SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

Attachment Booklet
October 2024

ATTACHMENT BOOKLET – October 2024

Item	Description	Page
8.1	Ordinary Council Meeting Minutes – 24 September 2024	4
8.2	Agenda Forum Notes – 17 October 2024	21
CC01-10/24	Accounts for Payment	25
CC02-10/24	Monthly Financial Statements	30
ID01-10/24	Development Delegated Authority Report	42
ID02-10/24	Attachment 1 – Policy P4 Temporary Accommodation	44
	Attachment 2 – Caravans & Tiny Homes for Temporary Accommodation	46
ID03-10/24	Attachment 1 – Short Term Rental Accommodation	53

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

22 October 2024

Item 8.1
Unconfirmed Minutes
Ordinary Council Meeting
24 September 2024

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

MINUTES

Ordinary Council Meeting

held on

Tuesday, 24 September 2024

in the

Council Chambers
11-13 Waldeck Street, Dongara

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Disclaimer

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



Shane Ivers
CHIEF EXECUTIVE OFFICER

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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 3
4. PUBLIC QUESTION TIME 3
5. DECLARATIONS OF INTEREST 3
6. APPLICATIONS FOR LEAVE OF ABSENCE 4
7. PETITIONS AND DEPUTATIONS 4
8. CONFIRMATION OF MINUTES AND TABLING OF AGENDA FORUM NOTES 4
8.1 Minutes of the Ordinary Council Meeting held 27 August 2024 4
8.2 Agenda Forum Notes 17 September 2024 4
9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION 5
10. REPORTS 6
10.1 Officer Reports 6
CC 01-09/24 Accounts for Payment 6
CC 02-09/24 Monthly Financial Statements for the Period Ended 31 July 2024 8
ID 01-09/24 August 2024 Development Delegated and Authorised Authority Report 11
IO 01-09/24 Granny's Beach Playground 13
10.2 Committee Reports 15
10.2.1 Work Health and Safety Committee Meeting 15
11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN 15
12. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN 15
13. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION 15
14. MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC 15
15. CLOSURE 15

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MINUTES

of the

ORDINARY COUNCIL MEETING

held

24 September 2024

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Members

Councillor M Leonard	President
Councillor B Wyse	Deputy President
Councillor I Scott *(joined at 6.03pm via teleconference)*	
Councillor E Tunbridge	
Councillor P Summers	
Councillor J Melsom	

Staff

Mr S D Ivers	Chief Executive Officer
Miss P Machaka	Manager Finance
Mr M Connell	Manager Development
Ms F Boksmati	Acting Manager Community Services
Ms S Mearns	Executive Assistant

Guests

Nil

Apologies

Mr S Stubbs	Community Emergency Services Manager
Mr M Jones	Manager Operations

Approved Leave of Absence

Councillor A J Gillam

Gallery

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. DECLARATIONS OF INTEREST

Nil

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6. APPLICATIONS FOR LEAVE OF ABSENCE

Councillor Tunbridge has requested a leave of absence for the period 14 October to 18 October 2024, which was voted on just before the close of the meeting.

COUNCIL DECISION	**010924**
MOVED: Cr Wyse	**SECONDED: Cr Summers**
That Council by Absolute Majority, grant Cr Tunbridge a leave of absence for the period 14 October 2024 to 18 October 2024.	
VOTING DETAILS:	**CARRIED: 5/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Summers, 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 27 August 2024

The Minutes of the Ordinary Council Meeting held 27 August 2024 are included in the *Attachment Booklet – September 2024*.

COUNCIL DECISION	**020924**
MOVED: Cr Wyse	**SECONDED: Cr Summers**
That Council confirms the Minutes of the Ordinary Council Meeting held 27 August 2024.	
VOTING DETAILS:	**CARRIED: 6/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Summers, Cr Melsom, Cr Tunbridge**
Against:	**Nil**

8.2 Agenda Forum Notes 17 September 2024

At the Agenda Forum held 17 September 2024, Shire Officers presented background information and answered questions on Items to be considered at the September Ordinary Council Meeting.

COUNCIL DECISION	**030924**
MOVED: Cr Summers	**SECONDED: Cr Tunbridge**
That Council confirms that the Agenda Forum was held on 17 September 2024.	
VOTING DETAILS:	**CARRIED: 6/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Summers, Cr Melsom, Cr Tunbridge**
Against:	**Nil**

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9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

2 Sept 2024	CEO attended the Milo Road Project site inspection
6 Sept 2024	CEO and Shire President met with Shane Love MLA
10 Sept 2024	CEO and Shire President attended MWDC Monthly Catch-up in Geraldton
17 Sept 2024	Shire President conducted a Citizenship Ceremony in Shire Chambers
18 Sept 2024	CEO and Shire President attended monthly MEPAU Meeting
24 Sept 2024	Shire President met with Sandra Carr MLC

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10. REPORTS

10.1 Officer Reports

CORPORATE AND COMMUNITY	CC01-09/24
Subject:	**CC 01-09/24 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 August 2024.

Background:
A list of accounts paid under delegated authority is attached showing all payments made during the month of August 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;
(c) the date of the payment; and
(d) sufficient information to identify the transaction.

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(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 – September 2024
CC01-09/24 Attachment 1: Accounts for Payment – August 2024

COUNCIL DECISION **040924**

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

That Council, by Simple Majority, receives the Accounts paid during August 2024 as contained in CC01-09/24 Attachment 1 of the Attachment Booklet – September 2024, represented by:

Payment Type/Numbers	Total Amount
EFT 32390 – 32454	**$315,037.87**
Muni Cheques – 32208 – 32210	**$6,255.30**
Direct Debit – Telstra	**$3,686.21**
Direct Debit – WA Treasury Corporation	**$20,727.35**
Direct Debit – Credit Card	**$14,996.33**
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	**$45,929.68**
Direct Debit – Superannuation	**$53,324.85**
Grand Total	**$467,798.88**

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

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

Against: **Nil**

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CORPORATE AND COMMUNITY	CC02-09/24
Subject:	**CC 02-09/24 Monthly Financial Statements for the Period Ended 31 July 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 2024 to 31 July 2024.

Background:
The Monthly Financial Statements to 31 July 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 July 2024 is detailed in the attached report and summarised as per below: Year to budget is nil as date of budget adoption is 20 August 2024.

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31/07/2024	YTD Budget	YTD Actual
Operating Revenue	0	391,442
Operating Expenditure	0	(590,182)
Net Operating	0	(198,740)
Non-Operating Revenue	0	52,970
Non-Operating Expenditure	0	(132,724)
Net Non-Operating	0	(79,754)
Cash at Bank		(149,633)
Cash at Bank Restricted		621,412
Reserve Bank		1,301,551
Total Cash Funds		1,773,330

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.

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(4) A statement of financial activity, and the accompanying documents referred to in sub-regulation (2), are to be -

(a) presented to the council - at an ordinary meeting of the council within 2 months after the end of month to which the statement relates; and

(b) recorded in the minutes of the meeting at which it is presented.

Policy Implications:
Nil

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

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 – September 2024
CC02-09/24 Attachment 1: Financial Statements for the Period Ended 31 July 2024.

COUNCIL DECISION	**050924**
MOVED: Cr Wyse	**SECONDED: Cr Summers**
That Council by Simple Majority, receives the Monthly Financial Statements for the period 1 July 2024 to 31 July 2024 as contained in Attachment Booklet – September 2024.	
VOTING DETAILS:	**CARRIED: 6/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Summers, Cr Melsom, Cr Tunbridge**
Against:	**Nil**

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DEVELOPMENT SERVICES	ID01-09/24
Subject:	**ID 01-09/24 August 2024 Development Delegated and Authorised 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 August 2024 Development Delegated and Authorised 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 August 2024, with 10 building permits, 6 single house applications and 1 application for development approval having been issued.

Consultation:
Nil.

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Statutory Environment:

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

Policy Implications:
Nil.

Financial/Resource Implications:
Nil.

Strategic Implications:
Our Brilliant Future – Strategic Community Plan 2021 – 2031
Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles
Strategy 4.3.2 Adopt and follow better practice processes

Attachments:
Attachment Booklet – September 2024
ID01-09/24 Attachment 1: August 2024 Development Delegated and Authorised Authority Report

COUNCIL DECISION	**060924**
MOVED: Cr Tunbridge	**SECONDED: Cr Wyse**
That Council by Simple Majority, receives the August 2024 Development Delegated and Authorised Authority Report, as contained in ID01-09/24 Attachment 1.	
VOTING DETAILS:	**CARRIED: 6/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Summers, Cr Melsom, Cr Tunbridge**
Against:	**Nil**

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INFRASTRUCTURE AND OPERATIONS	IO01-09/24
Subject:	**IO 01-09/24 Granny's Beach Playground**
Author:	**M Jones, Manager Operations**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**1.0021**
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:
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.

Background:
The current playground was installed at the foreshore over 15 years ago. The playground is currently in need of replacement due to public safety concerns as the internal structure has deteriorated to such a point that the repair cost would exceed the cost of installing a new playground. A new playground was not captured in the 2024-25 Budget however due to unforeseen circumstances the playground is now in urgent need of replacement.

Officer's Comment:
Two quotes have been sourced based on dimensions of the current area. Due to the age of the playground, repairs are costly and not recommended as the playground is now non-compliant with current safety standards. This new playground could potentially be moved North creating a safer distance away from the current car park which currently has the potential for children and vehicle interaction, The playground has a high level of use by tourists and the local community due to popularity of the location. The cost associated with the removal of the existing playground will come from the current playground maintenance budget.

Consultation:
The conditions and safety concerns of our playgrounds were identified as a high priority for the community during our community consultation sessions.

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Statutory Environment:
Local Government Act 1995
Section 6.8 – Expenditure from municipal fund not included in annual budget.

Policy Implications:
CP01 Localised Purchasing
C20 Purchasing

Financial/Resource Implications:
Move $35,800 excluding GST from operating expenditure to capital expenditure within the 2024-25 Budget and make the necessary adjustments in the 2024-25 Budget Review to ensure the budget is balanced.

Strategic Implications:
Our Brilliant Future - Strategic Community Plan 2021 – 2031
Strategy 2.1.3 - Identify, provide and manage Shire assets (including community infrastructure, Shire controlled reserves and freehold land) in accordance with agreed service levels.

Attachments:
Attachment Booklet – September 2024
IO01-09/24 Attachment 1: Current Playground Image

COUNCIL DECISION	**070924**
MOVED: Cr Melsom	**SECONDED: Cr Wyse**
That Council, by Absolute Majority, in accordance with Section 6.8 of the *Local Government Act 1995* approves the transfer of $35,800 excluding GST from operating expenditure to capital expenditure within the 2024-25 Budget and make the necessary adjustments in the 2024-25 Budget Review for the replacement of the playground located at Granny's Beach, Port Denison.	
VOTING DETAILS:	**CARRIED: 6/0**
For:	**Cr Leonard, Cr Wyse, Cr Scott, Cr Summers, Cr Melsom, Cr Tunbridge**
Against:	**Nil**

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10.2 Committee Reports

10.2.1 Work Health and Safety Committee Meeting

The Minutes of the Shire of Irwin Work Health and Safety Committee Meeting held 4 September 2024 have been provided as Attachment 10.2.1 in Attachment Booklet – September 2024.

