SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

Attachment Booklet
September 2024

ATTACHMENT BOOKLET – September 2024

Item	Description	Page
8.1	Ordinary Council Meeting Minutes – 27 August 2024	4
8.2	Agenda Forum Notes – 17 September 2024	49
CC01-09/24	Accounts for Payment – August 2024	53
CC02-09/24	Monthly Financial Statements for the Period Ended 31 July 2024	55
ID01-09/24	August 2024 Development Delegated Authority Report	68
IO01-09/24	Granny's Beach Playground – Attachment 1	70
10.2.1	Work Health and Safety Committee Minutes – 4 September 2024	72

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

24 September 2024

Item 8.1
Minutes
Ordinary Council Meeting
27 August 2024

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

MINUTES

of the

Ordinary Council Meeting

held on

Tuesday 27 August 2024

in the

Council Chambers
11-13 Waldeck Street, Dongara

UNCONFIRMED



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 Agenda Forums, Council or Committee Meetings.

UNCONFIRMED

Table of Contents

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS 3
2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE 3
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE 4
4. PUBLIC QUESTION TIME 4
5. DECLARATIONS OF INTEREST 9
6. APPLICATIONS FOR LEAVE OF ABSENCE 9
7. PETITIONS AND DEPUTATIONS 9
8. CONFIRMATION OF MINUTES AND TABLING OF AGENDA FORUM NOTES 9
   8.1 Minutes of the Ordinary Council Meeting held 23 July 2024 9
   8.2 Agenda Forum Notes 20 August 2024 9
   8.3 Minutes of the Special Council Meeting held 20 August 2024 10
9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION 10
10. REPORTS 11
   10.1 Officer Reports 11
   CC 02-08/24 Accounts for Payment 11
   CC 03-08/24 Monthly Financial Statements for the Period Ended 30 June 2024 13
   ID 01-08/24 July 2024 Development Delegated Authority Report 16
   ID 02-08/24 Draft Local Planning Strategy 18
   ID 03-08/24 Proposed Road Closure – Portion of Church Street, Dongara 24
   ID 04-08/24 Application for Traders Permit – ‘Miss Springfield’ 28
   IO 01-08/24 WALGA invitation to register as a RoadWise Council 33
   CEO01-08/24 Community Assistance Scheme & Events Committee Representative 36
   10.2 Committee Reports 39
   10.2.1 Bush Fire Advisory Committee (BFAC) Meeting 39
   10.2.2 Work Health and Safety Committee Meeting 39
   10.2.3 Local Emergency Management Committee (LEMC) Meeting 40
   10.2.4 Community Assistance Scheme & Events (CASE) Committee 40
   10.2.5 Community Assistance Scheme & Events (CASE) Committee Recommendation 41
11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN 41
12. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN 41
13. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION 41
14. MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC 41
   14.1 CEO02-08/24 – Annual CEO Performance Review 41
15. CLOSURE 42

UNCONFIRMED

MINUTES

of the

ORDINARY COUNCIL MEETING

held

27 August 2024

UNCONFIRMED

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President welcomed Councillors, Staff and Gallery Members to the August Ordinary Council Meeting then declared the Meeting open at 6.00pm.

The Shire President requested Gallery Members peruse the information sheet provided relating to Public Question Time and confirmed he would be extending the scheduled 15 minute allocation for Public Question Time to allow for the anticipated increase in questions.

Gallery Members were also advised that the Meeting would be recorded for minute taking purposes.

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	
Councillor J Melsom	

Staff

Mr S D Ivers	Chief Executive Officer
Ms F Boksmati	Acting Manager Community Services
Ms S Mearns	Executive Assistant
Mr S Stubbs	Community Emergency Services Manager

Guests

Nil

Apologies

Miss P Machaka	Manager Finance
Mr M Connell	Manager Development
Mr M Jones	Manager Operations

Approved Leave of Absence

Nil

Media

Chloe Henville	ABC Midwest

Gallery

Debra Thompson	Dongara	Brian Barber	Springfield
John Rossiter	Port Denison	Jane Barber	Springfield
Sarah Taylor	Port Denison	Kate Fisher	Port Denison
Steve Featherstone	Port Denison	Sonia Kerr	Port Denison
Teresa Thomas	Port Denison	Cameron Grove	Port Denison
Christ Burton	Port Denison	John Evans	Bookara
Jo Upperton	Port Denison	Nic Grove	Dongara
Danny Upperton	Port Denison	Robert Grove	Dongara
Peta Van H (sic)	Port Denison	Kerry Grove	Dongara
Adam Radford	Port Denison	John Grove	Dongara
Gavin Denton	Dongara	David Murphy	Springfield
Vernon Leemon	Port Denison	Ross Lillywhite	Port Denison
Helen Tunbridge	Dongara	Lee Britten	Bonniefield
John Bick	Port Denison	Freda Chandler	Port Denison
Melina Delane	Dongara	Sam Waters	Port Denison
Mick Perkusich	Dongara	Shelley Davis	Dongara
Sarah Whitmarsh	Dongara	Jo Evans	Port Denison
Graham Evans	Port Denison		

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Question 1: Lee Britten, Bonnifield

With regards to the Sprint, in the past twelve months since the last event and the events prior to that has anybody bothered contacting Motorsport Australia, the City of Albany or Northam Shire to see the safety requirements that are required for their sprints and what charges they imposed to the public to raise funds to recover costs for the hire of their barriers?

Response: The City of Joondalup were contacted however the City of Albany had not been contacted. The Shire President confirmed that these are completely different circuits and considered these to be racing events, and not sprint events. The Shire specifically looked at safety features and advice which was relevant for our event only.

Question 2: Lee Britten, Bonnifield

After speaking to Paul Bartlett of Motorsport Australia who is the Development Manager for them, he has advised me what was required (which is a lot more than what we needed in the past), would the Shire be willing to contact Paul Bartlett for his advice?

Response: Yes. Motorsport Australia (MSA), is a different governing body to the Australian Auto-Sport Alliance (AASA), whom the Triumph Club (who have historically been running the event) use. The two motorsport bodies have different rules and although the Shire has tried to access the MSA certified track inspectors, they do not have authority under the AASA unless it is delegated.

Question 3: Brian Barber, Springfield

Why can't the Shire charge an entry fee for example $10 for adults and $5 for children, and have volunteers to man the gates?

Response: The Shire President confirmed that Council had discussed this option and even though it has its challenges, the option is on the agenda to discuss further. This would assist in financially supporting the event however didn't factor in the additional safety requirements

UNCONFIRMED

that need to be met. Additionally, the Shire had distributed letters to industry groups requesting financial support in the way of sponsorship, but with minimal success.

Question 4: Sam Waters, Port Denison

Who were the independent assessors engaged by the Shire and were they credentialled under a racing committee (AASA or CAMS)?

Response: It was not appropriate to name the person/s engaged by the Shire to conduct the assessment, but they were MSA certified however needed to apply for certification under the AASA which then became complicated.

Question 5: Sam Waters, Port Denison

Why weren't the original organisers of the Sprint consulted with the problem of Shire getting third party?

Response: The original organisers of the Sprint were consulted, but that there are two components of insurance under the AASA, one being the actual circuit itself (where the organisers have done a great job and professionally run the event), under AASA however, the Shire is provided with a permit and in the permit it references National Competition Rules which state: the Owner (Shire of Irwin), has a responsibility to look after the public outside of the Circuit. This was why the Shire went to an independent certifier that could give the Shire a recommendation of what we could do to protect our public.

Question 6: Sam Waters, Port Denison

Could the Shire ultimately obtained public liability insurance cover given the concern around the public safety barriers not being sufficient?

Response: The Shire President commented that his understanding was that no, the Shire was not sure that they could get public liability and the advice the Shire received from its insurer was not clear, but had significant exclusions. The AASA Permit special conditions mandated impenetrable barriers and spectator safety distances in the event of an out of control vehicle and Council were seeking confirmation and advice on what a safe distance was, and what was meant by an impenetrable barrier. This information was not able to be provided. Additionally, if there was an accident, with the special conditions applied, should an accident occur, the liability sits with the Shire (as the owner), not with the organiser of the event.

Question 7: John Evans, Bookara

Did the Assessor/s provide the Shire with a report before (they) pulled out, and could the Shire have gone ahead with what was suggested?

Response: The Shire President responded that yes, a recommendation had been produced prior to the Assessor/s emailing the Shire, but later withdrawing the recommendation provided.

Question 8: John Evans, Bookara

Mr Evans asked a question in relation to the Turf Club and whether it was going to be taken over by the Shire and made into smaller lots.

Response: The Shire President responded that was not correct.

Question 9: Ross Lillywhite, Port Denison

Mr Lillywhite asked – If the Shire had insurance cover for the first 6 events, why couldn't it get insurance for this year's event as there have been no incidents/accidents?

Response: The Shire President confirmed that no reviews have been conducted of the past six events as yet and we don't actually know if the circuit/event actually did comply previously. An assessment of the previous events will be taking place and a report will be prepared for

UNCONFIRMED

Council. The Shire President also commented that information relating to the event had been submitted to the Shire's lawyers who expressed significant areas of concern.

Question 10: John Rossiter, Port Denison (on behalf of Ross Miller)

Is the land the Race Club has, held in public perpetuity and is to be used as a racecourse only?

Response: The Shire President confirmed that was correct.

Question 11: John Rossiter, Port Denison

Would the Shire of Irwin would consider turning Public Question Time into 'Statement' time, such as other Councils have done?

Response: The Shire President commented about the new Council Meeting format where an Agenda Forum is held a week before the Ordinary Council Meeting, at which community participation is welcomed. There will not be any debate, but statements are permissible in relation to an item which is on the Council Agenda for the upcoming Ordinary Council Meeting.

Question 12: Teresa Thomas, Port Denison

Had the Shire has ever had to pay out on an insurance claim resultant from the Sprint event?

Response: The Shire President advised that this is not the question we need to be asking, the question is 'are we insured or not – now'.

Question 13: Danny Uperton, Port Denison

Why not instead of cancelling the whole event, why not just have the Show n Shine and have vehicles still do a slow cruise around town, doing the speed limit?

Response: The Shire President advised that the Shire would be more than happy to keep the Show n Shine however the two events currently run as a 'group package' therefore one cannot proceed without the other.

Question 14: Joanna Evans, Port Denison

Is there a timeframe at all for the fixing of the stairs at Grannies beach and also the Port Denison Foreshore Jetty?

Response: The Shire President confirmed that Grannies beach and steps are intended to be back into public use before summer. Some minor works are planned for the playground at Grannies. With regards to the foreshore jetty/s, the most critical point is replacement of the finger jetty which will occur in 2025 following the summer season. The Shire is hoping to be successful with funding applications which will enable the removal of the concrete recreation jetty and then install another deeper jetty running alongside the eastern ramp which will be longer and wider and to allow for recreation and boating.

Question 15: Ross Lillywhite, Port Denison

Has the Shire applied to the Recreational Boating Facilities Scheme for funding for the concrete jetty and the finger jetty?

Response: Shire Officers are applying for funding via the Recreational Boating Facilities Scheme which closes on 12 September 2024 and noted that the total available pool for this rounds funding is $2.2M, with any one entity only able to receive funding up to $750,000.

Question 16: Ross Lillywhite, Port Denison

Did the Shire receive over $150,000 for feasibility studies on the jetty/s?

Response: The Shire received funds for the design and engineering of new recreational jetty's and boat ramps and is currently applying through several sources for funds to complete works (as per the original designs contained within the feasibility study) which consists of 3 boat ramps, 2 finger jetty's and approximately 75 car parking bays.

UNCONFIRMED

Question 17: Teresa Thomas, Port Denison

Could the verge lawns could be mowed properly.

Response: The Shire President confirmed he would take that question on board.

Question 18: Kate Fisher, Port Denison

Why the issues had not been raised with the Community earlier?

Response: Regular event planning commenced in April 2024 with the review of documents including emergency management and traffic management plans. This year's planning included establishing a Memorandum of Understanding prepared by lawyers between the Shire and the event organisers. Additionally, Council requested a safety and financial review of the event. The review generated the requirement to engage a suitably qualified person to provide in writing the safe distances from the circuit to ensure public safety, but this fell over early August 2024 leading to a sequence of Council meetings culminating in the decision to cancel the event.

Question 19: Kate Fisher, Port Denison

Had Shire the held discussions with Midwest Sprint to ascertain whether they will return in 2025 and beyond?

Response: Discussions have not yet been held with the organisers however plans are underway to hold discussions with them in the near future.

Question 20: Sam Waters, Port Denison

Did AASA deem the circuit/barriers insufficient or unsafe or whether it was the independent assessor?

Response: As previously advised, it is a Shire responsibility, which commenced with our lawyers reviewing the documentation to initially establish the legal roles and responsibilities for the event.

Question 21: John Evans, Bookara

If the Shire did exactly what the independent assessor had submitted initially, wouldn't we have been covered by insurance?

Response: No.

Question 22: Helen Tunbridge, Dongara

When can the community expect some information on whether the event is going ahead in 2025 – will the planning start soon, and not in April?

Response: The Shire President expects to have a review within the next month and plot a path forward from there which will include a full community consultation process.

Question 23: David Murphy, Springfield

Has independent assessor been paid for what he has done and could (the Shire) be reimbursed for any fees paid?

Response: The independent assessor withdrew their recommendations and advised there would be no charge.

Question 24: Sonia Kerr, Port Denison

What internal processes are going to be in place to ensure this does not happen in the future?

Response: The Shire President advised that a review has not been arranged as yet, but one will be conducted as soon as possible.

UNCONFIRMED

Question 25: Lee Britten, Bonnifield

When will the seven mile beach boat ramp be reinstated following it being washed away, as there is a very large drop off?

Response: The CEO confirmed that the Shire is currently working on trying to get Cliff Head up and running however with the closure of Indian Ocean Drive and the previously anticipated revenue now not being received, the plans to work on seven mile beach have stalled.

Question 26: Kate Fisher

Whether consideration was given to informing businesses earlier and whether compensation could be considered for businesses who have lost money?

Response: Council decisions are made in line with the Local Government Act 1995. There is no contingency for reimbursement of businesses.

Question 27: Ross Lillywhite, Port Denison

Does the Shire have to take out liability insurance for the upcoming Rodeo?

Response: The organisers of the Rodeo event have their own Public Liability insurance cover as this is a paid event.

Question 28: John Evans, Port Denison

Would the Shire be liable for the accommodation bill as the notice period for cancellations is under 30 days?

Response: The Shire President advised that it was not.

Question 29: John Evans, Port Denison

Would the Shire keep community members up to date on happenings within the Shire and provide progress reports on activities?

Response: The Shire President confirmed he would take that on board.

Question 30: Kate Fisher, Port Denison

When would works commence on the Port Denison foreshore in line with the $1.5M put aside in the budget?

Response: Part of this amount would go towards the scheduled works for Granny's beach and the finger jetty as previously mentioned and the steps were outlined to attract further funding for the development which includes facilities such as a substantial playground, shade shelters and the additional jetty/boat ramp. The concept plans which were previously presented to the Community will be converted to final design and engineering plans, which will again go to the Community for comment. Once these plans have been endorsed by the Community, funding applications with Lotterywest and Growing Regions will be submitted with the Shire hopefully obtaining an additional $1M in funding.

Question 31: Jane Barber, Springfield

If people pay an admission fee to attend the rodeo and the Shire doesn't have to pay for public liability insurance, why can't the same apply for the Sprint.

Response: The Shire President confirmed his previous advice that, as the Rodeo is being held within the confines of the Turf Club, and the event requires attendees to pay, the applicable public liability insurance is the responsibility of the event organiser. The CEO added that the AASA permit has the Shire as the owner of the circuit, which includes the associated public liability insurance outside of the permit special conditions.

UNCONFIRMED

5. DECLARATIONS OF INTEREST

The Chief Executive Officer advised that a Declaration of Interest had been received from a Councillor as listed below:

- Councillor Tunbridge – impartiality interest in Item 10.2.4 as is a (Voting) Committee Member and Vice President of the IDHS who have submitted a request for funding with the CASE Committee.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Gillam has requested a leave of absence for the September Ordinary Council Meeting.

COUNCIL DECISION	**070824**
MOVED: Cr Scott	**SECONDED: Cr Summers**
That Council by Absolute Majority, grant Cr Gillam a leave of absence for the Ordinary Council Meeting being held on Tuesday 24 September 2024.	
VOTING DETAILS:	**CARRIED: 7/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**
Against:	**Nil**

7. PETITIONS AND DEPUTATIONS

Nil

8. CONFIRMATION OF MINUTES AND TABLING OF AGENDA FORUM NOTES

8.1 Minutes of the Ordinary Council Meeting held 23 July 2024

The Minutes of the Ordinary Council Meeting held 23 July 2024 are included in the *Attachment Booklet – August 2024*.

COUNCIL DECISION	**080824**
MOVED: Cr Tunbridge	**SECONDED: Cr Wyse**
That Council confirms the Minutes of the Ordinary Council Meeting held 23 July 2024.	
VOTING DETAILS:	**CARRIED: 7/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**
Against:	**Nil**

8.2 Agenda Forum Notes 20 August 2024

At the Agenda Forum held 20 August 2024, Shire Officers presented background information and answered questions on Items to be considered at the August Ordinary Council Meeting. Notes from the Agenda Forum are included in the *Attachment Booklet – August 2024*.

UNCONFIRMED

COUNCIL DECISION	090824
MOVED: Cr Tunbridge	**SECONDED: Cr Scott**
That Council receives the Agenda Forum notes from the Agenda Forum held on 20 August 2024.	
VOTING DETAILS:	**CARRIED: 7/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**
Against:	**Nil**

8.3 Minutes of the Special Council Meeting held 20 August 2024

The Minutes of the Special Council Meeting held 20 August 2024 are included in the *Attachment Booklet – August 2024*.

COUNCIL DECISION	100824
MOVED: Cr Wyse	**SECONDED: Cr Gillam**
That Council confirms the Minutes of the Special Council Meeting held 20 August 2024.	
VOTING DETAILS:	**CARRIED: 7/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**
Against:	**Nil**

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

25 July 2024	CEO attended meeting with Energise Renewables
26 July 2024	CEO attended a meeting regarding the Springfield Subdivision
31 July 2024	CEO attend monthly meeting with MWDC
6 August 2024	CEO attended Shire of Irwin LEMC Workshop/Exercise
8 August 2024	Meeting with the Department of Transport regarding the challenges of the Port Denison recreational boat ramp
21 August 2024	CEO attended the MEPAU Monthly Meeting
26 August 2024	CEO attended the Dongara Health Centre Redevelopment Official Opening Ceremony

UNCONFIRMED

10. REPORTS

10.1 Officer Reports

CORPORATE AND COMMUNITY	CC02-08/24
Subject:	**CC 02-08/24 Accounts for Payment**
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 July 2024.

