 high x 3230 wide Clr. Open. C/B
1	L650-13	Lysaght PA Door & Pre-Hung Frame 180 Deg Std. 2040 x 820 C/Bond (BDS)
4	KWN1	AMI - Reg A & B, 790x1274 CLR + FG Barrier Screen, Window Kit (BDSP)

ARCHITECTURAL DRAWING ONLY, NOT FOR CONSTRUCTION USE

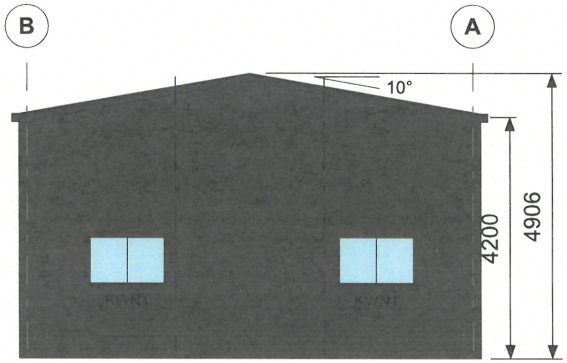
CLIENT
David Hird

SITE
52 Seahorse loop
PORT DENISON WA 6525

BUILDING
SUNDOWN DELUXE
8000 SPAN x 4200 EAVE x 16000 LONG

TITLE
FLOOR PLAN & ELEVATION

SCALE	DRAWING NUMBER	REV	PAGE
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ELEVATION GRID 5

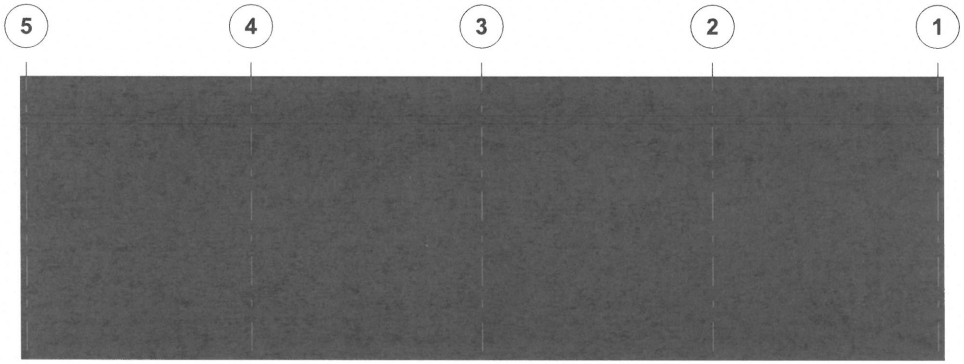
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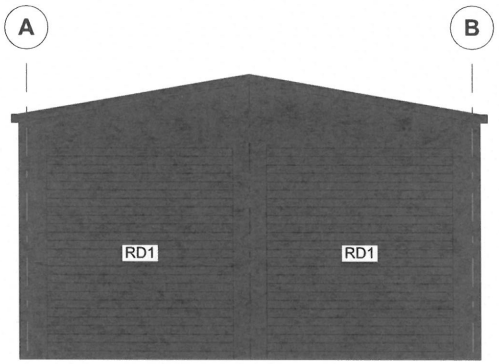
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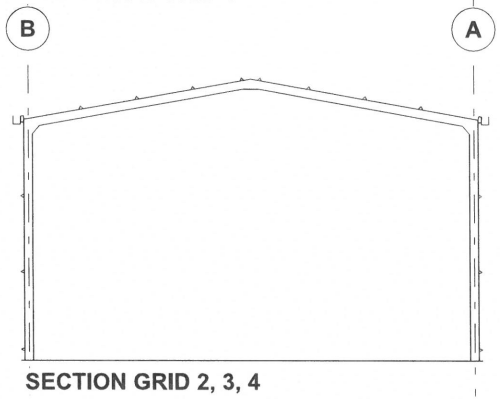
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ELEVATION GRID A



ELEVATION GRID 1



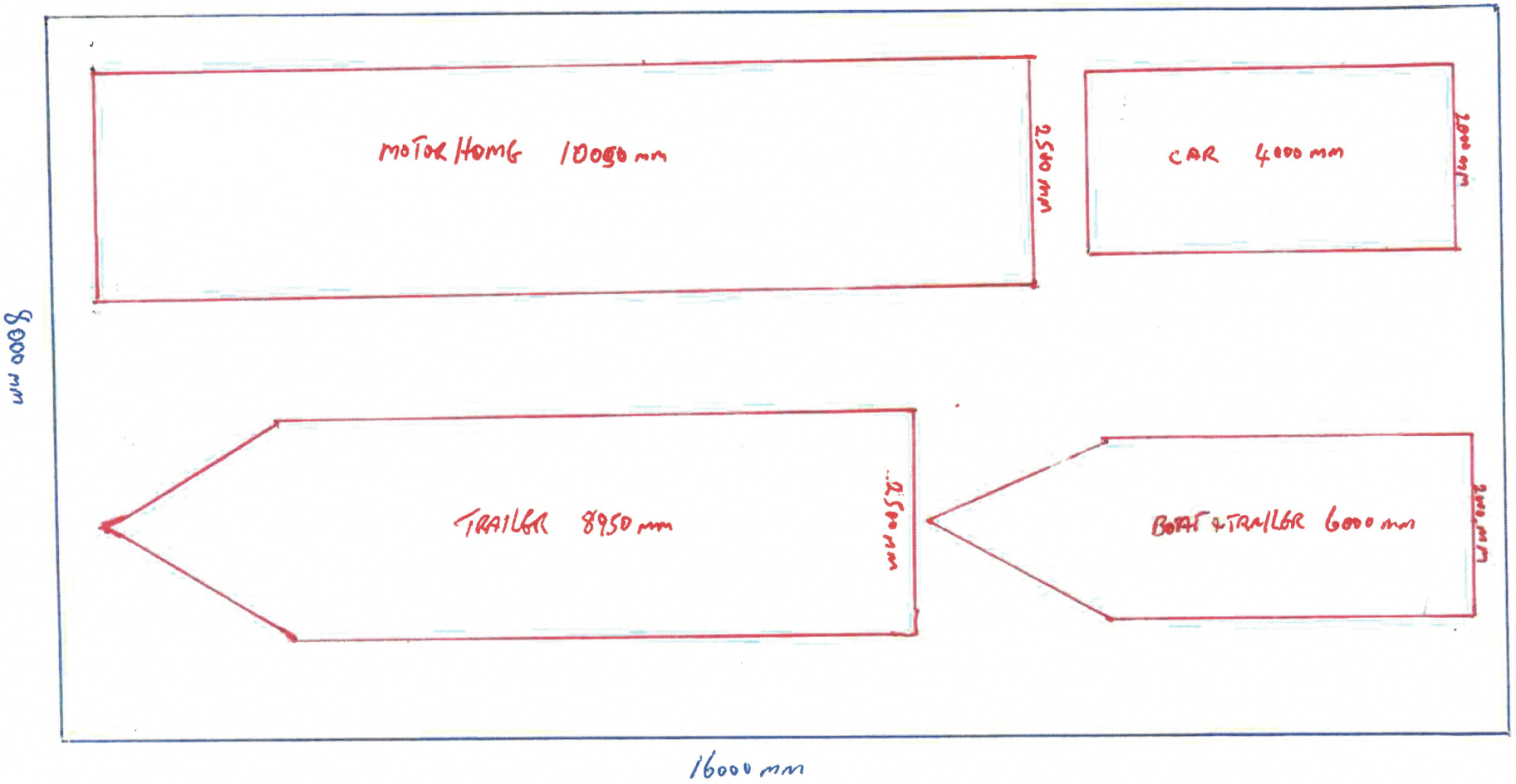
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GRLD02-1119	3/3




MOTOR HOME 10050 mm
2500 mm
CAR 4000 mm
1800 mm
TRAILER 8950 mm
2500 mm
BOAT & TRAILER 6000 mm
1800 mm
8000 mm
16000 mm

EXPLANATORY NOTE

THIS PLAN WAS PREPARED TO ACCOMPANY AN APPLICATION TO CLOSE AND AMALGAMATE A PORTION OF ROAD RESERVE AND IS NOT TO BE USED FOR ANY OTHER PURPOSE OR BY ANY OTHER PERSON. HILLE, THOMPSON & DELFOS ACCEPT NO RESPONSIBILITY FOR ANY LOSS OR DAMAGE CAUSED TO ANY PERSON WHO MAY RELY ON THE INFORMATION ON THIS PLAN FOR A PURPOSE FOR WHICH IT WAS NOT INTENDED.

THE SERVICES SHOWN ON THIS PLAN HAVE BEEN PLOTTED FROM THE RECORDS OF THE RELEVANT AUTHORITIES. PRIOR TO ANY DEMOLITION, EXCAVATION OR CONSTRUCTION ON THE SITE, THE RELEVANT AUTHORITIES SHOULD BE CONTACTED.

THE SUBJECT AREA IS DESIGNATED AS BUSHFIRE PRONE.