COUNCIL DECISION	**080924**
MOVED: Cr Melsom	**SECONDED: Cr Summers**
That Council receives the minutes of the Shire of Irwin Work Health and Safety Committee Meeting held 4 September 2024.	
VOTING DETAILS:	**CARRIED: 6/0**
For: **Cr Leonard, Cr Wyse, Cr Scott, Cr Summers, Cr Melsom, Cr Tunbridge**	
Against: **Nil**	

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

13. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil

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

Nil

15. CLOSURE

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

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SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

22 October 2024

Item 8.2
Agenda Forum Notes
15 October 2024

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

AGENDA FORUM NOTES

Tuesday, 15 October 2024

5.00pm

in the

Council Chambers

11-13 Waldeck Street, Dongara

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President welcomed Councillors and Staff to the 15 October 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 P Summers	
Councillor J Melsom	
Councillor A J Gillam	

Staff

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

Guests

Nil

Apologies

Mr S Stubbs	Community Emergency Services Manager

Approved Leave of Absence

Councillor E Tunbridge

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

Nil

8. CONFIRMATION OF MINUTES AND TABLING OF AGENDA FORUM NOTES

8.1 Minutes of the Ordinary Council Meeting held 24 September 2024

This matter will be dealt with at the Ordinary Council Meeting being held 22 October 2024.

8.2 Agenda Forum Notes 15 October 2024

This matter will be dealt with at the Ordinary Council Meeting being held 22 October 2024.

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

This matter will be dealt with at the Ordinary Council Meeting being held 22 October 2024.

10. REPORTS

10.1 Officer Reports

CC01-10/24	**Accounts for Payment**
Report Purpose	For Council to receive the list of accounts paid under delegated authority during September 2024.
Questions	It was queried whether the damaged roller door at the town bushfire shed for $7,256 had been claimed on insurance and it was confirmed this claim had been lodged and the Shire has received payment. It was queried as to what was the ReadyTech payment and it was explained that these payments are for the Shire core ERP software system.
CC02-10/24	**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 2024 to 31 August 2024.
Discussion	Nil
ID01-10/24	**September 2024 Development Delegated Authority Report**
Report Purpose	For Council to receive the September 2024 Development Delegated Authority Report.
Discussion	Nil
ID02-10/24	**Draft Caravans & Tiny Homes local planning policy**
Report Purpose	For Council to revoke policy ‘P4 Temporary Accommodation’ and advertise a new draft ‘Caravans and Tiny Homes for Temporary Accommodation’ local planning policy.
Discussion	It was queried as to who supplies the garbage bin referred to in section 5.3.3 of the new policy and it was clarified that the new residence to source their own bin. Wording in the draft policy to be updated to provide more clarity.
ID03-10/24	**Short-Term Rental Accommodation local planning policy**
Report Purpose	For Council to advertise a draft ‘Short-Term Rental Accommodation’ local planning policy.

Discussion	Only a few persons have registered on the Short-Term Rental Accommodation Register since it opened on 1 July 2024. For information, WALGA have released a planning policy template and guidelines which are very similar to the Shire's proposed documentation.

CC02-10/24	Ordinary Council Meeting Dates 2025
Report Purpose	For Council to consider and set the Agenda Forum and Ordinary Council Meeting dates for 2025.
Discussion	Councillors discussed that the date of the September Ordinary Council Meeting clashed with the scheduled WALGA Conference for 2025. It was also mentioned that the proposed schedule for November and December would see Council meeting for four (4) weeks in a row.

10.2 Committee Reports

Nil

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

13. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil

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

Nil

15. CLOSURE

There being no further business, the Agenda Forum closed at 5.11pm.

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

22 October 2024

Item CC01-10/24
Accounts for Payment

Shire of Irwin

List of Accounts paid September 2024 for presentation to the Council Meeting 22 October 2024

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
EFT32455	06/09/2024	AMPAC DEBT RECOVERY (WA) PTY LTD	RATE DEBT RECOVERY SERVICES	-1,205.76
EFT32456	06/09/2024	ATC WORK SMART	SCHOOL BASED WORK EXPERIENCE	-452.87
EFT32457	06/09/2024	AVON WASTE	FRONT LIFT AND 240LT WASTE COLLECTION	-18,756.94
EFT32458	06/09/2024	BADGELINK	COUNCILLOR AND STAFF NAME BADGES	-143.00
EFT32459	06/09/2024	DEPARTMENT OF ENERGY, MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY RECONCILIATION	-525.13
EFT32460	06/09/2024	BEFORE YOU DIG AUSTRALIA LTD	ANNUAL SUBSCRIPTION AND REFERRAL FEES 2024/25	-1,067.62
EFT32461	06/09/2024	CEMETERIES & CREMATORIA ASSOC. OF WA	ORDINARY MEMBERSHIP 2024/25	-130.00
EFT32462	06/09/2024	CARL SCUDDER	BUILDING MAINTENANCE REPAIRS	-3,060.00
EFT32463	06/09/2024	CORSIGN WA	CHEMICAL SPRAYING SIGNS	-77.00
EFT32464	06/09/2024	DAZFAB ENGINEERING	REPAIR TRANSFER STATION GATE AND FABRICATION WORKS FOR NEW MESSAGE BOARD	-4,535.30
EFT32465	06/09/2024	DONGARA FREIGHT	FREIGHT CHARGES	-236.50
EFT32466	06/09/2024	LANDGATE - WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY	GROSS RENTAL INTERIM SCHEDULE	-1,022.43
EFT32467	06/09/2024	DONGARA BOBCAT & CONTRACTING SERVICES	EXCAVATOR AND OPERATOR TO DIG PLOT AT CEMETERY	-308.00
EFT32468	06/09/2024	DONGARA BODY BUILDERS	REPAIRS TO ISUZU TRUCK AND POSITRACK MULCHER	-1,606.00
EFT32469	06/09/2024	DONGARA CONCRETE SERVICES	HIRE OF EQUIPMENT FOR PLANTING OF TUBE STOCK AT SURF BEACH	-110.00
EFT32470	06/09/2024	DONGARA DRILLING & ELECTRICAL	ELECTRICAL REPAIRS	-6,724.74
EFT32471	06/09/2024	DONGARA LOCAL RAG	ADVERTISING & VISITOR CENTRE STOCK	-460.00
EFT32472	06/09/2024	DONGARA MIDWEST WASTE	PUMP SEPTIC TANK AT TRANSFER STATION	-500.00
EFT32473	06/09/2024	DONGARA HOTEL MOTEL	LAND USE AGREEMENT	-1,041.67
EFT32474	06/09/2024	DONGARA TOWING & 4X4 RECOVERY	TRANSPORTATION OF SWEEPER	-220.00
EFT32475	06/09/2024	DONGARA TREE SERVICES	REMOVE FALLEN TREE ON MCCARLEY WALK	-825.00
EFT32476	06/09/2024	DANIEL VINCENT TILBROOK	REPAIR LIMESTONE ENTRY STEPS AT ADMIN	-275.00
EFT32477	06/09/2024	EASTMAN POLETTI SHERWOOD ARCHITECTS	TOWN HALL REPAIRS - SITE VISIT, DRAFTING AND SCOPE OF WORKS	-13,225.85
EFT32478	06/09/2024	FIRST HEALTH SERVICES	MEDICAL PRACTISE MANAGEMENT SUPPORT - MEDICAL CENTRE	-13,750.00
EFT32479	06/09/2024	FIVESTAR BUSINESS SOLUTIONS & INNOVATION	PRINTER CHARGES ADMIN, LIBRARY AND REC CENTRE	-2,608.83
EFT32480	06/09/2024	CITY OF GREATER GERALDTON	MERU WASTE DISPOSAL CHARGES	-27,672.40
EFT32481	06/09/2024	GERALDTON TROPHY & ENGRAVING CENTRE	DOUBLE NICHE WALL PLAQUE	-390.00
EFT32482	06/09/2024	REFUEL AUSTRALIA	FUEL CARD PURCHASES & BULK DIESEL FUEL PURCHASES	-20,494.30
EFT32483	06/09/2024	GLASS CO WA	BUILDING MAINTENANCE	-1,173.18
EFT32484	06/09/2024	GREENFIELD TECHNICAL SERVICES	PREPARE REGIONAL ROAD GROUP SUBMISSIONS	-6,380.00
EFT32485	06/09/2024	GLOBAL SPILL & SAFETY	WORKSHOP SUPPLIES	-803.02
EFT32486	06/09/2024	IRWIN SHIRE - RATES	PAYROLL DEDUCTIONS	-3,210.00
EFT32487	06/09/2024	READYTECH - IT VISION AUSTRALIA PTY LTD	PROGRESS PAYMENT - ANNUAL SUBSCRIPTION 2024/25	-12,274.20
EFT32488	06/09/2024	JMH GROUP	PARTS FOR TELEHANDLER	-606.90
EFT32489	06/09/2024	JOHN PHILLIPS CONSULTING	PROFESSIONAL SERVICES	-2,200.00
EFT32490	06/09/2024	KLEENHEAT GAS	REFILL GAS CYLINDER AT REC CENTRE	-5,251.70
EFT32491	06/09/2024	MIDWEST AUTO GROUP	SERVICE OF FORD RANGER INCLUDING FITTING OF TRAY COVER	-1,559.64
EFT32492	06/09/2024	LOCK, STOCK & FARRELL	KEYED PADLOCKS	-322.05
EFT32493	06/09/2024	LO-GO APPOINTMENTS	CONTRACT LABOUR HIRE	-42,791.07
EFT32494	06/09/2024	NODE 1 PTY LTD	NBN FIBRE CONNECTION FEE	-515.95
EFT32495	06/09/2024	SHIRE OF IRWIN - LOTTO FUND	PAYROLL DEDUCTIONS	-188.50
EFT32496	06/09/2024	MACS AUSTRALIA GROUP PTY LTD	HIRE CHARGES OF TRANSPORTABLE BUILDING	-1,298.53
EFT32497	06/09/2024	MIDWEST FIRE PROTECTION & SAFETY SERVICES	MONTHLY SERVICING OF FIRE ALARM SYSTEM AT REC CENTRE	-352.00
EFT32498	06/09/2024	MILLS OAKLEY	LEGAL ADVICE	-4,688.20
EFT32499	06/09/2024	MITCHELL & BROWN	OVEN AND COOKTOPS FOR UNIT 1 AND UNIT 2 THE VILLAGE	-1,010.00
EFT32500	06/09/2024	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS	-392.50
EFT32501	06/09/2024	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISING	-499.20
EFT32502	06/09/2024	ONSHORE CABINETS AND FURNITURE	KITCHEN RENOVATION IN UNIT 1 AND UNIT 2 THE VILLAGE	-12,398.00
EFT32503	06/09/2024	PEAK CONSULTANTS PTY LTD	PROFESSIONAL SERVICES - UPGRADING OF POWER AT THE VILLAGE	-726.00
EFT32504	06/09/2024	PERTH IRRIGATION CENTRE	RETICULATION PARTS	-5,772.35
EFT32505	06/09/2024	PIXIES SCREEN PRINTS	UNIFORMS	-1,701.20
EFT32506	06/09/2024	RIP-IT SECURITY SHREDDING	QUARTERLY SHREDDING SERVICES	-141.00
EFT32507	06/09/2024	ROAD RUNNER MECHANICAL SERVICES	REPAIRS TO ISUZU TRUCK	-5,333.50
EFT32508	06/09/2024	E & MJ ROSHER PTY LTD	PARTS FOR KUBOTA MOWER	-596.70
EFT32509	06/09/2024	SHORELINE OUTDOOR WORLD	REPLACE DAMAGED ROLL A DOOR AT TOWN BUSHFIRE SHED	-7,256.70
EFT32510	06/09/2024	SMS GROUP WA	SERVICE OF HOLDEN COLORADO'S AND TOYOTA PRADO	-3,133.13
EFT32511	06/09/2024	SPRAYLINE SPRAYING EQUIPMENT	SPRAY GUN WITH FITTINGS	-318.81
EFT32512	06/09/2024	STORYTOWNS	TOWNSCAPE TOURISM ADVERTISING	-2,200.00
EFT32513	06/09/2024	SUN CITY BATTERIES	BATTERIES FOR AIRSTRIP	-370.80
EFT32514	06/09/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	-926.28
EFT32515	06/09/2024	T-QUIP	MOWING BLADES	-418.20
EFT32516	06/09/2024	TRUCK CENTRE (WA) PTY LTD	REPAIRS TO NISSAN PRIME MOVER	-4,365.63
EFT32517	06/09/2024	VIRTUAL GRAFFITI AUSTRALIA PTY LTD	SUBSCRIPTION RENEWAL	-4,823.00
EFT32518	06/09/2024	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKET SALES	-762.55
EFT32519	06/09/2024	WELL DONE INTERNATIONAL	CALL CENTRE CHARGES	-589.18
EFT32520	06/09/2024	SYNERGY	ELECTRICITY CHARGES	-8,651.47
EFT32521	06/09/2024	WESTRAC EQUIPMENT	PARTS AND REPAIRS TO CAT MACHINERY	-4,004.56
EFT32522	06/09/2024	WET & DRY ELECTRICS	REPAIRS TO TOWN HINO FIRE TRUCK	-825.00
EFT32523	06/09/2024	WORK HEALTH PROFESSIONALS	ANNUAL ONSITE AUDIOMETRIC TESTING	-2,343.00
EFT32524	06/09/2024	WOODLANDS DISTRIBUTORS AND AGENCIES PTY LTD	DOG WASTE BAGS	-917.40
EFT32525	12/09/2024	DFES DIRECT BRIGADE ALARM MONITORING	ANNUAL MONITORING	-1,881.00
EFT32526	12/09/2024	AMY CHADBOURNE	COMMUNICATIONS AND MEDIA CONSULTANCY SERVICES	-6,570.00
EFT32527	12/09/2024	ATC WORK SMART	SCHOOL BASED WORK EXPERIENCE	-236.94
EFT32528	12/09/2024	DONGARA BODY BUILDERS	MONTHLY SERVICING OF HEAVY PLANT TRAILERS AND FIT FUEL POD TO HOLDEN COLORADO	-2,073.50