Background:
A list of accounts paid under delegated authority is attached showing all payments made during the month of July 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;

(b) the amount of the payment;

UNCONFIRMED

(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 – August 2024
CC02-08/24 Attachment 1 Accounts for Payment – July 2024

COUNCIL DECISION **110824**

MOVED: Cr Scott **SECONDED: Cr Gillam**

That Council by Simple Majority, receives the Accounts paid during July 2024 as contained in CC02-08/24 Attachment 1 of the Attachment Booklet – August 2024, represented by:

Payment Type/Numbers	Total Amount
EFT 32261 – 32389	$484,934.40
Muni Cheques – 32203 – 32207	$59,371.88
Direct Debit – Telstra	$3,991.11
Direct Debit – WA Treasury Corporation	$148,373.81
Direct Debit – N-Able Pty Ltd	$1,016.06
Direct Debit – Australian Phone Company	$225.23
Direct Debit – Rental Charges	$4,600.00
Direct Debit – Insurance Premium Repayments	$92,109.36
Direct Debit – Superannuation	$78,378.40
Grand Total	$873,000.25

VOTING DETAILS: **CARRIED: 7/0**

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

Against: **Nil**

UNCONFIRMED

CORPORATE AND COMMUNITY	CC03-08/24
Subject:	**CC 03-08/24 Monthly Financial Statements for the Period Ended 30 June 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 30 June 2024.

Background:
The Monthly Financial Statements to 30 June 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
- 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 June 2024 is detailed in the attached report and summarised as follows relative to year-to-date budget expectations:

UNCONFIRMED

30/06/2024	YTD Budget	YTD Actual	Variance YTD to Budget
Operating Revenue	10,894,941	11,102,441	2%
Operating Expenditure	(14,094,352)	(15,251,391)	8%
Net Operating	(3,199,411)	(4,148,950)	
Non-Operating Revenue	5,611,474	916,246	-84%
Non-Operating Expenditure	(8,347,895)	(3,346,518)	-60%
Net Non-Operating	(2,736,421)	(2,430,272)	

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.

(3) The information in a statement of financial activity must be shown according to the nature classification.
(4) A statement of financial activity, and the accompanying documents referred to in sub-regulation (2), are to be -

UNCONFIRMED

(a) presented to the council - at an ordinary meeting of the council within 2 months after the end of month to which the statement relates; and
(b) recorded in the minutes of the meeting at which it is presented.

Policy Implications:
Nil

Financial/Resource Implications:
Any issues in relation to expenditure and revenue allocations or variance trends are identified and addressed each month.

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 – August 2024
CC03-08/24 Attachment 1: Financial Statements for the Period Ended 30 June 2024.

COUNCIL DECISION	**120824**
MOVED: Cr Tunbridge	**SECONDED: Cr Summers**
That Council by Simple Majority, receives the Monthly Financial Statements for the period 1 July 2023 to 30 June 2024 as contained in Attachment Booklet – August 2024.	
VOTING DETAILS:	**CARRIED: 7/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**
Against:	**Nil**

UNCONFIRMED

DEVELOPMENT SERVICES	ID01-08/24
Subject:	**ID 01-08/24 July 2024 Development Delegated Authority Report**
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 July 2024 Development Delegated Authority Report.

Background:
Local governments utilise levels of delegated authority to undertake day-to-day statutory functions, thereby allowing Council to focus on policy development, representation, strategic planning and community leadership, with the organisation focussing on the day-to-day operations of the Shire.

The use of delegated authority means the large volume of routine work can be effectively managed and acted on promptly, which in turn facilitates efficient service delivery to the community.

In addition, as of 1 July 2024, the determination of development applications for single houses or any development associated with a single house (excluding development associated with a heritage place), can now only be done by the CEO or authorised employees of the local government.

Officer's Comment:
This report presents the details of development functions made under delegated or authorised authority for the month of July 2024, with 6 building permits, 5 single house applications and 1 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 – August 2024
ID01-08/24 Attachment 1: July 2024 Development Delegated Authority Report

COUNCIL DECISION	**130824**
MOVED: Cr Wyse	**SECONDED: Cr Gillam**
That Council by Simple Majority, receives the July 2024 Development Delegated Authority Report, as contained in ID01-08/24 Attachment 1 of the Attachment Booklet – August 2024.	
VOTING DETAILS:	**CARRIED: 7/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**
Against:	**Nil**

UNCONFIRMED

REGULATORY SERVICES	ID02-08/24
Subject:	**ID 02-08/24 Draft Local Planning Strategy**
Author:	**M Connell, Manager Development**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**3.0346 and P24-30**
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 adopt the draft Local Planning Strategy and forward it to the Western Australian Planning Commission for certification to proceed to public advertising.

Background:
It is a statutory requirement under the *Planning and Development (Local Planning Schemes) Regulations 2015* that all local governments must prepare a local planning strategy.

The Shire's current local planning strategy was adopted in 2017 however the drive behind it was based on the 'WA boom time' of the early to mid-2000's, which is not reflective of the current development direction. With the development of the Shire's revised Strategic Community Plan 2021 – 2031, it was an opportune time for the Shire to concurrently re-evaluate and redevelop the local planning strategy to align its direction with the vision and objectives of the revised Strategic Community Plan.

The primary matters and changes in planning direction to consider since preparation of the former local planning strategy include:

- Population growth scenarios based on key major energy projects within the region;
- Introduction of a southern industry hub (Arrowsmith Resources Area) to facilitate the emerging green energy industry;
- Identification of key potential road connections to link new industry with urban areas and infrastructure;
- Light industry expansion to support emerging strategic green energy industry; and

UNCONFIRMED

- Consolidating growth and re-prioritising new housing areas through the introduction of an urban growth boundary centred around the townsites.

Officer's Comment:
As required by Regulation 11 of the *Planning and Development (Local Planning Schemes) Regulations 2015,* the purpose of the Local Planning Strategy (Strategy) is to:

- set out the long-term planning directions for the local government;
- apply any State or regional planning policy that is relevant to the Strategy and;
- provide the rationale for any zoning or classification of land under the local planning scheme.

The Strategy forms the strategic basis for the preparation and implementation of a new Local Planning Scheme No. 6, which has begun preparation. The Strategy comprises:

- Part 1 – Strategy; and
- Part 2 – Background Information and Analysis
- Supporting Information

The draft Strategy is contained in ID02-08/24 Attachment 1.

Part 1 – Strategy

Consistent with the State Planning Framework, planning issues of relevance to the Shire are presented under the following themes and cross referenced to the SCP's objectives:

- **Community, Urban Growth and Settlement** (A friendly, safe and inclusive community enjoying a high quality lifestyle)
- **Economy and Employment** (A prosperous and diverse economy)
- **Environment** (Custodianship of our natural and built environment)
- **Infrastructure** (Leading the community with engaged and progressive governance)

For each planning issue identified, planning directions and actions have been outlined. Planning directions are short statements that specify what is to be achieved or desired for the issue/opportunity. Each planning direction is supported by an action(s), that clear and concisely outline what is proposed and how it is to be undertaken, the rationale and the estimated timeframe for implementation.

Consistent with the principles of urban consolidation, the Strategy identifies planning areas for urban infill and land use intensification summarised as follows:

A – Strategic Industry, ensuring an adequate supply of appropriately zoned land to meet future industrial needs.

B – Arrowsmith Resources Area, facilitating an agile planning framework that supports the timely on-boarding of emerging energy industries including renewables.

C – Dongara-Geraldton-Northampton Highway, planning for a future road freight corridor between Dongara, Geraldton and Northampton that is safer, more efficient and enables future growth within the Mid West region and beyond.

D – Indian Ocean Drive Extension, planning for a future regional road connection into Dongara-Port Denison.

E – Bulky Goods Showroom ensuring an adequate supply of appropriately zoned land to meet future commercial needs.

UNCONFIRMED

F – Dongara Irwin Racecourse, ensuring an adequate supply of appropriately zoned land to meet future housing needs.

G – Dongara Town Oval, ensuring an adequate supply of appropriately zoned land to meet future commercial needs.

H – Urban Expansion, reflecting the long-term planning intention to urbanise land.

Part 2 – Background Information and Analysis

The purpose of Part 2 is to provide the rationale and evidence base for Part 1. It provides the relevant background information and analysis which supports the planning directions and actions outlined within Part 1 of the Strategy. This part provides a summary of the relevant State, regional and local planning contexts and their implications for the Strategy. A local government profile is also included that provides a presentation and analysis of information relating to the demographic profile of the Shire and the key planning issues and opportunities influencing future development and land use of the Shire.

Supporting Information

- *Shire of Irwin Land Demand (AEC) 2023*
  This analysis developed employment and land demand estimates for the region, with a range of outcomes which could potentially occur within the region under various population (or employment) scenarios. Findings are referenced in Part 2 of the Strategy with a view to informing planning directions and actions as outlined in Part 1.

- *Engagement Outcomes Summary 2024*
  This report presents a summary of the engagement outcomes form all engagement activities including online, face-to-face and stakeholder engagement. The key findings from this report leads into the issues, opportunities and strategies of the Strategy.

- *Strategy Blueprint 2024*
  This document provides a summary of the spatial outcomes of stakeholder engagement, including Councillor and industry body workshops and how they have been addressed in the Strategy.

Consultation:
A substantial amount of community and stakeholder engagement has been undertaken to date including the following:

Visioning Day Drop in Session
Alongside the Strategic Community Plan Visioning Day Drop In Session, the consultant hosted a booth, which allowed for the first introduction of the project to the general community. The Visioning Day was held on 4 March 2021 with two sessions: 10am – 2pm and 4pm – 8pm and attracted over 100 members of the Shire's community. The session collected general information from the community at a high level, given it was the first touch point with the community and also raised project awareness.

Community Survey
The main point of data collection for the engagement process was through a community survey. This was carried out in hard copy form as well as through an online survey, hosted on the Shire's website and promoted on the Shire's Facebook page. The survey ran for one month, going live from 4 March 2021 at the Vision Day Drop In Session and closing on 4 April 2021. 127 respondents were reached through the online survey and 19 respondents were reached through hard copy surveys, totalling 146 respondents altogether.

UNCONFIRMED

Stakeholder Meetings
A variety of stakeholders provided input over the engagement period of the project. The meetings allowed for technical and strategic advice to inform the draft Strategy. Key stakeholders included:

- Shire of Irwin Elected Member and Staff workshops
- Mid West Development Commission
- Department of Water and Environment Regulation
- Department of Planning, Lands and Heritage
- Main Roads Western Australia
- Industry leaders (energy organisations)

Community Drop in Session
The last point of engagement was the presentation of the draft key planning directions at a second community drop in session held on 11 May 2023. The purpose of the session was to seek feedback from the community before finalising the draft Strategy.

Councillor Workshop
A preliminary draft Strategy was presented to Councillors on 11 June 2024. At this workshop the draft Strategy was validated, and minor amendments have been now incorporated into the final draft Strategy.

Given the above extensive engagement/consultation to date, it is proposed that the Strategy be publicly advertised for the minimum period of 21 days in accordance with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015* in the following ways:

- A notice being published in the Mid West Times and the Dongara Denison Local Rag;
- A copy of the Strategy being made available for public inspection at the Shire office and the Dongara public library;
- The Strategy being published on the Shire's website along with an alert on the Shire's Facebook page; and
- A written notice being sent to each public authority likely to be affected by the Strategy including neighbouring local governments.

Statutory Environment:
Part 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015* sets out the statutory requirements for the preparation of a new local planning strategy as follows:

Part 3 – Local planning strategies

11. Requirement for local planning strategy for local planning scheme

(1) A local government must prepare a local planning strategy in accordance with this Part for each local planning scheme that is approved for land within the district of the local government.

(2) A local planning strategy must –

(aa) be prepared in a manner and form approved by the Commission; and

(a) set out the long-term planning directions for the local government; and

(b) apply any State or regional planning policy that is relevant to the strategy; and

(c) provide the rationale for any zoning or classification of land under the local planning scheme.

12. Certification of draft local planning strategy

(1) Before advertising a draft local planning strategy under regulation 13 the local government must provide a copy of the strategy to the Commission.

(2) On receipt of a copy of a draft local planning strategy the Commission must, as soon as reasonably practicable, assess the strategy for compliance with regulation 11(2).

UNCONFIRMED

(3) If the Commission is not satisfied that a draft local planning strategy complies with regulation 11(2) the Commission may, by notice in writing, require the local government to –

(a) modify the draft strategy; and

(b) provide a copy of the draft strategy as modified to the Commission for assessment under subregulation (2).

(4) If the Commission is satisfied that a draft local planning strategy complies with regulation 11(2) it must certify the strategy accordingly and provide a copy of the certification to the local government for the purpose of proceeding to advertise the strategy.

13. Advertising and notifying local planning strategy

(1) A local government must, as soon as reasonably practicable after being provided with certification that a local planning strategy complies with regulation 11(2), advertise the strategy as follows –

(a) publish in accordance with regulation 76A the strategy and a notice giving details of –

(i) how the strategy is made available to the public in accordance with regulation 76A; and

(ii) the manner and form in which submissions may be made; and

(iii) the period under subregulation (2) for making submissions and the last day of that period;

(c) give a copy of the notice to each public authority that the local government considers is likely to be affected by the strategy;

(2) The period for making submissions on a local planning strategy is –

(a) the period of 21 days after the date on which the notice of the strategy is first published under subregulation (1)(a); or

(b) a longer period approved by the Commission.

14. Consideration of submissions

(1) After the expiry of the period within which submissions may be made in relation to a local planning strategy, the local government must review the strategy having regard to any submissions made.

(2) The local government may –

(a) support the local planning strategy without modification; or

(b) support the local planning strategy with proposed modifications to address issues raised in the submissions.

(3) After the completion of the review of the local planning strategy the local government must submit to the Commission –

(a) a copy of the advertised local planning strategy; and

(b) a schedule of the submissions received; and

(c) particulars of any modifications to the advertised local planning strategy proposed by the local government.

15. Endorsement by Commission

(1) Within 60 days of the receipt of the documents referred to in regulation 14(3) the Commission may –

(a) endorse the strategy without modification; or

(b) endorse the strategy with some or all of the modifications proposed by the local government; or

(c) require the local government to modify the strategy in the manner specified by the Commission before the strategy is resubmitted to the Commission for endorsement; or

(d) refuse to endorse the strategy.

UNCONFIRMED

Policy Implications:
The Strategy advocates for all current local planning polices to be reviewed as part of the preparation of the new local planning scheme.

Financial/Resource Implications:
The preparation of the Strategy has been undertaken by a consultant with expenditure having been incurred as follows (ex GST):

- 2020/21 $60,324.54
- 2021/22 $29,348.20
- 2022/23 $45,172.63
- 2023/24 $31,237.50

All the above expenditure is within the budget allocations. Further expenditure is only envisaged should there be any modifications required to the Strategy pre and post public advertising.

Strategic Implications:
Our Brilliant Future – Strategic Community Plan 2021 – 2031
Strategy 3.1.4 Prepare cutting edge land use strategies to guide future development

Attachments:
Attachment Booklet – August 2024
ID02-08/24 Attachment 1: Draft Local Planning Strategy

COUNCIL DECISION	**140824**
MOVED: Cr Gillam	**SECONDED: Cr Summers**

That Council, by Simple Majority:

1. **Forward the Draft Shire of Irwin Local Planning Strategy as contained in ID02-08/24 Attachment 1 to the Western Australian Planning Commission for its certification to proceed to advertising;**
2. **Authorise the Chief Executive Officer to modify the draft Local Planning Strategy if required by the Western Australian Planning Commission; and**
3. **Upon certification from the Western Australian Planning Commission, advertise the draft Local Planning Strategy.**

VOTING DETAILS: CARRIED: 7/0

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

Against: **Nil**

UNCONFIRMED

DEVELOPMENT SERVICES	ID03-08/24
Subject:	**ID 03-08/24 Proposed Road Closure – Portion of Church Street, Dongara**
Author:	**M Connell, Manager Development**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**P24-16**
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 Church Street, Dongara that abuts the Seaspray Beach Holiday Park.

Background:
A number of years back the Shire was approached by the lessee of the Seaspray Beach Holiday Park querying further expansion options for the caravan park outside of the current reserve boundaries.

At present the caravan park is located on Reserve 25412 which 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. It is proposed to expand the caravan park to the south into a portion of Reserve 38046 which is also vested in the Shire for the purpose of *"Recreation and Foreshore Management"*.

As part of the expansion project, it is also proposed to close the western 'end' of Church Street where it extends into the caravan park and foreshore area.

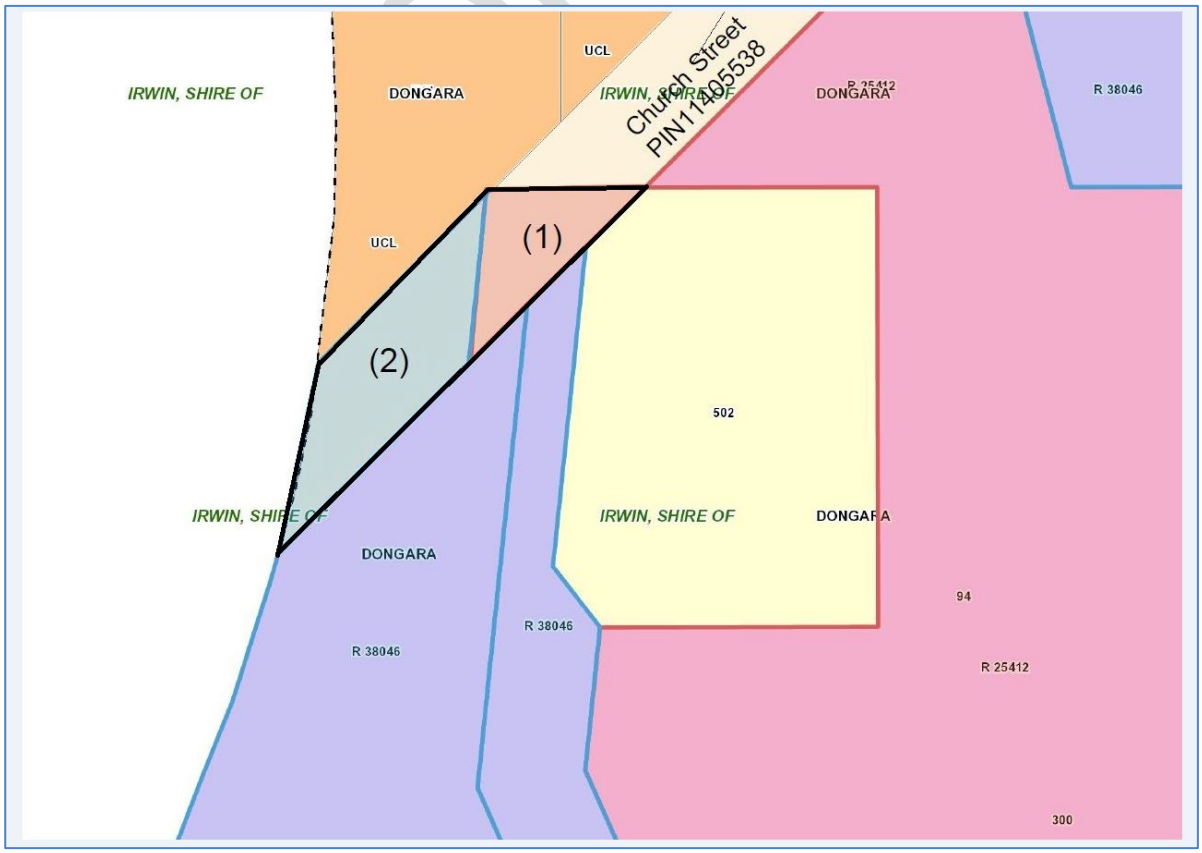
Council at its meeting held on 22 February 2022 resolved to initiate the road closure and subsequent Reserve amendments.

