



# Attachments

## **9.1 MANAGER OF PLANNING AND ASSETS**

- 9.1.1 Land List Referral (ID 7794) – Aerial Map

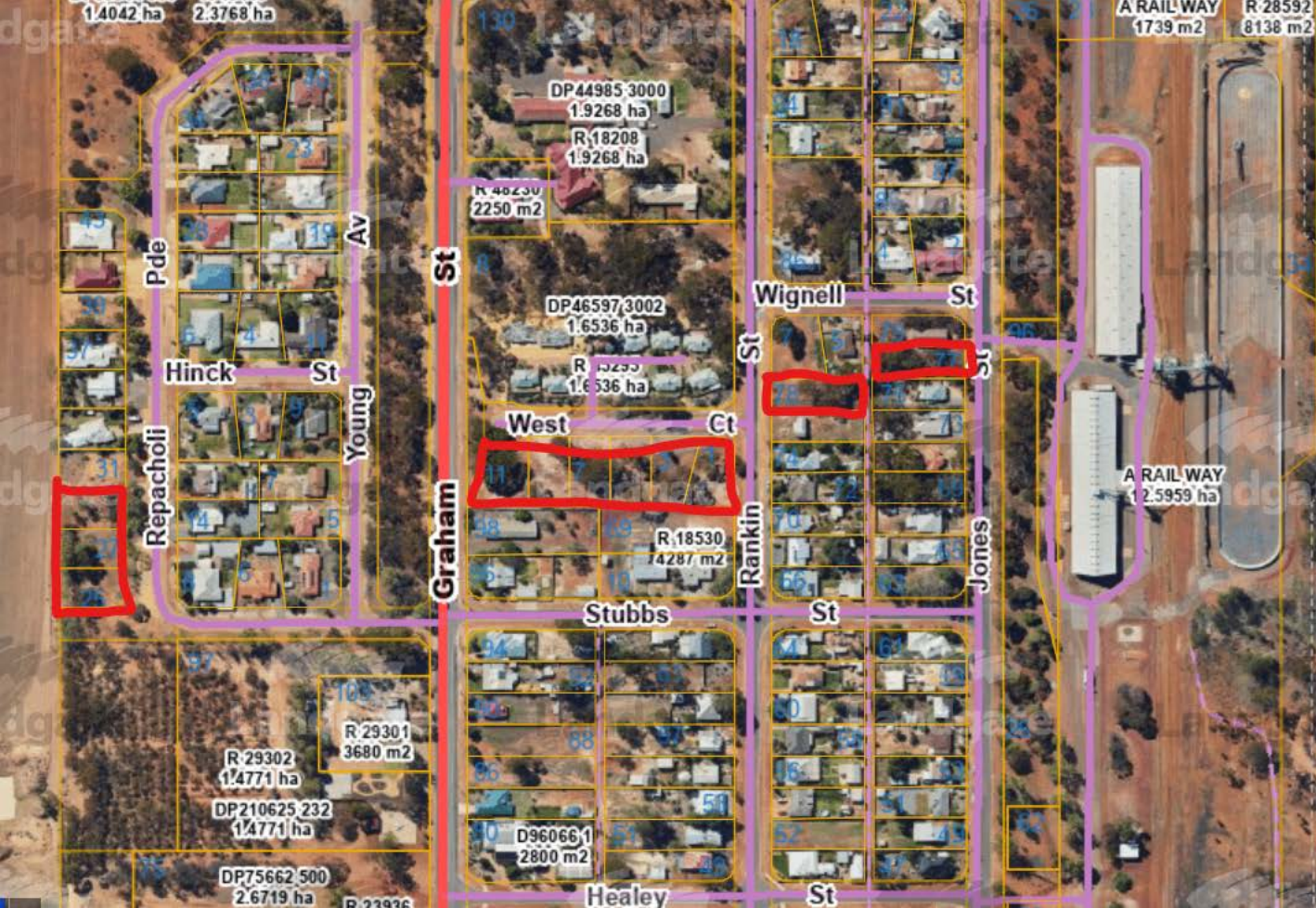
## **9.2 MANAGER OF CORPORATE SERVICES**

- 9.2.1 List of Accounts 1/10/2025 to 31/10/2025  
9.2.2 Monthly Financial Report for the period ended  
31 October 2025

## **9.4 CHIEF EXECUTIVE OFFICER**

- 9.4.3 Terms of Reference – Infrastructure & Assets  
Committee – Draft  
Terms of Reference – Medical & Community  
Services Committee - Draft  
9.4.4 Terms of Reference – Audit, Risk & Improvement  
Committee – Draft  
Local Government Reform Fact Sheet – Reforms to  
Governance & Committees  
9.4.6 Terms of Reference – Local Emergency  
Management Committee – Draft  
LEMC Handbook  
9.4.7 Shire Policy Staff-010 Discrimination, Harassment &  
Bullying – Draft  
Shire Policy Staff-010 – Current Version