Shire of Irwin

List of Accounts paid September 2024 for presentation to the Council Meeting 22 October 2024

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
EFT32529	12/09/2024	TYREPOWER DONGARA	BATTERIES FOR IRWIN HINO FIRE TRUCK AND DROP DECK TRAILER	-720.00
EFT32530	12/09/2024	FAST UX	WEBSITE DEVELOPMENT TASK	-3,200.00
EFT32531	12/09/2024	JCI LOCKSMITHS	KEYS CUT	-136.00
EFT32532	12/09/2024	JAYBRO CIVIL & SAFETY PRODUCTS (HJD INDUSTRIES PTY LTD)	ASPHALT	-3,609.54
EFT32533	12/09/2024	M ROBINSON	REFUND	-60.00
EFT32534	12/09/2024	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS	-1,965.20
EFT32535	12/09/2024	NESTLE AUSTRALIA LIMITED TRADING AS NESPRESSO AUSTRALIA	COFFEE PODS FOR ADMIN AND DEPOT	-750.00
EFT32536	12/09/2024	P MACHAKA	REIMBURSEMENT	-612.00
EFT32537	12/09/2024	PEAK CONSULTANTS PTY LTD	SITE ASSESSMENT AT DEPOT FOR GENERATOR	-2,178.00
EFT32538	12/09/2024	R & J TRUST - PEARCE PAINTING & DECORATING	PAINTING OF UNIT 2 THE VILLAGE AFTER VACANCY	-4,983.00
EFT32539	12/09/2024	SHORELINE OUTDOOR WORLD	SERVICE ROLLER DOOR AT UNIT 10 HENRY ROAD	-132.00
EFT32540	12/09/2024	T CARROLL	REFUND	-2,236.50
EFT32541	12/09/2024	T-QUIP	PARTS FOR SWEEPER	-2,569.34
EFT32542	12/09/2024	KM & SF RYAN-TAYLOR TRADING AS TRIBAL SAFETY SOLUTIONS	PROGRESS PAYMENT - WHS CONSULTING AND SUPPORT 2024/2025	-642.00
EFT32543	12/09/2024	VANGUARD PRINT	HOLIDAY PLANNER STORAGE AND HANDLING COSTS	-432.80
EFT32544	12/09/2024	WELL DONE INTERNATIONAL	CALL CENTRE CHARGES	-332.88
EFT32545	12/09/2024	WINDSOCKS AUSTRALIA PTY LTD	WINDSOCKS FOR AIRSTRIP	-1,267.09
EFT32546	20/09/2024	AUSTRALIAN TAXATION OFFICE - BAS	BAS RECONCILIATION	-75,586.00
EFT32547	27/09/2024	ATC WORK SMART	SCHOOL BASED WORK EXPERIENCE	-236.94
EFT32548	27/09/2024	AUSSIE CABLING	ADMIN MEETING ROOM AND COUNCIL CHAMBERS AUDIO VIDEO UPGRADE	-8,536.00
EFT32549	27/09/2024	AUSTRALIA POST	POSTAGE & FREIGHT CHARGES	-3,177.83
EFT32550	27/09/2024	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION - ONEMUSIC AUSTRALIA	CINEMA FILMS AND BACKGROUND MUSIC FEE	-69.27
EFT32551	27/09/2024	AVON WASTE	FRONT LIFT AND 240LT WASTE COLLECTION	-21,606.13
EFT32552	27/09/2024	CONSTRUCTION TRAINING FUND	CONSTRUCTION TRAINING FUND RECONCILIATION	-443.78
EFT32553	27/09/2024	BLACKWOODS	WORKSHOP SUPPLIES	-878.01
EFT32554	27/09/2024	BP ROADHOUSE DONGARA	NEWSPAPER PUBLICATIONS	-136.00
EFT32555	27/09/2024	BRAND MECHANICAL SERVICES	REPAIRS TO SWEEPER AND SERVICE OF JOHN DEERE TRACTOR	-3,216.01
EFT32556	27/09/2024	DEPARTMENT OF ENERGY, MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY RECONCILIATION	-965.60
EFT32557	27/09/2024	BOB WADDELL & ASSOCIATES PTY LTD - RATES	ASSISTANCE WITH RATING FUNCTION	-176.00
EFT32558	27/09/2024	CENTRAL REGIONAL TAFE	TRAINING COURSE FEES	-330.00
EFT32559	27/09/2024	CARL SCUDDER	BUILDING MAINTENANCE REPAIRS	-6,870.00
EFT32560	27/09/2024	CORSIGN WA	SIGNS FOR OBELISK	-330.00
EFT32561	27/09/2024	CIVIC WORKFORCE MANAGEMENT	HR CONSULTANCY SERVICES	-6,558.75
EFT32562	27/09/2024	DATA#3 LIMITED	MICROSOFT LICENSES	-3,389.02
EFT32563	27/09/2024	DONGARA FREIGHT	FREIGHT CHARGES	-724.90
EFT32564	27/09/2024	DELTA CLEANING SERVICES	CLEANING CONTRACT	-39,482.12
EFT32565	27/09/2024	LANDGATE - WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY	GROSS RENTAL INTERIM SCHEDULES	-185.55
EFT32566	27/09/2024	DONGARA BOBCAT & CONTRACTING SERVICES	EXCAVATOR AND OPERATOR TO DIG PLOT AT CEMETERY	-308.00
EFT32567	27/09/2024	DONGARA BUILDING & TRADE SUPPLIES	PARKS, GARDENS, BUILDING AND ROAD MAINTENANCE SUPPLIES	-594.33
EFT32568	27/09/2024	DONGARA CONCRETE SERVICES	FOOTING CONCRETE FOR NEW MESSAGE BOARD	-819.50
EFT32569	27/09/2024	DONGARA DRILLING & ELECTRICAL	ELECTRICAL REPAIRS	-6,334.94
EFT32570	27/09/2024	DONGARA DENISON SMASH REPAIRS	REPAIRS TO TOYOTA PRADO	-200.00
EFT32571	27/09/2024	TYREPOWER DONGARA	BATTERY FOR HOLDEN COLORADO, TYRE FOR KUBOTA MOWER, PUNCTURE REPAIR ON WATER TANKER AND JOHN DEERE MOWER AND FIT TYRES TO HOLDEN COLORADO	-2,166.90
EFT32572	27/09/2024	DONGARA LOCAL RAG	ADVERTISING & VISITOR CENTRE STOCK	-278.00
EFT32573	27/09/2024	DONGARA POLICE LEGACY GOLF DAY	DONGARA POLICE LEGACY GOLF DAY SPONSORSHIP 2024	-500.00
EFT32574	27/09/2024	DONGARA HOTEL MOTEL	LAND USE AGREEMENT	-1,041.67
EFT32575	27/09/2024	DONGARA TOWING & 4X4 RECOVERY	TRANSPORTATION OF SWEEPER	-1,873.52
EFT32576	27/09/2024	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	EMERGENCY SERVICES LEVY	-90,178.50
EFT32577	27/09/2024	FIRST HEALTH SERVICES	MEDICAL PRACTISE MANAGEMENT SUPPORT - MEDICAL CENTRE	-13,750.00
EFT32578	27/09/2024	G NADARAJAH	REIMBURSEMENT	-137.52
EFT32579	27/09/2024	GERALDTON AUTO WHOLESALERS	SERVICE OF ISUZU MU-X'S	-874.40
EFT32580	27/09/2024	CITY OF GREATER GERALDTON	MERU WASTE DISPOSAL CHARGES	-23,769.20
EFT32581	27/09/2024	REFUEL AUSTRALIA	BULK DIESEL FUEL PURCHASES	-19,021.97
EFT32582	27/09/2024	GLASS CO WA	BUILDING MAINTENANCE	-1,160.14
EFT32583	27/09/2024	GREENFIELD TECHNICAL SERVICES	SITE INSPECTION INCLUDING REPORT ON MOUNT HORNER WEST ROAD	-6,154.50
EFT32584	27/09/2024	GREAT NORTHERN RURAL SERVICES	FENCE DROPPERS AND CHEMICALS FOR WEED SPRAYING	-3,605.80
EFT32585	27/09/2024	GLOBAL SPILL & SAFETY	EMERGENCY ACCESS AND EXIT SIGNAGE AND RURAL LOT SIGN	-1,329.76
EFT32586	27/09/2024	HILLE THOMPSON & DELFOS	STAKE OUT MOUNT ADAMS ROAD FOR CONSTRUCTION WORKS	-5,445.00
EFT32587	27/09/2024	INCITE SECURITY	REPLACE DOOR HARDWARE AT REC CENTRE 24/7 GYM ACCESS	-1,786.71
EFT32588	27/09/2024	RENTOKIL INITIAL PTY LTD	ANNUAL CHARGE FOR SANITARY DISPOSAL	-7,428.36
EFT32589	27/09/2024	IRWIN SHIRE - RATES	PAYROLL DEDUCTIONS	-1,605.00
EFT32590	27/09/2024	READYTECH - IT VISION AUSTRALIA PTY LTD	PROGRESS PAYMENT - ANNUAL SUBSCRIPTION 2024/25	-12,274.20
EFT32591	27/09/2024	KLEENHEAT GAS	REFILL GAS CYLINDER AT REC CENTRE	-196.03
EFT32592	27/09/2024	MIDWEST AUTO GROUP	SERVICE OF FORD RANGERS	-1,280.00
EFT32593	27/09/2024	SHIRE OF IRWIN - LOTTO FUND	PAYROLL DEDUCTIONS	-95.00
EFT32594	27/09/2024	MACS AUSTRALIA GROUP PTY LTD	HIRE OF TRANSPORTABLE BUILDING	-1,298.53
EFT32595	27/09/2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE	-1,090.98
EFT32596	27/09/2024	MIDWEST WINDSCREENS	SUPPLY AND FIT WINDSCREEN TO ISUZU MU-X AND FRONT DOOR GLASS ON CAT GRADER	-2,899.00
EFT32597	27/09/2024	MIDWEST FIRE PROTECTION & SAFETY SERVICES	INSPECTION OF FIRE EQUIPMENT	-575.30