AERIAL PHOTO SOURCED FROM LANDGATE - CAPTURED APRIL 2023

SURVEY DATA WAS SOURCED FROM QUANTUM SURVEY: 23211FS01.DWG

SUBJECT BOUNDARY
ABUTTING BOUNDARY
EXISTING BOUNDARY TO BE REMOVED
APPLICATION AREA

No. OF EXISTING LOTS : 1

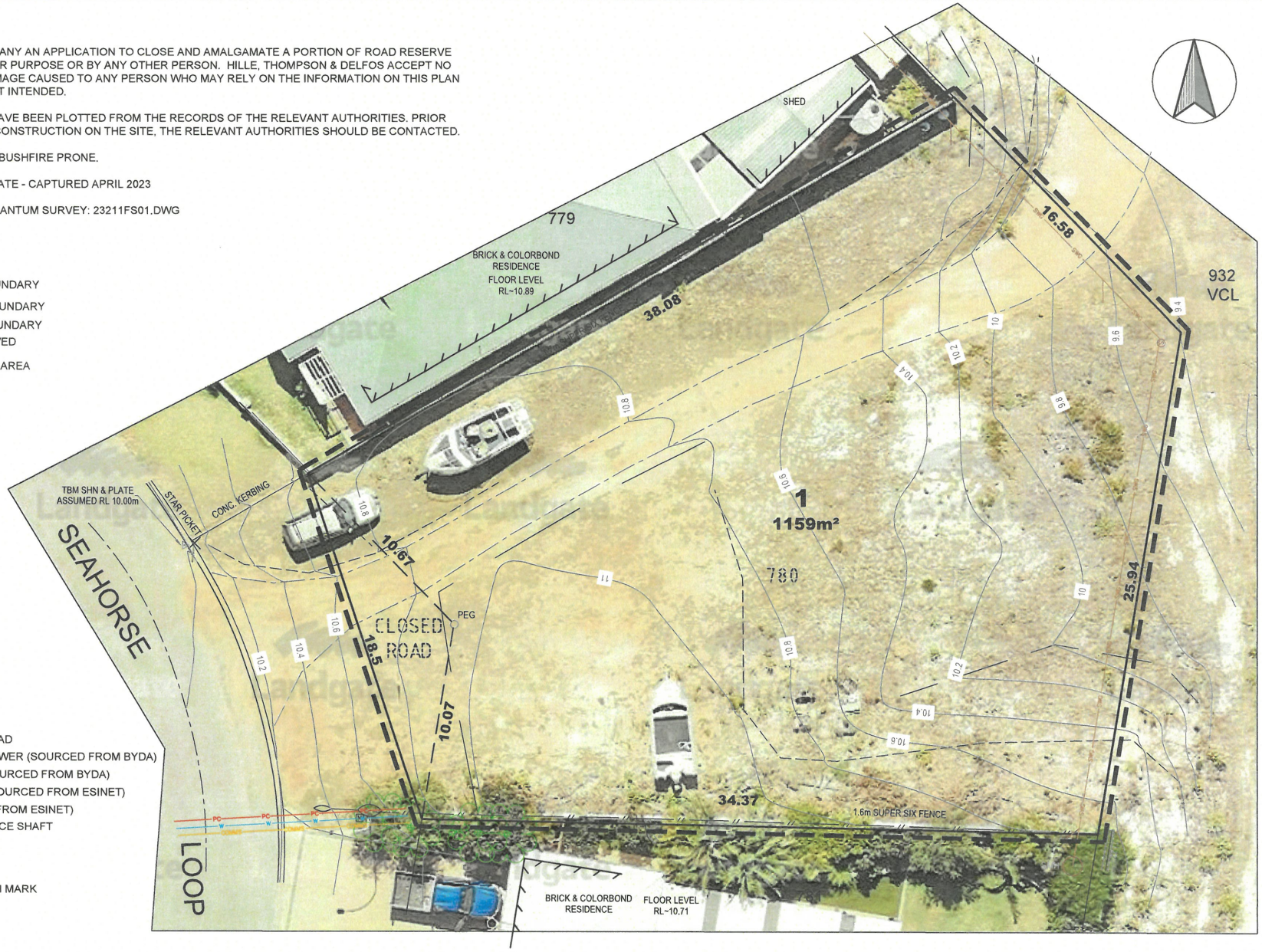
LOT 780 (C/T 2111-675): 1116m²

PROPOSED CLOSED ROAD : 43m²

TOTAL AREA : 1159m²

No. OF PROPOSED LOTS : 1

RETAINING WALL
FENCE
TOP OF BANK
BOTTOM OF BANK
BUILDING
EDGE OF TRACK
CENTRELINE OF ROAD
UNDERGROUND POWER (SOURCED FROM BYDA)
NBN/ &TELSTRA (SOURCED FROM BYDA)
SEWER GRAVITY (SOURCED FROM ESINET)
WATER (SOURCED FROM ESINET)
SEWER MAINTENANCE SHAFT
LIGHT POLE
MAILBOX
PEG SURVEY PEG
TBM TEMPORARY BENCH MARK
SMH SEWER MANHOLE
VEGETATION



00 4 8 12
ALL DISTANCES ARE IN METRES

0	16/08/23	ORIGINAL ISSUE	GT

REVISIONS

COMPILED BY:	BC	14/08/23
DRAWN BY:	GT	16/08/23
CHECKED BY:		2023.09.28
APPROVED BY:		09:46:18 +08'00'

AREA FILE: 1562
CONT. INT'VAL: 0.2 m
V DATUM: ASSUMED
H DATUM: JCG94
FIELD Bk:

HTD
SURVEYORS & PLANNERS
HILLE, THOMPSON & DELFOS
24 Durlacher Street, GERALDTON W.A.
PHONE: (08) 9921 3111
EMAIL: htdsurveys@htds.com.au
WEBSITE: http://www.htds.com.au

BEST PRACTICE CERTIFICATION ISO9001 QUALITY MANAGEMENT SYSTEM

CLIENT: DAVID HIRD

LOT 780 on DP 219443

PROPOSED ROAD CLOSURE & AMALGAMATION

SEAHORSE LOOP, PORT DENISON - SHIRE OF IRWIN

SCALE 1 :	SHEET SIZE	DWG No.
200 (ALL DISTANCES IN METRES)	A3	30523AS1-1-0

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

26 March 2024

Item ID03-03/24
Reconsideration of Decision
Additional Information

Murray Connell

From: Donna Cooper (Mater Dei College - Edgewater) <Donna.Cooper@cewa.edu.au>
Sent: Sunday, 10 March 2024 7:26 PM
To: Shire Of Irwin
Cc: Murray Connell; Lawrence Cooper
Subject: For the purpose of reconsideration
Attachments: reconsideration pics for dividing fence

Follow Up Flag: Follow up
Flag Status: Flagged

To whom It may concern

We submit the attached drawings for to the Shire of Irwin for reconsideration of the proposed dividing fence between 3B Osborne Way Port Denison and 5 Osborne Way Port Denison. Should any further information or drawings be required please contact us via email.

We advise that we are happy to leave the majority of the vegetation on the incline that boarders/separates both properties , subject to council fire break rules and natural die-off or any other compelling reason that it needs to be removed. We will advise/consult the Shire of Irwin prior to any removal of substantial vegetation on the incline, on the boundary, between the two properties.

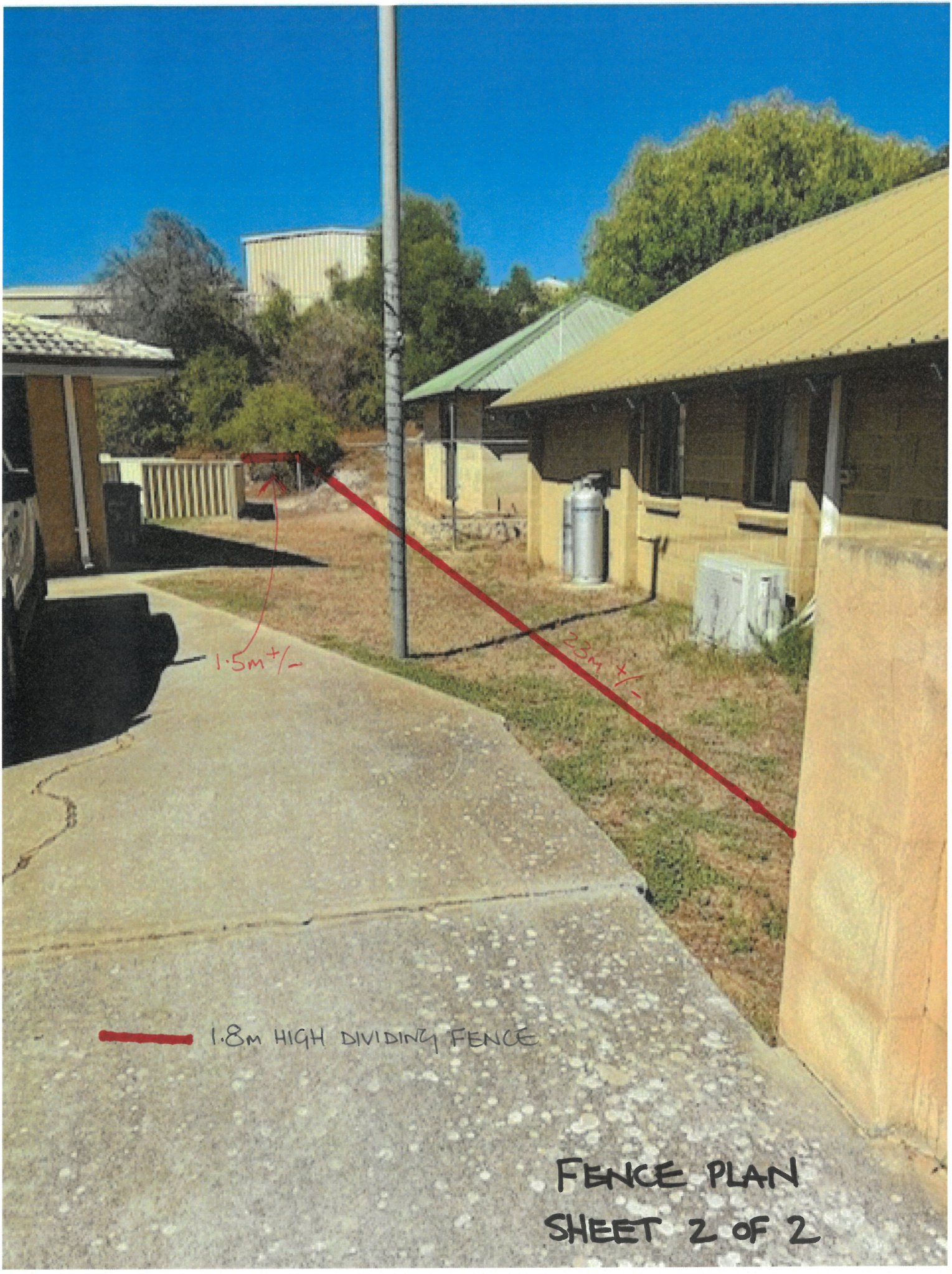
We ask the council to extend the ruling of time in regards to clause 6 (completion of the dividing fence) to the end of June 2024, to allow time for us to get a revised quote as the previous quote has now expired and to arrange completion of the fence. We will endeavour to complete the fence sooner should circumstances allow.

