



SHIRE OF KONDININ

Ordinary Council Meeting Minutes Wednesday 17 December 2025 Karlgarin Country Club

Cr Kent Mouritz
23 December 2025
Shire President

11 Gordon Street, Kondinin, WA 6367 Telephone: (08) 98891006
All communications are to be addressed to the Chief Executive Officer ceo@kondinin.wa.gov.au

Members of the Public Attending a Council Meeting

Welcome to this meeting of Council and thank you for your interest in local government decision-making. The following information is provided to assist members of the public attending today's meeting.

Public Question Time

Public Question Time is provided in accordance with the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*. Members of the public are invited to ask questions relating to the business of the Shire.

- Questions must be clear and concise and may be submitted in writing prior to the meeting at the Shire offices or by email cso@kondinin.wa.gov.au or asked during Public Question Time.
- The Presiding Member may respond at the meeting, refer the question to a Councillor or officer or take the question on notice for a later response.
- Public questions must relate to the business of the Shire and should not be a statement or personal opinion.
- The Presiding Member may reject public questions that are defamatory, abusive, irrelevant to the business of the Shire or personal opinion as being out of order and no answer will be provided.
- Public questions will not be debated.

Members of the public are also advised that they are regarded as being legally liable and personally responsible for any comments made by them that might be construed as being offensive or defamatory.

Public Statement Time

Public Statement Time allows members of the public to make a brief statement on any matter of community interest. Statements must be respectful, limited to a reasonable duration as determined by the Presiding Member, and not include defamatory or offensive remarks. The Council will not comment or provide a response to public statements.

Meeting Formalities

Council meetings are formal proceedings governed by the *Local Government Act 1995*, the *Local Government (Administration) Regulations 1996*, and the Shire's Meeting Procedures Local Law. All attendees are requested to maintain decorum and not interrupt the proceedings. Only persons who have been invited by the Presiding Member may address the meeting.

Recording and Privacy Notice

Please note that this meeting is being recorded for minute-taking purposes. By attending, you acknowledge that your voice, and any personal information disclosed may be captured and published as part of the official record. The Shire collects and uses this information in accordance with its privacy obligations.

Copyright Disclaimer

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Notes for Elected Members

Report Definitions

Advocacy:	When Council advocates on its own behalf or on behalf of its community to another level of government, external body or agency.
Executive/Strategic:	The substantial direction setting and oversight role of the Council, including, but not limited to accepting tenders, grants, setting and amending budgets, adopting plans and reports.
Legislative:	Includes adopting town planning schemes, policies and local laws
Administrative:	Council administering legislation and applying legislation to factual circumstances and situations that affect the rights of people.
Information:	Items that are provided to Council for informational purposes only. These do not require a decision of Council.

Alternative Motions

Elected Members seeking to make alternate motions to officer recommendations are requested to provide notice of said alternative motions in written form to the Chief Executive Officer prior to the Council meeting.

Declarations of Interest

Elected Members should complete a Disclosure of Financial/Impartiality & Proximity Interest for agenda items that they hold a financial, impartiality or proximity interest. The form should be provided to the Presiding Member prior to the commencement of the meeting.

In accordance with Part 5, Division 6 of the Local Government Act 1995, Elected Members must disclose the nature of their interest in matters to be discussed at the meeting.

In accordance with Sections 5.70 & 5.71 of the Local Government Act 1995, Shire Officers must disclose the nature of their interest in reports or advice when they are giving the report or advice to the meeting.

Applications for a Leave of Absence

In accordance with Section 2.25 of the Local Government Act 1995, a Councillor application for leave of absence requires a Council resolution granting the leave requested. The Council may grant approval for a leave of absence for an Elected member for ordinary meetings of council for up to, but no greater than, six consecutive meetings. Ministerial approval is required for leave of absence greater than six ordinary meetings of council.

A failure to observe the requirements of the Local Government Act may lead to an Elected Member being disqualified should they be absent without leave for three consecutive meetings. It should be noted that Leave of Absence is approved by Council resolution and is different to circumstances whereby an Elected Member records their apologies for the meeting.

Shire of Kondinin - Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Kondinin for any act, omission, statement, or intimation occurring during Council Meetings. The Shire of Kondinin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, and statement of intimation occurring during Council Meetings.

Any person or legal entity that acts or fails to act in reliance upon any statement, act or omission occurring in a Council Meeting does so at their own risk. The Shire of Kondinin advises that any person or legal entity should only rely on formal confirmation or notification of Council resolutions.

Order of Business

1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS

The Shire President Cr Mouritz welcomed those present and declared the meeting open at 4.15pm.

The Shire of Kondinin acknowledges the traditional custodians of country throughout the Shire and where we meet. and it pays its respects to leader's past, present and emerging.

2. RECORD OF ATTENDANCE/ APOLOGIES/ LEAVE OF ABSENCE

Councillors scheduled for attendance:	Cr Kent Mouritz (President) Cr Beverley Gangell (Deputy President) Cr B Browning Cr P Green Cr D Pool Cr T Smeed
Staff:	Bruce Wright – Chief Executive Officer Vince Bugna – Manager Corporate Services Tory Young – Manager Planning & Assets
Apologies:	Cr M James Debra Wright – Acting Manager of Works

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATION FOR LEAVE OF ABSENCE

Nil

6. PETITIONS / DEPUTATIONS / PRESENTATIONS

On 15 December 2025, the Shire Administration received an email deputation from Mr Greg Gleeson on behalf of the Kondinin Men's Shed. The Shire President granted leave of Council for the deputation to be considered by Elected Members without objection.