A copy of the proposed road closure plans is contained in ID03-08/24 Attachment 1.

UNCONFIRMED

Location Plan





Officer's Comment:
The expansion of caravan park has effectively been in progress for several years. During this time a local development plan and foreshore management plan has been adopted, the lessee has progressed the extension and connection of sewer to the caravan park and a new 50 year lease has been finalised.

The proposed closure will facilitate the future expansion plans (which will be subject to a separate approval process) and is consistent 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 Midwest Times and 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 Brady Road; and
- A written notice was sent to the following Government/Service Agencies:
    - Department of Planning, Lands and Heritage
    - Department of Water and Environmental Regulation
    - ATCO
    - Telstra
    - Water Corporation
    - Western Power
    - Yamatji Southern Regional Corporation

In response to the advertising a total of 5 submissions were received (all from government/service agencies) 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.

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 – August 2024
ID03-08/24 Attachment 1: Proposed Road Closure Plans

UNCONFIRMED

COUNCIL DECISION	**150824**

MOVED: Cr Tunbridge **SECONDED: Cr Summers**

That Council, by Simple Majority request the Minister for Lands to approve the closure and amalgamation of a portion of Church Street, Dongara as shown on the proposed road closure plans Drawing No's. 24232LR01-01 and 24232LR01-02 as contained in ID03-08/24 Attachment 1.

VOTING DETAILS: **CARRIED: 7/0**

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

Against: **Nil**

UNCONFIRMED

REGULATORY SERVICES	ID04-08/24
Subject:	**ID 04-08/24 Application for Traders Permit – 'Miss Springfield'**
Author:	**M Connell, Manager Development**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**3.00325/96**
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 determine an application for a traders permit on Lot 5 on Diagram 1935 St. Dominics Road, Port Denison.

This report recommends refusal of the application.

Background:
The Shire has received an application for the renewal of a traders permit for the mobile coffee van operating as 'Miss Springfield'. As part of the renewal application approval is sought to trade on Lot 5 on Diagram 1935 St. Dominics Road, Port Denison. The site is owned in freehold by the Shire of Irwin.

As a brief background an initial traders permit was issued on 21 December 2022 with an expiry date of 1 December 2023. This permit included a map showing the approved trading locations (including the Port Denison Foreshore and an Irwin River location west of Point Leander Drive). The traders permit was renewed on 6 March 2023 and is due for renewal on 1 December 2024.

The applicant has been inadvertently trading 1 day per week (Wednesday's) from a location adjacent to the Irwin River on the east side of Point Leander Drive. Concerns have previously been raised by Council regarding this location and the applicant is now formally seeking approval to trade in this location.

In support of the application the applicant has stated:

> *The reason behind choosing the river location adjacent to Russ Cottage is to utilise an area that is pristine yet completely unutilised. I have customers who come to the van every*

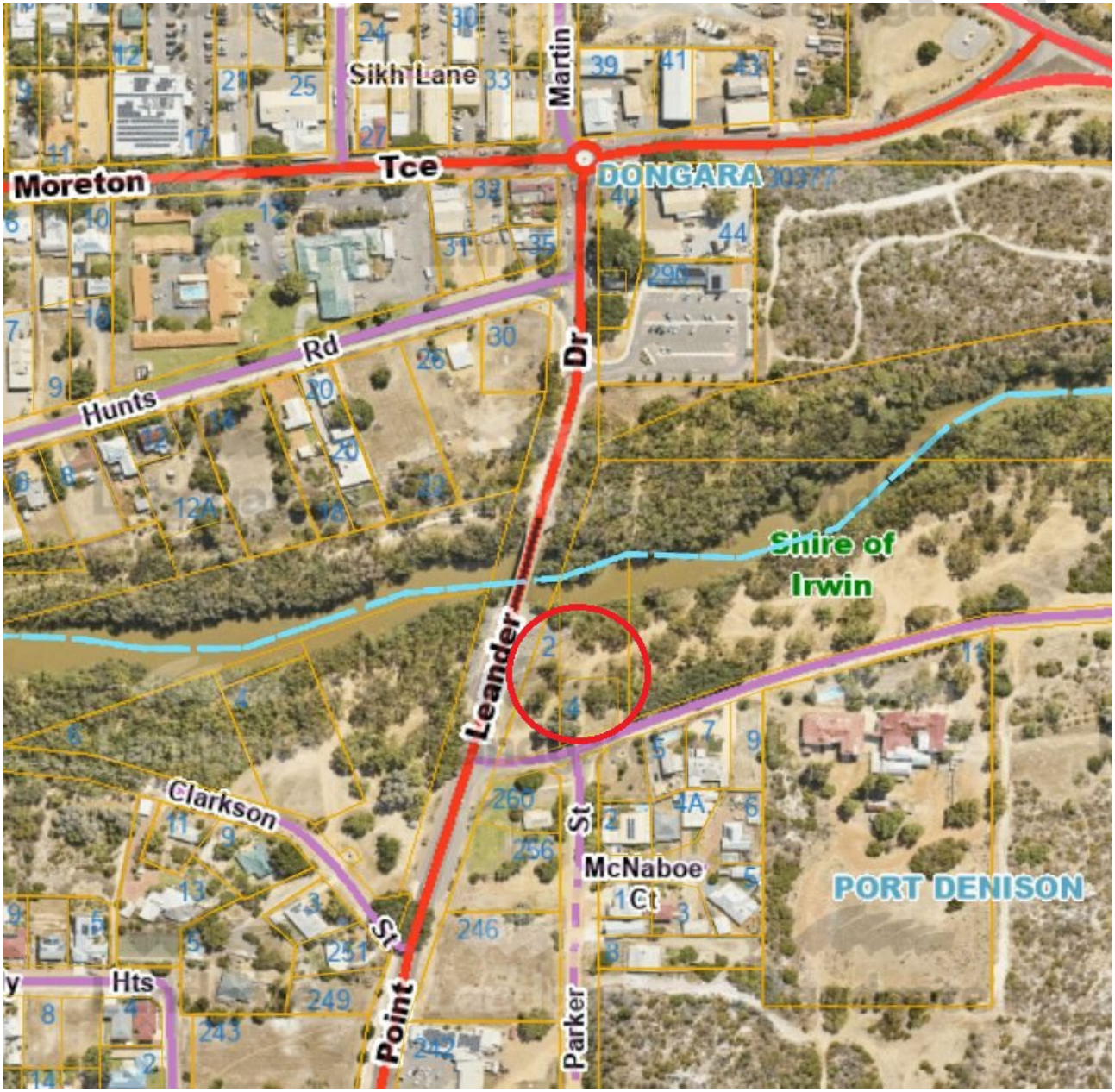
UNCONFIRMED

Wednesday and can't say enough good things about being able to enjoy a coffee overlooking our untouched Irwin River. They truly do find it to be a wonderful experience.

Bruce Baskerville has been kind enough to allow Miss Springfield customers to make use of the Russ Cottage toilet in return of me cleaning it once a week. The fairy garden location has no access to toilet facilities and crossing the busy road to Russ Cottage would create a potential safety issue for families with young children who frequent the van on a weekly basis.

The site is south of the Dongara town centre adjacent to the Irwin River. It has undefined vehicle access from St. Dominics Road and vegetation typical of a river foreshore environment. An aerial site plan is contained in ID04-08/24 Attachment 1.

Location Plan



Officer's Comment:
In considering an application for a permit, cl. 6.5 of the *Shire of Irwin Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000* requires the local government to have regard to the following matters.

(a) Any relevant policies of the local government

There are no policies relevant to this application.

(b) The desirability of the proposed activity

The activity involves the trade of general refreshments (most commonly tea and coffee) and a small amount of snack foods (such as muffins, doughnuts and toasted sandwiches). This type of mobile coffee van trading is common in most local governments and adds to the existing food/beverage offerings in the Shire.

(c) The location of the proposed activity

The location proposed is not compliant with cl. 6.8(2)(a) of the local law which states:

> *(2) A stallholder or trader shall not –*
> *(a) attempt to conduct a business within a distance of 300m of any shop or permanent place of business that is open for business and has for sale any goods or services of the kind being offered for sale by the stall holder or trader.*

The location is only 220 from the 'Poppys at the Park' café located to the north on Point Leander Drive. The local law is silent on the methodology of calculation the distance, so the measurement has been taken from the front entrance of the café and in a direct ('as the crow flies') line.

Portions of the site become seasonally inundated making it less than ideal for both vehicles and pedestrians alike.

(d) The principles set out in the Competition Principles Agreement

The guiding principle in this Agreement is that legislation (including local laws) should not restrict competition unless it can be demonstrated that:

(a) the benefits of the restriction to the community as a whole outweigh the costs; and
(b) the objectives of the legislation can only be achieved by restricting competition.

Refusing an application simply because of a perceived increase in competition to other businesses would be contrary to the Agreement.

(e) Such other matters as the local government may consider to be relevant in the circumstances of the case

The long-term development of the Irwin River foreshore area is documented in the Irwin River Walking Trail Masterplan. This plan sets out principles for development and amenity upgrades.

The site is located in the 'East' precinct on the 'Southern Shore' where the key strategy for the site is to incorporate Water Sensitive Urban Design landscape adjacent to the road.

Another relevant matter is the location on the western side of Point Leander Drive which has been granted approval. This site conforms to the 300m local law trading restriction. It is

UNCONFIRMED

located in the 'Old Port Trail' precinct which starts at the parkland near the bridge which is the most visible 'gateway' to the trails.

This site is considered more suitable for trading given the future intent is to define parking bays and create low-key nature play, seating, and signage at the trail head near the bridge.

An extract from the Masterplan is contained in ID04-08/24 Attachment 2.

Consultation:
The application was anecdotally discussed with the proprietors of the 'Poppys at the Park' café. They expressed concerns about traders being permitted to operate less than 300m from the café.

Statutory Environment:
The *Shire of Irwin Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000* governs trading in thoroughfares and public places. In accordance with cl. 7.2(1) the local government may approve an application for a permit unconditionally or subject to any conditions or refuse to approve an application for a permit.

Policy Implications:
Nil.

Financial/Resource Implications:
Nil, however costs may be imposed on the Shire should the applicant review Council's decision through the State Administrative Tribunal.

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

Attachments:
Attachment Booklet – August 2024
ID04-08/24 Attachment 1: Aerial Site Plan
ID04-08/24 Attachment 2: Irwin River Walking Trail Masterplan (extract)

OFFICER RECOMMENDATION

That Council, by Simple Majority refuse the application for a traders permit on Lot 5 on Diagram 1935 St. Dominics Road, Port Denison for the following reasons:

1. **The location of the site is not compliant with cl. 6.8(2)(a) of the *Shire of Irwin Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000*.**
2. **The applicant has an alternative site on the opposite side of the Point Leander Drive bridge that is considered more suitable for the proposed activity.**

Cr Wyse Moved an alternative motion. The Shire President invited the Mover and Seconder of the Alternative Motion to speak. The Mover did not speak. The Seconder confirmed that the Alternative Motion reflects the concerns Councillors discussed at the Agenda Forum held on 20 August 2024. The Shire President called for members to speak for or against the alternative Motion.

UNCONFIRMED

AMENDMENT AND COUNCIL DECISION	**160824**

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

That Council, by Simple Majority:

1. **Adopts the methodology for calculating the distance as prescribed in cl. 6.8(2)(a) of the *Shire of Irwin Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000* as the distance measured along a direct and accessible pedestrian route from the main entrance of the shop or permanent place of business.**

2. **Approve the application for a traders permit on Lot 5 on Diagram 1935 St. Dominics Road, Port Denison subject to trading being restricted to Wednesdays only.**

VOTING DETAILS: **CARRIED: 7/0**

For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**
Against:	**Nil**

Reason for the change to the Officer Recommendation: Council considers the methodology of measuring a direct and accessible pedestrian route to be more appropriate in the circumstances of cl. 6.8(2)(a) of the *Shire of Irwin Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000.*

SUBSTANTIVE MOTION AND COUNCIL DECISION	**170824**

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

That Council, by Simple Majority:

1. **Adopts the methodology for calculating the distance as prescribed in cl. 6.8(2)(a) of the *Shire of Irwin Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000* as the distance measured along a direct and accessible pedestrian route from the main entrance of the shop or permanent place of business.**

2. **Approve the application for a traders permit on Lot 5 on Diagram 1935 St. Dominics Road, Port Denison subject to trading being restricted to Wednesdays only.**

VOTING DETAILS: **CARRIED: 7/0**

For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**
Against:	**Nil**

UNCONFIRMED

INFRASTRUCTURE AND OPERATIONS	IO01-08/24
Subject:	**IO 01-08/24 WALGA invitation to register as a RoadWise Council**
Author:	**M Jones, Manager Operations**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**3.0723**
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:
Council is requested to consider the invitation from WALGA to register as a RoadWise Council, this will demonstrate leadership towards initiatives and actions to improve road safety outcomes for our community.

Background:
Correspondence has been received from WALGA inviting the Shire of Irwin to sign up to a new initiative and register as a RoadWise Council.

The new RoadWise Councils Framework informs the approach WALGA's road safety team takes in supporting Local Governments in working towards delivering best practice road safety. The Framework takes into account the elements which determine the level of safety of the road transport system within the context of Local Governments.

To register, Local Governments can accept the invitation by providing a Council resolution or a written declaration of commitment to road safety and nominating at least two personnel (Officers and/or Elected Members) to be the primary point of contact for road safety matters.

The benefits for Local Governments that register as RoadWise Councils include:

- use of the RoadWise logo,
- priority access to WALGA's road safety services and products,
- exclusive quarterly meetings and support from a Road Safety Advisor,
- priority access to participate in WALGA's road safety policy development, training, professional development forums and knowledge-sharing workshops offered by WALGA,

UNCONFIRMED

- access to incentives and sponsored programs, and
- participation in the new RoadWise Recognised initiative.

The Roadwise Recognised aspect of being a RoadWise Council provides formal recognition for, and enables benchmarking and monitoring of road safety management, actions and interventions.

RoadWise Recognised will assist Local Governments with continuous improvement in road safety actions and outcomes through regular support, monitoring and sharing of information.

Local Governments are encouraged to remain registered RoadWise Councils to ensure they have access to specialist advice and assistance in managing road safety at a local level to the best of their capacity and capability.

Officer's Comment:
Officers believe that it would be beneficial for Council to accept the invitation from WALGA to register as a RoadWise Council.

The Shire has significantly improved the safety of the road network over many years, and being a RoadWise Council would enable the Shire to benchmark its efforts and identify opportunities to further improve road safety.

Other benefits of being a RoadWise Council is that it would support officer professional development and in turn support Councils ongoing commitment to road safety with-in the Shire.

Consultation:
Some initiatives or outcomes may require community consultation which will occur when and if required.

Statutory Environment:
Road authorities owe all road users a duty of care and must do what is reasonable to be aware of deficiencies in the road transport system, to assess and prioritise them, and have a system for remedying them[1].

Policy Implications:
This decision may need to be reflected in the implementation of existing or new council policies.

Financial/Resource Implications:
There are no budget implications to register as a RoadWise Council.

Strategic Implications:
Our Brilliant Future – Strategic Community Plan 2021 – 2031
Strategy 4.1.3 Maintain effective working relationships with relevant stakeholders

Attachments:
Nil

UNCONFIRMED

COUNCIL DECISION	**180824**
MOVED: Cr Gillam	**SECONDED: Cr Tunbridge**
That Council by Simple Majority, support the invitation by WALGA to register as a RoadWise Council.	
VOTING DETAILS:	**CARRIED: 7/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**
Against:	**Nil**

UNCONFIRMED

OFFICE OF CEO	CEO01-08/24
Subject:	**CEO01-08/24 Community Assistance Scheme & Events Committee Representative**
Author:	**S Mearns, Executive Assistant**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**3.0230**
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:
The purpose of this report is to seek Council approval to appoint a Council delegate to the Community Assistance Scheme & Events Committee (CASE Committee) for a two (2) year term.

Background:
At the Ordinary Council Meeting held on 24 October 2023, Ms Hayley Palmer was elected as a representative on the Community Assistance Scheme & Events Committee. Ms Palmer then resigned as an Elected Member in January 2024. This has left the CASE Committee with only the one (1) Elected Member (Voting member).

The Membership of the Community Assistance Scheme & Events Committee (CASE) consists of:

- *Voting Members*
  Cr Tunbridge
  Cr _____
  Community Member
  Community Member
- *Non-voting Members*
  Manager Community Services
  Community Development Officer

The purpose of the Community Assistance Scheme and Events Committee is to administer, assist and evaluate the distribution of the Community Assistance Scheme funding within budgetary

UNCONFIRMED

guidelines which are approved annually by Council. The Committee assesses applications received against the selection criteria before being submitted to Council for deliberation.

The Community Assistant Scheme & events Committee meet no less than twice per financial year or as required.

There is a requirement for Council to appoint representatives to each Council Committee. These appointed representatives are then formally appointed under section 5.10 of the *Local Government Act 1995*.