**9.1.1 Land List Referral (ID 7794) – Aerial Map**



Referral ID	Referee	Request Date	Land List
7794	Local Government Authority	2022-06-08T03:11:00.2683133Z	20220411_DPLH_Ballardong_Kondinin_IT_Freehold

PIN	Lot Number	Survey Number	Street Address	Locality Suburb	Townsite	LGA	Region	CLT	Reserve Number	Area (Ha)	Part Pin	Part Pin Comment	Reserve Purpose	Referee Comment	Selected Tenure
977041	293	DP185003	1 WEST CT, KONDININ	KONDININ	KONDININ	KONDININ(S)	Wheatbelt	LR3018/302		0.1	FALSE				Freehold
977065	143	DP151078	77 JONES ST, KONDININ	KONDININ	KONDININ	KONDININ(S)	Wheatbelt	LR3023/77		0.1	FALSE				Freehold
976988				KONDININ	KONDININ	KONDININ(S)	Wheatbelt			0.86	FALSE				Freehold
977029	285	DP185003	11 WEST CT, KONDININ	KONDININ	KONDININ	KONDININ(S)	Wheatbelt	LR3018/300		0.11	FALSE				Freehold
977039	294	DP185003	3 WEST CT, KONDININ	KONDININ	KONDININ	KONDININ(S)	Wheatbelt	LR3018/303		0.1	FALSE				Freehold
977271	326	DP184159	29 REPACHOLI PDE, KONDININ	KONDININ	KONDININ	KONDININ(S)	Wheatbelt	LR3114/862	R 45568	0.09	FALSE		DRAINAGE		Freehold
976993	232	DP210625	97 GRAHAM ST, KONDININ	KONDININ	KONDININ	KONDININ(S)	Wheatbelt	LR3021/338	R 29302	1.47	FALSE		PARK & PARKING		Freehold
977049	147	DP151078	78 RANKIN ST, KONDININ	KONDININ	KONDININ	KONDININ(S)	Wheatbelt	LR3018/296	R 19324	0.1	FALSE		EXCEPTED FROM SALE		Freehold
977269	275	DP184159	25 REPACHOLI PDE, KONDININ	KONDININ	KONDININ	KONDININ(S)	Wheatbelt	LR3046/956	R 45568	0.09	FALSE		DRAINAGE		Freehold
977270	327	DP184159	27 REPACHOLI PDE, KONDININ	KONDININ	KONDININ	KONDININ(S)	Wheatbelt	LR3114/863	R 45568	0.09	FALSE		DRAINAGE		Freehold
977031	297	DP185003	9 WEST CT, KONDININ	KONDININ	KONDININ	KONDININ(S)	Wheatbelt	LR3018/307		0.1	FALSE				Freehold
977037	295	DP185003	5 WEST CT, KONDININ	KONDININ	KONDININ	KONDININ(S)	Wheatbelt	LR3018/304		0.1	FALSE				Freehold
977033	296	DP185003	7 WEST CT, KONDININ	KONDININ	KONDININ	KONDININ(S)	Wheatbelt	LR3018/306		0.1	FALSE				Freehold



**9.2.1      List of Accounts 1/10/2025 to 31/10/2025**

19th November 2025

**CERTIFICATE OF CHIEF EXECUTIVE OFFICER**

The Schedule of Cheques, EFTs and Direct Debits as submitted to each Member of Council on 19th November 2025 have been checked and is fully supported by Vouchers and Invoices which have been duly certified as to the receipt of goods and rendition of services and as to prices, computations and costings and the amounts shown have been paid. Details as follows:

**Municipal Account**

Electronic Fund Transfers	EFT21221-21396	\$	1,641,601.73
Cheques	19529 to 19532	\$	12,098.16
Direct Debits - Transport - Hyden		\$	13,503.30
Direct Debits - Transport - Kondinin		\$	16,069.74
Direct Debits - Credit Cards	DD23170.1	\$	6,434.75
Direct Debits - Other		\$	87,255.92
EFTPOS Merchant Fees & Tyro		\$	2,951.28
Bank Fees - NAB Connect		\$	154.98
Payroll EFTs		\$	142,132.37
<b>Total Muni</b>		<b>\$</b>	<b>1,922,202.23</b>

**Trust Account**

Cheque/s		\$	-
Electronic Fund Transfers		\$	-
<b>Total Trust</b>		<b>\$</b>	<b>-</b>