Shire of Kondinin Ordinary Meeting of Council – 17 December 2025

Deputation – Mr Greg Gleeson

**Received by email.
Monday 15 December 2025, 10.23am**

Chief Executive Officer,

Mr Bruce Wright

I wish to formally respond to the section of the Council Agenda which refers to the 2015 Council Resolution concerning Lot 276, 6 Cottle Way, and the subsequent commentary regarding the absence of a lease document and the condition or use of the land.

After reviewing the report, I am concerned that the information presented does not accurately reflect the context or relevance of the matter currently before Council. The issue under consideration is the proposed sale of Lot 276 and the community's right to lodge submissions under the public notice issued on 24 November 2025. However, the report appears to shift focus toward record-keeping gaps, the absence of a lease document, and assumptions about the Men's Shed's use of the land. These matters, while noted, do not alter the fact that Council passed a clear and unambiguous resolution on 11 February 2015 to purchase the property specifically for the Kondinin Men's Shed and to make it available under a ten-year lease.

The Men's Shed acted in good faith on the basis of that resolution. The Shire's failure to execute or retain a copy of the lease does not diminish the intent of Council at the time, nor does it negate the Shed's standing or its right to participate in the statutory submission process. It is also important to clarify that the Shed was not responsible for the Shire's internal record-keeping, nor for the administrative oversight that has resulted in the lease document not being located.

I also wish to note that the report presented to Council identifies me personally as the objector, rather than the Kondinin Men's Shed. The submission was lodged by me in my capacity as Secretary of the Shed and on behalf of the organisation. The objection is an organisational submission, not a personal one. Presenting it as a personal objection misrepresents the position of the Men's Shed, shifts the focus away from the community group directly affected, and has contributed to inappropriate personal

pressure being directed toward me. I request that this be corrected in the record and that future reporting accurately reflect the Kondinin Men's Shed as the submitting party.

Furthermore, commentary regarding the land being "unkempt" or used for storage is not relevant to the statutory question before Council. The purpose of the public notice was to invite submissions on the proposed disposition of the land, not to assess the Shed's operational activities or to retrospectively evaluate the Shire's administrative history.

For these reasons, I respectfully submit that the framing of this section of the report does not align with the core matter under consideration and may inadvertently misrepresent the position of the Men's Shed and the intent of the 2015 Council resolution. I request that this be acknowledged and that future reporting remain focused on the substantive issue: whether the proposed sale of Lot 276 is consistent with Council's past decisions, community expectations, and the rights afforded to community groups under the Local Government Act.

Misrepresentation of the 2015 Council Motion

I also note that the agenda report prepared by the Manager of Town Planning selectively quotes the 11 February 2015 Council resolution relating to Lot 276, 6 Cottle Way, but fails to accurately represent the full context of the motion tabled at the same meeting under Item 9.2.4. The report cites only the portion stating that Council agreed to purchase the land for \$1.00 and make it available to the Kondinin Men's Shed under a ten-year lease. However, the accompanying officer's report presented to Council in 2015 makes it explicitly clear that the land was **donated by Mr Allan McWhirter for the use of the Kondinin Men's Shed**, that it was his expressed preference that the block be placed in the Shire's name **solely for the purpose of leasing it to the Shed**, and that the Shed was already using the block for wood storage as part of its income-generating activities. By omitting this critical context, the current agenda report does not fully or accurately reflect the intent of the donor, the purpose of the land transfer, or the basis upon which Council made its decision in 2015. This omission materially alters the understanding of the original resolution and should be corrected to ensure that Council is provided with a complete and accurate account of the matter. While we acknowledge that the full motion is contained within the submission we lodged, we believe it should also have been included in the agenda report if the Administration intended to rely on or make reference to the 2015 resolution. Providing only a partial extract does not give Council the complete context of the decision that was made at the time. Including the full motion is essential to ensuring transparency, accuracy, and fairness in the reporting of this matter.

I also note that the *Shire of Kondinin Housing & Building Committee Minutes dated 11 October 2023*, which clearly record that **No. 6 (Lot 276) Cottle Way is leased to the Kondinin Men's Shed**, were produced at a meeting attended by both the Manager of Town Planning (who is also the author of the current agenda report) and Councillor Browning. This is significant, as it demonstrates that senior staff and at least one councillor were aware, as recently as 2023, that the Shed was recognised as the lessee of Lot 276. It is therefore difficult to reconcile how the current report can assert that no evidence of a lease exists when the Shire's own officers and elected members were present at a meeting where the lease was explicitly acknowledged. This inconsistency requires clarification.

I also draw attention to an email I sent to the Manager of Town Planning on 11 August 2021, in which I raised the matter of the Men's Shed lease and specifically requested that the renewal include both the Shed property **and the adjoining woodyard**. This correspondence clearly demonstrates that the Shed was actively seeking to formalise and continue its lease arrangements in accordance with the 2015 Council resolution. Despite this, the reference to the woodyard was not acknowledged or addressed in any subsequent response from the Shire. The omission is concerning, as it suggests that relevant

information provided by the Shed was either overlooked or disregarded, and it further highlights inconsistencies in how the Shire has handled documentation and communication relating to the Shed's tenure.

I also wish to highlight that the email I sent to the Manager of Town Planning on 11 August 2021, in which I raised the matter of renewing the Men's Shed lease and specifically requested that the renewal include both the Shed property and the adjoining woodyard, directly contradicts the statement in the current agenda report that "no enquiry has been made of Lot 276" since the time of the 2015 resolution. This is demonstrably incorrect. The 2021 correspondence shows that the Shed has in fact made formal enquiries regarding the lease, and that the Shire was explicitly notified of the Shed's intention to continue its tenure. The assertion that no enquiry has been made is therefore inconsistent with the documented record and does not accurately reflect the engagement that has occurred between the Shed and the Shire.