As there is now a full contingent of Elected Members of Council following the Extraordinary Election held in July 2024, nominations will be sought for a second Voting Member of the Community Assistance Scheme & Events Committee.

Officer's Comment:
Councillors have been provided an opportunity to consider these appointments and have been asked to forward any expressions of interest prior to the meeting.

The designated responsible officers have been named to clarify the current representation, however, Councillor appointments have been left blank for Council to consider at this meeting.

Consultation:
All Councillors were invited to submit an expression of interest via email prior to the meeting. An expression of interest was received by Cr Barry Wyse to be appointed as the second Council Delegate on the CASE Committee. No further expressions of interest were received.

Statutory Environment:
Local Government Act 1995

- *Section 5.9*
- *Section 5.10*
- *Section 5.11*

Policy Implications:
Nil

Financial/Resource Implications:
Nil

Strategic Implications:
Our Brilliant Future - Strategic Community Plan 2021 – 2031
Strategy 4.1.2 Utilise contemporary communication strategies and tools to enhance public participation
Strategy 4.1.3 Maintain effective working relationships with relevant stakeholders

Attachments:
Nil

UNCONFIRMED

COUNCIL DECISION	**190824**
MOVED: Cr Tunbridge	**SECONDED: Cr Summers**
That Council, by Absolute Majority, appoints Cr Wyse as the second Community Assistance Scheme & Events Committee (CASE) delegate for a two (2) year term.	
VOTING DETAILS:	**CARRIED: 7/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**
Against:	**Nil**

UNCONFIRMED

10.2 Committee Reports

Items 10.2.1 – 10.2.4 were endorsed en-bloc.

10.2.1 Bush Fire Advisory Committee (BFAC) Meeting

The Minutes of the Bush Fire Advisory Committee (BFAC) Meeting held Monday 8 July 2024 have been provided as Attachment 10.2.1 in Attachment Booklet – August 2024.

COUNCIL DECISION	**200824**
MOVED: Cr Wyse	**SECONDED: Cr Summers**
That Council receives the Minutes of the Bush Fire Advisory Committee Meeting held Monday 8 July 2024.	
VOTING DETAILS:	**CARRIED: 7/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**
Against:	**Nil**

10.2.2 Work Health and Safety Committee Meeting

The Minutes of the Shire of Irwin Work Health and Safety Committee Meeting held 7 August 2024 have been provided as Attachment 10.2.2 in Attachment Booklet – August 2024.

COUNCIL DECISION	**210824**
MOVED: Cr Wyse	**SECONDED: Cr Summers**
That Council receives the minutes of the Shire of Irwin Work Health and Safety Committee Meeting held 7 August 2024.	
VOTING DETAILS:	**CARRIED: 7/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**
Against:	**Nil**

UNCONFIRMED

10.2.3 Local Emergency Management Committee (LEMC) Meeting

The Minutes of the Shire of Irwin Local Emergency Management Committee meeting held 6 August 2024 have as Attachment 10.2.3 in Attachment Booklet – August 2024.

COUNCIL DECISION	**220824**
MOVED: Cr Wyse	**SECONDED: Cr Summers**
That Council receives the minutes of the Shire of Irwin Local Emergency Management Committee Meeting held 6 August 2024.	
VOTING DETAILS:	**CARRIED: 7/0**
For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**	
Against: **Nil**	

10.2.4 Community Assistance Scheme & Events (CASE) Committee

The Minutes of the CASE Committee Meeting held 9 August 2024 have been provided to all Councillors as Attachment 10.2.4 in Attachment Booklet – August 2024.

COUNCIL DECISION	**230824**
MOVED: Cr Wyse	**SECONDED: Cr Summers**
That Council receives the 'flying' Minutes of the Community Assistance Scheme & Events Committee Meeting held 9 August 2024.	
VOTING DETAILS:	**CARRIED: 7/0**
For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**	
Against: **Nil**	

UNCONFIRMED

Cr Tunbridge declared an Impartiality Interest in item 10.2.5.

10.2.5 Community Assistance Scheme & Events (CASE) Committee Recommendation
Resultant from the CASE Committee Meeting held 9 August 2024, the following recommendation is presented to Council for approval.

COMMITTEE RECOMMENDATION AND COUNCIL DECISION		**240824**
MOVED: Cr Wyse		**SECONDED: Cr Summers**
That Council approves the following funding allocation from the Community Assistance Scheme from the 2024/2025 financial year budget.		
ORGANISATION	**PROJECT DESCRIPTION**	**GRANT**
Irwin District Historical Society	Towards costs relating to the 2024 State History Conference being hosted in Dongara by the Irwin District Historical Society in September 2024	$3,400
VOTING DETAILS:		**CARRIED: 7/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**	
Against:	**Nil**	

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

13. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil

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

14.1 CEO02-08/24 – Annual CEO Performance Review

The matter at CEO02-08/24 is to be considered behind closed doors in accordance with Section 5.23(2)(a) of the *Local Government Act 1995* as it relates to a matter affecting an employee to be discussed at the meeting.

The Confidential Schedule “CEO Annual Performance Review 2024/25” was forwarded by email to all Councillors on 19 August 2024. This was the final report from the CEO Performance Review workshop held in the Council Chambers on 13 August 2024.

UNCONFIRMED

COUNCIL DECISION	**250824**
MOVED: Cr Scott	**SECONDED: Cr Summers**
That Council move behind closed doors as per Section 5.23(2)(c) of the *Local Government Act 1995* to discuss item CEO02-08/24 – CEO Performance Review at 7.28pm.	
VOTING DETAILS:	**CARRIED: 7/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**
Against:	**Nil**

Gallery members left the Chambers at 7.28pm.

COUNCIL DECISION	**260824**
MOVED: Cr Scott	**SECONDED: Cr Summers**
That Council by Simple Majority, adopts the Confidential Schedule as provided to Council Members on 19 August 2024.	
VOTING DETAILS:	**CARRIED: 7/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**
Against:	**Nil**

COUNCIL DECISION	**270824**
MOVED: Cr Scott	**SECONDED: Cr Summers**
That Council move out from behind closed doors at 7.29pm.	
VOTING DETAILS:	**CARRIED: 7/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Gillam, Cr Summers, Cr Tunbridge, Cr Melsom**
Against:	**Nil**

15. CLOSURE

There being no further business, the Shire President closed the meeting at 7.30pm.

UNCONFIRMED

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

24 September 2024

Item 8.2
Agenda Forum Notes
17 September 2024
(Forum yet to be held)

AGENDA FORUM NOTES

for the Forum held on

Tuesday, 17 September 2024

in

Council Chambers

11-13 Waldeck Street, Dongara

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President welcomed Councillors and Staff to the 17 September 2024 Agenda Forum which he declared open at 5.00pm.

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 A J Gillam (arrived at 5.05pm)	

Staff

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

Guests

Nil

Apologies

Councillor J Melsom	
Councillor P Summers	
Mr S Stubbs	Community Emergency Services Manager
Ms F Boksmati	Acting Manager Community Services
Mr M Jones	Manager Operations

Approved Leave of Absence

Nil

Gallery

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. DECLARATIONS OF INTEREST

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. PETITIONS AND DEPUTATIONS

A presentation will be made at the Ordinary Council Meeting by Janelle Ende of the Just Raptors Rehabilitation Centre for Injured Birds of Prey.

8. CONFIRMATION OF MINUTES AND TABLING OF AGENDA FORUM NOTES

8.1 Minutes of the Ordinary Council Meeting held 27 August 2024

This matter will be dealt with at the Ordinary Council Meeting being held 24 September 2024.

8.2 Agenda Forum Notes 17 September 2024

This matter will be dealt with at the Ordinary Council Meeting being held 24 September 2024.

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

This matter will be dealt with at the Ordinary Council Meeting being held 24 September 2024.

10. REPORTS

10.1 Officer Reports

CC01-09/24	**Accounts for Payment**
Report Purpose	For Council to receive the list of accounts paid under delegated authority during August 2024.
Questions	Nil

CC02-08/24	**Monthly Financial Statements for the Period Ended 31 July 2024**
Report Purpose	For Council to consider and receive the Monthly Financial Statements for the period 1 July 2023 to 31 July 2024.
Discussion	Nil

ID01-09/24	**August 2024 Development Delegated Authority Report**
Report Purpose	For Council to receive the August 2024 Development Delegated Authority Report.
Discussion	Nil

IO01-09/24	**Granny's Beach Playground**
Report Purpose	To seek Council approval in the 2024-25 Budget to move $35,800 excluding GST from operating expenditure to capital expenditure for the urgent replacement of Granny's Beach playground and make the necessary adjustments in the 2024-25 Budget Review to ensure the budget is balanced.
Discussion	There are several playground options for the proposed expenditure. The new location will be moved closer to the fence of the Big4 Caravan Park and the current site levelled plus returned to grass. Temporary food vans can then use the parking bay adjacent to this site. It was queried as to the age rating for the proposed playground and discussion suggested 3 – 8 year old would preferred.

10.2 Committee Reports

10.2.1 Receive Work Health Safety Committee Meeting Minutes – 4 September 2024

This matter will be dealt with at the Ordinary Council Meeting being held 24 September 2024.

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 Agenda Forum closed at 5.11pm.

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

24 September 2024

Item CC01-09/24
Accounts for Payment
August 2024

Shire of Irwin

List of Accounts paid August 2024 for presentation to the Council Meeting 24 September 2024

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
EFT32390	09/08/2024	ATC WORK SMART	SCHOOL BASED WORK EXPERIENCE	-71.08
EFT32391	09/08/2024	AUSTRALIA POST	POSTAGE & FREIGHT CHARGES	-418.07
EFT32392	09/08/2024	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION - ONEMUSIC AUSTRALIA	COUNCIL MUSIC RURAL LICENCE FEES - QUARTERLY FEE	-144.21
EFT32393	09/08/2024	AUSTRALIA DAY COUNCIL OF WESTERN AUSTRALIA	MEMBERSHIP SUBSCRIPTION 2024/25	-762.00
EFT32394	09/08/2024	AUTOMOTION PLUS	BOOM RESTING ARMS FOR TRANSFER STATION	-665.00
EFT32395	09/08/2024	BOB WADDELL & ASSOCIATES PTY LTD - RATES	ASSISTANCE WITH RATING FUNCTION	-132.00
EFT32396	09/08/2024	MID WEST CHAMBER OF COMMERCE AND INDUSTRY	ANNUAL MEMBERSHIP 2024/25	-852.50
EFT32397	09/08/2024	CIRCUITWEST INC	BOGAN SHAKESPEARE ROMEO & JULIET PRODUCTION	-3,300.00
EFT32398	09/08/2024	CARL SCUDDER	BUILDING MAINTENANCE REPAIRS	-3,851.50
EFT32399	09/08/2024	DAZFAB ENGINEERING	REMOVE SOLAR PANELS, BATTERY BOX AND OLD DIGITAL SIGN, PATCH WORKSHOP ROOF, FABRICATE POWER OUTLET COVER AT TOWN PARK AND FABRICATE WALL BRACE AT DEPOT	-2,805.00
EFT32400	09/08/2024	DONGARA BODY BUILDERS	REPAIRS TO NISSAN PRIME MOVER	-308.00
EFT32401	09/08/2024	EDGE DIGITAL TECHNOLOGY	REPLACEMENT BATTERY CARTRIDGE FOR DRIVE IN PROJECTOR	-238.70
EFT32402	09/08/2024	FIRST HEALTH SERVICES	MEDICAL PRACTISE MANAGEMENT SUPPORT - MEDICAL CENTRE	-13,750.00
EFT32403	09/08/2024	FIVE GUMS FAMILY MEDICAL PRACTICE	RENTAL ALLOWANCE	-8,129.29
EFT32404	09/08/2024	REFUEL AUSTRALIA	FUEL CARD PURCHASES & BULK DIESEL FUEL PURCHASES	-27,191.15
EFT32405	09/08/2024	GHD PTY LTD	ROAD SAFETY AUDIT AND DESIGN FOR POINT LEANDER DRIVE ROUNDABOUT AND DESIGN FOR GRANNIES BEACH AREA	-12,650.00
EFT32406	09/08/2024	GLASS CO WA	REPAIRS TO SLIDING SECURITY DOOR AT UNIT 24 THE VILLAGE	-153.38
EFT32407	09/08/2024	THE THOMPSON FAMILY TRUST T/AS GERALDTON PARTY & EVENT HIRE	CHAIR HIRE FOR ROMEO AND JULIET THEATRE PRODUCTION	-1,236.40
EFT32408	09/08/2024	GRANT READY PTY LTD ATF THE SPENCER FAMILY TRUST	ANNUAL SUBSCRIPTION 2024/25	-1,100.00
EFT32409	09/08/2024	IRWIN SHIRE - RATES	PAYROLL DEDUCTIONS	-1,605.00
EFT32410	09/08/2024	CR MELSOM	REFUND	-100.00
EFT32411	09/08/2024	LOCAL GOVERNMENT PROFESSIONALS WA	ANNUAL SUBSCRIPTION 2024/25	-2,200.00
EFT32412	09/08/2024	LO-GO APPOINTMENTS	CONTRACT LABOUR HIRE	-16,496.48
EFT32413	09/08/2024	SHIRE OF IRWIN - LOTTO FUND	PAYROLL DEDUCTIONS	-90.00
EFT32414	09/08/2024	M WILSON	REIMBURSEMENT	-717.39
EFT32415	09/08/2024	MIDWEST WINDSCREENS	SUPPLY AND FIT WINDSCREEN TO NISSAN UD PRIME MOVER	-795.00
EFT32416	09/08/2024	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS	-3,308.51
EFT32417	09/08/2024	N-COM PTY LTD	ANNUAL SITE VIST AND MAINTENANCE ON TV TRANSMISSION TOWER	-3,743.76
EFT32418	09/08/2024	N GROVE	REFUND	-100.00
EFT32419	09/08/2024	ONSHORE CABINETS AND FURNITURE	SUPPLY AND INSTALL BENCHTOPS IN UNIT 31 THE VILLAGE	-2,340.00
EFT32420	09/08/2024	T PARKER	REFUND	-8,191.00
EFT32421	09/08/2024	PIXIES SCREEN PRINTS	NAME BADGES FOR COUNCIL CHAMBERS	-195.00
EFT32422	09/08/2024	PRINT MEDIA GROUP	FIRE RESPONSE VEHICLE IDENTIFIER STICKERS	-128.86
EFT32423	09/08/2024	SHORELINE OUTDOOR WORLD	SERVICE GARAGE ROLLER DOOR AT UNIT 6 THE VILLAGE	-275.00
EFT32424	09/08/2024	SYNERGY	ELECTRICITY CHARGES	-281.61
EFT32425	09/08/2024	WAYNE'S SPRAY-PAINTING	INSURANCE EXCESS	-300.00
EFT32426	21/08/2024	AUSTRALIAN TAXATION OFFICE - BAS	BAS RECONCILIATION	-70,760.00
EFT32427	21/08/2024	BOB WADDELL & ASSOCIATES PTY LTD - RATES	ASSISTANCE WITH RATING FUNCTION	-330.00
EFT32428	21/08/2024	MILLS OAKLEY	LEGAL SERVICES	-16,892.92
EFT32429	21/08/2024	VISUAL VITAMINS	HIRE OF PROJECT FOR NORTHERN COUNTRY ZONE OF WALGA MEETING	-500.00
EFT32430	23/08/2024	IRWIN AUTUMN CENTRE	CASE FUNDING	-660.00
EFT32431	23/08/2024	AVON WASTE	FRONT LIFT AND 240LT WASTE COLLECTION	-39,230.51
EFT32432	23/08/2024	CARL SCUDDER	BUILDING MAINTENANCE REPAIRS	-310.00
EFT32433	23/08/2024	CLEANPAK TOTAL SOLUTIONS	DISINFECTANT FOR TRANSFER STATION	-139.50
EFT32434	23/08/2024	CIVIC WORKFORCE MANAGEMENT	HR CONSULTANCY SERVICES	-4,578.75
EFT32435	23/08/2024	DELTA CLEANING SERVICES	CLEANING CONTRACT	-19,702.56
EFT32436	23/08/2024	DONGARA BODY BUILDERS	REPAIRS TO DROP DECK TRAILER	-455.40
EFT32437	23/08/2024	DONGARA BUILDING & TRADE SUPPLIES	PARKS, GARDENS, BUILDING AND ROAD MAINTENANCE SUPPLIES	-824.44
EFT32438	23/08/2024	DONGARA DENISON SMASH REPAIRS	INSURANCE EXCESS	-300.00
EFT32439	23/08/2024	TYREPOWER DONGARA	PUNCTURE REPAIR ON ISUZU MU-X AND FITTING FEE FOR HINO TRUCK	-114.00
EFT32440	23/08/2024	EJAN COMMUNICATIONS	INSPECT AND REPAIR RADIO IN ISUZU TRUCK	-183.32
EFT32441	23/08/2024	FUELFIX PTY LTD	FUEL FOBS	-501.25
EFT32442	23/08/2024	READYTECH - IT VISION AUSTRALIA PTY LTD	PROGRESS PAYMENT - ANNUAL SUBSCRIPTION 2024/25	-12,274.20
EFT32443	23/08/2024	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	ANALYTICAL SERVICES 2024/25	-903.54
EFT32444	23/08/2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL SERVICES	-2,715.89
EFT32445	23/08/2024	MIDWEST POWER SOLUTIONS	ELECTRICAL WORKS	-2,396.46
EFT32446	23/08/2024	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS	-2,262.70
EFT32447	23/08/2024	NAJA BUSINESS CONSULTING SERVICES	CONSULTANCY SERVICES	-880.00
EFT32448	23/08/2024	PROCUREMENT PLUS	PROCUREMENT ADVISORY SUBSCRIPTION SERVICES 2024/25	-693.00
EFT32449	23/08/2024	PURELY FILTRATION	CHANGE FILTER ON WATER UNIT AT DEPOT	-329.45
EFT32450	23/08/2024	SUNSET TAKEAWAY DINER	CATERING	-390.00
EFT32451	23/08/2024	WA LOCAL GOVERNMENT ASSOCIATION - WALGA	REGISTRATION FOR WALGA LOCAL GOVERNMENT CONVENTION	-2,591.60
EFT32452	23/08/2024	WA RETURN RECYCLE RENEW LIMITED	BASKETS FOR PUBLIC BINS	-1,100.00
EFT32453	23/08/2024	SYNERGY	ELECTRICITY CHARGES	-9,714.19
EFT32454	23/08/2024	ZETTAGRID PTY LTD	REMOTE IT BACKUP COSTS	-4,678.30
32208	09/08/2024	DEPARTMENT OF TRANSPORT	SHIRE OF IRWIN NUMBER PLATES	-200.00
32209	12/08/2024	SHIRE OF IRWIN	CONTAINER DEPOSIT SCHEME	-5,855.30