Shire of Irwin

List of Accounts paid September 2024 for presentation to the Council Meeting 22 October 2024

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	PAYEE	DESCRIPTION	PAYMENTS
EFT32598	27/09/2024	MITCHELL AND BROWN COMMUNICATIONS	ADJUST PROJECTORS IN COUNCIL CHAMBERS AND ANNUAL SECURITY MONITORING FEE FOR TV RECEIVER STATION	-995.89
EFT32599	27/09/2024	MIDWEST POWER SOLUTIONS	INSTALL POWER TO LED NOTICEBOARD	-2,897.84
EFT32600	27/09/2024	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS	-3,107.60
EFT32601	27/09/2024	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISING	-644.95
EFT32602	27/09/2024	LOCAL WORKS	STATIONERY CONSUMABLES	-487.77
EFT32603	27/09/2024	PEMCO DIESEL	SERVICE AND REPAIRS TO HINO PRIME MOVER	-6,175.14
EFT32604	27/09/2024	PIXIES SCREEN PRINTS	PRICING STICKERS FOR TRANSFER STATION	-60.00
EFT32605	27/09/2024	SHIRE OF IRWIN	2024/25 RATES & SERVICES CHARGES FOR SHIRE PROPERTIES	-73,812.51
EFT32606	27/09/2024	SMC MARINE WESTERN AUSTRALIA PTY LTD	PROFESSIONAL SERVICES	-10,560.00
EFT32607	27/09/2024	SUBTERRANEAN SERVICE LOCATIONS WA	UNDERGROUND SERVICE LOCATION FOR MESSAGE BOARD INSTALLATION AND SERVICE AND POTHOLE LOCATING ON POINT LEANDER DRIVE	-4,620.00
EFT32608	27/09/2024	SUNSET TAKEAWAY DINER	CATERING	-600.00
EFT32609	27/09/2024	STORYTOWNS	REMAINING BALANCE - TOWNSCAPE TOURISM ADVERTISING	-550.00
EFT32610	27/09/2024	DONGARA IGA	MONTHLY CONSUMABLES	-1,887.70
EFT32611	27/09/2024	TAJ MECHANICAL	WORKSHOP SUPPLIES	-379.78
EFT32612	27/09/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	-111.66
EFT32613	27/09/2024	TOOL KIT DEPOT	WORKSHOP SUPPLIES	-993.70
EFT32614	27/09/2024	T-QUIP	PART FOR SWEEPER	-303.96
EFT32615	27/09/2024	VINIDEX PTY LTD	DRAINAGE MATERIALS FOR POINT LEANDER DRIVE WORKS	-2,329.61
EFT32616	27/09/2024	WA COUNTRY BUILDERS	REFUND	-1,000.00
EFT32617	27/09/2024	WESTERN AUSTRALIAN ELECTORAL COMMISSION	EXTRAORDINARY ELECTION COSTS	-9,789.00
EFT32618	27/09/2024	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKET SALES	-702.68
EFT32619	27/09/2024	SYNERGY	ELECTRICITY CHARGES	-16,226.28
EFT32620	27/09/2024	WESTRAC EQUIPMENT	SERVICE AND PARTS FOR CAT GRADERS	-16,404.78
EFT32621	27/09/2024	WREN OIL	EMPTY OF WASTE OIL TANK AT TRANSFER STATION	-495.00
EFT32622	27/09/2024	WINC AUSTRALIA PTY LTD	PRINTER CHARGES DEPOT	-413.29
32211	06/09/2024	DEPARTMENT OF TRANSPORT	SHIRE OF IRWIN NUMBER PLATES	-200.00
32212	25/09/2024	SHIRE OF IRWIN	CONTAINER DEPOSIT SCHEME	-5,699.90
32213	26/09/2024	DEPARTMENT OF TRANSPORT	SHIRE OF IRWIN NUMBER PLATES	-200.00
32214	26/09/2024	WATER CORPORATION	WATER CHARGES	-19,793.85
DD23055.1	05/09/2024	TELSTRA AUSTRALIA	TELSTRA INTEGRATED MESSAGING	-1,353.80
DD23091.1	24/09/2024	TELSTRA AUSTRALIA	FREE WIFI DATA CHARGES	-90.00
DD23093.1	30/09/2024	TELSTRA AUSTRALIA	VARIOUS MOBILE & DATA CHARGES	-3,176.91
DD23053.1	09/09/2024	WA TREASURY CORPORATION	LOAN 93 - RECREATION CENTRE	-20,727.35
DD23062.1	18/09/2024	WA TREASURY CORPORATION	LOAN 105 - SELF SUPPORTING LOAN	-13,745.16
CR 020924	02/09/2024	NAB BUSINESS VISA	NAB BUSINESS VISA TRANSACTIONS INCLUDING IT LICENCE/S, SUBSCRIPTION/S, EQUIPMENT, CAR HIRE AND REC CENTRE EXPENSES	-21,639.11
DD23087.1	16/09/2024	N-ABLE PTY LTD	N-ABLE MONTHLY IT CHARGES	-1,016.06
DD23049.1	03/09/2024	AUSTRALIAN PHONE COMPANY PTY LTD	VOIP PHONE CHARGES - MEDICAL CENTRE	-225.23
DD23051.1	05/09/2024	PAKLS PTY LTD	RENTAL CHARGES	-2,300.00
DD23064.1	19/09/2024	PAKLS PTY LTD	RENTAL CHARGES	-2,300.00
DD23089.1	30/09/2024	CLEARMATCH ORIGINATE PTY LTD	INSURANCE PREMIUM REPAYMENT	-45,929.68
DD23058.1	02/09/2024	VESTONE CAPITAL PTY LTD	GYM EQUIPMENT RENTAL	-10,554.20
DD23060.1	10/09/2024	AUSTRALIAN SUPER	SUPERANNUATION	-2,732.07
DD23060.2	10/09/2024	AWARE SUPER PTY LTD	SUPERANNUATION	-20,500.90
DD23060.3	10/09/2024	CBUS SUPER	SUPERANNUATION	-233.72
DD23060.4	10/09/2024	COLONIAL FIRST STATE FIRST CHOICE SUPER	SUPERANNUATION	-794.44
DD23060.5	10/09/2024	HESTA SUPER	SUPERANNUATION	-82.02
DD23060.6	10/09/2024	HOSTPLUS	SUPERANNUATION	-1,540.98
DD23060.7	10/09/2024	MERCER	SUPERANNUATION	-692.76
DD23060.8	10/09/2024	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-520.56
DD23078.1	24/09/2024	AUSTRALIAN SUPER	SUPERANNUATION	-1,968.24
DD23078.2	24/09/2024	AWARE SUPER PTY LTD	SUPERANNUATION	-21,744.82
DD23078.3	24/09/2024	CBUS SUPER	SUPERANNUATION	-259.31
DD23078.4	24/09/2024	COLONIAL FIRST STATE FIRST CHOICE SUPER	SUPERANNUATION	-807.85
DD23078.5	24/09/2024	HESTA SUPER	SUPERANNUATION	-67.37
DD23078.6	24/09/2024	HOSTPLUS	SUPERANNUATION	-1,594.32
DD23078.7	24/09/2024	MERCER	SUPERANNUATION	-705.92
DD23078.8	24/09/2024	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-499.93
				-1,054,319.50

Sundry Creditors as at 30/09/2024 **112,329.68**

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

11 October 2024

DATE

Shane Ivers
Chief Executive Officer

Shire of Irwin

Corporate Credit Card Expenditure - Payment Reference CR020924

S.IVERS CREDIT CARD EXPENSES

Date	Payee	Description	Amount
02/08/2024	Links Modular	Program - Rec Centre	$ 283.01
05/08/2024	Google Gsuite	IT - Subscription	$ 16.69
07/08/2024	Davis Instruments	IT - Subscription	$ 700.46
07/08/2024	JAMF Software	IT - Subscription	$ 573.10
08/08/2024	Spotify	Rec Centre Gym Music	$ 13.99
16/08/2024	Links Modular	Program - Rec Centre	$ 283.01
19/08/2024	Apple	IT - Subscription	$ 1.49
19/08/2024	NinjaOne	IT - Subscription	$ 7,477.80
20/08/2024	ErgoLink	Equipment	$ 175.00
26/08/2024	Live Chat	IT - Subscription	$ 7.68
26/08/2024	Live Chat	IT - Subscription	$ 125.68
28/08/2024	NAB	Card Fee	$ 9.00
			$ 9,666.91

P.MACHAKA CREDIT CARD EXPENSES

Date	Payee	Description	
31/07/2024	Dropbox	Licence/s	$ 169.95
01/08/2024	Terry Truck Rentals	Refund - Car Hire - Doctor	-$ 148.66
05/08/2024	Amazon Web Services	Web Hosting	$ 3,720.46
05/08/2024	Zoom	IT - Subscription	$ 1,752.03
05/08/2024	Auvik Networks	Network Management	$ 540.75
06/08/2024	GO Fax Pty Ltd	E-Fax Service - Medical Centre	$ 15.00
08/08/2024	Dropbox	Licence/s	$ 21.02
12/08/2024	Microsoft	Licence/s	$ 33.00
12/08/2024	Microsoft	Licence/s	$ 29.59
12/08/2024	Microsoft	Licence/s	$ 83.05
12/08/2024	Microsoft	Licence/s	$ 1,407.45
12/08/2024	Microsoft	Licence/s	$ 187.44
12/08/2024	Microsoft	Licence/s	$ 167.97
14/08/2024	UDEMY	IT - Subscription	$ 234.84
21/08/2024	Dropbox	Licence/s	$ 9.14
21/08/2024	GO Fax Pty Ltd	E-Fax Service - Medical Centre	$ 15.00
21/08/2024	WALGA	Training Course Fees	$ 654.50
28/08/2024	CodeTwo	IT - Subscription	$ 121.27
28/08/2024	NAB	Card Fee	$ 9.00
			$ 9,022.80

S.STUBBS CREDIT CARD EXPENSES

Date	Payee	Description	Amount
07/08/2024	BOC Limited	Rental Charge	$ 23.72
16/08/2024	Leeman Fish and Chips	Food - Bushfire Brigade Training	$ 40.50
16/08/2024	Carnamah Roadhouse	Food - Bushfire Brigade Training	$ 23.49
20/08/2024	JB Hi-Fi	Equipment	$ 1,721.89
20/08/2024	Davis Instruments	Equipment	$ 1,130.80
28/08/2024	NAB	Card Fee	$ 9.00
			$ 2,949.40