**TOTAL**

**\$ 1,922,202.23**

Signed:



CHIEF EXECUTIVE OFFICER

# List of Accounts Due & Submitted to Council 01/10/2025 to 31/10/2025

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
EFT21221	03/10/2025	TIMOTHY & PAT HEALY	Water truck driver 6 nights (Hyden-Norseman)	1		\$ (660.00)
44	22/09/2025	TIMOTHY & PAT HEALY	Water truck driver 6 nights (Hyden-Norseman)	1	\$ 660.00	
EFT21222	03/10/2025	BOC Limited	Medical Oxygen Cylinders	1		\$ (64.01)
1010193031	28/09/2025	BOC Limited	Medical Oxygen Cylinders, Acetylene Oxygen	1	\$ 64.01	
EFT21223	03/10/2025	Team Global Express Pty Ltd	ITR & T-Quip	1		\$ (1,510.33)
0672	28/09/2025	Team Global Express Pty Ltd	ITR & T-Quip, ABCO	1	\$ 1,510.33	
EFT21224	03/10/2025	Corrigin Shire Council	EHO Services August 2025	1		\$ (3,427.60)
19419	24/09/2025	Corrigin Shire Council	EHO Services August 2025	1	\$ 3,427.60	
EFT21225	03/10/2025	AJE Contractors	Water Cart Hire 57hrs (Hyden-Norseman Rd)	1		\$ (9,091.50)
48	28/09/2025	AJE Contractors	Water Cart Hire 57hrs (Hyden-Norseman Rd)	1	\$ 9,091.50	
EFT21226	03/10/2025	Kondinin Hotel	AFTERNOON TEA AND DINNER FOR COUNCIL MEETING - 17/09/2025	1		\$ (550.00)
31289	30/09/2025	Kondinin Hotel	AFTERNOON TEA AND DINNER FOR COUNCIL MEETING - 17/09/2025	1	\$ 550.00	
EFT21227	03/10/2025	Titan Engineering	Welding for swivel seat (KN78)	1		\$ (143.00)
2571	10/09/2025	Titan Engineering	Welding for swivel seat (KN78)	1	\$ 143.00	
EFT21228	03/10/2025	McLeods Lawyers Pty Ltd	Road Maintaince Agreements	1		\$ (893.20)
147659	30/09/2025	McLeods Lawyers Pty Ltd	Road Maintaince Agreements	1	\$ 893.20	
EFT21229	03/10/2025	Synergy	Standpipe (Crane's Bore)	1		\$ (494.34)
146909270	29/08/2025	Synergy	Standpipe (Crane's Bore)	1	\$ 494.34	
EFT21230	03/10/2025	Craig Soper Contracting	Replace of break boosters (Side Tipper)	1		\$ (553.30)
2480	20/09/2025	Craig Soper Contracting	Replace of break boosters (Side Tipper)	1	\$ 553.30	
EFT21231	03/10/2025	MetroCount	Road Counters	1		\$ (638.00)
INV033969	21/08/2025	MetroCount	Road Counters	1	\$ 638.00	
EFT21232	03/10/2025	Perfect Computer Solutions Pty Ltd	Fix altus synergy and emails	1		\$ (255.00)
29884	25/09/2025	Perfect Computer Solutions Pty Ltd	Fix altus synergy and emails	1	\$ 255.00	
EFT21233	03/10/2025	KARLGARIN COUNTRY CLUB	Rent and utilities 08/09/2025-21/09/2025	1		\$ (449.62)
49443	22/09/2025	KARLGARIN COUNTRY CLUB	Rent and utilities 08/09/2025-21/09/2025	1	\$ 449.62	
EFT21234	03/10/2025	Narrogin Quarry Operations	7mm & 14mm Crushed Metal	1		\$ (39,770.74)
7653	20/08/2025	Narrogin Quarry Operations	14mm Crushed Metal, , 7mm crushed metal	1	\$ 33,189.92	
7707	01/09/2025	Narrogin Quarry Operations	7mm crushed metal	1	\$ 6,580.82	
EFT21235	03/10/2025	Symbion Pharmacy Services Pty Ltd	Purchase as per order	1		\$ (184.48)
215743228	24/09/2025	Symbion Pharmacy Services Pty Ltd	Purchase as per order	1	\$ 184.48	
EFT21236	03/10/2025	Fulton Hogan Industries Pty Ltd	Wetmixing Slk 39.6 to 53.6	1		\$ (111,459.83)
20785823	30/09/2025	Fulton Hogan Industries Pty Ltd	Wetmixing Slk 39.6 to 53.6,	1	\$ 111,459.83	
EFT21237	03/10/2025	T-QUIP	Roller nuts and catcher bags	1		\$ (578.52)
142556	24/09/2025	T-QUIP	Roller nuts and catcher bags, Roller nuts and catcher bags	1	\$ 578.52	
EFT21238	03/10/2025	THE AG SHOP	Compact Welder	1		\$ (3,763.02)
10022781	10/09/2025	THE AG SHOP	Window washer	1	\$ 18.95	
10022915	17/09/2025	THE AG SHOP	Clamp nozzle andf hose tail	1	\$ 262.62	
10022993	23/09/2025	THE AG SHOP	Diesel flow meter	1	\$ 522.45	
10023066	26/09/2025	THE AG SHOP	Compact Welder	1	\$ 2,959.00	
EFT21239	03/10/2025	DYNAMIC CLEANING SERVICES & GENERAL BUILDING MAINTENANCE	Gutter Clean Kondinin Caravan Park Chalets and Ablution Block	1		\$ (1,870.00)
1427	22/07/2025	DYNAMIC CLEANING SERVICES & GENERAL BUILDING MAINTENANCE	Gutter Clean per PO 6983., Kondinin CRC, Kondinin Caravan Park Chalets and Ablution Block, Kondinin West Shops, Kondinin Medical Centre, Kondinin Mens Shed	1	\$ 1,870.00	
EFT21240	03/10/2025	SAFE ROADS WA	Jetpaver hire	1		\$ (14,960.00)
554	19/09/2025	SAFE ROADS WA	Jetpaver hire	1	\$ 14,960.00	
EFT21241	03/10/2025	WE WILL DO CLEANING SERVICE	Cleaning Services 22/09/25-28/09/25	1		\$ (2,843.50)
67	22/09/2025	WE WILL DO CLEANING SERVICE	Cleaning Services 22/09/25-28/09/25	1	\$ 2,843.50	
EFT21242	03/10/2025	NEWGROUND WATER SERVICES PTY LTD	Upgrades to Water Infrastructure to Service Kondinin Town Dams (CBH supply line to irrigation dam and under ground boring and pipeline) - Stage 1 (Community Water Supply Grant) DWER	1		\$ (162,131.20)