Please Note

I also wish to note that the report presented to Council identifies me personally as the objector, rather than the Kondinin Men's Shed. The submission was lodged by me in my capacity as Secretary of the Shed and on behalf of the organisation. The objection is an organisational submission, not a personal one. Presenting it as a personal objection misrepresents the position of the Men's Shed, shifts the focus away from the community group directly affected, and has contributed to inappropriate personal pressure being directed toward me. I request that this be corrected in the record and that future reporting accurately reflect the Kondinin Men's Shed as the submitting party.

1. I lodged the submission *on behalf of the Kondinin Men's Shed*

I was acting in my formal capacity as:

- Secretary of the Kondinin Men's Shed, and
- Authorised representative for the Shed's submission.

The objection was not a personal submission.

By naming me *personally* instead of the organisation, the report:

- misrepresents who the submitter actually is
- shifts the focus from the Shed to me as an individual
- creates the impression that this is a personal grievance rather than an organisational position
- exposes me personally to criticism, scrutiny, and reputational harm
- undermines the legitimacy of the Shed's formal objection

2. It creates a false narrative

The Men's Shed is:

- the intended beneficiary of the 2015 resolution
- the community group directly affected
- the rightful party lodging the objection

By naming me personally, the report:

- reframes the objection as “Greg’s issue”
- downplays the organisational and community significance
- potentially influences councillors’ perception of the submission
- makes it easier to dismiss the objection as personal rather than statutory

This is a **material misrepresentation**.

3. It exposes me to personal pressure,

the misnaming in the report:

- compounds the personalisation of the issue
- increases the risk of further inappropriate contact
- undermines my ability to act in your official role
- contributes to the intimidation and pressure I have already faced

This is not just a technical error — it has **real consequences**.

4. I have every right to correct the record

I also wish to express a genuine concern that this matter, and my lawful right to lodge an objection on behalf of the Kondinin Men’s Shed, may have the potential to affect the way other matters I currently have before the Shire and Council are handled. No community member should feel that participating in a statutory process could compromise their ability to receive fair, impartial, and consistent treatment in unrelated dealings. The possibility that my involvement in this objection could influence or interfere with due process in other areas is deeply concerning, and I believe it is important that this be acknowledged to ensure transparency, fairness, and confidence in the Shire’s decision-making processes.

This is not confrontational. It is simply ensuring accuracy and fairness.

I appreciate your attention to this matter and remain available to provide any further clarification required.

Yours sincerely,
Greg Gleeson
Secretary,
Kondinin Men’s Shed

Received by email.

Monday 15 December 2025, 10.23am

Chief Executive Officer
Shire of Kondinin

Dear Mr Wright,

Thank you for your email.

I note your request for a Men's Shed Office Bearer Certificate. As the submission was lodged in my capacity as Secretary/Treasurer of the Kondinin Men's Shed, the Shire has consistently recognised my role in all previous dealings, including lease discussions, property matters, formal correspondence, and meetings held with Shire staff. At no stage has the Shire required Certificates of Association, AGM minutes, or internal governance documents in order to engage with the Shed or accept formal communications.

Misidentification of the Submitter in the Agenda

I must again strongly raise a serious concern regarding the way my submission has been represented in the December agenda. The report identifies *me personally* as the objector, rather than the Kondinin Men's Shed, despite the submission being clearly signed as:

"Greg Gleeson, on behalf of and for the Executive Committee of the Kondinin Men's Shed, Secretary/Treasurer."

The matter is straightforward:

- the submission was lodged on behalf of the Kondinin Men's Shed,
- it was signed by an authorised office bearer, and
- there is no ambiguity about the submitting party.

It is therefore difficult to understand why the agenda makes no reference to the organisation that lodged the submission, yet clearly identifies me personally as the objector. This misrepresentation alters the nature of the submission, shifts the focus away from the incorporated association, and creates an inaccurate public record.

Unfair and Misleading Agenda Wording

In addition, the agenda states that the submission was ***"received outside of the prescribed timeline."*** This is factually incorrect and omits critical context.

The Kondinin Men's Shed lodged its submission dated 10 December 2025, which was the original closing date for submissions. Prior to this, after receiving new information from me and elsewhere, you publicly closed the submission period early and subsequently emailed me to advise that you had "cancelled the notice." Following this cancellation, you then requested that we still lodge a submission. I expressed concern that doing so might/would later be characterised as submitting after the notice had been withdrawn. In response, in your email dated 3 December 2025, you confirmed:

"No worries. If you intend making the submission the 10th remains the closing date (regardless of the notice being withdrawn)."

Given this explicit assurance, the agenda's statement that the *submission was received outside the prescribed timeline* is not accurate. It also fails to disclose why the notice had been withdrawn by the Shire itself, and that I was expressly instructed to proceed on the basis that the original closing date remained in effect. Presenting the submission to Council as late, without disclosing these facts, provides an incomplete and misleading account of events.

I must also highlight the inconsistency between what was communicated to me privately and what was presented publicly. While you advised me that the notice had been "cancelled," the public advertisement stated that the submission period had "closed," with no explanation as to why it had been closed early. The public was given no indication that the notice had been withdrawn, nor that the early closure resulted from new information provided. The agenda's selective reference to the notice

being cancelled, without acknowledging how it was publicly presented, further contributes to a misleading narrative.