TOTAL PAYMENT TO CORPORATE CREDIT CARD ACCOUNT	$ 21,639.11

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

22 October 2024

Item CC02-10/24
Statement of Financial Activity
August 2024

SHIRE OF IRWIN

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 August 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 AUGUST 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 AUGUST 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)	(159,084)	(352,924)	(352,924)	**(352,924)**	0	0%		
Revenue from operating activities								
Rates	6,981,939	6,981,939	6,952,952	**6,948,243**	(4,709)	(0%)	▼	
Operating Grants, Subsidies and Contributions	489,110	489,110	144,362	138,773	(5,590)	(4%)	▼	
Fees and Charges	2,568,150	2,568,150	1,193,811	1,292,433	98,622	8%	▲	
Interest Earnings	232,050	232,050	27,176	24,005	(3,171)	(12%)	▼	
Other Revenue	267,000	267,000	24,367	21,867	(2,501)	(10%)	▼	S
Profit on Disposal of Assets	137,263	137,263	2,750	**0**	(2,750)	(100%)	▼	
	10,675,512	**10,675,512**	**8,345,418**	**8,425,320**				
Expenditure from operating activities								
Employee Costs	(4,161,974)	(4,161,974)	(660,232)	(627,125)	33,107	5%	▲	
Materials and Contracts	(3,367,490)	(3,367,490)	(566,465)	(429,246)	137,219	24%	▲	S
Utility Charges	(531,371)	(531,371)	(75,525)	(46,126)	29,399	39%	▲	
Depreciation on Non-Current Assets	(4,850,548)	(4,850,548)	(808,408)	0	808,408	100%	▲	S
Interest Expenses	(298,120)	(298,120)	(10,618)	(4,484)	6,134	58%	▲	
Insurance Expenses	(278,228)	(278,228)	(73,383)	(300)	73,083	100%	▲	S
Other Expenditure	(188,728)	(188,728)	(10,424)	(8,949)	1,475	14%	▲	
Loss on Disposal of Assets	0	0	0	0	0			
	(13,676,459)	**(13,676,459)**	**(2,205,055)**	**(1,116,230)**				
Operating activities excluded from budget								
Add back Depreciation	4,850,548	4,850,548	808,408	**0**	(808,408)	(100%)	▼	S
Adjust (Profit)/Loss on Asset Disposal	(137,263)	(137,263)	(2,750)	**0**	2,750	100%	▲	
Movement in Leave Reserve (Added Back)	7,284	7,284	1,214	**1,420**	206	17%	▲	
Fair value adjustments to financial assets at fair value through profit or loss	0	0	0	**0**	0			
Amount attributable to operating activities	**1,719,622**	**1,719,622**	**6,947,235**	**7,310,510**				
Investing activities								
Non-Operating Grants, Subsidies and Contributions	5,615,137	5,615,137	52,970	**52,970**	0	0%		
Proceeds from Disposal of Assets	176,263	176,263	28,113	**24,515**	(3,598)	(13%)	▼	
Land and Buildings	(415,000)	(415,000)	(24,351)	**(12,024)**	12,328	51%	▲	S
Plant and Equipment	(372,199)	(372,199)	(22,342)	**(28,655)**	(6,313)	(28%)	▼	
Furniture and Equipment	(29,650)	(29,650)	0	**0**	0			
Infrastructure Assets - Roads	(2,210,092)	(2,210,092)	(239,270)	**(161,184)**	78,086	33%	▲	S
Infrastructure Assets - Other	(5,434,500)	(5,434,500)	(64,080)	**(10,130)**	53,950	84%	▲	S
Amount attributable to investing activities	**(2,670,041)**	**(2,670,041)**	**(268,960)**	**(134,507)**				
Financing Activities								
Proceeds from New Debentures	1,500,000	1,500,000	0	**0**	0			
Repayment of Debentures	(899,910)	(899,910)	(131,656)	**(130,988)**	668	1%	▲	
Repayment of Lease Financing	(34,370)	(34,370)	(5,726)	**(5,871)**	(145)	(3%)	▼	
Advances to Community Groups	0	0	0	**0**	0			
Proceeds from Advances	0	0	0	**0**	0			
Self-Supporting Loan Principal	58,625	58,625	0	**0**	0			
Transfer to Restricted Cash - Other	0	0	0	**0**	0			
Transfer from Restricted Cash - Other	20,000	20,000	0	**0**	0			
Transfer from Reserves	325,000	325,000	0	**0**	0			
Transfer to Reserves	(55,086)	(55,086)	(9,176)	**(10,548)**	(1,372)	(15%)	▲	s
Amount attributable to financing activities	**914,259**	**914,259**	**(146,558)**	**(147,407)**				
Closing Funding Surplus (Deficit)	**(195,244)**	**(389,084)**	**6,178,793**	**6,675,672**				

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 15 for an explanation of the reasons for the variance.
The material variance adopted by Council for the 2024/25 year is $10,000 and 10%.

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

SHIRE OF IRWIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 August 2024

	30-Jun-24	31-Aug-24
	$	$
CURRENT ASSETS		
Cash and cash equivalents	2,541,970	1,904,398
Trade and other receivables	954,161	8,925,831
Other financial assets	44,571	184,173
Inventories	35,881	35,881
TOTAL CURRENT ASSETS	3,581,098	11,050,282
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	64,291,920
Right-of-use assets	179,698	179,698
TOTAL NON-CURRENT ASSETS	106,449,787	106,722,970
TOTAL ASSETS	110,030,885	117,773,253
CURRENT LIABILITIES		
Trade and other payables	857,014	872,804
Other liabilities	778,116	1,159,396
Lease liabilities	34,370	28,499
Borrowings	828,529	697,541
Employee related provisions	793,228	793,228
TOTAL CURRENT LIABILITIES	3,291,257	3,551,468
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	8,488,602	8,748,814
NET ASSETS	**101,542,283**	**109,024,439**
EQUITY		
Retained surplus	36,701,393	44,077,420
Reserve accounts	1,295,984	1,306,532
Revaluation surplus	63,640,487	63,640,487
TOTAL EQUITY	**101,637,864**	**109,024,439**

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

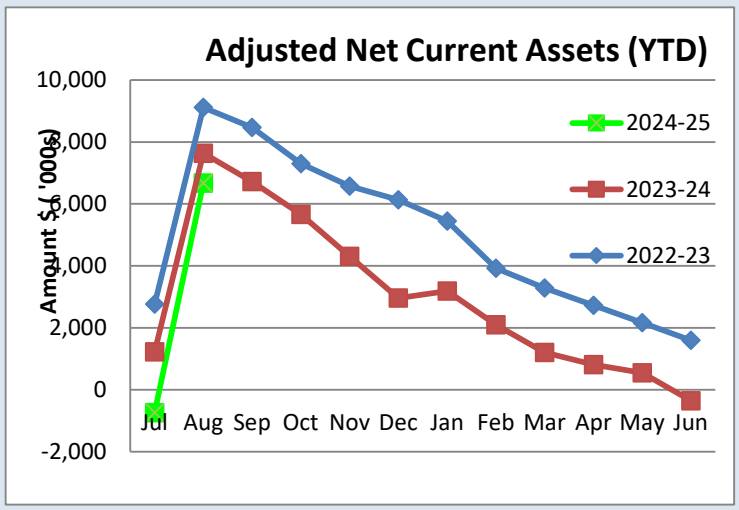
OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS

Adjusted Net Current Assets	Last Years Closing 30/06/2024	This Time Last Year 31/08/2023	Year to Date Actual 31/08/2024
	$	$	$
Current Assets			
Cash Unrestricted	625,990	2,029,777	(24,406)
Cash Restricted - Reserves	1,295,984	1,612,326	1,306,532
Cash Restricted - General	373,935	373,935	373,935
Cash Restricted - Bonds & Deposits	246,060	338,736	248,336
Receivables - Rates	693,621	6,293,791	8,263,893
Receivables - Other	344,016	335,957	846,111
Inventories	35,881	32,618	35,881
	3,615,488	11,017,140	11,050,282
Less: Current Liabilities			
Payables	(610,954)	(430,885)	(624,468)
Contract Liabilities	(746,785)	(871,540)	(1,128,065)
Financial Liabilities	(31,331)	(31,331)	(31,331)
Bonds & Deposits	(246,060)	(338,736)	(248,336)
Loan and Lease Liability	(862,899)	(586,122)	(726,040)
Provisions	(793,228)	(602,946)	(793,228)
	(3,291,257)	(2,861,560)	(3,551,468)
Less: Cash Reserves	(1,295,984)	(1,612,326)	(1,306,532)
Add Back: Component of Leave Liability not Required to be funded	174,437	168,479	175,857
Add Back: Loan and Lease Liability	862,899	586,122	726,040
Less : Loan Receivable - clubs/institutions	(44,571)	(34,193)	(44,571)
Less : Restricted Cash General	(373,935)	(373,935)	(373,935)
Net Current Funding Position	**(352,924)**	**6,889,726**	**6,675,672**

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)

$6.68 M

Last Year YTD Surplus(Deficit)

$6.89 M

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Receivables - Rates & Rubbish	30 June 2024	31 Aug 24
	$	$
Opening Arrears Previous Years	373,069	726,082
Levied this year	7,200,649	7,898,604
Less Collections to date	(6,847,637)	(328,332)
Equals Current Outstanding	726,082	8,296,354
Net Rates Collectable	**726,082**	**8,296,354**
% Collected	90.41%	3.81%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Receivables - General	336,053	129,708	30,121	61,154	557,035
Percentage	60%	23%	5%	11%	
Balance per Trial Balance					
Sundry Debtors					557,035
Receivables - Other					289,076
Total Receivables General Outstanding					**846,111**

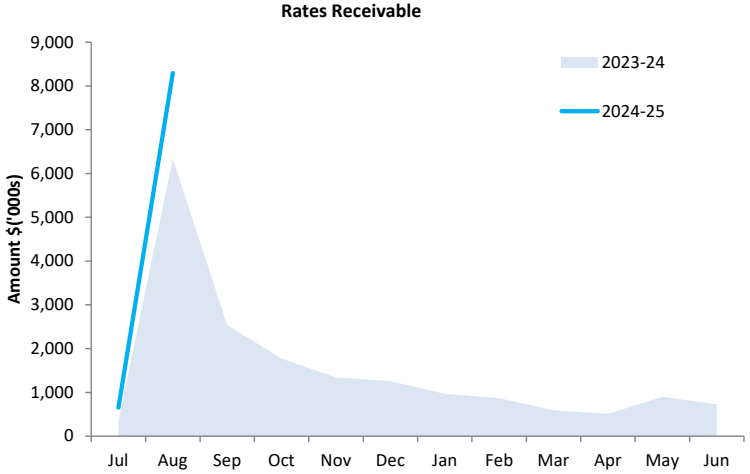
Amounts shown above include GST (where applicable)