**List of Accounts Due & Submitted to Council 01/10/2025 to 31/10/2025**

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
1268225	27/09/2025	NEWGROUND WATER SERVICES PTY LTD	Upgrades to Water Infrastructure to Service Kondinin Town Dams (Gent Sets, Pontoon and Pumps) - Stage 2 CWSP Grant (DWER)	1	\$ 54,331.20	
1268223	27/09/2025	NEWGROUND WATER SERVICES PTY LTD	Upgrades to Water Infrastructure to Service Kondinin Town Dams (CBH supply line to irrigation dam and under ground boring and pipeline) - Stage 1 (Community Water Supply Grant) DWER	1	\$ 99,748.00	
1268226	27/09/2025	NEWGROUND WATER SERVICES PTY LTD	Upgrades to Water Infrastructure to Service Kondinin Town Dams (CBH supply line to irrigation dam and under ground boring and pipeline) - Stage 1 (Community Water Supply Grant) DWER	1	\$ 8,052.00	
EFT21243	03/10/2025	WA Contract Ranger Services Pty Ltd	Ranger Services 25/26	1		\$ (3,317.88)
6589	27/09/2025	WA Contract Ranger Services Pty Ltd	Ranger Services 25/26	1	\$ 3,317.88	
EFT21244	03/10/2025	KEY CIVIL PTY LTD	Drainage installation (Hyden Footpath)	1		\$ (46,348.98)
316	28/08/2025	KEY CIVIL PTY LTD	Drainage installation (Hyden Footpath)	1	\$ 46,348.98	
EFT21245	03/10/2025	Rural South Coast RAY WHITE	Bond for Hyden Office	1		\$ (3,073.31)
6816	25/09/2025	Rural South Coast RAY WHITE	Bond for Hyden Office	1	\$ 1,800.00	
6813	25/09/2025	Rural South Coast RAY WHITE	Rent Adjustment to 30/10/2025	1	\$ 1,273.31	
EFT21246	03/10/2025	GARDNERS COMPLETE EARTHMOVING	Water Cart Hire 50hrs (Hyden-Norseman Rd)	1		\$ (14,300.00)
1576	22/09/2025	GARDNERS COMPLETE EARTHMOVING	Water Cart Hire 50hrs (Hyden-Norseman Rd)	1	\$ 14,300.00	
EFT21247	03/10/2025	Trish's Cleaning Service	Cleaning Services 22/09/25-28/09/25	1		\$ (2,654.08)
1116	22/09/2025	Trish's Cleaning Service	Cleaning Services 22/09/25-28/09/25	1	\$ 2,654.08	
EFT21248	03/10/2025	Hyden Delta Agribusiness	Purchase Order for Incidentals at Delta Ag Shop For August and September 2025	1		\$ (794.39)
DI5909543	09/09/2025	Hyden Delta Agribusiness	Purchase Order for Incidentals at Delta Ag Shop For August and September 2025	1	\$ 77.95	
DI5909542	09/09/2025	Hyden Delta Agribusiness	Purchase Order for Incidentals at Delta Ag Shop For August and September 2025	1	\$ 65.60	
DI5909541	09/09/2025	Hyden Delta Agribusiness	Purchase Order for Incidentals at Delta Ag Shop For August and September 2025	1	\$ 401.76	
DI5909540	09/09/2025	Hyden Delta Agribusiness	Purchase Order for Incidentals at Delta Ag Shop For August and September 2025	1	\$ 12.50	
DI5909538	09/09/2025	Hyden Delta Agribusiness	Purchase Order for Incidentals at Delta Ag Shop For August and September 2025	1	\$ 34.01	
DI5909568	11/09/2025	Hyden Delta Agribusiness	Purchase Order for Incidentals at Delta Ag Shop For August and September 2025	1	\$ 98.51	
DI5909640	16/09/2025	Hyden Delta Agribusiness	Purchase Order for Incidentals at Delta Ag Shop For August and September 2025	1	\$ 16.19	
DI5909667	17/09/2025	Hyden Delta Agribusiness	Purchase Order for Incidentals at Delta Ag Shop For August and September 2025	1	\$ 25.30	
DI5909707	19/09/2025	Hyden Delta Agribusiness	Purchase Order for Incidentals at Delta Ag Shop For August and September 2025	1	\$ 19.55	
DI5909780	24/09/2025	Hyden Delta Agribusiness	Purchase Order for Incidentals at Delta Ag Shop For August and September 2025	1	\$ 43.02	
EFT21249	03/10/2025	Falconet Pty Ltd ATF TRUCK UNIT TRUST T/A WA HINO SALES AND SERVICE	60000km service & 2 recalls (KN60 HINO Crew Cab Truck)	1		\$ (1,094.70)
HTCS166109	10/09/2025	Falconet Pty Ltd ATF TRUCK UNIT TRUST T/A WA HINO SALES AND SERVICE	60000km service & 2 recalls (KN60 HINO Crew Cab Truck)	1	\$ 1,094.70	
EFT21250	03/10/2025	CB Traffic Solutions Pty Ltd	Traffic Control 1xWeek	1		\$ (27,490.49)
20741	10/09/2025	CB Traffic Solutions Pty Ltd	Traffic Control Services x6 Days	1	\$ 10,333.65	
20798	17/09/2025	CB Traffic Solutions Pty Ltd	TRAFFIC CONTROL X3 DAYS	1	\$ 4,611.70	
20845	24/09/2025	CB Traffic Solutions Pty Ltd	Traffic Control 1xWeek	1	\$ 12,545.14	
EFT21251	03/10/2025	SAPIO Pty Ltd	Monthly IT support	1		\$ (2,765.10)
313344	26/09/2025	SAPIO Pty Ltd	Monthly IT support	1	\$ 2,765.10	
EFT21252	03/10/2025	T C Precast Pty Ltd t/as Hydra Storm	Headwall	1		\$ (20,130.00)