Shire of Irwin

List of Accounts paid August 2024 for presentation to the Council Meeting 24 September 2024

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
32210	22/08/2024	DEPARTMENT OF TRANSPORT	SHIRE OF IRWIN NUMBER PLATES	-200.00
DD23007.1	12/08/2024	TELSTRA AUSTRALIA	TELSTRA INTEGRATED MESSAGING	-286.28
DD23039.1	26/08/2024	TELSTRA AUSTRALIA	FREE WIFI DATA CHARGES	-90.00
DD23044.1	30/08/2024	TELSTRA AUSTRALIA	VARIOUS MOBILE & DATA CHARGES	-3,309.93
DD23003.1	07/08/2024	WA TREASURY CORPORATION	LOAN 93 - RECREATION CENTRE	-20,727.35
CR 050824	05/08/2024	NAB BUSINESS VISA	NAB BUSINESS VISA TRANSACTIONS INCLUDING IT LICENCE/S, SUBSCRIPTION, ADVERTISING, EQUIPMENT, REGISTRATION FEES, CAR HIRE AND REC CENTRE EXPENSES	-14,996.33
DD23037.1	16/08/2024	N-ABLE PTY LTD	N-ABLE MONTHLY IT CHARGES	-1,016.06
DD23001.1	06/08/2024	AUSTRALIAN PHONE COMPANY PTY LTD	VOIP PHONE CHARGES - MEDICAL CENTRE	-225.23
DD23005.1	08/08/2024	PAKLS PTY LTD	RENTAL CHARGES	-2,300.00
DD23021.1	22/08/2024	PAKLS PTY LTD	RENTAL CHARGES	-2,300.00
DD23041.1	30/08/2024	CLEARMATCH ORIGINATE PTY LTD	INSURANCE PREMIUM REPAYMENT	-45,929.68
DD23011.8	13/08/2024	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-161.78
DD23011.1	13/08/2024	AUSTRALIAN SUPER	SUPERANNUATION	-2,196.78
DD23011.2	13/08/2024	AWARE SUPER PTY LTD	SUPERANNUATION	-20,393.04
DD23011.3	13/08/2024	CBUS SUPER	SUPERANNUATION	-234.10
DD23011.4	13/08/2024	COLONIAL FIRST STATE FIRST CHOICE SUPER	SUPERANNUATION	-725.22
DD23011.5	13/08/2024	HESTA SUPER	SUPERANNUATION	-91.78
DD23011.6	13/08/2024	HOSTPLUS	SUPERANNUATION	-1,769.12
DD23011.7	13/08/2024	MERCER	SUPERANNUATION	-668.14
DD23029.8	27/08/2024	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-287.13
DD23029.1	27/08/2024	AUSTRALIAN SUPER	SUPERANNUATION	-2,271.03
DD23029.2	27/08/2024	AWARE SUPER PTY LTD	SUPERANNUATION	-21,238.48
DD23029.3	27/08/2024	CBUS SUPER	SUPERANNUATION	-249.96
DD23029.4	27/08/2024	COLONIAL FIRST STATE FIRST CHOICE SUPER	SUPERANNUATION	-835.62
DD23029.5	27/08/2024	HESTA SUPER	SUPERANNUATION	-66.40
DD23029.6	27/08/2024	HOSTPLUS	SUPERANNUATION	-1,469.00
DD23029.7	27/08/2024	MERCER	SUPERANNUATION	-667.27
				-465,798.88

Sundry Creditors as at 31/08/2024 **136,550.56**

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

13 September 2024
DATE

Shane Ivers
Chief Executive Officer

Shire of Irwin

Corporate Credit Card Expenditure - Payment Reference CR050824

S.IVERS CREDIT CARD EXPENSES

Date	Payee	Description	Amount
03/07/2024	Apple	IT - Subscription	$ 1.49
08/07/2024	Spotify	Rec Centre Gym Music	$ 13.99
08/07/2024	Survey Monkey	Annual Subscription	$ 775.31
08/07/2024	JAMF Software	IT - Subscription	$ 552.69
08/07/2024	DMIRS	Application for Incorporation	$ 192.00
16/07/2024	Seek	Advertising	$ 401.50
16/07/2024	ErgoLink	Equipment	$ 306.00
17/07/2024	The Print Shop Bunbury	Business Cards	$ 154.00
18/07/2024	Apple	IT - Subscription	$ 1.49
23/07/2024	The Print Shop Bunbury	Equipment	$ 306.00
24/07/2024	Live Chat	IT - Subscription	$ 369.36
25/07/2024	Live Chat	IT - Subscription	$ 7.80
29/07/2024	CrocoBlock.Com	IT - Subscription	$ 67.80
29/07/2024	NAB	Card Fee	$ 9.00
			$ 3,158.43

P.MACHAKA CREDIT CARD EXPENSES

Date	Payee	Description	
01/07/2024	Dongara Community Resource Centre	Registration Fee	$ 13.90
01/07/2024	State Law Publisher	Advertising	$ 78.00
01/07/2024	Dropbox	Licence/s	$ 169.95
03/07/2024	Tyrepower Dongara	Puncture Repair	$ 49.59
03/07/2024	Amazon Web Services	Web Hosting	$ 5,476.72
04/07/2024	Auvik Networks	Network Management	$ 540.75
05/07/2024	GO Fax Pty Ltd	E-Fax Service - Medical Centre	$ 15.00
08/07/2024	Zoom	IT - Subscription	$ 1,749.97
11/07/2024	Microsoft	Licence/s	$ 1,407.45
12/07/2024	Microsoft	Licence/s	$ 30.36
12/07/2024	Microsoft	Licence/s	$ 29.59
12/07/2024	Microsoft	Licence/s	$ 83.05
12/07/2024	Microsoft	Licence/s	$ 187.44
12/07/2024	Microsoft	Licence/s	$ 167.97
17/07/2024	Astra-Addon	IT - Subscription	$ 90.54
22/07/2024	Terry Truck Rentals	Car Hire - Doctor	$ 1,457.33
29/07/2024	CodeTwo	IT - Subscription	$ 125.60
29/07/2024	NAB	Card Fee	$ 9.00
			$ 11,682.21

S.STUBBS CREDIT CARD EXPENSES

Date	Payee	Description	Amount
11/07/2024	Dr Sasha Rsinger	Error	$ 91.45
15/07/2024	Dongara IGA	Consumables	$ 55.24
29/07/2024	NAB	Card Fee	$ 9.00
			$ 155.69

TOTAL PAYMENT TO CORPORATE CREDIT CARD ACCOUNT $ 14,996.33

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

24 September 2024

Item CC02-09/24
Monthly Financial Statements
July 2024

SHIRE OF IRWIN

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 July 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Key Terms and Descriptions - Nature		2
Statement of Financial Activity by Nature		3
Statement of Financial Position		4
Note 1	Adjusted Net Current Assets	5
Note 3	Receivables	6
Note 5	Payables	7
Note 8	Capital Acquisitions	8
Note 15	Explanation of Material Variances	11

SHIRE OF IRWIN

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 JULY 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 31 JULY 2024

BY NATURE

	Adopted Annual Budget	Revised Annual Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S
	$	$	$	$	$	%		
Opening Funding Surplus (Deficit)				**(324,796)**	0	0%		
Revenue from operating activities								
Rates	0	0	0	**0**	0		▲	
Operating Grants, Subsidies and Contributions	0	0	0	124,501	124,501		▲	S
Fees and Charges	0	0	0	244,557	244,557		▲	S
Interest Earnings	0	0	0	13,449	13,449		▲	S
Other Revenue	0	0	0	8,935	8,935		▲	S
Profit on Disposal of Assets				**0**	0			
				391,442				
Expenditure from operating activities								
Employee Costs	0	0	0	(345,599)	(345,599)		▼	S
Materials and Contracts	0	0	0	(207,016)	(207,016)		▼	S
Utility Charges	0	0	0	(37,033)	(37,033)		▼	
Depreciation on Non-Current Assets	0	0	0	0	0			
Interest Expenses	0	0	0	4,547	4,547		▲	
Insurance Expenses	0	0	0	0	0			
	0	0	0					
Other Expenditure	0	0	0	(5,081)	(5,081)		▼	
Loss on Disposal of Assets	0	0	0	0	0			
				(590,182)				
Operating activities excluded from budget								
Add back Depreciation	0	0	0	**0**	0			
Adjust (Profit)/Loss on Asset Disposal	0	0	0	**0**	0			
Movement in Leave Reserve (Added Back)	0	0	0	**749**	749		▲	
Fair value adjustments to financial assets at fair value through profit or loss	0	0	0	**0**	0			
Amount attributable to operating activities				**(197,990)**				
Investing activities								
Non-Operating Grants, Subsidies and Contributions	0	0	0	**52,970**	52,970		▲	S
Proceeds from Disposal of Assets	0	0	0	**24,515**	24,515		▲	S
Land and Buildings	0	0	0	**(12,024)**	(12,024)		▼	S
Plant and Equipment	0	0	0	**(28,655)**	(28,655)		▼	S
Furniture and Equipment	0	0	0	**0**	0			
Infrastructure Assets - Roads	0	0	0	**(91,075)**	(91,075)		▼	S
Infrastructure Assets - Other	0	0	0	**(971)**	(971)		▼	
Amount attributable to investing activities				**(55,239)**				
Financing Activities								
Proceeds from New Debentures	0	0	0	**0**	0			
Repayment of Debentures	0	0	0	**(119,291)**	(119,291)		▼	S
Repayment of Lease Financing	0	0	0	**(5,871)**	(5,871)		▼	
Advances to Community Groups	0	0	0	**0**	0			
Proceeds from Advances	0	0	0	**0**	0			
Self-Supporting Loan Principal	0	0	0	**0**	0			
Transfer to Restricted Cash - Other	0	0	0	**0**	0			
Transfer from Restricted Cash - Other	0	0	0	**0**	0			
Transfer from Reserves	0	0	0	**0**	0			
Transfer to Reserves	0	0	0	**(5,566)**	(5,566)		▲	S
Amount attributable to financing activities				**(130,728)**				
Closing Funding Surplus (Deficit)				**(708,753)**				

▲▼ 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.

SHIRE OF IRWIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 June 2024

	30-Jun-24	31-Jul-24
	$	$
CURRENT ASSETS		
Cash and cash equivalents	2,541,970	1,775,430
Trade and other receivables	954,161	946,514
Other financial assets	53,840	137,575
Inventories	35,881	35,881
TOTAL CURRENT ASSETS	3,590,367	2,895,400
NON-CURRENT ASSETS		
Trade and other receivables	37,636	37,636
Other financial assets	342,432	342,432
Property, plant and equipment	41,769,414	41,871,284
Infrastructure	64,120,607	64,212,652
Right-of-use assets	179,698	179,698
TOTAL NON-CURRENT ASSETS	106,449,787	106,643,702
TOTAL ASSETS	110,040,153	109,539,103
CURRENT LIABILITIES		
Trade and other payables	814,774	517,391
Other liabilities	778,116	739,396
Lease liabilities	32,848	26,978
Borrowings	828,529	709,238
Employee related provisions	793,228	793,228
TOTAL CURRENT LIABILITIES	3,247,495	2,786,230
NON-CURRENT LIABILITIES		
Lease liabilities	70,350	70,350
Borrowings	5,074,737	5,074,737
Employee related provisions	52,258	52,258
TOTAL NON-CURRENT LIABILITIES	5,197,345	5,197,345
TOTAL LIABILITIES	8,444,840	7,983,575
NET ASSETS	**101,595,313**	**101,555,527**
EQUITY		
Retained surplus	36,740,311	36,613,489
Reserve accounts	1,295,984	1,301,551
Revaluation surplus	63,640,487	63,640,487
TOTAL EQUITY	**101,676,782**	**101,555,527**

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

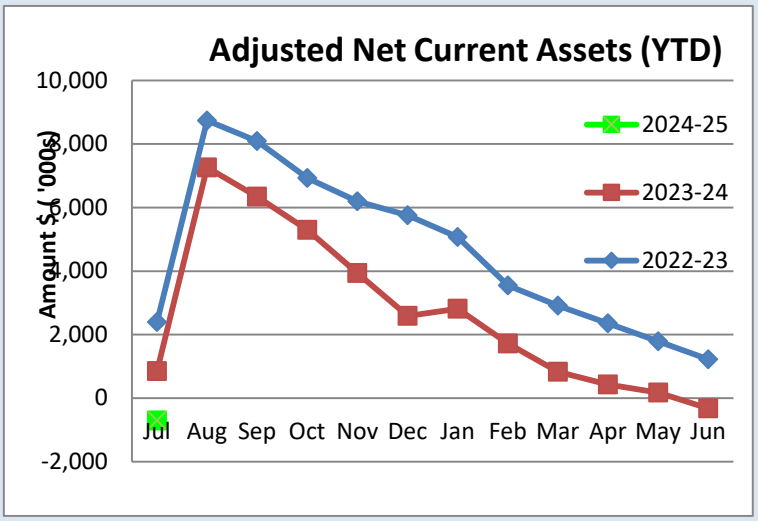
OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS

Adjusted Net Current Assets	Last Years Closing 30/06/2024	This Time Last Year 31/07/2023	Year to Date Actual 31/07/2024
	$	$	$
Current Assets			
Cash Unrestricted	625,990	867,959	(147,533)
Cash Restricted - Reserves	1,295,984	1,606,323	1,301,551
Cash Restricted - General	373,935	373,935	373,935
Cash Restricted - Bonds & Deposits	246,060	338,544	247,476
Receivables - Rates	693,621	301,217	619,684
Receivables - Other	339,173	433,738	464,406
Inventories	35,881	32,618	35,881
	3,610,644	3,954,334	2,895,400
Less: Current Liabilities			
Payables	(568,714)	(135,621)	(269,914)
Contract Liabilities	(746,785)	(527,726)	(708,065)
Financial Liabilities	(31,331)	(31,331)	(31,331)
Bonds & Deposits	(246,060)	(338,544)	(247,476)
Loan and Lease Liability	(861,377)	(597,057)	(736,215)
Provisions	(793,228)	(602,946)	(793,228)
	(3,247,495)	(2,233,225)	(2,786,230)
Less: Cash Reserves	(1,295,984)	(1,606,323)	(1,301,551)
Add Back: Component of Leave Liability not Required to be funded	174,437	167,852	175,186
Add Back: Loan and Lease Liability	861,377	597,057	736,215
Less : Loan Receivable - clubs/institutions	(53,840)	(34,193)	(53,840)
Less : Restricted Cash General	(373,935)	0	(373,935)
Net Current Funding Position	**(324,796)**	**845,502**	**(708,754)**

SIGNIFICANT ACCOUNTING POLICIES

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

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



This Year YTD Surplus(Deficit)
$.71 M

Last Year YTD Surplus(Deficit)
$.85 M

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Receivables - Rates & Rubbish	30 June 2024	31 Jul 24
	$	$
Opening Arrears Previous Years	373,069	726,082
Levied this year	7,200,649	1,529
Less Collections to date	(6,847,637)	(75,466)
Equals Current Outstanding	726,082	652,145
Net Rates Collectable	**726,082**	**652,145**
% Collected	90.41%	10.37%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Receivables - General	139,733	34,427	3,646	66,354	244,160
Percentage	57%	14%	1%	27%	
Balance per Trial Balance					
Sundry Debtors					244,160
Receivables - Other					220,247
Total Receivables General Outstanding					**464,406**

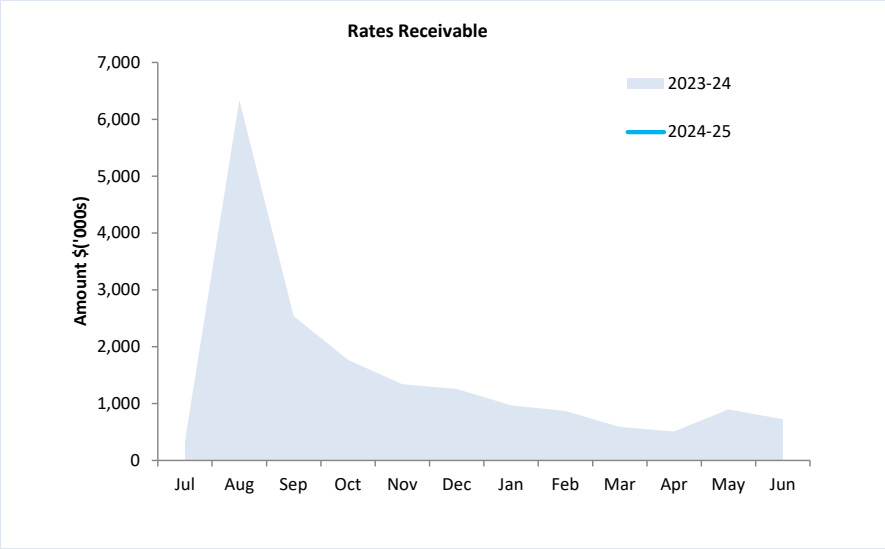
Amounts shown above include GST (where applicable)