Kind regards
Donna and Lawrie Cooper

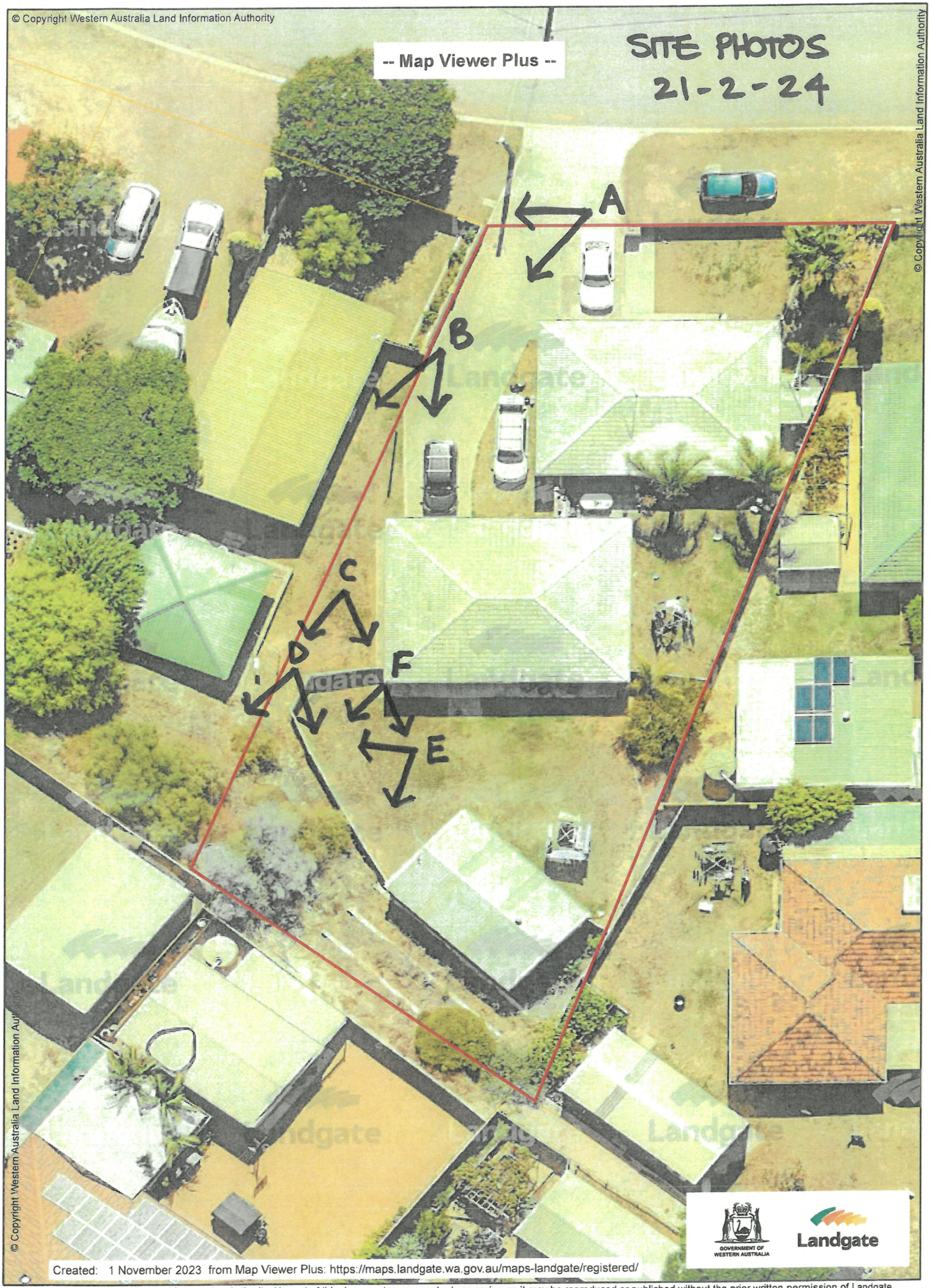
FENCE PLAN
SHEET 1 OF 2



1.8M HIGH DIVIDING FENCE

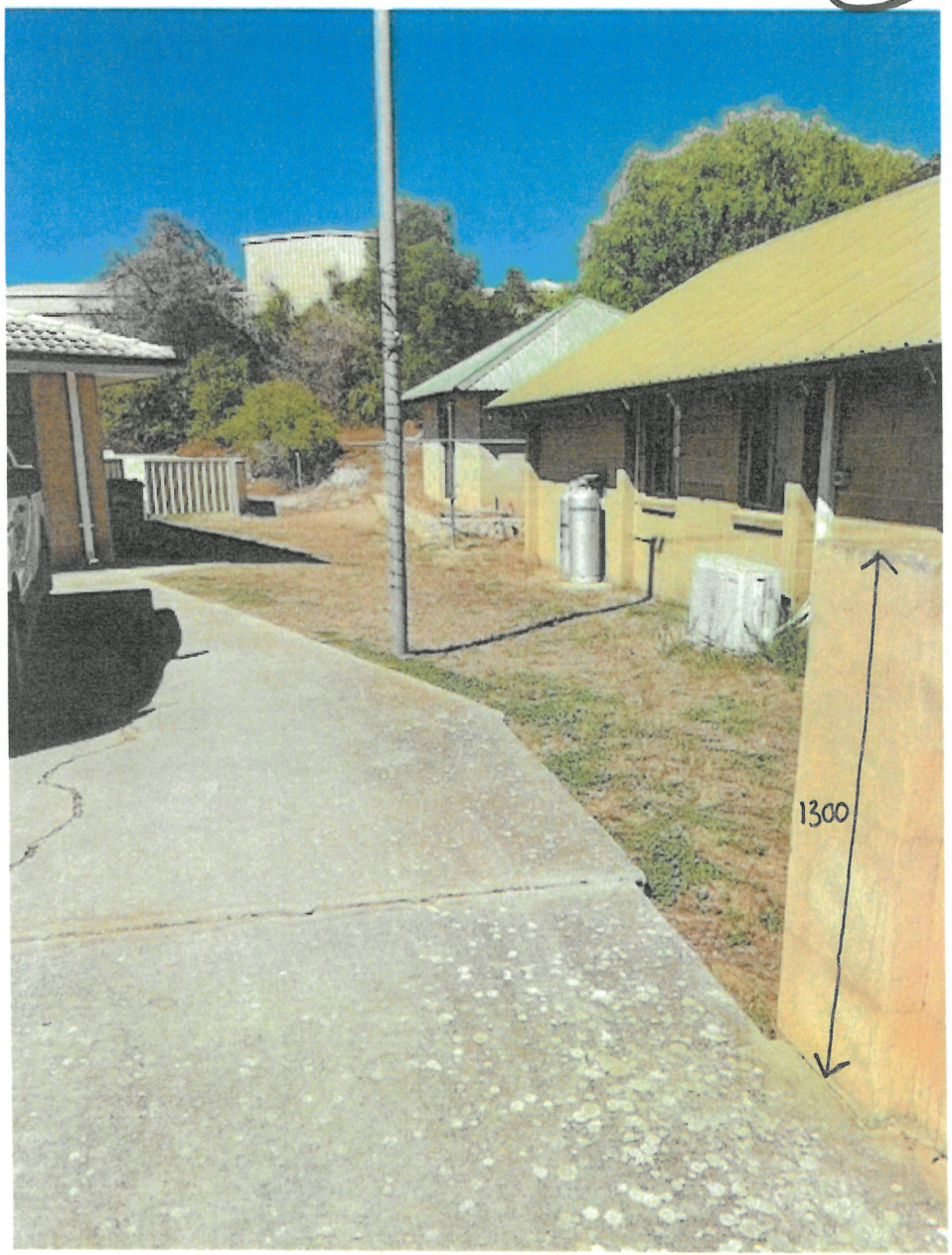


FENCE PLAN
SHEET 2 OF 2



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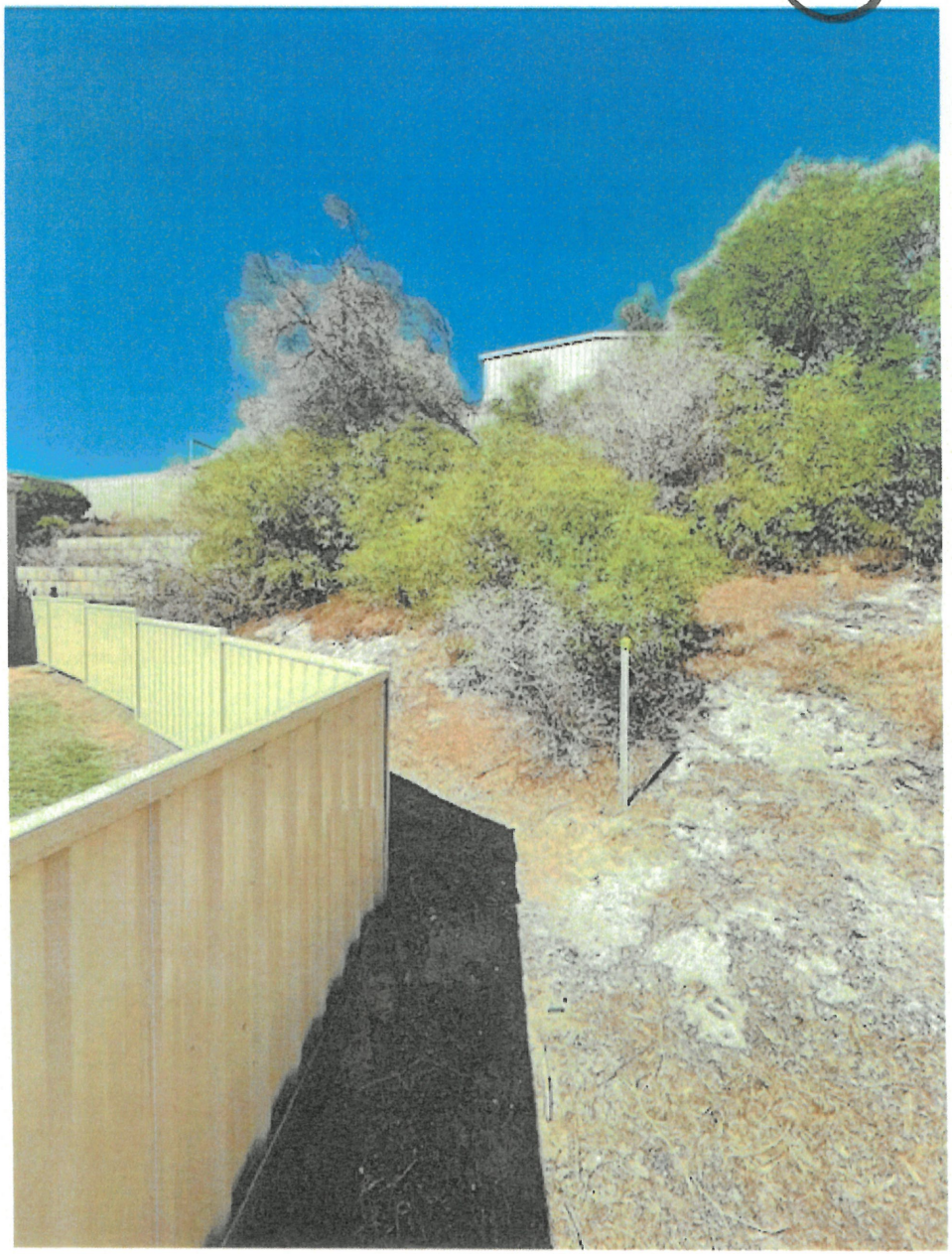
B



A



D



C



F



E



SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

26 March 2024

Item IO01-0324
RFQ-05-2023
General Waste and Front Lift Services
VP395026

Request for Quotation

Request for Quotation	General Waste & Front Lift Services
RFQ Number	RFQ 05-2023
Deadline	Thursday 18th January 2024 at 2:00 pm AWST
Lodgment Details	Shire of Irwin -via Vendor Panel https://www.vendorpanel.com.au
Briefing	No briefing will be conducted for this request

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1 Introduction

The Shire of Irwin (Shire) is located 350 km north of Perth and 65km south of Geraldton in the Midwest region, with an area of 2,374 sq kms and approximately 3,800 residents. The twin towns of Dongara and Port Denison form the centre of a vibrant farming and fishing community.

The Shire is also hosting the development of a large industrial and resources precinct to the south of Dongara. As a result of this, is expecting significant growth and a corresponding increase in population.

The Shire seeks a suitably qualified and experienced Contractor for waste collection services to provide weekly collections for the following services:

- Transfer Station waste
- Public Place Front Lift receptacles

1.1 Definitions

In this RFQ, the following terms have the following meanings:

Addendum:	Additional information relevant to this RFQ
Attachments:	The documents you attach as part of your Quotation.
Contact Person:	The Shire's officer referred to in section 1.4 of this RFQ
Contractor:	Means the person or persons, corporation or corporations who's Quotation is accepted by the Principal, including the executors or administrators, successors and assignments of such person or persons, corporation or corporations.
Deadline:	The deadline for lodgement of your Quotation as specified on the front cover of this Request.
General Conditions of Contract:	Means the General Conditions of Contract provided in Part 3.
Offer Form:	The form entitled 'Offer Form' , forming part of Respondent's Response (Part 5.1 of the RFQ Documents).
Principal:	Shire of Irwin.
Request or RFQ or Request for Quotation:	This document.
Requirement:	The goods and/or services specified and requested by the Principal.
Shire	Shire of Irwin
Special Conditions:	The additional contractual terms provided in Part 4.
Specification:	The statement of requirements that the Shire requests a Respondent to provide, if selected as preferred Tenderer, as specified in Part 2 of the RFQ Documents.

Quotation:	An offer by a Tenderer to supply the Requirements to the Shire and given to the Shire in response to this RFQ.
Respondent:	A Party who has submitted or intends to submit a Quotation to the Principal.
Vendor Panel:	Means the web-based portal to be used for downloading the RFQ documents and raising queries, during the RFQ Open Period.