Status and Credentials of the Kondinin Men's Shed

For clarity, the Kondinin Men's Shed is a fully and formally registered incorporated association:

- Incorporated Association Registration: **A1015227D REG 11th day of March 2011 Associations Incorporation Act 1987(Section 9(1))**
- ABN: **60 537 904 646 Active from 19th day of April 2011**
- Australian Men's Shed Association Member: **AMSA 1000521** (membership current through 2026)
- Member: Western Australian Men's Shed Association, Over 10 years

These credentials confirm that the Kondinin Men's Shed is a legitimate, recognised organisation that engages with government and community bodies in its own right. And we note are not a condition to provide when submitting a formal submission

Prior Knowledge of My Role

It is also important to note that the author of the current agenda has a long and well-documented history of dealing directly with me in my capacity as Secretary of the Kondinin Men's Shed. This relationship spans approximately eight years and includes extensive written correspondence, formal letters, email exchanges, and multiple meetings attended by both the author and members of the Shed. During this period, the author has accepted and relied upon my role as Secretary in a wide range of matters, including the submission and processing of grant applications lodged by me on behalf of the Shed. At every stage, the author has been fully aware that I was acting in my official capacity as an executive office bearer.

Given this long-standing history and her clear, repeated knowledge of my position, the decision to attribute the submission to me personally rather than to the organisation is particularly concerning. It cannot reasonably be characterised as an oversight, as it contradicts years of consistent interaction in which my role has been explicitly acknowledged, accepted, and acted upon by the Shire.

Statutory Requirements

Nothing in the Local Government Act 1995 or its associated Regulations requires a person signing a submission on behalf of an incorporated association or committee to provide formal or informal evidence of their authority to act in that role. Public submissions under Section 3.58 are open to individuals, organisations, and incorporated bodies alike. The Act does not impose any obligation to produce:

- certificates of office bearers,
- AGM minutes,
- committee deputations, or
- internal governance documents

as a condition of lodging a valid submission.

The authority of the signatory is established by the manner in which the submission is signed, and the Shire has consistently accepted this in all previous dealings.

Pattern of Deflection

As this matter has progressed, each concern raised by the Kondinin Men's Shed has been met not with engagement on the substance, but with a redirection back onto me personally. This pattern gives the impression that the administration is shielding itself from the issues raised and attempting to deflect attention away from the substantive matters at hand. Given the clarity of the submission, the history of the Shire's dealings with the Shed, and the absence of any statutory requirement for the documents now being requested, it is difficult to avoid the impression that these requests represent yet another unnecessary hurdle placed in front of our concerns.

Request for Correction

For transparency, accuracy, and proper process, the agenda must correctly identify the Kondinin Men's Shed as the submitting organisation. The submission **was not** lodged in my personal capacity, and it is inappropriate and procedurally unfair for the report to present it as such.



In closing, also please see below in relation to matters raised specifically in your email

Kind regards,
Greg Gleeson

Secretary/Treasurer
Kondinin Men's Shed

Please note: If there is any doubt regarding my role or the authorship of this correspondence, and a physically signed copy is required, please advise and I will provide a hard-copy signed version to the Administration Office

From: Bruce Wright <ceo@kondinin.wa.gov.au>

Sent: Tuesday, 16 December 2025 8:01 AM

To: Greg-Lorraine Gleeson <DynamicCleaningService@outlook.com>

Cc: Cc: Kondininmensshed@outlook.com <kondininmensshed@outlook.com>; Cr Kent Mouritz <crmouritz@kondinin.wa.gov.au>

Subject: RE: 2025 DECEMBER COUNCIL MEETING AGENDA AND ASSOCIATED MATTERS

Good morning Greg,

I just wanted to confirm that the Shire President is more than happy to include this submission as a written deputation. **Thankyou : I would also point out that I advised when I lodged the submission that more details documentation etc was coming to light on a daily basis , the details outlined below in relation to Committee meetings on Shire record came to my attention while further researching the matter over the weekend , It would appear that the obligation to research and obtain documentation in regards tot his matter has been shifted to us as an community group and less to the shire administration**

Please be mindful that no decision has been made and there is a **substantial** amount of information that you have raised that is being collated and prepared for the final report in February – pending Council endorsement of this deferral. **I fully except this is the case.**

This is a regulated process as you know and the final report will contain **all** information. For now, I cannot enter into a discussion on what is next, that is a Council decision but by providing the information that you have below by deputation is in my mind necessary to add further clarity and transparency. **The additional information I have provided was submitted in my capacity as the current Secretary/Treasurer of the Kondinin Men's Shed. My role and involvement within the organisation are long-standing and well known to both administration and councillor members, and has been consistently acknowledged in all previous dealings. Please note: If there is any doubt regarding my role or the authorship of this correspondence, and a physically signed copy is required, please advise and I will provide a hard-copy signed version to the Administration Office** Furthermore, my role within the Kondinin Men's Shed is not only known but has been expressly acknowledged. This was demonstrated on 5 December 2025 when a sitting councillor approached me directly in relation to the matter, recognising and engaging with me in my capacity as an office bearer of the Shed.

Can you send me the Association extract of office bearers please? **As outlined in detail above I feel this is not an obligation but happy to provide the following as a matter of clarity**

"The current office bearers are as follows:

Kyle Gleeson (Chairperson)

Michael Pratzky (Acting Chairperson)

and Greg Gleeson (Secretary/Treasurer).

This satisfies any reasonable identification requirement.

Thank you

Kind Regards

Bruce Wright

Chief Executive Officer

Shire of Kondinin

PO Box 7

Kondinin WA 6367

Ph: 9889 1006

Mob. 0429 891 006

ceo@kondinin.wa.gov.au

www.kondinin.wa.gov.au



The deputation was taken on notice by Council for consideration concurrent to item 9.1.1 No. 6 (Lot 276) Cottle Way, Kondinin – Proposed Disposal of Property.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS/INFORMATION REPORTS

7.1 MINUTES OF ORDINARY COUNCIL MEETING – 19 November 2025

RECOMMENDATION:**Moved:** Cr Green**Seconded:** Cr Browning

That the minutes of the Ordinary Meeting of Council, held on the 19th November 2025 be confirmed.