# List of Accounts Due & Submitted to Council 01/10/2025 to 31/10/2025

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
SI-00010314	11/09/2025	T C Precast Pty Ltd t/as Hydra Storm	450 & 375 hydra Storm rHDPE Corrugated (Lovering Rd)	1	\$ 5,610.00	
SI- 00008509/3	11/09/2025	T C Precast Pty Ltd t/as Hydra Storm	Headwall (Lovering Rd)	1	\$ 14,520.00	
EFT21253	03/10/2025	Fullpower Electrics	Temporary Power Installation at 39 Repacholi Parade, Kondinin	1		\$ (988.35)
180772	31/07/2025	Fullpower Electrics	Temporary Power Installation at 39 Repacholi Parade, Kondinin	1	\$ 988.35	
EFT21254	07/10/2025	ACORP CONSTRUCTION	Upgrades to Kondinin Pavilion - Tender 04/2024/2025	1		\$ (310,964.84)
A079-C05	30/09/2025	ACORP CONSTRUCTION	Upgrades to Kondinin Pavilion - Tender 04/2024/2025, , Retention Money	1	\$ 310,964.84	
EFT21255	07/10/2025	Kondinin Social Club	Payroll deductions	1		\$ (65.00)
DEDUCTION	05/10/2025	Kondinin Social Club	Payroll deductions		\$ 65.00	
EFT21256	07/10/2025	Australian Services Union	Payroll deductions	1		\$ (73.50)
DEDUCTION	05/10/2025	Australian Services Union	Payroll deductions		\$ 73.50	
EFT21257	07/10/2025	Kondinin Trust Fund	Payroll deductions	1		\$ (1,065.00)
DEDUCTION	05/10/2025	Kondinin Trust Fund	Payroll deductions		\$ 1,065.00	
EFT21258	07/10/2025	Child Support Agency	Payroll deductions	1		\$ (80.15)
DEDUCTION	05/10/2025	Child Support Agency	Payroll deductions		\$ 80.15	
EFT21259	07/10/2025	S U CRISPS CORNER PTY	Payroll deductions	1		\$ (100.00)
DEDUCTION	05/10/2025	S U CRISPS CORNER PTY	Payroll deductions		\$ 100.00	
EFT21260	09/10/2025	Merredin Telephone	2025-2026 SECURITY MONITORING	1		\$ (35.20)
4107	01/10/2025	Merredin Telephone	2025-2026 SECURITY MONITORING	1	\$ 35.20	
EFT21261	09/10/2025	OFFICE OF REGIONAL ARCHITECTURE	Contract and Project Managment for Kondinin Pavilion Upgrades	1		\$ (3,245.00)
543	30/09/2025	OFFICE OF REGIONAL ARCHITECTURE	Contract and Project Managment for Kondinin Pavilion Upgrades	1	\$ 3,245.00	
EFT21262	09/10/2025	EW & RJ PUGH	Emptying septics hyden norseman road SLRIP grant	1		\$ (448.00)
1435	04/10/2025	EW & RJ PUGH	Emptying septics hyden norseman road SLRIP grant,	1	\$ 448.00	
EFT21263	09/10/2025	Bookeasy Australia Pty Ltd	Room Manager 25/26	1		\$ (84.70)
7420	30/09/2025	Bookeasy Australia Pty Ltd	Room Manager 25/26	1	\$ 84.70	
EFT21264	09/10/2025	Avon Waste	Rubbish	1		\$ (24,000.92)