1.2 Request Documents

This Request is comprised of the following parts:

Part 1 – Introduction- *(read & keep)*
Part 2 – Statement of Requirements *(read & keep)*
Part 3 – General Conditions of Contract *(read & keep)*
Part 4 – Special Conditions of Contract *(read & keep)*
Part 5 – Tenderer's Response *(complete and return this part, together with any relevant attachments)*
Part 6 – Schedules *(complete and return this part, together with any relevant attachments)*

Annexures
Localities Map
Town Map
Proposed KPIs

1.3 How to Prepare Response

a) Carefully read all parts of this RFQ.
b) Ensure you understand the Requirements
c) Complete, sign and return Part 5 – Respondents Offer in all respects and include all relevant attachments
d) Complete and return Part 6 - Schedules
e) Make sure you have responded to all of the Qualitative Criteria; and
f) Lodge your Response before the Deadline

1.4 Contact Persons

Respondents should not rely on any information provided by any person other than the person listed below:

Name:	*Lynda Anderson*
Title:	*Procurement & Contracts Officer*
Telephone:	*08 9927 0011*
Email:	*tenders@irwin.wa.gov.au*

1.5 Selection Criteria

The Contract may be awarded to a Tenderer who best demonstrates the capability to provide the Requirements as described in Part 2 – Statement of Requirements, at a competitive price.

Following assessment of the Qualitative Criteria, the Respondents prices will be assessed to determine the most advantageous outcome to the Shire.

The Shire has adopted a best value for money approach to this Request. This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the offer ranked the highest on the Qualitative Criteria.

In determining the most advantageous Response, the Evaluation Panel will score each Respondent against the Qualitative Criteria. Each criterion will be weighted to indicate the relative degree of importance that the Shire places on the Requirements being purchased.

It is essential that Respondents address each Qualitative Criterion. Information that provide addressing each Qualitative Criterion will be point scored by the Evaluation Panel.

Failure to provide the Required Attachments or sufficient information to enable a fair comparative assessment to be undertaken may result in elimination from the Request evaluation process or a low score.

1.6 Compliance Criteria

a) Compliance Criteria are not point scored. Each Response is assessed on a Yes/No basis as to whether each Compliance Criterion is satisfactorily met.

b) An assessment of "No" against any Compliance Criterion may eliminate the Tender from further consideration.

1.7 Evaluation Process

Responses that comply with the Compliance Criteria will be evaluated in accordance with the following evaluation principles and methodology:

a) the Respondent's ability to address and meet the Qualitative Criteria, using a scoring system;

b) Consideration of total contract costs including the Respondent's Pricing Schedule and other relevant whole of life costs;

c) The Shire of Irwin may use shortlisting/benchmarking and may also request a Respondent to clarify their submission, make a presentation, demonstrate the product/solution offered, and/or open premises for inspection;

d) The Shire may contact and consider information obtained from referees;

e) The Shire may consider any other information it considers necessary or relevant for the purposes of determining which of the Respondents is considered to be most advantageous.

1.7.1 Qualitative Criteria

The Evaluation Panel will score each Response against the Qualitative Criteria in the manner described within Part 5 – Respondent's Offer.

1.8 Price Basis

All Prices shall be fixed for the first twelve months (12) of operation, after which, they shall be subject to annual adjustments by the percentage movement on the Review Date of the proposed Contract for the quarter ending immediately prior to the Review Date in accordance with the Consumer Price Index as published by the Australian Bureau of Statistics for Perth (all groups). Quoted prices must exclude Goods and Services Tax (GST).

Unless otherwise indicated, prices tendered must include all applicable levies, duties, taxes and charges. Any charge not stated in the Response as being additional will not be allowed as a charge for any transaction under any resultant Contract.

1.9 Local Price Preference

A price preference will apply to suppliers who are based in, operate from or source goods or services from within the Shire of Irwin in relation to all quotations/quotations invited by the Shire of Irwin for the supply of goods and services.

The Local price preference enables suppliers to be evaluated as if the proposed quotation/quotation bid price were reduced in accordance with permitted price preferences as specified below in this policy.

This policy will operate in conjunction with the purchasing considerations and procedures as outlined in the Council's 'Purchasing Policy' when evaluating and awarding quotation contracts.

In order for the policy to apply, the supplier is required to provide to the Shire sufficient evidence which demonstrates compliance with the above criteria.

1.10 Rejection of Responses

A response will be rejected without consideration of its merits if:

a) it is not submitted before the deadline; or
b) it is not submitted or emailed at the place specified in the request for quotation; or
c) it may be rejected if it fails to comply with any other requirements of the request for quotation; or
d) the Respondent does not submit an offer form which has been completed and signed together with all the required attachments.

1.11 Acceptance of Responses

Unless otherwise stated in this request, responses may be for all or part of the requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest response and may reject any or all responses submitted.

1.12 Response Validity Period

All responses will remain valid and open for acceptance for a minimum period of ninety (90) days from the deadline.

1.13 Precedence of Documents

In the event of there being any conflict or inconsistency between the Terms and Conditions herein and those in the General Conditions of Contract, the Terms and Conditions appearing in this Request will have precedence.

1.14 Alterations

The Respondent must not alter or add to the request documents unless required by these General Conditions of responding.

1.15 Respondents to Inform Themselves

Respondents are required to and will be deemed to have:

- Examined carefully and to have acquired full knowledge of the contents of the Drawings, Specification, Schedules, Conditions of Quoting, the General Conditions of Contract, and the Special Conditions of Contract (if any) and any other information made available in writing by the Principal to the Respondent for the purpose of quoting.
- Examined all information relevant to the risks, contingencies and other circumstances having an effect on their quote and which is obtainable by making reasonable inquiries.
- Examined the site and its surroundings.
- Independently verified any information provided by or on behalf of the Principal, and satisfy itself to the accuracy of their quote submission; and
- Satisfied themselves as to the correctness and sufficiency of their quote for the work and that their quote rates and prices cover the cost of complying with all their obligations under the contract whether expressed or implied and of all matters and things necessary for the due and proper performance and completion of the contract.

1.16 Ownership of Response

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Response shall become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the response process PROVIDED that the Respondent shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

1.17 Canvassing Officers

If a Respondent, whether personally or by agent, canvasses any of the Principal's Councillor's or Officers with a view to influencing the acceptance of any Respondent, then regardless of such canvassing having any influence on the acceptance of such submission, the Principal may at its discretion omit the Respondent from consideration.

1.18 Identity of the Respondents

The identity of the Respondent and Contractor is fundamental to the Principal. The Respondent shall be the person(s) and corporation(s) named as the Respondent in Part 5 of this request. Upon acceptance of the response, the Respondent will become the Contractor.

1.19 Councils Rights

The Shire of Irwin reserves the right to:

a) amend, vary, supplement or terminate this RFQ at any time;
b) accept or reject any Response, including the lowest price quotation;
c) negotiate with any service provider on all or any part of the Services to be supplied pursuant to this RFQ;
d) vary the timing and process referred to in
e) postpone or abandon this RFQ;
f) accept or reject any Quotations whether or not they are Conforming;
g) accept all or part of any Quotation;
h) negotiate or not negotiate with one or more Respondents; and/or
i) discontinue negotiations with any Respondent.

1.20 Lodgement of Response and Delivery Method

The Response must be lodged before the stated Deadline. No late Response will be accepted.

a) Responses are to be submitted electronically via Shire of Irwin's Vendor Panel Portal

https://www.vendorpanel.com.au

b) It is recommended that electronic submission commence at least sixty minutes prior to the Deadline. Respondents must ensure that their electronic response is submitted in its entirety before the Deadline.

c) Responses that are hand delivered, received by post, email or facsimile will not be accepted.

d) Applicants experiencing any technical difficulties or issues must contact Vendor Panel via the website. Technical advice cannot be provided by the Shire of Irwin in relation to Vendor Panel uploads.

2 Statement of Requirements

2.1 Scope of Works

The Services are essential services provided by the Shire of Irwin as a local government authority to the residents, businesses and visitors.

All services must be performed to match the description of the services below and to comply with the requirements in the Service Conditions.

2.1.1 Transfer Station Services

The Irwin Transfer Station located at Dee Street, Port Denison provides alternative waste management services to the community. The facility provides a range of front lift receptacles to collect and dispose of municipal solid waste (MSW and hook lift receptacles for the transportation of tyres and mattresses to Meru Waste Disposal Facility.

The current frequency of services is Monday, Wednesday, Friday, however the number of collections is at the discretion of the Principal's representative.

The Transfer Station currently has the following:

- Five (5) 6m front lift receptacles for general waste;
- One (1) 1.5m front lift receptacle for general waste; and
- One (1) 9m hook lift receptacles for hydrocarbon containers,

The facility is open:

Monday to Friday 7:30am – 2:30pm
Saturday & Sunday 9am – 2:00pm

Optional pricing for the following services may be included in the submission:

- Commercial and Industrial waste;
- Construction and Demolition waste;
- E-waste
- Paper and Cardboard;
- Plastics;
- Glass; or
- Hazardous Waste.

Contractual Requirements

The Contractor shall:

- present to the Transfer Station Monday, Wednesday, Friday during operational hours with the number of collections at the discretion of the Principal's representative.
- transport bulk waste at the request of the Principal's representative.
- be responsible for the supply of the receptacles.
- ensure the receptacles are in good condition and sufficiently maintained.
- conduct the services during the facility's operational times (Monday to Friday only)

2.1.2 Public Place & Principal Operations Bin Services

The Shire of Irwin has public place bins on streets, reserves, Council buildings and facilities. These may be 1.5m front lift and 3m front lift receptacles.

The table below shows a breakdown of current services per locality.

Location	Skip Size	Qty	Service Frequency	Current Collection Days
Commercial Jetty- McIntyre Cove,Port Denison	1.5	2	2	M,F
Commercial Jetty- McIntyre Cove, Port Denison	3.0	1	2	M,F
Boat Ramp- Point Leander Drive, Port Denison	3.0	1	3	M,W,F
South Beach - White Tops Rd, Port Denison	1.5	1	3	M,W,F
Shire Depot - 30 Bailey St, Dongara	1.5	1	1	F
Shire Administration (rear) - Waldeck St, Dongara	1.5	1	1	M
Cliff Head - Indian Ocean Drive	3.0	1	1	W
Cliff Head North - Indian Ocean Drive	3.0	1	1	W
Dongara Denison Local Rag - Moreton Tce, Dongara	1.5	1	1	W
Freshwater Point - Indian Ocean Drive	1.5	1	1	W
Knobby Head - Indian Ocean Drive	3.0	1	1	W

The bins are owned by the Contractor.

Contractual Requirements

The Contractor shall:

- collect waste from the public place bins on streets and reserves as per the Principals requested frequency.
- supply the front lift receptacles and ensure they are in good condition and sufficiently maintained.
- advise the Principal if any of the MGBs are damaged, in an unsanitary condition and require repair or replacement.
- the service shall include the collection of refuse from the surrounding area.
- when required, unlock and relock the bin back in position after the collection service.

2.1.3 Waste Disposal

The current disposal location for all waste collected is Meru Waste Disposal Facility in Narngulu, located 62 kms north of Dongara and operated by the Shire of Greater Geraldton. The Principal is responsible for the fee payable to the City of Greater Geraldton for waste disposal.

Contractual Requirements

The Contractor shall deliver all waste collected to Meru Landfill Facility during the hours of operation and ensure that a delivery docket is received with information recorded of but not limited to,

- the date.
- vehicle registration.
- service type; and
- waste weight.

2.2 Standard Collection Requirements

The contractor shall collect the bin from the collection point and/ or readily accessible position to empty the contents of the bin into the collection vehicle such that:

a) Noise, nuisance and disturbance is minimised;

b) During the emptying cycle the collection vehicle shall be stationery;

c) No material contained within shall be spilt, dropped, blow, placed or left on the ground;

d) The bin shall be handled in such manner so as to avoid it being damaged in any way, apart from normal wear and tear;

e) The empty bin shall be returned to the original collection point with the lid closed, such that there is no obstruction to the roadways, nor pedestrians along footpaths or traffic.