For: Cr Mouritz, Cr Gangell, Cr Browning, Cr Green, Cr Pool, Cr Smeed**Against:** Nil**Carried:** 6/0

8. QUESTIONS WITH NOTICE FROM ELECTED MEMBERS

Councillor Pool:

Can we have an update on actions taken regarding notices handed out.

Response from Chief Executive Officer:

Between 28 & 29 October 2025, forty-three (43) letters were issued to residents.

On 13 November 2025, twenty-five (25) further warnings were issued.

On 3 December 2025, ten (10) properties were identified as non-compliant and infringements issued in accordance with the Bush Fires Act 1954 (WA):

Item 21 Section 33 (3) Failure of owner or occupier of land to comply with a notice requiring him to take action to plough or clear firebreaks or take other action to prevent the outbreak of spread of bush fires. \$250.00

During January 2026 the Works staff will be clearing said properties on a cost recovery basis.

Councillor Green:

I have a query against EFT21540 new tyres for vehicle KN 0 having travelled only 27,000km. Why is the replacement required at low mileage, and why at a cost of over \$600 per tyre?

Response from Chief Executive Officer:

This vehicle is being prepared for sale.

Councillor Green:

I have a further query against EFT21506 – Newground oval renovation claim two (2). What work are they undertaking and where?

Response from Acting Manager of Works:

On 14 August 2025, Newground provided a quotation to the Shire for scarifying & sweeping, fertiliser supply and application, spraying of broadleaf weeds, spraying of insecticide and ancillary charges. This work was conducted at the Kondinin and Hyden sporting fields (ovals & hockey fields) in two tranches. This invoice relates to the balance of the work in the second tranche.

Councillor Green:

I have a further query against EFT2144 rental and cleaning of the ablution block at the Hyden Golf Club. I understood from the last Council meeting that the invoice presented at that meeting was the last. Why is this still coming through onto ratepayers?

Response from Manager Planning & Assets:

There were two different payments for the rental of the ablution block. The first related to the delivery and the second for the use, removal and cleaning of the facility. This is accounted for within the approved budget allocated for the upgrades to the Hyden Golf Club.

Councillor Green:

DD232881 Manager Planning & Assets and Manager of Works transactions for the purchase of the same item (SiteDoc) at the same cost. What is this?

Response from Chief Executive Officer:

This purchase was made with corporate credit cards in two parts due to transaction limits on cards; and under the authority of the CEO. This is an online platform for the management of WHS, personnel and procedures (among other things). This resulted from Workcover and LGIS recommendations following a WHS incident at the Shire and now centralises statutory data requirements. The software is whole of Shire use and not specifically associated with MPA & MOW. It is a very low-end solution suitable for a small Shire.

Councillor Green:

EFT21507 WACHS rent for the Hyden Medical Centre. There is history involved in this and the medical centre is on land donated by a former resident so the residents at the east end of the Shire could access medical help. Silverchain and residents constructed the facility. The Shire has provided WACHS with significant assistance in housing among other things. For WACHS to invoice the Shire for this amount is insulting. This needs to be addressed by the Minister in charge directly and immediately.

Response from Manager Planning & Assets:

On the transfer of the property from Silver Chain to the WACHS, it appears that a former officer of the Shire commenced discussions and negotiated with WACHS in the preparation of a lease agreement.

A draft lease had been prepared but this had not been finalised by the former officer, accordingly the Shire's Administration finalised the lease and provided WACHS the supporting documentation that was required.

The Shire's Administration could not find any correspondence between the officer and WACHS in determining the rental amount and what this was based upon. The lease has been executed and expires on the 31 May 2029. The payment referred to EFT 21507 was made in accordance with the lease.

A late report has been included on the agenda for approval to make representations to the Minister.

Councillor Green:

Furthermore, now that the WACHS rental buildings are completed and finalised, can we get a full costing of final costs. This should include all incidental's: block clearing, gardens, buildings and other associated costs?

Response from Manager Corporate Services:

The total cost in the 24/25 financial year was \$904,463.77.
The total cost in the 25/26 financial year was \$15,000 (landscaping).

Combined Total - \$919,463.77

Please note that this has not been adjusted according the loan facility but represents total actual costs.

Councillor Green:

In the monthly financial report, "Reserve Accounts", please clarify water infrastructure earning \$48,721 in interest.

Response from Manager Corporate Services

The transfers out totalled \$50,000 and the actual interest earned is \$1,279.

Councillor Green:

In the office equipment reserves, please clarify earnings of \$51,028 in interest. I am assuming that the cash transfers were entered in the wrong columns?

Response from Manager Corporate Services

The actual transfers in totalled \$50,000 and the actual interest earned is \$1,028.

That is correct, the transfers were entered into the incorrect columns. This was corrected in November.

Councillor Green:

At page 9 in the Manager Planning & Assets report referring to revision of rents for employee housing. No date is aligned to this, and it reads as though it has just recently been completed. Has it? Where do we find it? Noting that rents can only be changed every 12 months now in WA.

Response from Manager Planning & Assets:

This relates to the initial review of the rents that was undertaken concurrently with the preparation of the Shire's Housing Policy STAFF004 that was last viewed in August 2024. As per the Shire Housing Policy STAFF004, 'Rent Fees for staff housing are to be addressed through the Fees and Charges section of the Budget adoption process and reviewed annually'. In accordance with the Policy, rents will next be reviewed as part of the Shire's fees and charges for 2026/2027.

Councillor Green:

Hyden Town Hall Toilets – when will this be attended to?