72099	30/09/2025	Avon Waste	Rubbish, Recycling, KN WTS, HY WTS, Replacement Bins, Landfill	1	\$ 24,000.92	
EFT21265	09/10/2025	Team Global Express Pty Ltd	PCS	1		\$ (68.50)
0673	05/10/2025	Team Global Express Pty Ltd	PCS, Medication	1	\$ 68.50	
EFT21266	09/10/2025	Corrigin Shire Council	EHO Services September 2025	1		\$ (3,681.70)
19462	07/10/2025	Corrigin Shire Council	EHO Services September 2025	1	\$ 3,681.70	
EFT21267	09/10/2025	DX PRINT GROUP	x200 Bussiness Cards Bruce Wright	1		\$ (110.00)
100494	01/10/2025	DX PRINT GROUP	x200 Bussiness Cards Bruce Wright	1	\$ 110.00	
EFT21268	09/10/2025	Hyden Lions Club	Mosquito Baiting Karlgarin Townsite and Hyden industrial and Wave rock Carpark	1		\$ (137.50)
48	26/09/2025	Hyden Lions Club	Mosquito Baiting Karlgarin Townsite and Hyden industrial and Wave rock Carpark	1	\$ 137.50	
EFT21269	09/10/2025	AJE Contractors	Water cart hire 68 hrs (Hyden-Norseman Rd)	1		\$ (10,846.00)
49	06/10/2025	AJE Contractors	Water cart hire 68 hrs (Hyden-Norseman Rd)	1	\$ 10,846.00	
EFT21270	09/10/2025	Synergy	Electricity for street lights	1		\$ (3,905.85)
448252110	30/09/2025	Synergy	Electricity for street lights	1	\$ 3,140.78	
606740590	07/10/2025	Synergy	606740590 Electricity usage	1	\$ 765.07	
EFT21271	09/10/2025	Landgate	Tilte Searches	1		\$ (97.80)
1514344	01/10/2025	Landgate	Tilte Searches	1	\$ 97.80	
EFT21272	09/10/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA - WA DIVISION	Staff attendance and integrated planning framework workshop	1		\$ (1,850.00)
46960	01/10/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA - WA DIVISION	Staff attendance and integrated planning framework workshop	1	\$ 1,850.00	
EFT21273	09/10/2025	Shire of Merredin	Central Wheatbelt Visitor Centre Membership 25- 26	1		\$ (221.50)
M14756	12/09/2025	Shire of Merredin	Central Wheatbelt Visitor Centre Membership 25- 26	1	\$ 221.50	
EFT21274	09/10/2025	Kondinin Artists Group Inc	Community Grant 2025 Art Show prize	1		\$ (7,500.00)
64	02/10/2025	Kondinin Artists Group Inc	Community Grant 2025 Art Show prize	1	\$ 7,500.00	
EFT21275	09/10/2025	Liberty Rural	DIESEL - KONDININ & HYDEN DEPOTS	1		\$ (27,112.80)
FI4807504	02/10/2025	Liberty Rural	DIESEL - KONDININ & HYDEN DEPOTS	1	\$ 27,112.80	
EFT21276	09/10/2025	Hyden Community Resource Centre	Halloween Disco Kids Week Sponsorship	1		\$ (604.00)
36823	30/09/2025	Hyden Community Resource Centre	Advertising for Building Maintaince Quotation, Admin and Venue Hire	1	\$ 204.00	