The Contractor must at once inform the Principal of any damage done by its employees, agents or sub- contractors to any property during the term of this Contract and provide details on the remedy

2.3 Collection Days & Times

Collection of the services shall only be performed between Monday to Friday, both inclusive except for Good Friday and Christmas Day, collections which fall due on days which coincide with public holidays shall continue as normal services. The Contractor must advise the Principal of all affected services and of alternative collection days at least 20 days prior to the day.

The Contractor shall not permit any employee to commence the collection service prior to 6.00 am or after 6:00pm on any day unless written approval to do so has first been obtained from the Principal.

2.4 Collection Vehicles

The Contractor shall ensure that every vehicle used for conducting the services of this Contract shall:

a) be kept and maintained in good appearance and sound mechanical condition at all times;

b) have a form of communications installed; ie mobile phone;

c) be licensed under the Road Traffic Act 1974;

d) be driven in a manner so as to comply with the Road Traffic Code 2000 (or subsequently updated);

e) comply with the requirements of all written laws, codes, regulations and all orders, notices and directions which may be given under or in pursuance of any written law;

f) be equipped with equipment necessary for cleaning up minor spillages; and

g) be constructed and operated so that at no time during the collection, disposal and delivery of waste, any waste may be blown out of, fall or be dislodged from any such vehicle.

All collection vehicles must be fitted with a hopper mounted camera and suitable vehicle tracking software that allows the Principal and Contractor to monitor the following at a minimum:

a) Truck location;

b) Number of lifts;

c) Weights of each bin;

d) Bin replacement requirements; and

e) Issues with collections

2.5 Vehicle Breakdowns/ Unavailable

In the event that the Contractors collection vehicle has a breakdown or is unavailable for a period longer than twenty four (24) hours the Contractor shall notify the Principal of their inability to conduct the required Services. The Principal reserves the right to utilise other contractors including its own personnel to perform these requirements. The cost of performing these Services may be passed on to the Contractor at the Principals sole discretion.

2.6 Road Closures & Traffic Management

The Principal shall inform the Contractor of proposed roadworks within the Council area, in a reasonable period prior to them occurring, and shall also be responsible for notifying any changes to the program together with access requirements.

2.7 Communication

The Contractor shall at all times maintain the ability to be contacted by the Principal regarding enquiries and direction to this Contract. The Contractor is expected to provide the Principal with the Contractors representative's name, preferred telephone and email address details and an afterhours contact number.

It is expected that:

a) Unrelated enquiries are to be referred to the Principal as directed and in a timely manner;

b) A response is issued to the Principal within 24 hours of the initial request or enquiry.

c) A communication plan will need to be established upon commencement of the Contract.

2.8 Reporting

The Contractor is required to provide to the Principal the following reports by email or equivalent means on a regular basis, with the frequency to be agreed by both parties:

a) The number of collections of public place bins including locations and weights;
b) The number of collections from the Transfer Station including weights;
c) The number of additional service collections including locations and weights;
d) A report of issues including vehicle issues, missed services, damaged bins and excess weight; and
e) All delivery dockets from Meru.

2.9 Meetings

The Contractor and the Principal shall meet at the end of every quarter to discuss items including but not limited to:

a) All problems encountered by the Contractor during the course of the month;
b) The Contractor's suggestion for improvement to this contract and the reasons for such suggestions; and
c) A summary of all complaints received or made by the Contractor and all action taken in respect of such complaints.

2.10 Preparation and Programming

In order to achieve a successful and efficient introduction of the service, the Contractor will need to supply to the Principal, an Implementation Plan which will outline the process. The parties will consult and liaise in good faith and the Principal will comply with the reasonable requests of the Contractor to ensure the services are fully operational by the commencement date.

2.11 Performance Review

A performance review shall be conducted at least on a quarterly basis. The Performance review shall include attendance at the Principals site. The performance review may include the following:-

a) Performance during the last quarter;

b) New developments and potential improvements;

c) Status of plant and equipment report;

d) Ongoing issues; and

e) KPI achievements and adjustments.

2.12 Key Performance Indicators (KPIs)

It is intended for KPIs to be used to assess the Contractors delivery of the service and be used for as a productive tool for continuous improvement, corrective actions and overall achievements. A proposed KPI Schedule is attached to this request, it is intended for both parties to consult and liaise on the KPIs prior to the service commencement.

2.13 Regulatory Requirements

The Contractors shall perform all such services as required with due diligence, in a proper and hygienic manner and in accordance with the Health Act 1911, Waste Avoidance and Resource Recovery Act 2007 and relevant regulations and local laws in operation at the time. Environmental Protection Act 1986 and the Environmental Protection (Landfill) Levy act 1998.

2.14 Indicative Timeline

Action	Indicative Date
RFQ issued via eQuotes	Monday 18th December 2023
Last Date for Respondents clarifications	Thursday 11th January 2024
RFQ closing time	Thursday 18th January 2024
Contract Award	Monday 29th January 2024
Contract Start Date	Thursday 1st February 2024

3 General Conditions of Contract

The General Conditions of Contract will be as per the WALGA 'Waste & Energy (PSP007)' Member Contract Conditions (Waste Collection Services PSP007-006).

3.1 Insurances

Insurances must remain current for the life of the contract. Certificates of Currency must be provided with this request and at any time during the contract upon the principles request:

- Public Liability Insurance $5 million; and
- Workers' Compensation Insurance $50 million; and
- Motor Vehicle Third Party Insurance $20 million; and

Compulsory Third Party insurance as required by law

3.2 Contract Term

The contract term will be a three (3) year contract duration. With an initial period of two (2) years with an option extension for a further one (1) year, subject to satisfactory performance and at the absolute discretion of the Principal.

However, in the event of the Contractor failing in any manner to carry out the Contract to the Principal's satisfaction, the Principal may forthwith determine the Contract by written notice to the Contractor.

3.3 Governing Law

The Contract shall be governed by the laws of the State of Western Australia and the parties hereby submit to the exclusive jurisdiction of the courts of the State.

4 Special Conditions of Contract

Not Applicable

5 Respondents Offer

5.1 Offer Form

The Chief Executive Officer
Shire of Irwin
11-13 Waldeck Street
Dongara WA 6525

I/We (Registered Entity Name):			
Of (Registered Street Address):			
ABN:		**ACN (if applicable):**	
Phone No:		**Fax No:**	
Email:			

In response to Request for Quotation (RFQ)

RFQ 05- 2023 – General Waste & Front Lift Services

I/We agree, that I am/We are bound by and will comply with this Request, its associated schedules, attachments and all in accordance with the Conditions of Responding contained in this Request.

The quoted price is valid up to ninety (90) calendar days from the date of the RFQ closing or forty-five (45) days from the Council's resolution for determining the RFQ, whichever is the later unless extended on mutual agreement between the Principal and the Respondent in writing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Quotation irrespective of its outcome.

The consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this RFQ.

Name of authorised signatory:			
Position:			
Email:			
Phone:		**Postal address:**	
Signature of authorised signatory of Respondent:			
Dated:			

5.2 Compliance Criteria

Please select with a "Yes" or "No" whether you comply with the following compliance criteria:

Description of Compliance Criteria	
a) Respondents are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of responding in Part 1 this RFQ.	Yes / No
b) Respondents are to provide acknowledgment of completing and signing the Offer Form and provision of your pricing submitted in the format required by the Principal.	Yes / No
c) Respondents acknowledge that their Offer is conforming with the Statement of Requirements in Part 2 of this RFQ. Please complete Schedule 5 if the Response does not comply with all requirements in the Specification.	Yes / No
d) Respondents are to provide any licenses and registrations required to perform the services relevant to this Contract.	Yes / No
e) Respondents are to provide acknowledgment that your organisation has submitted in accordance with the General Conditions in Part 3 of this RFQ. If not, provide a list of departures from the proposed Conditions of Contract and any proposed amendments.	Yes / No
f) Completed the Risk Assessment.	Yes / No
g) Completed the Work Health & Safety Questions?	
h) Submitted all attachments and information relevant to the Qualitative Criteria.	Yes / No
i) Respondents are to supply evidence of their insurance coverage in *Schedule 2.*	Yes / No

Risk Assessment	
Respondents must address the following information in an attachment and label it "Risk Assessment":	
1. If companies are involved, attach their current ASIC company extracts search including latest annual return.	Yes / No
2. Provide the Organisations directors/company owners and any other positions held with other Organisations.	Yes / No
3. Provide a summary of the number of years your organisation has been in business.	Yes / No
4. Are you acting as an agent for another party? If Yes, attach details (including name and address) of your Principal.	Yes / No
5. Are you acting as a trustee of a trust? If Yes, give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries	Yes / No
6. Do you intend to subcontract any of the Requirements? If Yes provide details of the subcontractor(s) including the name, address and the number of people employed; and the Requirements that will be subcontracted in Schedule 4.	Yes / No
7. Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with.	Yes / No
8. Are you presently able to pay all your debts in full as and when they fall due?	Yes / No
9. Are you currently engaged in litigation as a result of which you may be liable for $50,000 or more? If Yes please provide details.	Yes / No
10. Have you had a Contract terminated in the last 5 years?	Yes / No
Workplace Health & Safety Questions	
Compliance with the following WHS management System Requirements: *If answered Yes, evidence may be requested at a later stage.*	
<u>Policy & Management</u>	
1. Is there a written company health and safety policy?	Yes / No
2. Is there a WHS Management System?	Yes / No
3. Is the WHS Management System audited or reviewed on a regular basis?	Yes / No
4. Is there a company WHS Organisation Chart?	Yes / No
<u>Safe Workplace Practices & Operating Procedures</u>	
1. Have you prepared safe operating procedures or specific safety instructions relevant to your operations?	Yes / No
2. Are safe operating procedures or specific safety instructions issued to employees?	Yes / No
3. Are all machines and plant equipment inspected and maintained regularly?	Yes / No

4. Are all employees and operators issued with PPE suitable for your operations?	Yes / No
5. Are there procedures for storing and handling hazardous substances?	Yes / No
6. Are there procedures for identifying, assessing and controlling risks associated with manual handling?	Yes / No
7. Do you conduct regular work health and safety training?	Yes / No
8. Is a record maintained of all training and induction programs undertaken by employees in your company?	Yes / No
Note: The shire of Irwin is currently in the process of transitioning to a new WHS management software, as part of our compliance with the Workplace Health & Safety 2020 Act. As we progress Contractors may be required to use the program to prove their compliance and therefore, we ask that you are familiar with the Act.	

5.3 Qualitive Criteria

Before responding to the following qualitative criteria, Respondents must note the following:

- All information relevant to your answers to each criterion are to be contained within your Quotation.
- Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience.
- Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- Respondents are to address each issue outlined within a qualitative criterion.

Qualitative criteria	Weighting
A. Demonstrated Experience Respondents must address the following information in an attachment and label it "Demonstrated Experience": 1. Provide details of similar and/or relevant projects in performing Waste and Recycling Collection Services in a remote regional location. 2. Demonstrate competency and proven track record of achieving outcomes.	**20%**
B. Capacity to Deliver Respondents must address the following information in an attachment and label it "Capacity to Deliver": 1. Provide details on the key personnel who will be involved in performing the day-to-day services of this Contract.	**25%**
C. Service Delivery Respondents must address the following information in an attachment and label it "Service Delivery" 1. Provide an outline of collection methodology.	**25%**
D. Pricing Respondents must complete and return the Price Schedule.	**30%**

5.4 Pricing Information

Respondents must complete the Schedule of Rates in Section 6. Respondents should ensure they have read this entire Request for Quotation before completing.