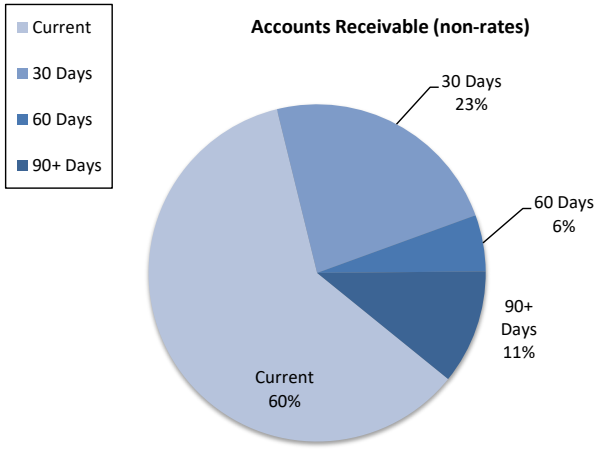
KEY INFORMATION

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
4%	$8,296,354

Debtors Due
$846,111

Over 30 Days
40%

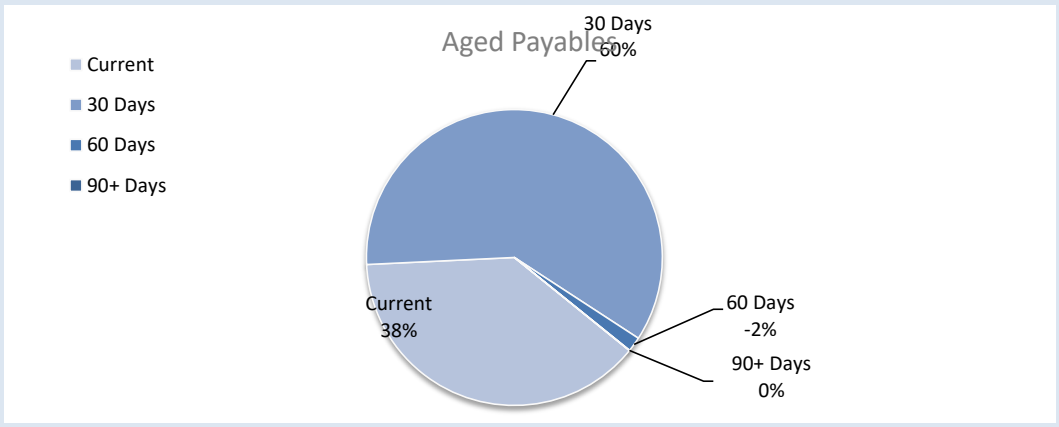
Over 90 Days
11%

OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Payables (Sundry Creditors) - General	54,224	84,643	(2,271)	(46)	136,551
Percentage	39.7%	62%	-1.7%	0%	
Balance per Trial Balance					
Sundry creditors - General					136,551
Other creditors					428,799
ATO liabilities					59,118
Financial liabilities (Developer Contributions)					31,331
Total Payables General Outstanding					**655,799**
Amounts shown above include GST (where applicable)					

KEY INFORMATION

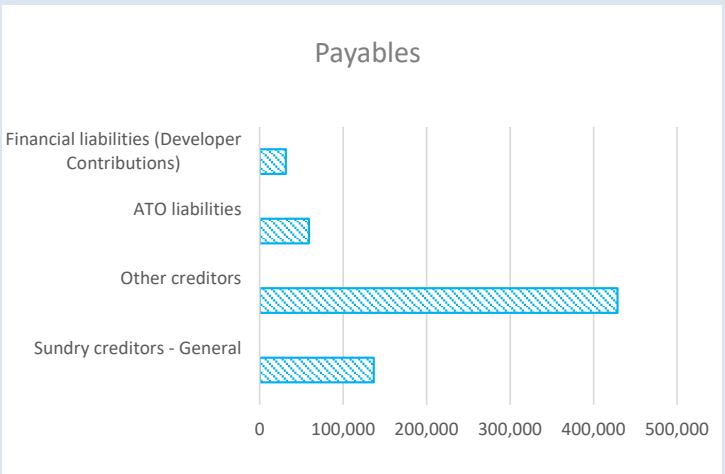
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are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

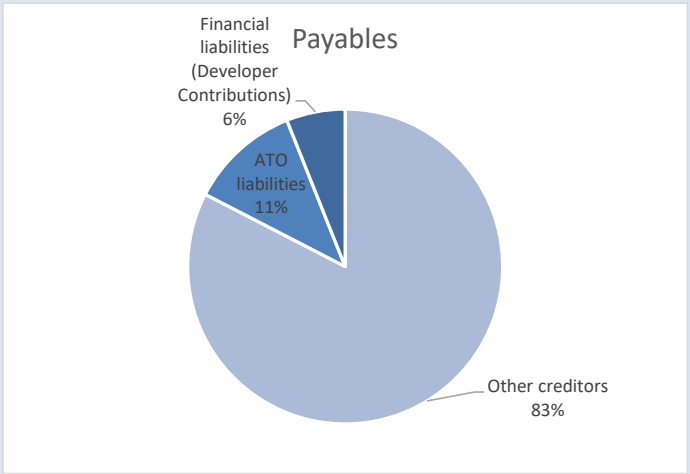


Creditors Due
$655,799

Over 30 Days
60%

Over 90 Days
0%





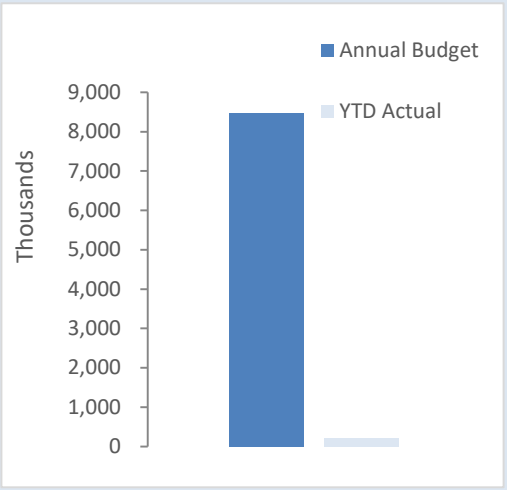
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted Annual Budget	YTD Budget	Amended Annual Budget	YTD Actual Total	YTD Budget Variance
	$	$	$	$	$
Land Held for Resale	0	0	0	**0**	0
Land and Buildings	415,000	24,351	415,000	**12,024**	(12,328)
Plant and Equipment	372,199	22,342	372,199	**28,655**	6,313
Furniture and Equipment	29,650	0	29,650	**0**	0
Infrastructure Assets - Roads	2,210,092	239,270	2,210,092	**161,184**	(78,086)
Infrastructure Assets - Drainage	0	0	0	**0**	0
Infrastructure Assets - Footpaths	0	0	0	**0**	0
Infrastructure Assets - Public Facilities	0	0	0	**0**	0
Infrastructure Assets - Other	5,434,500	64,080	5,434,500	**10,130**	(53,950)
Capital Expenditure Totals	8,461,441	350,043	8,461,441	**211,992**	(138,051)
Capital acquisitions funded by:					
	$	$	$	$	$
Capital Grants and Contributions	5,615,137	52,970	5,615,137	**52,970**	0
Borrowings	1,500,000	0	1,500,000	**0**	0
Other (Disposals & C/Fwd)	176,263	28,113	176,263	**24,515**	(3,598)
Council contribution - Cash Backed Reserves					
Various Reserves		0	350,000	**0**	0
Council contribution - operations		**268,960**	**820,041**	**134,507**	(134,453)
Capital Funding Total		**350,043**	**8,461,441**	**211,992**	**(138,051)**

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
	$8.46 M	$.21 M	3%

Capital Grant	Annual Budget	YTD Actual	% Received
	$5.62 M	$.05 M	1%

SHIRE OF IRWIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2024

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								
0.00	BUILDING - THE VILLAGE - RENEWAL	2584	1311	CJ02	(6,500)	(6,500)	(1,082)	0	1,082
	Total - Housing				**(6,500)**	**(6,500)**	**(1,082)**	**0**	**1,082**
	Community Amenities								
1.00	TRANSFER STATION RAMP RENEWAL	1944	1311	CJ115	0	0	0	0	0
	Total - Community Amenities				**0**	**0**	**0**	**0**	**0**
	Recreation And Culture								
0.05	DONGARA PUBLIC TOWN HALL	2404	1311	CJ130	(256,000)	(256,000)	(12,023)	(12,024)	(1)
0.00	IRWIN REC CENTRE ROOF UPGRADE - PARTIALLY GRANT FUNDED	2834	1311	CJ121	(85,000)	(85,000)	0	0	0
0.00	DENISON HOUSE - CAPITAL RENEWAL WORKS	3344	1311	C910	(25,000)	(25,000)	(4,166)	0	4,166
	Total - Recreation And Culture				**(366,000)**	**(366,000)**	**(16,189)**	**(12,024)**	**4,166**
0.03	**Total - Buildings**				**(372,500)**	**(372,500)**	**(17,271)**	**(12,024)**	**5,248**
	Plant & Equipment								
	Fire Prevention								
0.00	STATIC VARIABLE MESSAGE BOARD UPGRADES	0784	1312	CJ157	(5,613)	(5,613)	0	0	0
0.00	CESM STORAGE	0784	1312	CJ160	(8,000)	(8,000)	0	0	0
0.00	MOBILE EMERGENCY GENERATOR	0784	1312	V854	(1,980)	(1,980)	(330)	0	330
0.00	FIREBREAK MANAGEMENT SYSTEM	0784	1312	CJ159	(21,000)	(21,000)	0	0	
	Total - Fire Prevention				**(36,593)**	**(15,593)**	**(330)**	**0**	**330**
	Health								
0.30	DOCTORS VEHICLES	4975	1312	V950	(97,086)	(97,086)	(16,180)	(28,655)	(12,475)
	Total - Health				**(97,086)**	**(97,086)**	**(16,180)**	**(28,655)**	**(12,475)**
	Transport								
0.00	NEW ISUZU FTS 139-260	3534	1312	V884	(126,890)	(126,890)	0	0	0
1.00	UTE SUP ROADS	3534	1312	V870	0	0	0	0	0
1.00	NEW SHIRE POOL	3584	1312	V892	0	0	0	0	0
1.00	MANAGER VEHICLE	3584	1312	V893	0	0	0	0	0
1.00	NEW MANAGER VEHICLE	3584	1312	V894	0	0	0	0	0
1.00	EXCAVATOR AND TRAILER	3584	1312	V896	0	0	0	0	0
1.00	OPS MAINTENANCE SUPEVISOR VEHICLE	3584	1312	V898	0	0	0	0	0
1.00	EHO VEHICLE	3584	1312	V899	0	0	0	0	0
0.00	GRADER - FINAL TRIM GPS	3534	1312	V901	(76,630)	(76,630)	0	0	0
	Total - Transport				**(203,520)**	**(126,890)**	**0**	**0**	**0**
0.12	**Total - Plant & Equipment**				**(337,199)**	**(239,569)**	**(16,510)**	**(28,655)**	**(12,145)**
	Furniture & Equipment								
	Recreation & Culture								
0.00	REC CENTRE GYM MASTER	2824	1314	CJ144	(12,050)	(12,050)	0	0	0
	Total - Recreation & Culture				**(12,050)**	**(12,050)**	**0**	**0**	**0**
	Other Property & Services								
0.00	MECHANIC EQUIPMENT	0554	1312	CJ170	(35,000)	(35,000)	(5,832)	0	5,832
0.00	OFFICE / CHAMBERS FURNITURE & EQUIPMENT	0264	1314	CJ96	(17,600)	(17,600)	0	0	0
	Total - Other Property & Services				**(52,600)**	**(52,600)**	**(5,832)**	**0**	**5,832**
0.00	**Total - Furniture & Equipment**				**(64,650)**	**(64,650)**	**(5,832)**	**0**	**5,832**
	Roads								
	Transport								
1.00	RURAL ROAD SHOULDER RECONSTRUCTION	6614	1317	CJ110	0	0	0	(6,843)	(6,843)
0.06	RRG GRANT - MT ADAMS ROAD - SLK 0.0 - SLK 12.0KM	6644	1317	CJ131	(663,612)	(663,612)	(110,598)	(37,389)	73,209
1.00	MOUNT HORNER WEST ROAD -SLK 0.00 - 0.000 8KM	6644	1317	CJ132	0	0	0	0	0
0.64	PIGGERY LANE -SLK 0.00 - 0.000 4KM	6644	1317	CJ135	(131,397)	(131,397)	(21,896)	(84,684)	(62,788)
0.10	VEGETATION PROGRAM	6644	1317	CJ136	(187,058)	(187,058)	(31,174)	(18,000)	13,174
1.00	R2R - PIGGERY LANE: SLK 9.09 TO 10.69	6664	1317	CJ125	0	0	0	(2,769)	(2,769)
0.00	ALLANOOKA SLK 0 - 8K	6614	1317	CJ166	(22,561)	(22,561)	(2,254)	0	2,254
0.00	RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SLK 3	6674	1317	CJ138	(326,423)	(326,423)	0	0	0
0.10	RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SLK 1	6674	1317	CJ139	(107,008)	(107,008)	(17,834)	(10,182)	7,652
0.00	RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SLK 0	6674	1317	CJ140	(438,924)	(438,924)	0	0	0
0.00	R2R - WATER SUPPLY ROAD -SLK 5 - 11KM	6754	1317	CJ162	(333,109)	(333,109)	(55,514)	0	55,514
1.00	GRANNY'S BEACH ROUNDABOUT	6754	1317	CJ167	0	0	0	(1,318)	
	Total - Transport				**(2,210,092)**	**(2,210,092)**	**(239,270)**	**(161,184)**	**79,404**
0.07	**Total - Roads**				**(2,210,092)**	**(2,210,092)**	**(239,270)**	**(161,184)**	**79,404**
	Infrastructure - Other								