Response from Manager Planning & Assets:

This will be included in the next Infrastructure Committee Meeting scheduled for February 2026 to inform the preparation of a scope of works before progressing this matter further. It is recommended that consideration be given to the landscaping currently being quoted for the area around the CWA and rear of the Hyden Hall so as to look at the area and its functionality as a whole. The proposal may also first require an amalgamation of the former CWA lot and the Hyden Hall Lot so as to achieve required setbacks and building industry standards.

This was not included in the approved 2025-2026 capital works budget but can be incorporated at the Q2 review pending endorsement.

Councillor Green:

Council agenda item 9.3.1 fleet amendment

Following the said logic of a decline in major roadworks and the need for a new roller, I point out that savings can also be made via keeping the side tipper semi-trailer. Real world, a complete set of undercarriage and 2 new hydraulic rams would see side tipper completely rebuilt for sub \$40k, saving a further \$100k. The grader I assume to trade is the Cat – it is now at 8507 hrs, again it has lots of life left in it. Furthermore, with the decline in major roadworks and that they have currently only operated on very minimal weekly hours – I suggest keeping cat for a few more years with the view to just sell it without replacement and go to only 3 graders. I am sure there is ample capacity for the other 3 graders to achieve required roadworks. If a contractor needs to be brought in during peak winter grade for couple weeks, then I am sure this would be more appropriate way to go forward. Contractors are used for water carting, gravel carting, blue metal carting, road safety vehicles etc etc. a further \$400k can be saved here.

Response from Chief Executive Officer:

This will be included in the Infrastructure Committee meeting for February. At this time, existing information, plans and discussions are being collated for presentation to the committee. A significant part of current investigation is examining asset utilisation rates -vs- cost across the fleet and this will also form the basis of a report to the committee.

Councillor Green:

Lastly the election nomination amount of \$100 for candidates. If it is always returned as it always is, why bother requiring it? It is only more work for the administration staff.

Response from Chief Executive Officer:

The deposit is taken to cover the administrative cost of the nomination and the development of material for public circulation in the event of a frivolous nomination or withdrawal.

9. ITEMS

9.1 MANAGER OF PLANNING & ASSETS

9.1.1 No. 6 (Lot 276) Cottle Way, Kondinin – Proposed Disposal of Property.

9.2 MANAGER OF CORPORATE SERVICES

9.2.1 List of Accounts – November 2025

9.2.2 Financial Reports – November 2025

9.2.3 Adoption of the Audited Annual Financial Report 2024-2025

9.3 ACTING MANAGER OF WORKS

9.3.1 Fleet Replacement 2025-2026 Amendment

9.4 CHIEF EXECUTIVE OFFICER

Nil

9.5 CONFIDENTIAL ITEMS

Nil

9.6 COMMITTEE ITEMS

9.6.1 Shire of Kondinin Audit Risk & Improvement Committee – December 2025

9.7 LATE ITEMS

9.7.1 Ministerial Communication – Health & Housing

9.7.2 Chief Executive Officer Review Panel

9.7.3 Supply & Installation of Air Conditioners – Hyden Recreation Centre

9.1 MANAGER OF PLANNING & ASSETS

**9.1.1 NO. 6 (LOT 276) COTTLE WAY, KONDININ –
PROPOSED DISPOSAL OF PROPERTY**

Author:	Tory Young – Manager Planning & Assets
Authorising Officer:	Bruce Wright - Chief Executive Officer
Date:	11 December 2025
Disclosure of Interest:	Nil
Attachments:	1. <i>Letter Requesting Deferral or Revocation of Council Resolution – Proposed Sale of Lot 6, Cottle Way</i> dated 10 December 2025.

OFFICER RECOMMENDATION

Moved: Cr Green

Seconded: Cr Browning

That Council:

1. Receives the submission titled *Letter Requesting Deferral or Revocation of Council Resolution – Proposed Sale of Lot 6, Cottle Way* from Mr Gregory Gleeson dated 10 December 2025.
2. Notes that the Chief Executive Officer has received multiple formal and informal submissions in relation to this matter that now require further inquiry.
3. Authorises the Chief Executive Officer to review and seek legal advice relating to the submission received from Mr Gregory Gleeson and the additional information received in relation to this matter upon the completion of further inquiries.
4. Defers any decision relating to the offer to purchase No. 6 (Lot 276) Cottle Way, Kondinin to the February 2026 Ordinary Meeting of Council, pending a final report being presented to the Council at that meeting.

For: Cr Mouritz, Cr Gangell, Cr Browning, Cr Green, Cr Pool, Cr Smeed**Against:** Nil**Carried:** 6/0Councillor Green:

Does the Shire pay for water and electricity at the Men's Shed?

Response from Manager Planning & Assets:

It is understood that (and subject to confirmation) the Shire pays water and the Men's Shed pays electricity. Taken on notice for clarification for the February 2026 Council meeting.

Submission taken on notice for further review by Councillors pending reporting to the February OCM. Cr Gangell noted the typographical error referencing Section 3.58 also for remedy in February.