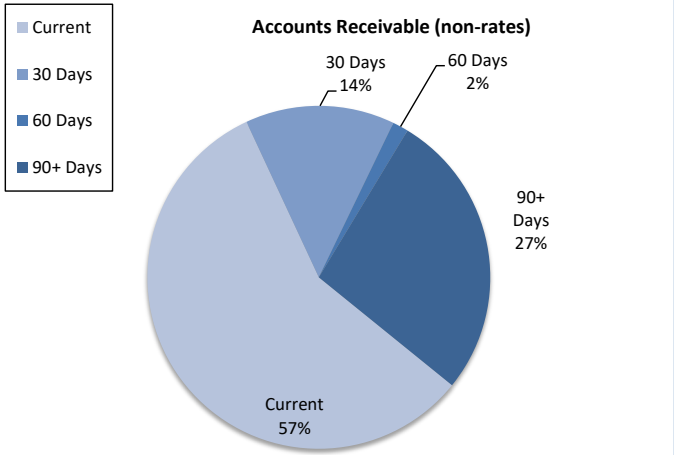
KEY INFORMATION

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
10%	$652,145

Debtors Due
$464,406

Over 30 Days
43%

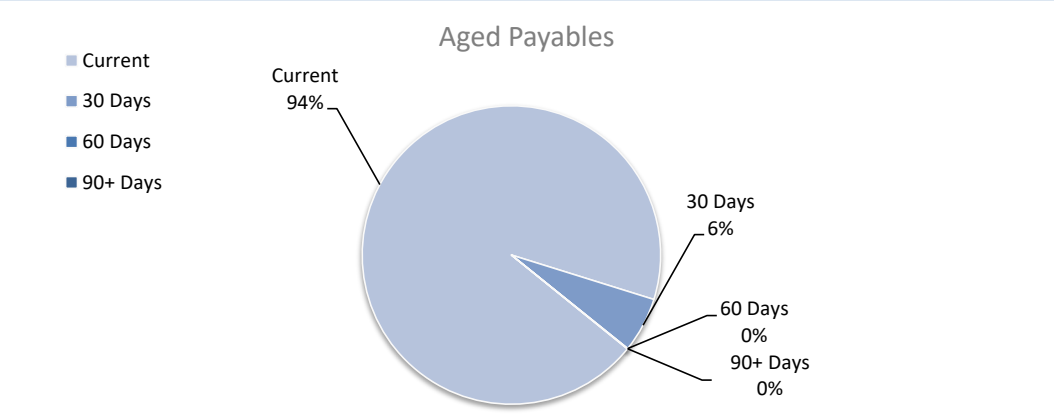
Over 90 Days
27%

OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Payables (Sundry Creditors) - General	93,344	5,929	0	(46)	99,227
Percentage	94.1%	6%	0%	0%	
Balance per Trial Balance					
Sundry creditors - General					98,491
Other creditors					83,979
ATO liabilities					87,444
Financial liabilities (Developer Contributions)					31,331
Total Payables General Outstanding					**301,245**
Amounts shown above include GST (where applicable)					

KEY INFORMATION

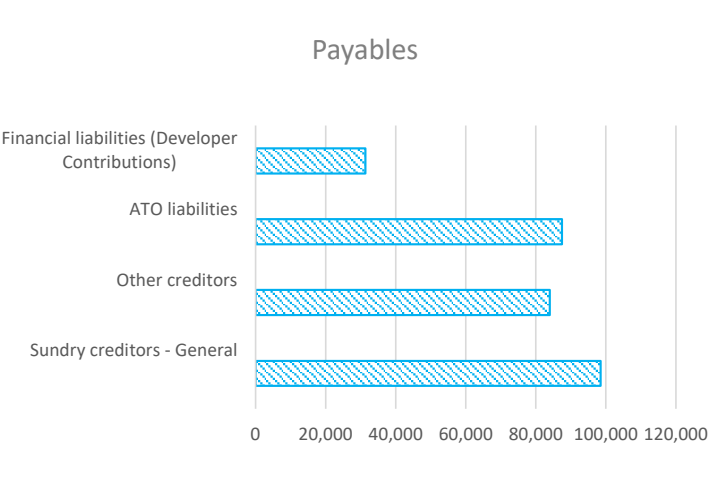
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are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

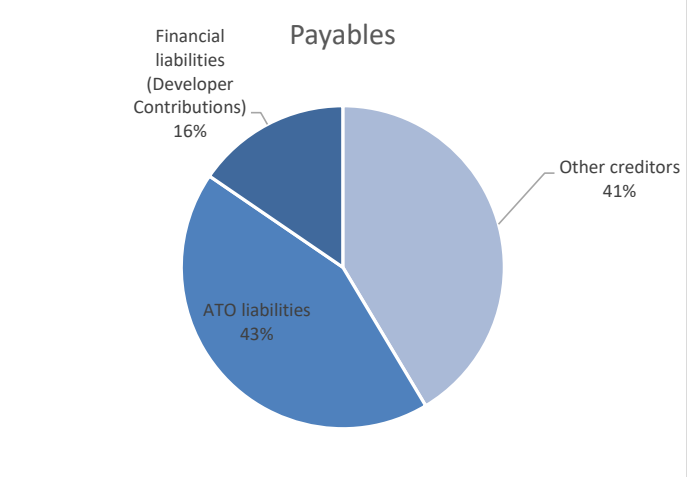


Creditors Due
$301,245

Over 30 Days
6%

Over 90 Days
0%





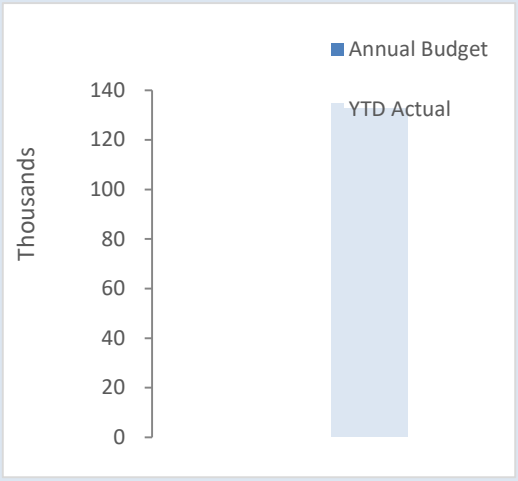
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted Annual Budget	Amended YTD Budget	Amended Annual Budget	YTD Actual Total	YTD Budget Variance
	$	$	$	$	$
Land Held for Resale	0	0	0	**0**	0
Land and Buildings	0	0	0	**12,024**	12,024
Plant and Equipment	0	0	0	**28,655**	28,655
Furniture and Equipment	0	0	0	**0**	0
Infrastructure Assets - Roads	0	0	0	**91,075**	91,075
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	0	0	0	**971**	971
Capital Expenditure Totals	0	0	0	**132,724**	132,724
Capital acquisitions funded by:					
	$	$	$	$	$
Capital Grants and Contributions	0	0	0	**52,970**	52,970
Borrowings	0	0	0	**0**	0
Other (Disposals & C/Fwd)	0	0	0	**24,515**	24,515
Council contribution - Cash Backed Reserves					
Various Reserves	0	0	0	**0**	0
Council contribution - operations	**0**	**0**	**0**	**55,239**	55,239
Capital Funding Total		**0**	**0**	**132,724**	**132,724**

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
	$. M	$.13 M	

Capital Grant	Annual Budget	YTD Actual	% Received
	$. M	$.05 M	

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.

Level of completion indicator, please see table at the top of this note for further detail.

% of Completion	Assets	Account Number	Balance Sheet Category	Job Number	Adopted Annual Budget	Amended Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
					$	$	$	$	$
	Buildings								
	Housing								
1.00	BUILDING - THE VILLAGE - RENEWAL	2584	1311	CJ02	0	0	(541)	0	541
	Total - Housing				**0**	**0**	**(541)**	**0**	**541**
	Total - Community Amenities				**0**	**0**	**0**	**0**	**0**
	Recreation And Culture								
1.00	DONGARA PUBLIC TOWN HALL	2404	1311	CJ130	0	0	(21,333)	(12,024)	9,310
1.00	IRWIN REC CENTRE ROOF UPGRADE - PARTIALLY GRANT FUNDED	2834	1311	CJ121	0	0	(7,083)	0	7,083
1.00	DENISON HOUSE - CAPITAL RENEWAL WORKS	3344	1311	C910	0	0	(2,083)	0	2,083
	Total - Recreation And Culture				**0**	**0**	**(30,499)**	**(12,024)**	**18,476**
1.00	**Total - Buildings**				**0**	**0**	**(31,040)**	**(12,024)**	**19,017**
	Plant & Equipment								
	Fire Prevention								
1.00	MOBILE EMERGENCY GENERATOR	0784	1312	V854	0	0	(165)	0	165
	Total - Fire Prevention				**0**	**0**	**(165)**	**0**	**165**
	Health								
1.00	DOCTORS VEHICLES	4975	1312	V950			(8,090)	(28,655)	(20,565)
	Total - Health				**0**	**0**	**(8,090)**	**(28,655)**	**(20,565)**
	Transport								
0.00	NEW ISUZU FTS 139-260	3534	1312	V884	0	0	(10,574)	0	10,574
	Total - Transport				**0**	**0**	**(10,574)**	**0**	**10,574**
1.00	**Total - Plant & Equipment**				**0**	**0**	**(18,829)**	**(28,655)**	**(9,826)**
	Furniture & Equipment								
	Other Property & Services								
1.00	MECHANIC EQUIPMENT	0554	1312	CJ170	0	0	(2,916)	0	2,916
1.00	OFFICE / CHAMBERS FURNITURE & EQUIPMENT	0264	1314	CJ96			0	0	0
	Total - Other Property & Services				**0**	**0**	**(2,916)**	**0**	**2,916**
1.00	**Total - Furniture & Equipment**				**0**	**0**	**(2,916)**	**0**	**2,916**
	Roads								
	Transport								
1.00	RURAL ROAD SHOULDER RECONSTRUCTION	6614	1317	CJ110	0	0	0	(6,843)	(6,843)
1.00	RRG GRANT - MT ADAMS ROAD - SLK 0.0 - SLK 12.0KM	6644	1317	CJ131	0	0	(55,299)	0	55,299
1.00	MOUNT HORNER WEST ROAD -SLK 0.00 - 0.000 8KM	6644	1317	CJ132	0	0	0	0	0
1.00	PIGGERY LANE -SLK 0.00 - 0.000 4KM	6644	1317	CJ135	0	0	(10,948)	(82,135)	(71,187)
1.00	VEGETATION PROGRAM	6644	1317	CJ136	0	0	(15,587)	(2,097)	13,490
1.00	ALLANOOKA SLK 0 - 8K	6614	1317	CJ166	0	0	(1,127)	0	1,127
1.00	RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SLK 3	6674	1317	CJ138	0	0	(27,201)	0	27,201
1.00	RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SLK 1	6674	1317	CJ139	0	0	(8,917)	0	8,917
1.00	R2R - WATER SUPPLY ROAD -SLK 5 - 11KM	6754	1317	CJ162	0	0	(27,757)	0	27,757
	Total - Transport				**0**	**0**	**(146,836)**	**(91,075)**	**55,761**
1.00	**Total - Roads**				**0**	**0**	**(146,836)**	**(91,075)**	**55,761**
	Infrastructure - Other								
	Housing								
1.00	THE VILLAGE - SOAKWELLS & DOWNPIPES	2585	1318	CJ46			(833)	0	833
1.00	TWO HENRY ROAD - LANDSCAPING	2585	1318	CJ113			(1,500)	0	1,500
1.00	MORETON TERRACE DEVELOPMENT	2585	1311	CJ169			(2,082)	0	
	Total - Housing				**0**	**0**	**(4,415)**	**0**	**2,333**
	Community Amenities								
1.00	TRANSFER STATION CONCRETE BUND FOR OIL TANKS	1964	1318	CJ118			0	0	0
1.00	TRANSFER STATION GATEHOUSE	1944	1311	CJ137			(1,458)	0	1,458
	Total - Community Amenities				**0**	**0**	**(1,458)**	**0**	**1,458**
	Recreation And Culture								
1.00	SURF BEACH STABILISATION	8054	1318	CJ87			(541)	0	541
1.00	FORESHORE - PRECINCT	2864	1318	CJ153			(416,666)	0	416,666
	Total - Recreation And Culture				**0**	**0**	**(417,207)**	**0**	**417,207**
	Transport								
1.00	TECHNICAL STUDIES - INFRASTRUCTURE RENEWAL	6794	1318	CJ112			0	(971)	(971)
1.00	MILO CROSSING UPGRADE	6794	1318	CJ124			(29,166)	0	29,166
	Total - Transport				**0**	**0**	**(29,166)**	**(971)**	**28,195**
1.00	**Total - Infrastructure - Other**				**0**	**0**	**(452,246)**	**(971)**	**449,193**
1.00	**Grand Total**				**0**	**0**	**(651,867)**	**(132,724)**	**517,061**

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.
Budget Adoption is scheduled for 20 August 2024.

	Var. $	Var. %	Var. ▲▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
Operating Grants, Subsidies and Contributions	124,501	100%	▲	S	Timing	Budget not yet adopted
Fees and Charges	244,557	100%	▲	S	Timing	Budget not yet adopted
Interest Earnings	13,449	100%	▲	S	Permanent	Budget not yet adopted
Expenditure from operating activities						
Employee Costs	(345,599)	100%	▼	S	Timing	
Materials and Contracts	(207,016)	100%	▼	S	Timing	Budget not yet adopted
Utility Charges	(37,033)	100%	▼	S	Timing	Budget not yet adopted
Investing Activities						
Non-operating Grants, Subsidies and Contributions	52,970	100%	▲	S	Timing	Budget not yet adopted
Proceeds from Disposal of Assets	24,515	100%	▲	S	Timing	Budget not yet adopted
Land and Buildings	(12,024)	100%	▼	S	Timing	Budget not yet adopted
Plant and Equipment	(28,655)	100%	▼	S	Timing	Budget not yet adopted
Infrastructure Assets - Roads	(91,075)	100%	▼	S	Timing	Budget not yet adopted
Financing Actvities						
Repayment of Debentures	(119,291)	100%	▼	S	Timing	Budget not yet adopted

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

24 September 2024

Item ID01-09/24
Development Delegated Authority Report – August 2024

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

August 2024 Development Delegated and Authorised Authority Report
(Records of exercise of delegated and authorised powers or duties)

Function	Officer	Date of decision	Decision	Description	Address
Building Permit	Environmental Health Officer / Building Surveyor	2 August 2024	Granted	Shed	Lot 577 (No. 99) North Shore Drive, Dongara
		5 August 2024	Granted	Carport	Lot 94 (No. 17) Pickering Drive, Dongara
		6 August 2024	Granted	Alfresco Extension & Carport	Lot 240 (No. 20) Bayliss Road, Dongara
		9 August 2024	Granted	Swimming Pool	Lot 816 (No. 22) Seahorse Loop, Port Denison
		9 August 2024	Granted	Shade Sail	Lot 137 (No. 30) Dodd Street, Dongara
		14 August 2024	Granted	Retaining Wall	Lot 102 (No. 33) Pearse Road, Port Denison
		15 August 2024	Granted	Patio	Lot 93 (No. 19) Pickering Drive, Dongara
		26 August 2024	Granted	Shed	Lot 565 (No. 113) North Shore Drive, Dongara
		27 August 2024	Granted	Dwelling	Lot 752 (No. 128) North Shore Drive, Dongara
		30 August 2024	Granted	Patio, Carport & Retaining Wall	Lot 103 (No. 35) Pearse Road, Port Denison
Single House Application	Manager Development	2 August 2024	Granted	Outbuilding Addition & Building Envelope Removal	Lot 98 (No. 26) Massignham Place, Dongara
		7 August 2024	Granted	Single House & Outbuilding	Lot 901 (No. 12A) Hunts Road, Dongara
		16 August 2024	Granted	Carport	Lot 398 (No. 38) Pearse Road, Port Denison
		27 August 2024	Granted	Patio	Lot 766 (No. 13) Abbot Terrace, Port Denison
		27 August 2024	Granted	Single House	Lot 772 (No. 34) Retreat Boulevard, Port Denison
		27 August 2024	Granted	Single House & Shipping Container	Lot 698 (No. 5) Benedictine Drive, Port Denison
Development Approval	Manager Development	14 August 2024	Granted	Bed & Breakfast	Lot 367 (No. 4) Dent Court, Port Denison

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

24 September 2024

Item IO01-09/24
Attachment 1
Current Playground Image


DENISON SEAFOOD

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

24 September 2024

Item 10.2.1
WHS Committee Meeting Minutes
4 September 2024

Shire of Irwin Safety Committee Agenda

held in the Council Chambers on

Wednesday 4th September 2024

at 11.00am

MINUTES

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chair of the WHS Committee declared the meeting open at 10.57am.

2. RECORD OF ATTENDANCE/ APOLOGIES/ LEAVE OF ABSENCE

Committee Members

Shane Ivers	Chief Executive Officer (CEO)
Suzanne Mearns	Executive Assistant to the CEO (Secretary) – Via zoom
Mark Jones	Manager Operations (MO)
Rochelle Vermeer	Workplace Health & Safety Coordinator (Chair)
Pania Pomana	Recreation Officer (RSR)
Lynwen Olsen	Transfer Station Officer (TSR)
Jodey Edwards	Leading Hand Parks + Gardens (DSR)

Guests

Peter Wennekes	LGIS Midwest Regional Risk Coordinator (RRC)

Apologies

Davina Sandhu	HR Consultant – Via zoom
Dianne Ziarkievicz	Patrol Officer (ASR)

3. CONFIRMATION OF PREVIOUS MINUTES

The Minutes of the WHS Meeting held on 7 August 2024 were confirmed with an addition to item 5.1 – Correspondence Inward.