Unless otherwise indicated prices tendered must include delivery and any associated costs, and all applicable levies, duties, taxes and charges. Any charge not stated in the Response, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

5.4.1 Price Basis

Do you agree to the CPI Price Variation Mechanism below? All Contract Prices offered under this Contract shall be fixed for the first twelve months (12) of operation, after which, they will be, subject to annual adjustments by the percentage movement on the Review Date of the Contract for the quarter ending immediately prior to the Review Date in accordance with the Consumer Price Index as published by the Australian Bureau of Statistics for Perth (all groups).	**Yes / No**
If No. Please indicate how your proposed Price Variation Mechanism differs from the one outlined above. Supply details and label it “Price Variation Mechanism”	**Tick if attached.** ☐

6 Schedules

6.1 Schedule 1- Referees

Please provide details of three referees for similar work.

Client	Referee	Value	Duration & Completion Date
	Name / Position Email	$	
	Name / Position Email	$	
	Name / Position Email	$	

6.2 Schedule 2 – Insurance

Provide details of insurance currently held by you and any proposed Subcontractor to provide services under the Contract.

Insurance Type	Name of Insurer	Policy Number	Value	Expiry Date
Public Liability			$5,000,000	
Motor Vehicle			$20,000,000	
Works Compensation			$50,000,000	

Certificates of Currency must be submitted with response.

6.3 Schedule 3- Schedule of Rates

Schedule of Rates				
Item	**Estimated Number of Services**	**Unit**	**$ (ex GST)**	**$ (inc GST)**
Transfer Station Services				
General Waste- 6m Front Lift	5	$/ lift		
General Waste- 1.5m Front Lift	1	$/ lift		
Hydrocarbon Waste- 9m Skip Bin	1	$/ lift		
Public Place & Principal Operations Services				
General Waste- 3m Front Lift	5	$/ lift		
General Waste- 1.5m Front Lift	4	$/ lift		
Rent of Receptacles				
1.5M Front Lift Bin		$/ month		
3M Front Lift Bin		$/ month		
4.5M Skip Bin		$/ month		
6M Skip Bin		$/ month		
9M Skip Bin		$/ month		
Other				

6.4 Schedule 4 – Proposed Subcontractor Details

Name of Subcontractor	Description of Works/Plant items proposed be Subcontracted	% of Total works which will be subcontracted

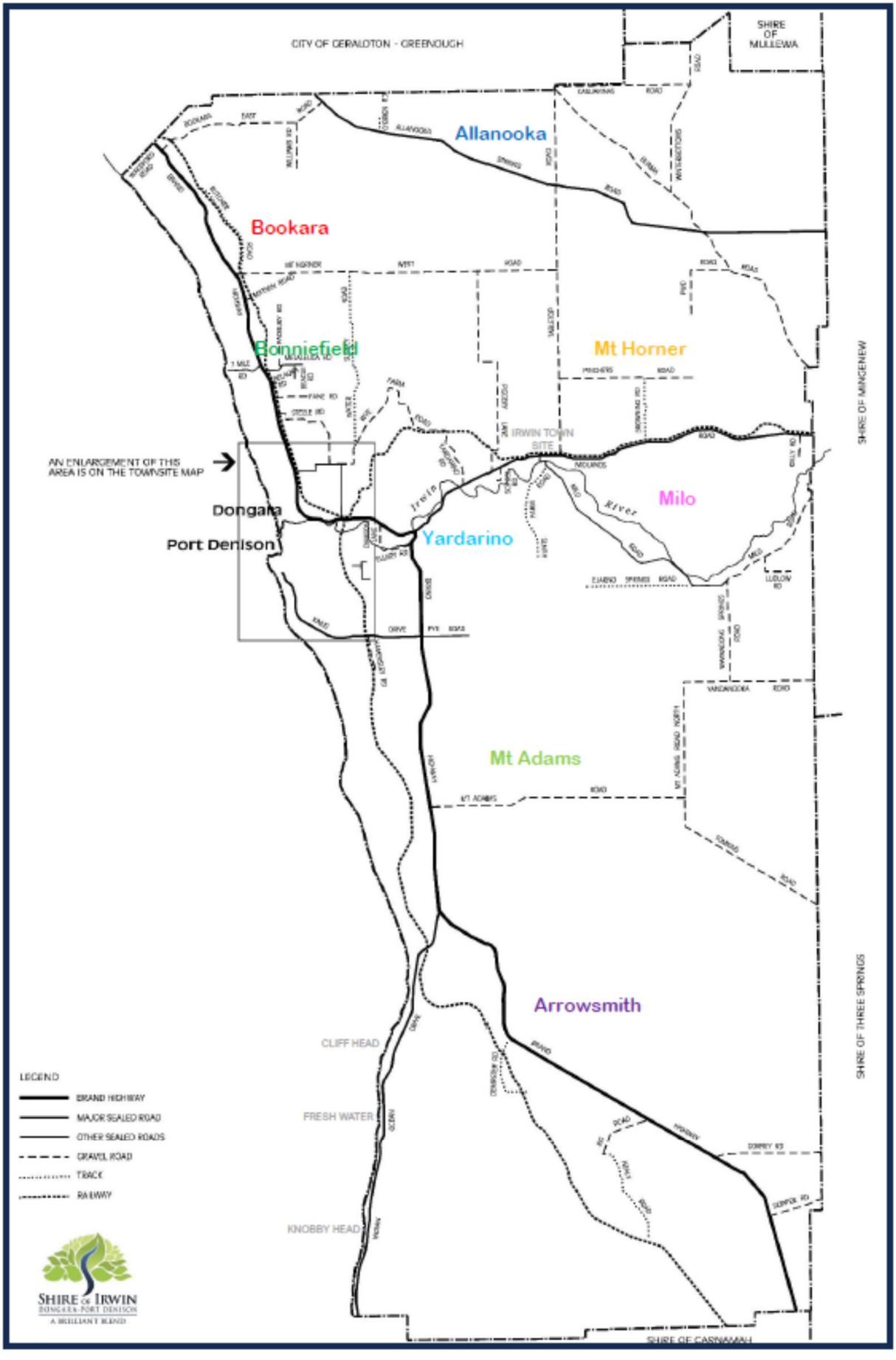
6.5 Schedule 5 – Statement of Conformity

If the Request does not conform with all the requirements of the Request, the Respondent must list the areas of non-conformity (NC), partial conformity (PC) or alternative (AO) and the reasons.

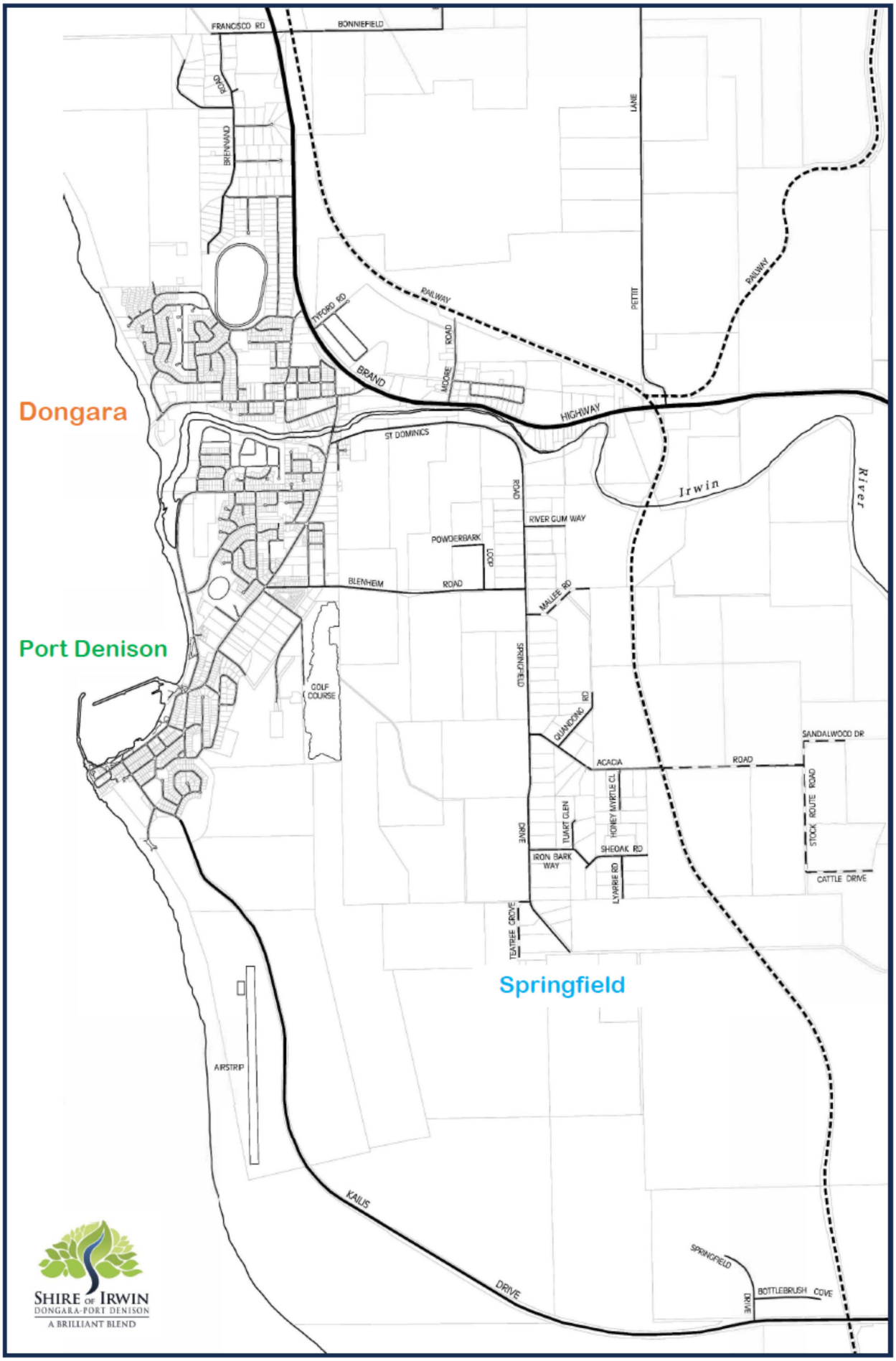
Area of Non-conformity and Reason	NC/ PC/ AO

Annexures

Localities Map



Town Map


Dongara
Port Denison
Springfield
FRANCISCO RD
BONNIEFIELD
BRENWIND
RAILWAY
TYPFORD RD
BRAND
MOORE
ROAD
HIGHWAY
ST DOMINICS
PETTIT
LANE
Irwin
River
RIVER GUM WAY
POWDERBARK
LOOP
BLENHEIM
ROAD
MALLEE RD
SPRINGFIELD
DRIVE
GUANDONG RD
ACACIA
SANDALWOOD DR
STOCK ROUTE ROAD
CATTLE DRIVE
TUART GLEN
HONEY MYRTLE CL
SHEOAK RD
IRON BARK WAY
LYAPRIE RD
TEATREE GROVE
GOLF COURSE
AIRSTRIP
KAILIS
DRIVE
SPRINGFIELD
BOTTLEBRUSH COVE
SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Proposed KPIs

Performance KPI	Definition	Measurement	Target
Service Continuity	Services are performed with minimal delays or misses	3 = Nil 2 = Minimal interruption 1 = Significant interruption 0 = Unacceptable interruption	3
Service Performance	Collections are conducted in line with 2.6 of the Specifications	4 = Excellent 3 = Good 2 = Acceptable 1 = Poor 0 = Very Poor / Unacceptable	3
Customer Satisfaction	-Minimal complaints from Customers -Effective Management of Customer Problems	4 = Excellent 3 = Good 2 = Acceptable 1 = Poor 0 = Very Poor / Unacceptable	3
Communication requirements	All referrals to the Principal are made within required timeframes	4 = Excellent 3 = Good 2 = Acceptable 1 = Poor 0 = Very Poor / Unacceptable	3
Reporting requirements	Reports on waste collected in line with 2.7.2 of the Specification	4 = Excellent 3 = Good 2 = Acceptable 1 = Poor 0 = Very Poor / Unacceptable	3
WHS compliance	Compliance with procedures to prevent accidents, notifiable incidents, injury or property damage	3 = Nil 2 = Minimal incidents 1 = Significant incidents 0 = Unacceptable incidents	3
Environmental Contamination	Mitigate any adverse impacts on the environment	3 = Nil 2 = Minimal incidents 1 = Significant incidents 0 = Unacceptable incidents	3

Complete and return

Request for Quotation

Request for Quotation	General Waste & Front Lift Services
RFQ Number	RFQ 05-2023
Deadline	Thursday 18th January 2024 at 2:00 pm AWST
Lodgment Details	Shire of Irwin -via Vendor Panel https://www.vendorpanel.com.au
Briefing	No briefing will be conducted for this request

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5 Respondents Offer

5.1 Offer Form

The Chief Executive Officer
Shire of Irwin
11-13 Waldeck Street
Dongara WA 6525

I/We (Registered Entity Name):			
Of (Registered Street Address):			
ABN:		**ACN (if applicable):**	
Phone No:		**Fax No:**	
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In response to Request for Quotation (RFQ)

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I/We agree, that I am/We are bound by and will comply with this Request, its associated schedules, attachments and all in accordance with the Conditions of Responding contained in this Request.