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
					$	$	$	$	$
	Housing								
0.00	THE VILLAGE - SOAKWELLS & DOWNPIPES	2585	1318	CJ46	(10,000)	(10,000)	(1,666)	0	1,666
0.00	TWO HENRY ROAD - LANDSCAPING	2585	1318	CJ113	(18,000)	(18,000)	(3,000)	0	3,000
0.00	MORETON TERRACE DEVELOPMENT	2585	1311	CJ169	(25,000)	(25,000)	(4,164)	0	
	Total - Housing				**(53,000)**	**(53,000)**	**(8,830)**	**0**	**4,666**
	Community Amenities								
0.00	TRANSFER STATION CONCRETE BUND FOR OIL TANKS	1964	1318	CJ118	(20,000)	(20,000)	0	0	0
0.00	TRANSFER STATION GATEHOUSE	1944	1311	CJ137	(17,500)	(17,500)	(2,916)	0	2,916
	Total - Community Amenities				**(37,500)**	**(37,500)**	**(2,916)**	**0**	**2,916**
	Recreation And Culture								
0.00	SURF BEACH STABILISATION	8054	1318	CJ87	(6,500)	(6,500)	(1,082)	0	1,082
0.00	FORESHORE - PRECINCT	2864	1318	CJ153	(5,000,000)	(5,000,000)	0	0	0
	Total - Recreation And Culture				**(5,006,500)**	**(5,006,500)**	**(1,082)**	**0**	**1,082**
	Transport								
0.23	TECHNICAL STUDIES - INFRASTRUCTURE RENEWAL	6794	1318	CJ112	(30,000)	(30,000)	0	(6,771)	(6,771)
0.01	MILO CROSSING UPGRADE	6794	1318	CJ124	(350,000)	(350,000)	(58,332)	(3,359)	54,973
	Total - Transport				**(380,000)**	**(380,000)**	**(58,332)**	**(10,130)**	**48,202**
0.00	**Total - Infrastructure - Other**				**(5,477,000)**	**(5,477,000)**	**(71,160)**	**(10,130)**	**56,866**
0.03	**Grand Total**				**(8,461,441)**	**(8,363,811)**	**(350,043)**	**(211,992)**	**135,205**

NOTE 15
EXPLANATION OF SIGNIFICANT VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2024/25 year is $10,000 and 10%.

	Var. $	Var. %	Var. ▲▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Expenditure from operating activities						
Materials and Contracts	137,219	24%	▲	S	Timing	Materials and Contracts are underspent by $137k; this is a timing variance which is expected to reduce as the year progresses.
Utility Charges	29,399	39%	▲	S	Timing	Utility Charges reflect an underspend of $46k. It is anticipated that actuals spend will align closer to budget during the course of the financial year.
Depreciation on Non-Current Assets	808,408	100%	▲	S	Timing	Awaiting finalisation of the 2023/24 Financial Annual Report.
Insurance Expenses	73,083	100%	▲	S	Timing	This is a timing variance which is expected to reduce as the year progresses.
Investing Activities						
Land and Buildings	12,328	51%	▲	S	Timing	Works are still in their preliminary stages, resulting in an underspend of $12k for Land and Building Works.
Infrastructure Assets - Roads	78,086	33%	▲	S	Timing	Typically, in the first part of the year, works are still in their early stages, resulting in an underspend of $78k for Infrastructure Roads.
Infrastructure Assets - Other	53,950	84%	▲	S	Timing	Similarly, the underspend for Infrastructure Assets - Other, is a result of timing of construction works.

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

22 October 2024

Item ID01-10/24
Development Delegated and Authorised Authority Report
September 2024

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

September 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	5 September 2024	Granted	Carport	Lot 398 (No. 38) Pearse Road, Dongara
		6 September 2024	Granted	Shed	Lot 542 (No. 108) North Shore Drive, Dongara
		12 September 2024	Granted	Dwelling	Lot 140 Summer Wattle Drive, Bookara
		19 September 2024	Granted	Demolition	Lot 266 (No. 55) Hampton Street, Port Denison
		24 September 2024	Granted	Re-Roof	Lot 23 (No. 12) Moreton Terrace, Dongara
Single House Application	Manager Development	2 September 2024	Granted	Single House	Lot 32 (No. 25) Waldeck Street, Dongara
		9 September 2024	Granted	Patio	Lot 798 (No. 75) Deepwater Drive, Port Denison
		10 September 2024	Granted	Outbuilding	Lot 388 (No. 2) Emily Way, Dongara
		20 September 2024	Granted	Single House	Lot 250 (No. 13) Tyford Road, Dongara
		20 September 2024	Granted	Outbuilding	Lot 752 (No. 128) North Shore Drive, Dongara
		24 September 2024	Granted	Single House, Outbuilding and Ancillary Dwelling	Lot 245 (No. 3) Tyford Road, Dongara
Development Approval	Manager Development	6 September 2024	Granted	Holiday Accommodation	Lot 204 (No. 15) Bungaru Road, Port Denison
		20 September 2024	Granted	Caravan/Chalet Park (Café Pergola)	Lot 1 (No. 81) Church Street, Dongara
Subdivision Clearance	Manager Development	26 September 2024	Granted	1 Rural Smallholdings Lot	Lot 121 Stack Road, Bookarra

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

22 October 2024

Item ID02-10/24
Attachment 1
Policy P4 – Temporary Accommodation

P4 TEMPORARY ACCOMMODATION

PURPOSE

To prevent the establishment of two dwellings on rural lots.

POLICY

Temporary accommodation may be approved by Council under Policy B4 'Isolated Outbuildings' subject to:

- Only on lots zoned 'General Farming' and lots one hectare and over (all other lots require specific Council approval);
- The only form of temporary accommodation to be approved will be within a caravan parked inside a shed, built in accordance with Policy B4;
- Toilet, shower and laundry will need to be provided connected to an approved effluent disposal system and use of the temporary accommodation will not commence until facilities are inspected and approved by the Environmental Health Officer;
- Temporary accommodation will be approved for an initial period of six months. An extension of up to a further six months may be granted subject to progress in building the permanent residence. If you require a further extension of time, application must be made to the Minister of Local Government.

The application must be accompanied with a bond as outlined within Council's Fees & Charges.

Date of Original Adoption –15 December 2015 (reviewed 27 June 2017 Minute 140617)

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

22 October 2024

Item ID02-10/24
Attachment 2
Caravans & Tiny Homes for Temporary Accommodation

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

CARAVANS AND TINY HOMES FOR TEMPORARY ACCOMMODATION

Local Planning Policy

October 2024



www.irwin.wa.gov.au

CONTENTS

1 CITATION

2 POLICY INTENT

3 BACKGROUND

4 POLICY OBJECTIVES

5 POLICY MEASURES

5.1 General
5.2 Location
5.3 Safety, Health and Services
5.4 Application Information
5.5 Consultation

DRAFT

Policy Status

Revision No.	*Date*	*Comment*
0	22 October 2024	Draft for public consultation – Council Item No. ID02-10/24.

1 CITATION

This is a local planning policy prepared under Schedule 2, Part 2 of the deemed provisions as set out in the *Planning and Development (Local Planning Schemes) Regulations 2015*, and the Shire of Irwin Local Planning Scheme No. 5. This policy may be cited as the *CARAVANS AND TINY HOMES FOR TEMPORARY ACCOMMODATION* local planning policy.

2 POLICY INTENT

The intent of this policy is to provide guidance on the exercise of discretion when dealing with the design, planning and assessment of applications for, or related to the use of caravans (which includes a motor home or similar) or tiny homes on wheels for temporary accommodation purposes.

This policy does not apply to caravan parks. The policy does not relate to permanently fixed, smaller sized dwellings on foundations (tiny houses) which are treated as a building.

3 BACKGROUND

Under the *Caravan Parks and Camping Grounds Regulations 1997* a local government can consider applications to camp on private land for up to 24 consecutive months. Usually a caravan or tiny home on wheels is the easiest form of temporary accommodation to place on the land.

Tiny homes on wheels (THOW's) are classified as caravans under the *Caravan Parks and Camping Grounds Act 1995* and the *Caravan Parks and Camping Grounds Regulations 1997*.

4 POLICY OBJECTIVES

The objectives of this policy are:

a. To provide guidance in dealing with applications made under regulation 11A of the *Caravan Parks and Camping Grounds Regulations 1997.*

b. To provide for and regulate the use of caravans and THOW's for temporary accommodation purposes.

c. To ensure that this type of temporary accommodation will be compatible with its setting, which includes:

    i. The amenity of the locality;

    ii. The desired future character of its setting; and

    iii. Its relationship to development on adjoining land or on other land in the locality.

d. To ensure acceptable health standards (and planning / building standards if applicable) are achieved.

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e. To specify areas and circumstances where longer term occupation of caravans or THOW's may be appropriate.

5 POLICY MEASURES

5.1 General

5.1.1 There is a general presumption that THOW's are a more appropriate form of accommodation for longer term occupation, as opposed to a conventional caravan where shorter periods are considered more appropriate.

5.1.2 It is not intended that caravans or THOW's be located on private lots permanently but instead allow for their use as temporary accommodation, albeit for longer periods of time.

5.1.3 No more than one caravan or THOW's will be approved on a single lot.

5.1.4 Tents or similar camping arrangements will not be supported.

5.2 Location

5.2.1 Applications will only be considered in areas where a single house (or some form of accommodation land use) can be approved by the local government under the Scheme.

5.2.2 The placement of a caravan or THOW's should comply with all relevant Scheme and R-Code provisions (e.g. setbacks, site cover etc.).

5.2.3 Where there is an established dwelling on the lot, the caravan or THOW's must be parked to the rear of the residence and screened from view of the street and from adjoining properties.

5.2.4 If on a vacant lot, then the placement of a caravan or THOW's should be as inconspicuous as possible taking into consideration the manner in which the property is viewed from the street or from adjoining land.