Moved: Lynwen Olsen **Seconded: Jodey Edwards**

4. MATTERS / ACTIONS ARISING FROM PREVIOUS MINUTES

ITEM	MEETING ACTIONS	RESPONSIBLE OFFICER	DUE DATE	COMPLETED DATE
1	Rec Centre – Conducting and recording all gym inductions. Gymmaster installation is in progress and 'kick off' Meeting occurred last week. Action to be closed.	FB	31/08/24	Completed 04/09/2024
2	Investigate hand railing for Autumn Centre. Operations will obtain a quote for works. Move across to the Hazard Report System (SiteDocs). WHS Coordinator to complete a Hazard Report and action to be closed.	PT	31/08/24	Completed 04/09/2024
3	PPE Compliance: Presented the draft PPE Procedure and feedback requested prior to the October 2024 WHS Meeting. CEO requested consultation be undertaken with workers including hi-vis colour preference (eg: orange or yellow) and consideration of reflective strips becoming part of the standard uniform. Currently the procedure states workers who are required to wear Class N reflective shirts may have the option to wear a Class N reflective vest over Class D non reflective shirt where it is not a hazard to do so. (eg: risk of being entangled in rotating plant).	DS	02/10/24	
4	The Depot grassed area near the muster point has been allocated as the designated smoking area. WHS Coordinator to purchase signage. Public proximity raised as a concern. Consider relocating the area to the Kubota Tractor shed or over by the fruit trees. Manager Operations will do a walk around and discuss with affected team members. ****Matter to be discussed at next Toolbox Meeting****	MJ	31/08/24	
5	Creation of DRAFT Dealing with Difficult Customers Policy will be provided for discussion at next meeting.	DS	02/10/24	
6	The latest revision of Washdown Bay drawings are in the Office and Operations team have reviewed.	SI	05/07/24	Completed 04/09/2024
7	Quotation has been received for a base radio at the Transfer Station gatehouse, but this does not solve the issue. A duress button at the gate is available for Police, but a generator with automatic start will ensure it is operational should a power outage occur. Action to be closed.	MJ	07/08/24	Completed 04/09/2024
8	RV investigated options for a Personal Locator Beacons for isolated workers and the Garmin Inreach Mini 2 system will be trialed.	RV		Completed 04/09/2024
9	Hazard Report to be raised for Lever Park sump drain re: fencing and water levels. Public safety concern. Manager Operations has raised a Hazard Report with	MJ/ JE	07/08/24	Completed 04/09/2024

ITEM	MEETING ACTIONS	RESPONSIBLE OFFICER	DUE DATE	COMPLETED DATE
	corrective actions in SiteDocs. Action to be closed.			
10	Finalise numbers for Auschem training and book.	MJ/ RV	05/09/24	Completed 04/09/2024
11	Investigate Fire Extinguisher training but will do Warden training as the first priority. Warden training scheduled for November with Midwest Safety and training dates is to consider work schedules.	RV	05/09/24	
12	The coordination of the return of Ops Defibs for checking against recall concerns is complete. Action to be closed.	MJ	05/09/24	Completed 04/09/2024
13	RV advised of additional Test n Tag requirements for phone charger docks in next round, and now is complete. Action to be closed.	RV	05/09/24	Completed 04/09/2024
14.	SI advised Managers the risks of mini heaters. Action to be closed.	SI	05/09/24	Completed 04/09/2024
15.	Depot drill has been completed, Admin and Rec Centre to be scheduled. Manager Operations confirmed that as a result of the Depot drill, a siren should be installed at the Depot to ensure everyone can hear it and are aware of the actions required if it goes off.	RV/ HS Reps	05/09/24	
16.	Creation of Simple form to raise safety concerns through SiteDocs has been created. Action to be closed.	RV	05/09/24	Completed
17.	Creation of Simple Take 5 form for Admin/ Indoor staff for CEO approval.	RV	02/10/24	

5. CORRESPONDENCE

5.1 In – General correspondence and newsletters only. Several Water Corporation emergency works have been advised.
Peter Wennekes from LGIS questioned whether the Shire had received recent newsletters such as the WIRE etc. WHS Coordinator confirmed that she has not received and requested that the email information be updated to ensure she receives these emails.

5.2 Out – WHS Coordinator issued TMP approvals and information relating to Water Corporation only.

6. TOOLBOX MEETING MINUTES

6.1 Arising Safety Concerns from Toolbox Meetings:

Operations Toolbox:

- BP lighting required, someone going to get hit
- Rangers callout for assisting when required – callout basis
- Lighting to corner of Brand + Waldeck St not working

CDS Toolbox:

- SOP required for bin lifter in CDS

6.2 Additional Safety Rep reported Concerns:

- Working in the heat – been suggested that instead of doing SWMS it goes into the

Take 5 under 'extreme temperatures' section and there be more options in that area, for example regular breaks, different worker hours. A full risk assessment of the transfer station to be conducted to assess any potential risks to workers, including those working in the heat.

- Chemicals – discussion around purchasing commonly used chemicals in bulk quantities (20ltr) eg: Windex, Armor All, Dishwashing detergent and All-purpose cleaner which can then be put into spray bottles/ bottles and labelled like we used to. This would eliminate the need for the Chemical Register to be constantly updated and also eliminate the risk of not having that particular SDS onsite or accessible.

****Matter to be discussed at next Toolbox Meeting****

General discussion around the requirement to have Toolbox meetings held when Health & Safety Reps are on duty and so they can attend.

7. CURRENT WHS PROGRESS OVERVIEW

7.1 WHS Project Plan Updates:

- Working on updating the Chemical Registers + SDS sheets for the Rec Centre and Transfer Stn - Process for purchasing of chemicals? Random products turning up on chemical lists requiring additional SDS sheets to be sourced and data added to Chemical Register.
- Working through actions from previous workplace inspections
- Fire Drill at works depot
- Creation of Company types in SiteDocs for Contractor Management
- Attempting to catch up on all outstanding WHS actions
- Coordinating upcoming training schedules

8. REPORTS AND UPDATES

8.1 Take 5 completed: 485 for Aug – Total of 1459 in SiteDocs to date.

8.2 Hazard Reports: 4 new (3 of these now closed out), 1 remains open.

Hazard	Details	Status
Slip hazard in admin birdcage area	There is a patch of mould on the limestone pavers which is extremely slippery located between the administration building and the CESM office. A worker slipped and raised the hazard report due to it being considered dangerous for workers who are not wearing work boots. Contractor has since repaired the leaky gutter which caused the mould and pavers have been cleaned.	Closed
Water/Slip hazard in men's bathroom	Water has been located on the floor underneath the urinals in the men's bathroom which does not appear to have originated from the urinals. Mex ticket 2885 has been raised and area flagged off until plumber has repaired the leak.	Open
Air compressor on/ off switch broken	The on/ off switch cover on the air compressor has broken and now comes off resulting in possible electrocution to worker. Compressor has been tagged Out of Service.	Closed
Deep wash out in verge at Henry Road	A large washout was identified on the verge of Henry Rd. Operations Supervisor advised verge has since been reinstated.	Closed

8.3 Incident Reports new / open: 0 new this month

9. WHS WORKPLACE INSPECTIONS

9.1 Updates from previous inspections:

- Rec Centre – Evacuation sign ordered, first aid boards + evacuation procedure updated. There is still a need to update the evacuation drawing for the squash courts.
- Admin + Chambers – RV advised that all lights have been repaired and that she is currently working through the chemical register and has not had a chance as yet to tidy cords in admin meeting room or chambers.
- Transfer Stn – Chemicals 90% complete, out of service tag procedure to follow
- Depot Chemical Shed – No updates. Chemical shed still requires actioning.

10. WHS TRAINING

10.1 Update on WHS Training:

- PP and RV completed HS Refresher training on 16 August 2024.
- Auschem training is going to be conducted on 22 and 23 October 2024. Attendees may be coming from other local Shire's also. **Action: Rochelle to ascertain numbers so that catering can be arranged.**
- Thoughts on Manual Awareness sessions – proposed Tue 29 or Wed 30 October (hour long session).
- Fire Warden – As mentioned, potentially looking at Wed 13 November due to work schedules.

11. GENERAL BUSINESS

11.1 Any additional items raised by WHS committee members.

12. NEXT MEETING DATE

Next meeting is scheduled for Wednesday 02/10/2024.

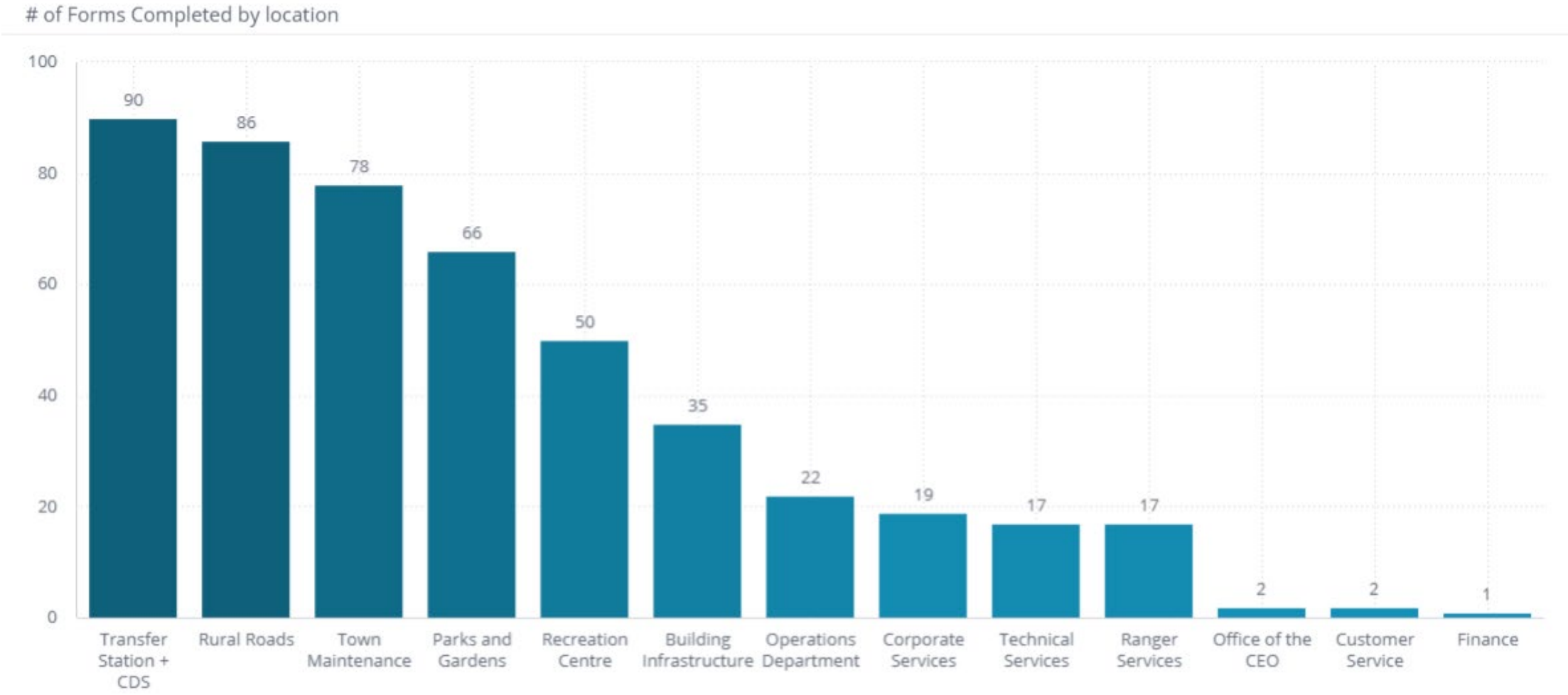
13. CLOSURE

There being no further business the meeting closed at 12.03pm.

ITEM	MEETING ACTIONS	RESPONSIBLE OFFICER	DUE DATE
1	Confirm external numbers for Auschem training for catering purpose.	RV	3/10/24

485 Take 5's Completed for the month of August 2024....

Great effort, Go Teams!!



Shire of Irwin

PPE Procedure

Version Control

Folder	Document No.	Date created	Author
		12/07/2022	R. Vermeer

Revision No.	Date Reviewed	Brief description of amendment	Responsible Officer	Authorising Officer	Next review date
0	04/09/24	First release for WHS Safety Committee feedback	R. Vermeer / D. Sandhu	S. Ivers	

General Compliance

All workers of the Shire of Irwin shall observe the highest standards of ethics and integrity in all activities and act in an honest and professional manner that supports the standing of the Shire of Irwin.

All workers are to work in a safe and ethical manner as required by:

- Shire of Irwin: Code of Conduct
- Shire of Irwin: Policies and Procedures
- Shire of Irwin: Worker or Contractor Induction
- Job Specific requirements (via Job Position Descriptions and Job / Project requirements)
- Safety Documentation and Reporting requirements (Take 5, SWMS, JSA, SOPs etc)
- Relevant Legislation, Acts or Codes of Practice (including, but not limited to, *Work Health and Safety Act 2020* and *Work Health and Safety (General) Regulations 2022*
- By direction of governing bodies (WorkSafe, Safe Work Australia, LGIS, WALGA, Emergency Services)

It is a requirement that all workers are familiar with all policies, procedures and related documentation as it applies to their work role and as a worker. Where uncertain on how to interpret a policy or procedure, it is a worker's responsibility to seek assistance from a Line Manager, Supervisor, Human Resources or WHS Coordinator as needed.

Table of Contents

Version Control 1
General Compliance 1
Objective 3
Scope 3
Procedures 3
Reporting 3
Responsibilities 4
PPE Additions and Exemptions 5
Prescription Safety Glasses, Ordering and Replacement 5
Process for obtaining prescription safety glasses: 5
PPE Purchase 6
PPE Distribution 6
Glossary of Terms 6
Review Schedule 7
Authorisation 7
APPENDIX 1 – Personal Protective Equipment (PPE) Matrix 8
APPENDIX 2 – Work Health and Safety References 10
APPENDIX 3 – PPE Order Form 11
APPENDIX 4 – Prescription Safety Eyewear Approval Form 18

Objective

The Shire of Irwin (Shire) is committed to the health and safety of its workers, contractors, volunteers and the broader community and has a duty of care under the *Work Health and Safety Act 2020 (WA)* to provide a safe working environment so far as reasonably practicable. For the purpose of this procedure, the above persons (*hereafter will be referred to as "Workers"*).

The purpose of this procedure is to promote a safe working environment by:

- Providing a systematic approach for managing PPE requirements within the Shire
- Working proactively to identify, report and protect workers from exposure to workplace hazards
- Providing workers with suitable job specific PPE at no cost to the worker
- Ensuring compliance to safety regulations and standards is always maintained
- Fine streaming the process for ordering PPE/ PPC and/ or additional PPE
- Defining PPE exemptions

It is acknowledged that PPE is not a substitute for a more effective control and will only be used when higher means of protection are not reasonably practicable, or in addition to higher means of protection.

Scope

This procedure applies to all workers in the Shire of Irwin.

Procedures

The Shire of Irwin has a duty of care to:

- Ensure PPE provided is suitable to the:
    - nature of the work;
    - hazards associated with work; and
    - is of appropriate size, style and fit for the worker.
- Ensure PPE is maintained, repaired, and/ or replaced as required to ensure its effectiveness
- Select quality PPE which meets relevant Australian and New Zealand Standards (AS/NZS)
- Provide information, training and guidance to supervisors and workers on the proper selection, use, care, and cleaning of the PPE
- Designate areas where PPE is required and display mandatory PPE signage
- Periodically re-evaluate the suitability of the selected PPE
- Ensure adequate PPE storage is available to minimize the risk of damage or contamination
- Conduct spot inspections and checks to ensure workers are complying with mandatory PPE requirements
- Update job specific PPE requirements on SWMS, SOPs and Job Position Descriptions as identified
- Maintain records of PPE issued to each worker via the Shire PPE Register

Reporting

It is the responsibility of all workers to enforce this procedure and to report any PPE issues and defects to their Line Manager so they can be managed appropriately and ensure worker safety is maintained.

Responsibilities

The Shire is responsible for:

- Providing suitable PPE to protect workers from hazards and risks
- Ensuring suitable mechanisms are in place for the acquisition, use, maintenance, and storage of PPE

Line Managers/Supervisors are responsible for ensuring:

- That all items of PPE acquired meet relevant AS/NZ standards
- PPE is worn for specific work tasks as identified using risk assessments, Job Safety Analysis (JSA's), Standard Operational Procedures (SoPs), Safe Work Method Statements (SWMS) etc
- Workers are provided with appropriate PPE for the tasks they perform
- Workers are trained and competent in the selection, use and maintenance of PPE
- Workers wear and use allocated PPE at all times and correctly while working
- Repair and replacement of PPE as required
- Location and display of signs in areas where PPE must be worn
- The Shire PPE Register is maintained

All workers are required to:

- Wear PPE as required, when sign posted and/or as instructed
- Not misuse or deliberately damage PPE
- Inform management of any damage, defect or contamination of PPE that may render the PPE unusable

Suitable PPE will be issued to all workers when:

- A hazard cannot be eliminated or reduced by controls other than the use of PPE
- Specific protection is required by Risk Assessments (RA), Job Safety Analysis (JSA's), Standard Operational Procedures (SoPs) and Safe Work Method Statements (SWMS)
- It is identified or determined by relevant legislation, Codes of Practice or AS/NZS

Individuals must wear PPE:

- As and when instructed by managers/supervisors
- As recommended by a Safety Data Sheet (SDS), Job Safety Analysis (JSA's), Standard Operational Procedures (SoPs), and Safe Work Method Statements (SWMS)
- Following induction and competency training and relevant procedures
- Following the manufacturer's guidelines

Visitors are required to:

- Comply with all and any reasonable instructions provided
- Return all borrowed PPE prior to leaving the workplace

PPE must:

- Be appropriate for the type of work and give adequate protection from the hazard
- Not create additional hazards or risks for the user, or for others
- Be compatible PPE (e.g. Hardhat and ear protectors)
- Fit correctly, be comfortable and easy to use
- Not interfere with any medical conditions of the user
- Comply with the relevant AS/NZ standards

PPE Additions and Exemptions

The Shire will only issue alternate PPE when a worker is unable to use standard PPE due to a medical reason or physical characteristics and a medical certificate has been provided to support this exemption; and/or when wearing the PPE will provide additional hazards with known risks.

The following is the process for a worker to obtain alternate PPE for medical reasons:

1. Worker provides their Line Manager with a medical report stating:
    - the nature of the current impairment
    - the medical reason the standard issue PPE is not appropriate
    - specific features which are required in alternate PPE.
2. Line Manager reviews the medical report and authorises the procurement of the alternate PPE.
3. Worker orders the alternate PPE. Alternate PPE must comply with relevant Australian Standards (*referenced in Appendix 2 of this Procedure*). Payment for the alternate PPE can be made through raising a purchase order, or alternatively the worker can claim reimbursement upon completion of purchase.

Prior to approval of any alternates or exemptions to standard PPE requirements, a risk assessment must be completed with the worker to verify the risks to both the individual and the tasks undertaken by that individual and provided to WHS for review.

The Shire will not issue alternate PPE purely for aesthetic preference.

Prescription Safety Glasses, Ordering and Replacement

The Shire shall provide prescription safety glasses where it is not possible to eliminate or control eye hazards and the worker has a requirement for an optical aid.

- All safety eyewear must meet the Australian Standard ***AS/NZS1337.6.2012;*** Personal eye protection; Prescription eye protectors against low and medium impact
- A worker who wears prescription glasses and is required to perform work at an operational area is entitled to one pair of prescription safety glasses to a value of $200.00, every 24 months or where fair wear and tear can be demonstrated.
- For workers that require both clear and tinted safety glasses, transitional lenses should be purchased
- Approval of cost will be at the discretion of the CEO

Process for obtaining prescription safety glasses:

- Line Manager to approve the need for prescription safety glasses
- Worker to contact optometrist to obtain a written quotation for the costs associated with the provision of Prescription Safety eyewear
- The costs of an optometrist visit and eyesight screening test will be covered by the Shire only if the worker has not had an eyesight test within the preceding twelve (12) months
- Subsequent tests within the following twelve (12) months shall be the responsibility of the worker
- Worker provides quotation to Line Manager
- Line Manager approves provision of Prescription Safety Eyewear
- CEO must approve the quotation, before an order may be placed with a Shire preferred optometrist for supply and fitting of the eyewear
- The worker shall be responsible for all payments, due to preference or selection of either lenses, frames or both over the allocated reimbursement amount.
- Once purchase is finalised worker can produce receipts for reimbursement of the agreed value

PPE Purchase

- All PPE purchases will be made in accordance with the Shire of Irwin Purchasing Policies and Procedures.
- Procurement will establish agreed suppliers that will be the only authorised suppliers of uniforms and PPE.
- Stores / WHS to regularly review the approved list of available PPE items to ensure that new innovations and designs are considered and to ensure that the list is appropriate of all Shire of Irwin activities.