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Name of authorised signatory:			
Position:			
Email:			
Phone:		**Postal address:**	
Signature of authorised signatory of Respondent:			
Dated:			

5.2 Compliance Criteria

Please select with a “Yes” or “No” whether you comply with the following compliance criteria:

Description of Compliance Criteria	
a) Respondents are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of responding in Part 1 this RFQ.	Yes / No
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d) Respondents are to provide any licenses and registrations required to perform the services relevant to this Contract.	Yes / No
e) Respondents are to provide acknowledgment that your organisation has submitted in accordance with the General Conditions in Part 3 of this RFQ. If not, provide a list of departures from the proposed Conditions of Contract and any proposed amendments.	Yes / No
f) Completed the Risk Assessment.	Yes / No
g) Completed the Work Health & Safety Questions?	
h) Submitted all attachments and information relevant to the Qualitative Criteria.	Yes / No
i) Respondents are to supply evidence of their insurance coverage in *Schedule 2.*	Yes / No

Complete and return

Risk Assessment	
Respondents must address the following information in an attachment and label it "Risk Assessment":	
1. If companies are involved, attach their current ASIC company extracts search including latest annual return.	Yes / No
2. Provide the Organisations directors/company owners and any other positions held with other Organisations.	Yes / No
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6. Do you intend to subcontract any of the Requirements? If Yes provide details of the subcontractor(s) including the name, address and the number of people employed; and the Requirements that will be subcontracted in Schedule 4.	Yes / No
7. Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with.	Yes / No
8. Are you presently able to pay all your debts in full as and when they fall due?	Yes / No
9. Are you currently engaged in litigation as a result of which you may be liable for $50,000 or more? If Yes please provide details.	Yes / No
10. Have you had a Contract terminated in the last 5 years?	Yes / No
Workplace Health & Safety Questions	
Compliance with the following WHS management System Requirements: *If answered Yes, evidence may be requested at a later stage.*	
<u>Policy & Management</u>	
1. Is there a written company health and safety policy?	Yes / No
2. Is there a WHS Management System?	Yes / No
3. Is the WHS Management System audited or reviewed on a regular basis?	Yes / No
4. Is there a company WHS Organisation Chart?	Yes / No
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1. Have you prepared safe operating procedures or specific safety instructions relevant to your operations?	Yes / No
2. Are safe operating procedures or specific safety instructions issued to employees?	Yes / No
3. Are all machines and plant equipment inspected and maintained regularly?	Yes / No

4. Are all employees and operators issued with PPE suitable for your operations?	Yes / No
5. Are there procedures for storing and handling hazardous substances?	Yes / No
6. Are there procedures for identifying, assessing and controlling risks associated with manual handling?	Yes / No
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Note: The shire of Irwin is currently in the process of transitioning to a new WHS management software, as part of our compliance with the Workplace Health & Safety 2020 Act. As we progress Contractors may be required to use the program to prove their compliance and therefore, we ask that you are familiar with the Act.	

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B. Capacity to Deliver Respondents must address the following information in an attachment and label it "Capacity to Deliver": 1. Provide details on the key personnel who will be involved in performing the day-to-day services of this Contract.	**25%**
C. Service Delivery Respondents must address the following information in an attachment and label it "Service Delivery" 1. Provide an outline of collection methodology.	**25%**
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If No. Please indicate how your proposed Price Variation Mechanism differs from the one outlined above. Supply details and label it “Price Variation Mechanism”	**Tick if attached.** ☐

6 Schedules

6.1 Schedule 1- Referees

Please provide details of three referees for similar work.

Client	Referee	Value	Duration & Completion Date
	Name / Position Email	$	
	Name / Position Email	$	
	Name / Position Email	$	

6.2 Schedule 2 – Insurance

Provide details of insurance currently held by you and any proposed Subcontractor to provide services under the Contract.

Insurance Type	Name of Insurer	Policy Number	Value	Expiry Date
Public Liability			$5,000,000	
Motor Vehicle			$20,000,000	
Works Compensation			$50,000,000	

Certificates of Currency must be submitted with response.

Complete and return

6.3 Schedule 3- Schedule of Rates

Schedule of Rates				
Item	**Estimated Number of Services**	**Unit**	**$ (ex GST)**	**$ (inc GST)**
Transfer Station Services				
General Waste- 6m Front Lift	5	$/ lift		
General Waste- 1.5m Front Lift	1	$/ lift		
Hydrocarbon Waste- 9m Skip Bin	1	$/ lift		
Public Place & Principal Operations Services				
General Waste- 3m Front Lift	5	$/ lift		
General Waste- 1.5m Front Lift	4	$/ lift		
Rent of Receptacles				
1.5M Front Lift Bin		$/ month		
3M Front Lift Bin		$/ month		
4.5M Skip Bin		$/ month		
6M Skip Bin		$/ month		
9M Skip Bin		$/ month		
Other				

6.4 Schedule 4 – Proposed Subcontractor Details

Name of Subcontractor	Description of Works/Plant items proposed be Subcontracted	% of Total works which will be subcontracted

Complete and return

6.5 Schedule 5 – Statement of Conformity

Area of Non-conformity and Reason	NC/ PC/ AO

Complete and return

Request for Quotation

Request for Quotation	General Waste & Front Lift Services
RFQ Number	RFQ 05-2023
Deadline	Thursday 18th January 2024 at 2:00 pm AWST
Lodgment Details	Shire of Irwin -via Vendor Panel https://www.vendorpanel.com.au
Briefing	No briefing will be conducted for this request

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I/We (Registered Entity Name):			
Of (Registered Street Address):			
ABN:		**ACN (if applicable):**	
Phone No:		**Fax No:**	
Email:			

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I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Quotation irrespective of its outcome.

The consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this RFQ.

Name of authorised signatory:			
Position:			
Email:			
Phone:		**Postal address:**	
Signature of authorised signatory of Respondent:			
Dated:			

Complete and return

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Please select with a "Yes" or "No" whether you comply with the following compliance criteria:

Description of Compliance Criteria	
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3. Provide a summary of the number of years your organisation has been in business.	Yes / No
4. Are you acting as an agent for another party? If Yes, attach details (including name and address) of your Principal.	Yes / No
5. Are you acting as a trustee of a trust? If Yes, give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries	Yes / No
6. Do you intend to subcontract any of the Requirements? If Yes provide details of the subcontractor(s) including the name, address and the number of people employed; and the Requirements that will be subcontracted in Schedule 4.	Yes / No
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2. Are safe operating procedures or specific safety instructions issued to employees?	Yes / No
3. Are all machines and plant equipment inspected and maintained regularly?	Yes / No

4. Are all employees and operators issued with PPE suitable for your operations?	Yes / No
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7. Do you conduct regular work health and safety training?	Yes / No
8. Is a record maintained of all training and induction programs undertaken by employees in your company?	Yes / No
Note: The shire of Irwin is currently in the process of transitioning to a new WHS management software, as part of our compliance with the Workplace Health & Safety 2020 Act. As we progress Contractors may be required to use the program to prove their compliance and therefore, we ask that you are familiar with the Act.	

5.3 Qualitive Criteria

Before responding to the following qualitative criteria, Respondents must note the following:

- All information relevant to your answers to each criterion are to be contained within your Quotation.
- Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience.
- Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- Respondents are to address each issue outlined within a qualitative criterion.

Qualitative criteria	Weighting
A. Demonstrated Experience Respondents must address the following information in an attachment and label it "Demonstrated Experience": 1. Provide details of similar and/or relevant projects in performing Waste and Recycling Collection Services in a remote regional location. 2. Demonstrate competency and proven track record of achieving outcomes.	**20%**
B. Capacity to Deliver Respondents must address the following information in an attachment and label it "Capacity to Deliver": 1. Provide details on the key personnel who will be involved in performing the day-to-day services of this Contract.	**25%**
C. Service Delivery Respondents must address the following information in an attachment and label it "Service Delivery" 1. Provide an outline of collection methodology.	**25%**
D. Pricing Respondents must complete and return the Price Schedule.	**30%**

5.4 Pricing Information

Respondents must complete the Schedule of Rates in Section 6. Respondents should ensure they have read this entire Request for Quotation before completing.

Unless otherwise indicated prices tendered must include delivery and any associated costs, and all applicable levies, duties, taxes and charges. Any charge not stated in the Response, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

5.4.1 Price Basis

Do you agree to the CPI Price Variation Mechanism below? All Contract Prices offered under this Contract shall be fixed for the first twelve months (12) of operation, after which, they will be, subject to annual adjustments by the percentage movement on the Review Date of the Contract for the quarter ending immediately prior to the Review Date in accordance with the Consumer Price Index as published by the Australian Bureau of Statistics for Perth (all groups).	**Yes / No**
If No. Please indicate how your proposed Price Variation Mechanism differs from the one outlined above. Supply details and label it “Price Variation Mechanism”	**Tick if attached.** ☐

6 Schedules

6.1 Schedule 1- Referees

Please provide details of three referees for similar work.

Client	Referee	Value	Duration & Completion Date
	Name / Position Email	$	
	Name / Position Email	$	
	Name / Position Email	$	

6.2 Schedule 2 – Insurance

Provide details of insurance currently held by you and any proposed Subcontractor to provide services under the Contract.

Insurance Type	Name of Insurer	Policy Number	Value	Expiry Date
Public Liability			$5,000,000	
Motor Vehicle			$20,000,000	
Works Compensation			$50,000,000	

Certificates of Currency must be submitted with response.