**List of Accounts Due & Submitted to Council 01/10/2025 to 31/10/2025**

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
36946	03/10/2025	Hyden Community Resource Centre	Halloween Disco Kids Week Sponsorship	1	\$ 400.00	
EFT21277	09/10/2025	Perfect Computer Solutions Pty Ltd	Acer Laptop for MCS including set-up by PCS. Replacement of old laptop	1		\$ (2,180.00)
29911	30/09/2025	Perfect Computer Solutions Pty Ltd	Monthly fee for daily monitoring	1	\$ 85.00	
29915	03/10/2025	Perfect Computer Solutions Pty Ltd	Acer Laptop for MCS including set-up by PCS. Replacement of old laptop	1	\$ 2,095.00	
EFT21278	09/10/2025	Waveline Tyres	Supply and replace tyres x4	1		\$ (2,739.00)
60327	26/09/2025	Waveline Tyres	Supply and fit tyres x2 (KN51)	1	\$ 913.00	
60326	26/09/2025	Waveline Tyres	Supply and replace tyres x4 (KN58)	1	\$ 1,826.00	
EFT21279	09/10/2025	Team Medical Supplies	Purchase as per order	1		\$ (287.78)
3457883	02/10/2025	Team Medical Supplies	Purchase as per order	1	\$ 287.78	
EFT21280	09/10/2025	KARLGARIN COUNTRY CLUB	22/09/2025-05/10/2025 rent	1		\$ (400.00)
49444	05/10/2025	KARLGARIN COUNTRY CLUB	22/09/2025-05/10/2025 rent	1	\$ 400.00	
EFT21281	09/10/2025	KONDININ LIONS CLUB	Community Grant 25/26	1		\$ (599.00)
17	02/10/2025	KONDININ LIONS CLUB	Community Grant 25/26	1	\$ 599.00	
EFT21282	09/10/2025	HYDEN CWA	Community Grant 25/26	1		\$ (1,764.10)
42	23/09/2025	HYDEN CWA	Community Grant 25/26	1	\$ 1,764.10	
EFT21283	09/10/2025	Dr Alain Mackie T/A Weerakoon Pty Ltd	DOCTOR'S SERVICES - KONDININ MEDICAL PRACTICE Sep 25	1		\$ (14,850.00)
SEP 25	06/10/2025	Dr Alain Mackie T/A Weerakoon Pty Ltd	DOCTOR'S SERVICES - KONDININ MEDICAL PRACTICE Sep 25	1	\$ 14,850.00	
EFT21284	09/10/2025	FEGAN BUILDING SURVEYING	Building Surveyor Services 25/26	1		\$ (792.00)
1248	01/10/2025	FEGAN BUILDING SURVEYING	Building Surveyor Services 25/26	1	\$ 792.00	
EFT21285	09/10/2025	ELGAS LIMITED	2x gas booties CP ablutions	1		\$ (379.54)
1611249569	30/09/2025	ELGAS LIMITED	2x gas booties CP ablutions	1	\$ 379.54	
EFT21286	09/10/2025	ONSITE RENTAL GROUP	Ablution block hire	1		\$ (3,629.65)
4012164	30/09/2025	ONSITE RENTAL GROUP	Ablution block hire	1	\$ 1,969.75	
4012384	30/09/2025	ONSITE RENTAL GROUP	Generator Hire	1	\$ 1,659.90	
EFT21287	09/10/2025	MARKETFORCE PTY LTD	Advertising of RFQ - Building Maintenance (The West Australian)	1		\$ (1,031.15)
1884932	30/09/2025	MARKETFORCE PTY LTD	Advertising of RFQ - Building Maintenance (The Narrogin Observer)	1	\$ 288.19	
1884933	30/09/2025	MARKETFORCE PTY LTD	Advertising of RFQ - Building Maintenance (The West Australian)	1	\$ 742.96	
EFT21288	09/10/2025	DYNAMIC CLEANING SERVICES & GENERAL BUILDING MAINTENANCE	replace mower blades	1		\$ (420.41)
1416	04/06/2025	DYNAMIC CLEANING SERVICES & GENERAL BUILDING MAINTENANCE	Repairs chainsaw chain	1	\$ 168.58	
1420	14/07/2025	DYNAMIC CLEANING SERVICES & GENERAL BUILDING MAINTENANCE	replace mower blades	1	\$ 182.03	
1426	18/07/2025	DYNAMIC CLEANING SERVICES & GENERAL BUILDING MAINTENANCE	sthill brush cutter	1	\$ 69.80	
EFT21289	09/10/2025	Mc Pest Control	Bee removal	1		\$ (770.00)
11	06/10/2025	Mc Pest Control	Pest Control Spraying at Hyden Swimming Pool, Kondinin Swimming Pool, Bee removal	1	\$ 770.00	
EFT21290	09/10/2025	ID Rent Pty Ltd	Message board hire	1		\$ (2,606.45)
14814	30/09/2025	ID Rent Pty Ltd	Message board hire	1	\$ 1,341.45	
15002	03/10/2025	ID Rent Pty Ltd	Message board hire and collection	1	\$ 1,265.00	
EFT21291	09/10/2025	BJ LULLFITZ & SA GRAHAM	6375m3 Gravel (R2R086) Bushfire Rock Rd	1		\$ (10,518.75)
2025007	03/10/2025	BJ LULLFITZ & SA GRAHAM	6375m3 Gravel (R2R086) Bushfire Rock Rd	1	\$ 10,518.75	
EFT21292	09/10/2025	WE WILL DO CLEANING SERVICE	Cleaning Services 29/09/25-5/10/25	1		\$ (3,025.00)
68	29/09/2025	WE WILL DO CLEANING SERVICE	Cleaning Services 29/09/25-5/10/25	1	\$ 3,025.00	
EFT21293	09/10/2025	NEWGROUND WATER SERVICES PTY LTD	Spray and fertilising	1		\$ (19,652.60)
1267750	26/09/2025	NEWGROUND WATER SERVICES PTY LTD	Spray and fertilising (Hyden Oval and Hockey, Kondinin Oval & Hockey)	1	\$ 17,727.60	
1265704	30/09/2025	NEWGROUND WATER SERVICES PTY LTD	Repair of station 16 (Kondinin Oval)	1	\$ 1,925.00	
EFT21294	09/10/2025	EASTERN HILLS CHAINSAWS AND MOWERS PTY LTD	Speed Feed head and washer	1		\$ (122.25)