9.2 MANAGER OF CORPORATE SERVICES

9.2.1 LIST OF ACCOUNTS – NOVEMBER 2025

Author:	Vince Bugna – Manager Corporate Services
Authorising Officer:	Bruce Wright - Chief Executive Officer
Date:	3 December 2025
Disclosure of Interest:	Nil
Attachments:	1. List of Accounts – 1/11/2025-30/11/2025

OFFICER RECOMMENDATION

Moved: Cr Smeed**Seconded:** Cr Gangell

That Council:

1. Receives the attached report – List of Accounts Due & Submitted to Council for the month of November 2025:

Municipal Fund payment cheque numbers 19533 to 195326	\$7,049.29
Municipal EFT21397-21402, 21404-21415, 21421-21461, 21463-21540	\$1,455,845.15
Direct Debits – Transport – Hyden Office	\$11,525.30
Direct Debits – Transport – Kondinin Office	\$3,071.95
Direct Debits – Credit Cards - DD23288.1	\$9,235.85
Direct Debits – Other	\$59,135.58
EFTPOS Merchant Fees & Tyro	\$1,013.53
Bank Fees – NAB Connect	\$67.00
Payroll EFTs	\$141,120.44
Trust Cheque number 659	\$100.00
Trust EFT21403, 21416-21420, 21462	\$1,785.00
TOTAL	\$1,689,949.09

For: Cr Mouritz, Cr Gangell, Cr Browning, Cr Green, Cr Pool, Cr Smeed**Against:** Nil**Carried:** 6/0

9.2.2 FINANCIAL REPORTS – NOVEMBER 2025

Author:	Vince Bugna – Manager Corporate Services
Authorising Officer:	Bruce Wright - Chief Executive Officer
Date:	3 December 2025
Disclosure of Interest:	Nil
Attachments:	1. Monthly Financial Report for the period ended 30 November 2025

OFFICER RECOMMENDATION

Moved: Cr Pool

Seconded: Cr Green

That Council:

1. Receives and endorses the attached reports entitled Monthly Financial Report (Containing the required Statement of Financial Activity and Statement of Financial Position) for the period ended 30 November 2025.

For: Cr Mouritz, Cr Gangell, Cr Browning, Cr Green, Cr Pool, Cr Smeed

Against: Nil

Carried: 6/0

9.2.3 ADOPTION OF THE AUDITED ANNUAL FINANCIAL REPORT 2024-2025

Author:	Vince Bugna – Manager Corporate Services
Authorising Officer:	Bruce Wright - Chief Executive Officer
Date:	3 December 2025
Disclosure of Interest:	Nil
Attachments:	1. Shire of Kondinin – Audited Annual Financial Report 2024-2025 2. Shire of Kondinin – Independent Audit Report – 2024-2025 3. Shire of Kondinin – Draft Annual Report – 2024-2025

OFFICER RECOMMENDATION

Moved: Cr Pool

Seconded: Cr Smeed

That Council:

1. Receives and endorses the 2024/25 Shire of Kondinin Annual Financial Report and Independent Audit Report pursuant to section 5.54 of the Local Government Act 1995.
2. Receives and endorses the draft 2024/25 Shire of Kondinin Annual Report.
3. Authorises the Chief Executive Officer to give public notice of the availability of the Shire of Kondinin 2024-2025 Annual Report from 5 January 2026 in accordance with section 5.55 of the Local Government Act, 1995.

4. Authorises the Chief Executive Officer to convene the Annual Electors Meeting on Wednesday 11 February 2026 by giving at least 14 days local public notice prior to the meeting.

For: Cr Mouritz, Cr Gangell, Cr Browning, Cr Green, Cr Pool, Cr Smeed

Against: Nil

Carried: 6/0

9.3 MANAGER OF WORKS

9.3.1 FLEET REPLACEMENT 2025-2026 AMENDMENT

Author:	Debra Wright – Acting Manager of Works
Authorising Officer:	Bruce Wright - Chief Executive Officer
Date:	19 November 2025
Disclosure of Interest:	Nil
Attachments:	Nil

OFFICER RECOMMENDATION

Moved: Cr Browning

Seconded: Cr Green

That Council:

1. Notes that the approved 2025-2026 Annual Budget includes item 12383 – *Purchase Plant & Equipment* - \$845,000.00 incorporating:
 - John Deere grader - \$500,000
 - Side Tipper - \$145,000
 - Multi-tyred roller - \$200,000
2. Cancels the purchase of the multi-tyred roller in the approved 2025-2026 Annual Budget and defers consideration of the purchase of the roller to the financial year 2027-2028.
3. Notes and endorses that the disposal of KN57, a 2015 Isuzu truck by auction was conducted in accordance with the provisions of Section 3.58(2) of the Local Government Act 1995.
4. Approves the disposal of KN89, a 2016 Isuzu dual cabin tray top by auction under the provisions of Section 3.58(2) of the Local Government Act 1995.
5. Approves the reallocation of \$200,000 to the purchase of a new crew cab vehicle (replacing KN89) and maintenance truck (replacing KN57) during the 2025-2026 financial year.
6. Endorses and approves the transfer of \$30,000 from the Plant Replacement Reserve to 12383 – *Purchase Plant & Equipment* to undertake an equipment renewal of KN72, a 2015 Bomag Road Roller.

For: Cr Mouritz, Cr Gangell, Cr Browning, Cr Green, Cr Pool, Cr Smeed

Against: Nil

Carried: 6/0

9.5 CONFIDENTIAL ITEMS

Nil

9.6 COMMITTEE ITEMS

9.6.1 SHIRE OF KONDININ AUDIT RISK & IMPROVEMENT COMMITTEE

Author:	Bruce Wright - Chief Executive Officer
Authorising Officer:	Bruce Wright - Chief Executive Officer
Date:	11 December 2025
Disclosure of Interest:	Nil
Attachments:	1. Confirmed Meeting Minutes – ARIC – 10 December 2025 2. Attachment Portfolio – ARIC – 10 December 2025. 3. Functional Checklists

OFFICER RECOMMENDATION

Moved: Cr Gangell

Seconded: Cr Browning

That Council:

1. Receives and endorses the confirmed meeting minutes from the Audit, Risk and Improvement Committee held on 10 December 2025.
2. Endorses and approves the proposed Audit, Risk and Improvement Committee Workplan and Functional Checklists as attached.