Complete and return

6.3 Schedule 3- Schedule of Rates

Schedule of Rates				
Item	**Estimated Number of Services**	**Unit**	**$ (ex GST)**	**$ (inc GST)**
Transfer Station Services				
General Waste- 6m Front Lift	5	$/ lift		
General Waste- 1.5m Front Lift	1	$/ lift		
Hydrocarbon Waste- 9m Skip Bin	1	$/ lift		
Public Place & Principal Operations Services				
General Waste- 3m Front Lift	5	$/ lift		
General Waste- 1.5m Front Lift	4	$/ lift		
Rent of Receptacles				
1.5M Front Lift Bin		$/ month		
3M Front Lift Bin		$/ month		
4.5M Skip Bin		$/ month		
6M Skip Bin		$/ month		
9M Skip Bin		$/ month		
Other				

6.4 Schedule 4 – Proposed Subcontractor Details

Name of Subcontractor	Description of Works/Plant items proposed be Subcontracted	% of Total works which will be subcontracted

Complete and return

6.5 Schedule 5 – Statement of Conformity

Area of Non-conformity and Reason	NC/ PC/ AO

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

26 March 2024

Item 10.2.1
Audit Committee Minutes (Unconfirmed)

Shire of Irwin Audit Committee Meeting

held in the Council Chambers

Wednesday 20 March 2024

at 5.00pm

MINUTES

UNCONFIRMED

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at 5.00pm.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Members

Cr I Scott *(Chairperson)*	Shire of Irwin
Cr B Wyse *(Deputy Chairperson)*	Shire of Irwin
Cr P Summers	Shire of Irwin

Staff

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

Apologies

Nil

Guests

Nil

3. CONFIRMATION OF MINUTES

3.1. Minutes of the Audit Committee Meeting held 11 December 2023

A copy of the minutes of the Audit Committee Meeting held 11 December 2023 have been provided to all Committee Members under separate cover.

COMMITTEE MOTION AND DECISION:

MOVED: Cr Scott **SECONDED: Cr Wyse**

That the Minutes of the Audit Committee Meeting, held 11 December 2023, be confirmed as a true and accurate recording of that meeting.

Voting Details: **Carried: 3/0**

For: Cr Scott, Cr Wyse, Cr Summers
Against: Nil

4.1 Compliance Audit Return (CAR) 2023

Members of the Audit Committee have been provided with the completed Compliance Audit Return (CAR) for the 2023 calendar year (**Attachment 4.1A**). Local governments are required to Complete the statutory compliance return annually and have the return adopted by Council.

The return is a checklist of a local government's compliance with the requirements of the *Local Government Act 1995* and its Regulations, concentrating on areas of compliance considered "high risk".

The Audit Committee is to review the annual CAR and report to Council the results of that review, prior to adoption of the return by Council. After adoption, the return is to be signed by the Shire President and the CEO prior to it being forwarded to the Department of Local Government, Sport and Cultural Industries (DLGSCI) by no later than 31 March 2024.

A report will be prepared for Council's consideration at the 26 March 2024 Ordinary Council Meeting.

The following provides an outline of each section addressed in the 2023 return:

Commercial Enterprises by Local Governments
Two business plans were prepared in 2023 and were subsequently presented to Council at the Ordinary Council Meeting held 27 February 2024.

Delegation of Power/Duty
As no delegations to committees were made during 2023, N/A responses were provided.

Disclosure of Interest
During 2023 the Minutes of Meetings recorded the departure and return of persons who disclosed an interest. They did not however record the nature or details of the disclosure (Financial, Proximity or Disclosure). This oversight has been rectified to ensure that disclosures of interest are recorded appropriately in both the Minutes and Declaration of Interest Register.

Three relevant persons did not submit annual returns by the 31 August 2023 as required under s5.76 of the *Local Government (Administration) Regulations 1996*. The relevant authorities were subsequently notified as required.

Disposal of Property
The Shire did not dispose of any property, other than by public auction or tender during 2023, therefore N/A responses were provided.

Elections
The Shire of Irwin held an Ordinary election on 21 October 2023.

As required, an up to date version of the Electoral Gift Register was published on the Shires website with no entries recorded as no electoral gift forms were submitted.

Finance
The Shire complies with all areas relating to the Audit Committee.

Local Government Employees
This section relates to the recruitment of the CEO or designated senior employees. All responses are N/A as there were no appointments of the CEO or senior employees during the reporting period.

Official Conduct
The Shire is considered to be compliant with all sections of the Act relating to complaints.

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Tenders for Providing Goods and Services
The Shire is considered to be fully compliant in all areas relating to tenders.

Adoption of the CAR is a statutory requirement of Council which could have major compliance implications for the Shire and is therefore considered to have a high-risk rating, however the completion of this return annually helps to ensure that the local government is following sound governance practices and is complying with the relevant Acts and Regulations.

COMMITTEE RECOMMENDATION AND DECISION:
That the Shire of Irwin Audit Committee supports the information provided in the 2023 Compliance Audit Return (CAR) provided at Attachment 4.3A. **Voting Details:** **Carried: 3/0** **For: Cr Scott, Cr Wyse, Cr Summers** **Against: Nil**

4. GENERAL BUSINESS

Nil

5. URGENT BUSINESS APPROVED BY CHAIR OR BY COMMITTEE DECISION

Nil

6. SETTING OF FUTURE MEETING DATES

It was discussed that the next Audit Committee Meeting would be held on 17 April 2024. This date is to be confirmed.

7. CLOSURE

There being no further business, the meeting closed at 5.05pm.

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SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

26 March 2024

Item 10.2.2
LEMC Minutes
21 February 2024
(Unconfirmed)

Minutes

Shire of Irwin Local Emergency Management Committee (LEMC) Meeting

held in the Council Chambers

Wednesday, 21 February 2024

UNCONFIRMED

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

CESM Shannon Stubbs declared the meeting open at 2.04pm and welcomed the members and agency/industry representatives to the meeting.

The CESM introduce himself to attendees and advised he has taken over the role from Mark Teale and is currently orienting himself to the position and the differing needs of the three Shires (Irwin, Carnamah and Coorow).

2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Attendees

Neal Boonzaaier	WA Police Force
Russell Lindquist	WA Police Force
Ken Massavelly	WA Police Force
Shannon Stubbs	Community Emergency Services Manager
Patrick Whitehouse	Main Roads WA
Jess Henriques	DBCA
Craig Tuesley	DBCA
Peter Summers	Shire of Irwin CBFCO
Louise Smith	Triangle Energy
Freya Contos*	Mitsui E&P
Ashleigh Thurn*	Department of Communities
Michael Redway*	APA Group – Mondarra
Trish Pavelka*	Dongara Hospital - DoH

(Online Attendees)*

Guest

Nil

Apologies

Shane Ivers	Shire of Irwin CEO
Mark Leonard	Shire of Irwin Shire President
Janine Calver	Dongara District High School

3 PRESENTATIONS

Nil

4 BUSINESS ARISING

4.1

COMMITTEE RECOMMENDATION:
Moved: Neal Boonzaaier **Seconded: Freya Contos**
That the Minutes of the 30 August 2023 LEMC Meeting, as previously circulated, be adopted as true and accurate recording of that meeting.

4.2 Action Items from previous minutes

Nil

5 CORRESPONDENCE IN

The CESM advised that minimal correspondence had been received for the LEMC and that issues are being dealt with at a local level.

6 CORRESPONDENCE OUT

The CESM confirmed that he had been liaising with key stakeholders individually to introduce himself and to discuss his role.

7 GENERAL BUSINESS

7.1 Agency Updates
All Agency representatives provided verbal reports and updates as per following:

CESM
The CESM advised that:

- Australian Warning System (AWS) – will be shared with all and requested that any feedback is to be provided via email.

WAPOL
Sgt Boonzaaier advised that since the last meeting held in August 2023:

- There has been double the amount of reported vehicle accidents, a 25% increase in (law) breaches and a number of behavioural issues which need addressing;
- WAPOL Officers have been required to drive Ambulances in support of community needs;
- A fire bug has been arrested following a large number of fires lit in the Irwin and Geraldton areas;
- There has been a significant increase in welfare checks within the community;
- Connectivity (internet) issues have caused issues; and
- There have been 2 bona fide Marine/Sea Rescues plus 2 successful Land Rescues.

Sgt Boonzaaier also spoke of the upcoming Mitsui site visit (being conducted on Friday 23 February 2024), and encouraged other Committee Members to attend.

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DBCA
Jess Henriques highlighted the following:

- There have been 17 Local Government fires since the last meeting in August 2023;
- DBCA are a bit behind schedule with prescribed burns however they would be ramping up soon; and
- Queries relating to the procedures for the water bomber.

Jess advised Members of a new contact number for the Program Duty Officer (0417 182 618. The CESM will add the contact number to the Membership List.

Shire of Irwin - CBFCO
Peter Summers spoke to thank the DBCA for aircraft support provided during a bushfire on 16 December 2023.

Peter also commented that although fuel loadings are not too heavy at the moment, the risk of fires being hard to slow down would be high due to conditions being very dry.

Triangle Energy
Louise Smith informed the Committee of the potential for sharing of resources (such as a helicopter), in the event of an emergency and advised that Triangle Energy are keen to create greater ties with LEMC.

Main Roads WA
Patrick Whitehouse advised that Main Roads WA were currently focusing on the potential damage which could be caused to roads once Cycle Lincoln makes landfall. Patrick then spoke of the increase of road traffic accidents and heavy vehicle traffic over the recent Christmas period.

Committee Members were then informed of a new (local) 24/7 emergency on-call number for Main Roads WA. Callers are required to leave a voice mail and Main Roads WA will then respond. The CESM will add telephone 08 9956 1241 to the Membership List.

Mitsui E & P
Freya Contos updated the Committee on the progression of the construction of the gas plant and future well testing which is due to be conducted in August 2024.

APA Group - Mondarra
Michael Redway advised that APA would be performing a small shutdown shortly, potentially in May 2024 and that their Emergency Preparedness Team are keen to establish lines of communication with the Committee.

Department of Communities
Ashleigh Thurn spoke on behalf of the Department of Communities who are about to appoint a new person into the Midwest Emergency Services role. Ashleigh confirmed that the Department is currently undertaking a review of the LEMA and that it is 'business as usual' in their organisation.

Department of Health (Dongara Hospital)
Trish Pavelka confirmed that refurbishments were underway and fire drills being undertaken. Trish also commented that the Hospital was facing delays with St John Ambulance transfers.

7.2 LEMA Review & Business Plan
Review of business plan is nearly complete with Mark doing a fantastic job.

The CESM advised that he anticipates the plan will be presented to the Irwin Council at their April OCM.

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7.3 Member/Agency Contact Update

Reminder to all members to update contact details with the Shire if positions or roles change.

7.4 Exercise / Training

2024 Exercise – The CESM advised that he would like to plan a coordinated exercise for the second half of 2024 and asked Committee for suggestions (noting that there is an increase in the number of buses associated with mining/industrial operations).

7.5 Grants / Funding

The CESM advised that he would be investigating funding opportunities to potentially increase the budget moving forward. Specifically he will be focussing on LGGS funding to implement works on the Evacuation Centre so that it can achieve a cyclone rating.

7.6 OASG/ISG activations

It was confirmed that there have been no activations since the meeting in August 2023.

8 NON - AGENDA ITEMS

8.1 Cyclone Lincoln

Committee Members discussed the path that Cyclone Lincoln is taking and its potential impact on the area. It was noted that Cyclone Lincoln will potentially be crossing the coast north of Geraldton and then move inlands. It is anticipated that the area will be impacted with high winds and potential flooding.

8.2 Accident Victims - Procedure

Peter Summers raised a question with regards to establishing a plan/procedure in relation to persons who have been involved in a traffic accident, are uninjured, however are ‘stranded’ in the area.

It was noted that following a recent accident, a number of international visitors were left without assistance in Dongara with no accommodation and no means of transport.

Peter confirmed that there used to be plan of sorts some years ago for such incidents which the Committee should consider reactivating.

Committee Members are asked to look into how their areas can assist and discuss further at next meeting.

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9 SETTING OF FUTURE MEETING DATES

9.1 The below 2024 dates have been scheduled.

- Tuesday 7 May 2024 – 10.00am

10 CLOSURE

There being no further business, the meeting closed at 2.44pm.