PPE Distribution

- All PPE provided to workers is recorded and distributed through Stores at the Shire works depot.

Glossary of Terms

CEO	Chief Executive Officer
Duty Holder	A duty holder refers to any person who owes a work health and safety duty under the *Work Health and Safety Act 2020* including a person conducting a business or undertaking (PCBU), designer, manufacturer, importer, supplier, installer of products or plant used at work (upstream duty holders), an officer and workers. More than one person can concurrently have the same duty in which case the duty is shared. Duties cannot be transferred.
FAO	First Aid Officer
HSC	Health and Safety Committee also known as a "Safety Committee" or "HSC". A consultative body established under the *Work Health and Safety Act 2020*. The committee's functions include facilitating co-operation between workers and the person conducting a business or undertaking to ensure worker's health and safety at work, and assisting to develop work health and safety standards, rules and procedures for the workplace.
HSR	Health and Safety Representative also known as a "Safety Rep" or "Member of the Safety Committee". A worker who has been elected by a work group under the *Work Health and Safety Act 2020* to represent them (or their work area) on health and safety issues.
KPI	Key Performance Indicator
LTI	Lost Time Injury. Time absent from work due to a work-related injury. *Refer also to* ***Notifiable injury***
Notifiable Injury	Any incident that is required, under the *Work Health and Safety Act 2020*, to be notified to WorkSafe WA. Only the most serious safety incidents are intended to be notifiable, and they trigger requirements to preserve the incident site pending further direction from the regulator. These include the death of a person, a serious injury or illness (resulting in 10 or more days off work or at reduced capacity) or a dangerous incident.
PCBU	Person conducting a business or undertaking. The *Work Health and Safety Act 2020* places the primary duty of care on the PCBU. The term PCBU is an umbrella concept used to capture all types of working arrangements or structures.

	A PCBU can be a: company; unincorporated body or association; sole trader or self-employed person. Individuals who are in a partnership that is conducting a business will individually and collectively be a PCBU.
WHS	Work Health & Safety
WHSMS	Work Health & Safety Management System This is the term for a software system used to create accountability and recording processes in WHS, for example: WHS Monitor, SiteDocs
Worker	A worker includes any person who works, in any capacity, in or as part of the business or undertaking (in this case, the Shire of Irwin). You are a worker under health and safety legislation if you are an: employee, volunteer, independent contractor or subcontractor (or their employee)

Review Schedule

The review schedule is directed in response to organisational and/or legislative changes and requirements. The review will be undertaken in consultation with workers, company representatives and other relevant parties. All relevant persons will be made aware of changes made because of the review.

A review will be instigated when:

- There are changes in the workplace that may affect the Procedure
- The Procedure is not effective or understood in the correct manner it was intended
- There are legislative or industrial changes that affect the Procedure
- There is a breach of this Procedure
- There have been findings from an Incident Investigation, Audit or other findings that recommend changes to this Procedure
- Feedback has been provided by workers (either directly or via HSR) that recommend changes or improvements to this Procedure
- In line with the annual review schedule. All Procedures shall be reviewed a minimum of once each calendar year in accordance with the Shire of Irwin Internal Audit Schedule

Authorisation

This Procedure shall be distributed to all workers for implementation upon authorisation and added to the Shire WHSMS for ongoing access.

I confirm that the Health and Safety Committee (HSC) was consulted and provided feedback to this Procedure as per the requirements of the Code of Practice: Work health and safety consultation, cooperation and coordination.		
HSC Chairperson	Signature	Date Confirmed

I confirm that this Procedure has been reviewed against the Shire of Irwin's organisational requirements and approved / authorised for implementation.		
Shire CEO	Signature	Date Confirmed

APPENDIX 1 Personal Protective Equipment (PPE) Matrix

This matrix provides information on minimum PPE requirements and has been verified against applicable standards.

Body Part Exposure	PPE Type	Applicable Instructions for Outdoor Workers	Indoor/ Administration Workers
Head	Broad brim hat	Wide brim hats are to be provided to minimise exposure to UV rays.	There are no specific PPE requirements for indoor administration staff, however appropriate clothing and footwear must be worn in accordance with site specific requirements, mandatory signage and the Shire of Irwin Uniform Policy and Code of Conduct.
Eyes	Safety Glasses and Eye Protectors	**Safety Glasses** eye protection must comply with Standards and must be medium or high impact resistant.	
		Tinted safety glasses UV-filtering tinted safety glasses must comply with Standards and must be medium or high impact resistant.	
		Prescription safety glasses must comply with Australian Standards and must be medium or high impact lenses and fitted with side shields.	
		Face Shields must be worn over safety glasses or goggles to give the wearer double eye protection when conducting tasks with risk of high impact.	
Upper and Lower Body	Clothing	Long sleeved high visibility shirt, long-sleeved shirt with a high visibility vest, and long pants.	
		Short sleeved high visibility shirt – (**only applicable if you are exposed to less than 2hr of UV exposure per week**)	
		Shorts may be worn upon completion of a risk assessment (if deemed applicable to the workers role) and when not part of a site specific requirement to wear long pants	
		▪ Clothing for day time use only (Class D) must have fluorescent material complying with AS/NZS 4602.1:2011 and AS/NZS 4399 (UPF50+) ▪ Clothing for night time use only (Class N) must have retro reflective material complying with AS/NZS 4602.1:2011 and AS 1906.4:2010 ▪ A high visibility vest may be worn over a long-sleeved shirt where it is not a hazard (e.g. at risk of being entangled in rotating plant);	
Skin	Ultraviolet Protection Factor (UPF)	**Sunscreen** must be broad spectrum with a sun protection factor of SPF 30 or higher to comply with standards.	

Body Part Exposure	PPE Type	Applicable Instructions	Indoor/ Administration Workers
Hands	Occupational Protective Gloves	**Hand Protection.** Workers shall be provided with gloves that comply with standard requirements and must be suitable for the job specific task being undertaken. Gloves must be worn: ▪ Where there is an identified risk or potential for finger or hand injury ▪ Where they will assist with the grip of the object ▪ When handling hazardous substances as required in the Safety Data Sheet (SDS)	
Feet	Safety protective and occupational footwear	**Foot Protection Safety footwear** must comply with standard requirements. **Occupational Protective Footwear.** Steel cap safety footwear that has sustained significant impact, irrespective of visible damage being present, must be replaced.	Indoor/ administration workers must wear suitable footwear with rubber or slip resistant soles and suitable heel.
Hearing / Noise	Occupational Noise Management Acoustics Hearing Protectors	**Hearing protection** must always be worn in designated “Hearing Protection areas” indicated by signage and as per job specific requirements. ▪ Earplugs and earmuffs must be worn as double protection when personnel are exposed to excessive noise. ▪ Consideration when selecting appropriate hearing protection must be given to the risk of the wearer losing the ability to hear otherwise available alarms.	
Respiratory	Respiratory Protective Equipment	**Respiratory Protection:** Workers may be exposed to a variety of airborne substances which may be in the form of gases, vapours, dusts, mists, fumes and smoke. ▪ Workers must wear respiratory protective equipment where there is a risk of such exposure.	

APPENDIX 2 WORK HEALTH AND SAFETY REFERENCES

- Work Health Safety Act 2020 Work Health and Safety Act 2020 - [00-00-02].pdf (legislation.wa.gov.au)
- Work Health Safety (General) Regulations 2022 WALW - Work Health and Safety (General) Regulations 2022 - Home Page (legislation.wa.gov.au)
- Standards Australia SAA HB9:1994 Occupational personal protection
- AS/NZS1067:2003 Sunglasses and fashion spectacles
- AS/NZS1269.3:2005 Occupational noise management – Hearing protector program
- AS/NZS 1270:2002 Acoustics – Hearing protectors
- AS/NZS 1319:1994 Safety signs for the occupational environment
- AS/NZS 1336:1997 Recommended practices for occupational eye protection
- AS/NZS 1337.1:2010 Personal eye protection – Eye and face protectors for occupational applications
- AS/NZS 1337.6:2012 Personal eye protection – Prescription eye protectors against low and medium impact
- AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective devices
- AS/NZS 1716:2012 Respiratory protective devices
- AS/NZS 1800:1998 Occupational protective helmets – Selection, care and use
- AS/NZS 1891.4:2009 Industrial fall-arrest systems and devices
- AS/NZS 2161:2008 Occupational protective gloves
- AS/NZS 2210.1:2010 Safety, protective and occupational footwear
- AS/NZS 4399:1996 Sun protective clothing – Evaluation and classification
- AS/NZS 4453.3:1997 Protective clothing for users of hand held chainsaws
- AS/NZS 4602.1:2011 High visibility safety garments
- Safe Work WA Code of Practice – Managing noise and preventing hearing loss at work Mode Code of Practice Managing noise and preventing hearing loss at work (safeworkaustralia.gov.au)
- Safe Work WA Code of Practice – Managing risks of hazardous chemicals in the workplace model code of practice managing risks of hazardous chemicals in the workplace.pdf (safeworkaustralia.gov.au)
- Cancer Council – Sun Protection Sun safety | Cancer Council

APPENDIX 3 PPE ORDER FORM

Authorisation

EMPLOYEE	SURNAME		First
COMMENCEMENT DATE			
POSITION / DEPARTMENT	TITLE		Department
ISSUE	☐ **NEW**	☐ **RE-ISSUE**	☐ **REPLACEMENT**
EMPLOYMENT BASIS	☐ Permanent Full Time ☐ Part Time or Casual more than 20 hours per week ☐ Part Time of Casual less than 20 hours per week ☐ New starter on Probation		
GL ACCOUNT			PO #
SUPERVISOR	TITLE		Name
SUPERVISOR APPROVAL	SIGNATURE		Date
ISSUED BY STORES	SIGNATURE		Date
RECEIVED BY EMPLOYEE	SIGNATURE		Date

Uniform Request Form- Mens

Name:		**Date:**					
Has worker's annual allowance been exceeded?		**YES**		**NO**			
Supervisor Approval :		**PO:**					

Shirts - Maximum Qty 3

Style	Colour	Size				Qty
 Polo (Friday Shirt)	Navy/White	S		2XL		
		M		3XL		
		L				
		XL				
 L/S Drill Shirt	Orange/ Navy	XS		XL		
		S		2XL		
		M		3XL		
		L		4XL		
 Reflective LS Shirt	Orange/ Navy	XS		XL		
		S		2XL		
		M		3XL		
		L		4XL		
 LS Polo	Orange/ Navy	XS		XL		
		S		2XL		
		M		3XL		
		L				
 SS Polo	Orange/ Navy	XS		XL		
		S		2XL		
		M		3XL		
		L				

Pants - Maximum Qty 3

Style	Colour	Size (Short Available)				Qty
 Long Pant	Navy	72R		97R		
		77R		102R		
		82R		107R		
		87R		112R		
		92R		117R		
 Mustang Stretch	Navy	72R		97R		
		77R		102R		
		82R		107R		
		87R		112R		
		92R		117R		
 Origianl Drill Utility	Navy	72R		97R		
		77R		102R		
		82R		107R		
		87R		112R		
		92R		117R		
 Shorts	Navy	72R		97R		
		77R		102R		
		82R		107R		
		87R		112R		
		92R		117R		

Uniform Request Form- Mens

Jumper/ Vest - As required Qty 1								
Style		Colour	Size					Qty
	HI VIS 2 tone Brushed Fleece with tape	Orange/Navy	XS		XL			
			S		2XL			
			M		3XL			
			L		4XL			
	HI VIS 2 tone Brushed Fleece with tape	Orange/Navy	XS		XL			
			S		2XL			
			M		3XL			
			L		4XL			
	HI VIS 2 Tone Brushed Fleece Hoodie	Orange/Navy	XS		XL			
			S		2XL			
			M		3XL			
			L		4XL			

Wet Weather - As required Qty 1								
Style		Colour	Size					Qty
	2 tone Taped Bomber	Orange/Navy	S		2XL			
			M		3XL			
			L		4XL			
			XL		5XL			
	2 Tone Bomber	Orange/Navy	XS		XL			
			S		2XL			
			M		3XL			
			L					
	5 in 1 Waterproof	Orange/Navy	2XS		L			
			XS		XL			
			S		2XL			
			M		3XL			
	Rain Pant	Orange/Navy	2XS		L			
			XS		XL			
			S		2XL			
			M		3XL			

Ranger - Maximum Qty 3								
Style		Colour	Size (Short Available)					Qty
	L/S Drill Shirt	Light Blue	XS		XL			
			S		2XL			
			M		3XL			
			L		4XL			
	Long Pant	Kahki	72R		97R			
			77R		102R			
			82R		107R			
			87R		112R			
			92R		117R			
	Polo (Friday Shirt)	Navy/White	S		2XL			
			M		3XL			
			L					
			XL					

Uniform Request Form- Mens

Safety Boots - Required Qty 1												
Style		**Brand**	**Stock Code**	**Colour**		**Size**						
	Argyle	Steel Blue	312152	Black		7		9.5		11.5		
						8		10		12		
				Wheat		8.5		10.5		13		
						9		11		14		
	Hobart	Steel Blue	312101	Black		7		9.5		11.5		
						8		10		12		
				Wheat		8.5		10.5		13		
						9		11		14		
	Parkes	Steel Blue	317538	Black		7		9.5		11.5		
						8		10		12		
				Wheat		8.5		10.5		13		
						9		11		14		
	Bobcat	Redback	USBOK-5	Claret		7		9.5		11.5		
						8		10		12		
			USBBA-10	Fawn		8.5		10.5		13		
						9		11		14		

Other								
Style		**Colour**	**Size**				**Qty**	
	Hard Brim Hat	Navy	57					
			59					
			61					
	Combination Drill Overall	Navy	72R		97R			
			77R		102R			
			82R		107R			
			87R		112R			
			92R		117R			

Uniform Request Form- Women

Name:		**Date:**				
Has worker's annual allowance been exceeded?		**YES**		**NO**		
Supervisor Approval :				**PO:**		

Shirts - Maximum Qty 3

Style		Colour	Size				Qty
	Polo (Friday Shirt)	Navy/White	10		20		
			12		22		
			14		24		
			16				
			18				
	L/S Drill Shirt	Orange/ Navy	8		16		
			10		18		
			12		20		
			14		22		
	L/S Reflective Drill Shirt	Orange/ Navy	8		16		
			10		18		
			12		20		
			14		22		
	L/S Polo	Orange/ Navy	S		2XL		
			M		3XL		
			L				
			XL				
	S/S Polo	Orange/ Navy	S		2XL		
			M		3XL		
			L				
			XL				

Pants - Maximum Qty 3

Style		Colour	Size				Qty
	Work Pant	Navy	8		16		
			10		18		
			12		20		
			14		22		
	Narrow Summer Tradie Pant	Oiled Navy	8		16		
			10		18		
			12		20		
			14		22		
	Stretch Jeans / Jeggings	Stonewash	8		16		
			10		18		
			12		20		
			14		22		
	Tradies Shorts	Navy	8		16		
			10		18		
			12		20		
			14		22		

Uniform Request Form- Women

Jumper/ Vest - As required Qty 1

Style		Colour	Size				Qty
	HI VIS 2 tone Brushed Fleece with tape	Orange/Navy	XS S L		XL 2XL 4XL		
	HI VIS 2 tone Brushed Fleece with tape	Orange/Navy	XS S M L		XL 2XL 3XL 4XL		
	HI VIS 2 Vest with tape	Orange/Navy	XS S M L		XL 2XL 3XL 4XL		

Wet Weather - As required Qty 1

Style		Colour	Size				Qty
	2 Tone Taped Bomber	Orange/Navy	S M L XL		2XL 3XL 4XL 5XL		
	2 Tone Bomber No Tape	Orange/Navy	XS S M L		XL 2XL 3XL		
	5 in 1 Waterproof	Orange/Navy	2XS XS S M		L XL 2XL 3XL		
	Rain Pant	Orange/Navy	XS S M L		XL 2XL 3XL 4XL		

Ranger - Maximum Qty 3

Style		Colour	Size (Short Available)				Qty
	L/S Drill Shirt	Navy	10 12 14 16		18 20 22 24		
	Long Pant	Kahki	10 12 14 16 18		20 22 24		

Uniform Request Form- Women

Safety Boots - Required Qty 1

Style		Brand	Stock Code	Colour	Size					
	Argyle	Steel Blue	512702	Black	4		7		9.5	
					5		7.5		10	
				Purple	5.5		8		10.5	
					6		8.5		11	
				Wheat	6.5		9			
	Parkes Zip	Steel Blue	512758	Black	4		7		9.5	
					5		7.5		10	
					5.5		8		10.5	
					6		8.5		11	
					6.5		9			
	Womens 3056	Hard Yakka	Y60245	Black	4		8			
					5		9			
				Wheat	6		10			
					7		11			

Other

Style		Colour	Size				Qty
	Hard Brim Hat	Navy	57cm				
			59cm				
			61cm				
	Combination Drill Overall	Navy	2XS		L		
			XS		XL		
			S		2XL		
			M		3XL		

APPENDIX 4 PRESCRIPTION SAFETY EYEWEAR APPROVAL

Section 1 – TO BE COMPLETED BY THE WORKER	
Applicants Name:	Employee No:
Works Department:	
I hereby apply for Prescription Safety Eyewear under the criteria specified within the Shire of Irwin PPE Procedure. I currently wear prescription glasses to perform work related duties and I will be responsible for the care of the prescription safety eyewear. I have not received prescription safety eyewear from my employer within the past 24 months.	
Signature:	Date:

Section 2 – TO BE COMPLETED BY LINE MANAGER		
We have conducted a risk assessment and confirm that the above applicant has met the criteria of the PPE Procedure. I recommend approval for the provision of Prescription Safety Eyewear. Worker to be reimbursed as per amount stated within the PPE Procedure on completion of purchase.		
Line Managers Name:	Signature:	Date:

Section 3 – CEO APPROVAL		
I am satisfied that the above applicant meets the criteria for the PPE Procedure and I approve the purchase and reimbursement for prescription safety eyewear.		
CEO Name:	Signature:	Date:

HEALTH AND SAFETY TEAM USE ONLY	
Date request received:	Date authorised:
Date record provided to HR:	