For: Cr Mouritz, Cr Gangell, Cr Browning, Cr Green, Cr Pool, Cr Smeed

Against: Nil

Carried: 6/0

9.7 LATE ITEMS

9.7.1 MINISTERIAL COMMUNICATION – HEALTH & HOUSING

Author:	Bruce Wright – Chief Executive Officer
Authorising Officer:	Bruce Wright – Chief Executive Officer
Date:	16 December 2025
Disclosure of Interest:	Nil
Attachments:	1. Certificate of Title – 33 Clayton Street, Hyden

OFFICER RECOMMENDATION

Moved: Cr Green

Seconded: Cr Browning

That Council:

1. Endorses and approves the Chief Executive Officer to make representations to the Minister of Housing & Works in relation to the status of 33 Clayton Street, Hyden; and further, to consider the transfer of the said property to the Shire of Kondinin to assist in meeting current housing demand.
2. Endorses and approves the Chief Executive Officer to make representations to the Minister of Health in relation to current tenure arrangements between the Shire and Western Australia Country Health Services and to consider the cancellation of the tenure arrangements with a full cash refund to the Shire.
3. Requests the Chief Executive Officer to report to Council following receipt of a response from the Ministries of Health and Housing & Works.

AMENDED OFFICER RECOMMENDATION

Moved: Cr Pool

Seconded: Cr Green

To amend the Officer Recommendation to include additional properties in Kondinin (item 2):

1. Endorses and approves the Chief Executive Officer to make representations to the Minister of Housing & Works in relation to the status of 33 Clayton Street, Hyden; and further, to consider the transfer of the said property to the Shire of Kondinin to assist in meeting current housing demand.
2. Endorses and approves the Chief Executive Officer to make representations to the Minister of Housing & Works in relation to the status of 5 Wignell Street, Kondinin; and the Minister Planning, Lands & Heritage in relation to the status of 10 Stubbs Street, Kondinin and 69 Rankin Street, Kondinin. And further, to consider the transfer of said property to the Shire of Kondinin to assist in meeting current housing demand.
3. Endorses and approves the Chief Executive Officer to make representations to the Minister of Health in relation to current tenure arrangements between the Shire and

Western Australia Country Health Services and to consider the cancellation of the tenure arrangements with a full cash refund to the Shire.

4. Requests the Chief Executive Officer to report to Council following receipt of a response from the Ministries of Health and Housing & Works.

For: Cr Mouritz, Cr Gangell, Cr Browning, Cr Green, Cr Pool, Cr Smeed

Against: Nil

Carried: 6/0

Chair:

Council resolved the matter pursuant to section 2.7 of the Local Government Act 1995 and the Local Government (Administration) Regulations 1996. The report remains as published.

9.7.2 CEO EVALUATION PANEL

Author:	Bruce Wright – Chief Executive Officer
Authorising Officer:	Bruce Wright – Chief Executive Officer
Date:	16 December 2025
Disclosure of Interest:	Nil
Attachments:	<ol style="list-style-type: none"> 1. Model Standards for CEO Recruitment, Performance & Termination 2. Terms of Reference – Chief Executive Officer Review Panel. 3. Evaluation Criteria – Panel Member

OFFICER RECOMMENDATION

Moved: Cr Pool

Seconded: Cr Smeed

That Council:

1. Endorses and approves the Chief Executive Officer Review Panel to be comprised of:
 - Shire President, Cr Mouritz (Chair)
 - Deputy Shire President, Cr Gangell
 - Cr Browning
 - Cr Green
 - Cr James
 - Cr Pool
 - Cr Smeed
2. Approves the tenure of appointment of Councillors to the Chief Executive Officer Review Panel for a period concluding immediately after local government elections in October 2027.
3. Endorses and approves the Terms of Reference for the Chief Executive Officer Review Panel.
4. Endorses and approves the Shire of Kondinin Chief Executive Officer Performance Review – Panel Member evaluation criteria.

For: Cr Mouritz, Cr Gangell, Cr Browning, Cr Green, Cr Pool, Cr Smeed

Against: Nil

Carried: 6/0

9.7.3 **PURCHASE AND INSTALLATION OF AIR CONDITIONING UNITS AT HYDEN RECREATION CENTRE**

Author:	Tory Young – Manager Planning and Assets
Authorising Officer:	Bruce Wright - Chief Executive Officer
Date:	16 December 2025
Disclosure of Interest:	Nil
Attachments:	Quotations

OFFICER RECOMMENDATION

Moved: Cr Gangell

Seconded: Cr Green

That Council:

1. **APPROVES** the allocation of \$40,000 (ex. GST) in the Shire's 2025/2026 budget for the purchase and installation of air conditioning units at the Hyden Recreation Centre.
2. **NOTES** that all costs of equipment, parts and works are recoverable from Synergy.

AMENDED OFFICER RECOMMENDATION

Moved: Cr Green

Seconded: Cr Gangell

To amend the Officer Recommendation to reflect the approval of \$70,000 (item 1):

1. **APPROVES** the allocation of \$70,000 (ex. GST) in the Shire's 2025/2026 budget for the purchase and installation of air conditioning units at the Hyden Recreation Centre.
2. **NOTES** that all costs of equipment, parts and works are recoverable from Synergy.

For: Cr Mouritz, Cr Gangell, Cr Browning, Cr Green, Cr Pool, Cr Smeed

Against: Nil

Carried: 6/0

Chair:

Council resolved the matter pursuant to section 2.7 of the Local Government Act 1995 and the Local Government (Administration) Regulations 1996. The report remains as published.

10. BUSINESS OF AN URGENT NATURE

Nil

11. CLOSURE

Being no further business, the meeting was closed at 4.35pm.