5.2.5 The local government will only consider applications for longer term accommodation (maximum 24 months) in accordance with the following:

	Zone	Caravan / Motorhome	Tiny Home on Wheels
1	Rural and Rural Smallholdings	yes	yes
2	Rural Residential	yes	yes
3	Residential R2.5 and lower	yes	yes
4	Special Residential, Residential R5 and higher (vacant)	NO	yes
5	Residential R5 and higher (existing dwelling on the lot)	yes	yes
6	Other Zones or Reserves	on a case-by-case basis	

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5.3 Safety, Health and Services

5.3.1 Before giving approval the local government must be satisfied that the land is a suitable place for camping.

5.3.2 A caravan or THOW's must be connected to reticulated water and sewer if available to the lot, and where not available connected to an appropriate effluent disposal system with access to a potable water supply.

5.3.3 If the lot is within the local government waste serviceable area, then a 240 litre mobile garbage bin must be provided.

5.3.4 A caravan or THOW's should be located outside of a bushfire prone area and on land not susceptible to flooding.

5.3.5 The owner/occupier of a caravan or THOW's is to ensure that it has wheels attached to it and is maintained in such a condition that it is able to be moved under its own power or being towed within 24 hours. It must remain registered and road worthy.

5.3.6 Caravans must have internal ensuites with toilets and showers, along with a fridge/freezer and suitable hot water system for cooking and cleaning.

5.3.7 THOW's must be self-contained with its own kitchen, bathroom, clothes washing and toilet facilities.

5.4 Application Information

Written applications will need to be accompanied by the following:

a. A detailed site plan showing the location of the caravan or THOW's including any external areas to be used (e.g. areas for clothes drying).

b. Photographs that clearly illustrate the in-situ condition and appearance of the caravan or THOW's.

c. A precise timeframe sought for the approval.

e. Details of all the services to be provided (water, power, effluent and waste disposal).

f. An application fee of $147.

5.5 Consultation

The local government may choose to advertise an application should there be any concerns over the suitability of the land or any potential impact on the amenity of the locality.

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6 DEFINITIONS

The terms used in this policy complement those contained in the *Planning and Development (Local Planning Schemes) Regulations 2015* and the Shire of Irwin Local Planning Scheme No. 6. The following additional definitions apply within this policy.

Tiny Home on Wheels (THOW's) means a self-contained dwelling built on a wheeled trailer base that is designed to be towed (and not moved under its own power). It must be under 2.5m wide, 4.3m high, 12.5m long and no more than 4.5 tonnes. Please note the definition of a THOW's does not relate to permanently fixed smaller sized homes on foundations.

In the context of this policy a retrofitted bus, van or truck, wagon, retrofitted sea container, caravan, tent, yurt, non-retrofitted vehicle, transportable 'donga' or park home is not a THOW's.

Self-contained (although not defined in the R-Codes), it is clearly evident that this is in relation to independent living. Therefore, to be self-contained a THOW's must have (as minimum) its own kitchen, bathroom, clothes washing and toilet facilities.

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SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Ordinary Council Meeting

22 October 2024

Item ID03-10/24
Attachment 1
Short-Term Rental Accommodation

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

SHORT-TERM RENTAL ACCOMMODATION

Local Planning Policy

October 2024



www.irwin.wa.gov.au

CONTENTS

1 CITATION

2 POLICY INTENT

3 BACKGROUND

4 POLICY OBJECTIVES

5 POLICY MEASURES

- 5.1 Location
- 5.2 Number of Guests
- 5.3 Complaints Management
- 5.4 Guest Check-In and Check-Out Procedures
- 5.5 Access and Parking
- 5.6 Signage
- 5.7 Waste Management
- 5.8 Management Plans
- 5.9 Application Information
- 5.10 Fees
- 5.11 Time Limited Approvals
- 5.12 Further Information

6 DEFINITIONS

DRAFT

Policy Status

Revision No.	*Date*	*Comment*
0	22 October 2024	Draft for public consultation – Council Item No. ID03-10/24.

1 CITATION

This is a local planning policy prepared under Schedule 2, Part 2 of the deemed provisions as set out in the *Planning and Development (Local Planning Schemes) Regulations 2015*, and the Shire of Irwin Local Planning Scheme No. 5. This policy may be cited as the *SHORT-TERM RENTAL ACCOMMODATION* local planning policy.

2 POLICY INTENT

The intent of this policy is to provide guidance on the exercise of discretion when dealing with the design, planning and assessment of applications for, or related to short-term rental accommodation.

This policy applies to all unhosted short-term rental accommodation.

Hosted short-term rental accommodation is exempt from the requirement to obtain development (planning) approval as the primary owner or occupier of the residence remains onsite for the duration of a guest's stay. This means they can manage any issues that may arise, such as noise or parking, and is therefore considered to have very minimal impact on residential amenity and housing.

3 BACKGROUND

Western Australians have a tradition of holidaying in country areas particularly in the Mid West region, often renting private dwellings on a short-term basis. This has had a number of economic and social benefits but also some adverse impacts caused by overcrowding of houses, inappropriate guest behaviour and inadequate facilities and parking for guests.

Short-term rental accommodation is the collective name given to holiday homes, units or apartments offered for short-term letting, often through an online booking platform or management agent. Short-term rental accommodation is either hosted (where a permanent resident is present) or unhosted (where guests have exclusive use of an entire house).

4 POLICY OBJECTIVES

The objectives of this policy are:

a. To ensure that short-term rental accommodation will be compatible with its setting, which includes:

   i. The amenity of the locality;

   ii. The desired future character of its setting; and

   iii. Its relationship to development on adjoining land or on other land in the locality.

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b. To recognise the increasing market demand for short-term rental accommodation and to provide operators and other stakeholders with clarity on the issues that the local government wishes to address.

c. To provide for short-term rental accommodation in residential dwellings in appropriate locations where the proponent addresses relevant issues and suitably manages the use on an ongoing basis.

d. To ensure land use impacts between short-term rental accommodation activities and other land uses (especially permanent residential) are appropriately managed.

5 POLICY MEASURES

5.1 Location

As a guide, short-term rental accommodation is more appropriate in areas of high tourism amenity and in close proximity to social, cultural, and leisure attractions. They should be located to minimise adverse interface issues, particularly amenity impacts on surrounding permanent residential living areas.

5.2 Number of Guests

The number of guests in a short-term rental accommodation is restricted to 3 families and in any event the maximum number of guests shall not exceed 12. The local government may further limit the number of guests in response to site constraints such as vehicle parking, number of bedrooms/bathrooms and servicing considerations (effluent disposal and water supply).

5.3 Complaints Management

5.3.1 The manager of short-term rental accommodation should be contactable in the event that a complaint is made. The guest should have 24-hour access to the manager via phone, email or an online app.

5.3.2 Suitable on-going management is, of course more difficult if owners live a considerable distance from the premises. Accordingly, as part of the development application, the local government will require the proponent to outline how the site will be managed, especially if the owners do not live nearby.

5.3.3 The proponent is to keep a record of complaints made against the short-term rental accommodation detailing how the complaint was managed. This will need to be provided when submitting a renewal application.

5.4 Guest Check-In and Check-Out Procedures

Clear check-in and check-out procedures should be outlined in the management plan.

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5.5 Access and Parking

5.5.1 All car parking is to be contained on-site and no verge area should be used for car parking.

5.5.2 At a minimum, it will be necessary to provide 2 on-site car parking bays. Tandem parking will only be permitted for maximum of one vehicle behind one other vehicle.

5.5.3 It is common for holiday makers to have a boat, tailer, caravan etc. and there should be additional space allocated for such.

5.5.4 All vehicle access (including crossovers) and car parking areas are to be constructed and may need to be upgraded, to the approval of the local government.

5.6 Signage

A sign must be erected in a conspicuous position on-site and clearly visible from the street that has the manager's name and contact details. Proponents of short-term rental accommodation will be expected to send directional maps to patrons and tourist bureaus and use other methods for directional purposes rather than relying on signage.

5.7 Waste Management

The management plan should address how waste is to be managed in instances when normal kerbside bin collection is insufficient or if located outside of the waste collection area, how the waste will be appropriately managed.

5.8 Management Plans

5.8.1 It is considered that the responsibility for appropriate on-going management rests with the proponent to ensure that visitors are responsible and do not create inappropriate impacts (including noise and anti-social behaviour) to adjoining/nearby land.

5.8.2 The local government will require the proponent to lodge a management plan which details how potential amenity impacts will be addressed. This may include:

- details on the potential impact on the amenity of adjoining/nearby land;
- how noise and anti-social impacts will be managed;
- whether dogs or other pets will be permitted;
- any restriction on visitors (say after 10pm);
- detailing how the premises will be managed on a day-to-day basis (including how keys are easily available for late entry, providing on-site assistance and confirming arrangements for cleaning/waste management);

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- relevant site specific matters including fire management/emergency response plans for users; and

- the handling of complaints (it is expected that the tenant be contacted by phone immediately and the proponent visit the property as soon as possible).

5.8.3 Should it be demonstrated that the short-term rental accommodation is not being appropriately managed, and matters are not quickly rectified, the local government may not renew the development approval.

5.9 Application Information

Applications shall include a site plan, indicating parking areas, an internal floor plan along with a management plan and information detailing how the proposed location is appropriate and others matters as outlined in this policy.

5.10 Fees

5.10.1 Where the dwelling exists, the fee payable shall be the same as for an application for determining and initial application for approval of a home occupation.

5.10.2 Where the dwelling is proposed to be built, the fee payable shall be the same as for an application for determining a development application.

5.10.3 The annual renewal fee payable shall be the same as for determining an application for the renewal of an approval for a home occupation.

5.11 Time Limited Approvals

Development approvals for short-term rental accommodation shall be limited to a maximum period of 12 months, after which the further renewal of the approval by the local government is required annually. This is the responsibility of the proponent and the local government will not automatically re-issue approvals. In considering the renewal of an approval the local government is to have due regard to the effective on-going management (including any complaints received).

5.12 Further Information

5.12.1 Under the *Short-Term Rental Accommodation Act 2024*, all providers of short-term rental accommodation within Western Australia (both hosted and unhosted), are required to register their property. Further information can be obtained from the Department of Energy, Mines, Industry Regulation and Safety.

5.12.2 All short-term rental accommodation providers must ensure that residual current device (RCD's) are installed in accordance with the *Electricity Regulations 1947* to protect all power points and lighting circuits.

5.12.3 Owners must install and maintain smoke alarms in dwellings that are used or made available for short-term rental accommodation.

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5.12.4 Owners of short-term rental accommodation properties on which there is a swimming pool or spa must ensure they always have a compliant safety barrier in place.

5.12.5 If you prepare food for your guests, you are required to be appropriately trained and registered as a food business with the local government.

6 DEFINITIONS

The terms used in this policy complement those contained in the *Planning and Development (Local Planning Schemes) Regulations 2015* and the Shire of Irwin Local Planning Scheme No. 6. The following additional definitions apply within this policy.

Short-Term Rental Accommodation (STRA) refers to the practice of renting out a property (or part of a property) for a relatively short period of time, usually on a nightly or weekly basis. This type of accommodation is usually booked through online platforms and is popular among travellers and visitors seeking temporary lodging for holidays, business trips or other short stays. STRA properties are either ***hosted*** – where the host lives onsite (for example a bed and breakfast), or ***unhosted*** – where guests have exclusive use of an entire house, unit or apartment (for example a holiday home).

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