**List of Accounts Due & Submitted to Council 01/10/2025 to 31/10/2025**

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
54272	06/10/2025	EASTERN HILLS CHAINSAWS AND MOWERS PTY LTD	Speed Feed head and washer	1	\$ 83.25	
54277	07/10/2025	EASTERN HILLS CHAINSAWS AND MOWERS PTY LTD	Air filter and frieght	1	\$ 39.00	
EFT21295	09/10/2025	KONDININ ROADHOUSE MOTEL	ULP prepayment	1		\$ (1,456.03)
PREPAYMEN T	07/10/2025	KONDININ ROADHOUSE MOTEL	ULP prepayment	1	\$ 1,456.03	
EFT21296	09/10/2025	ITR WESTERN AUSTRTALIA	Grader Blades (KN64, KN65, KN66)	1		\$ (8,250.00)
823885	18/09/2025	ITR WESTERN AUSTRTALIA	Grader Blades (KN64, KN65, KN66)	1	\$ 8,250.00	
EFT21297	09/10/2025	COMPLETE OFFICE SUPPLIES PTY LTD	Stationery Order	1		\$ (117.05)
14479429	26/09/2025	COMPLETE OFFICE SUPPLIES PTY LTD	Stationery Order	1	\$ 117.05	
EFT21298	09/10/2025	AUSTRALIA POST - GATEWAY	Commisson Kondinin Caravan Park Booking Payments	1		\$ (59.81)
1014238897	02/10/2025	AUSTRALIA POST - GATEWAY	Commisson Kondinin Caravan Park Booking Payments	1	\$ 59.81	
EFT21299	09/10/2025	Kheldar Pty Ltd	September Purchases	1		\$ (42.48)
205778	23/09/2025	Kheldar Pty Ltd	September Purchases	1	\$ 42.48	
EFT21300	09/10/2025	Glenora Auto Services	Service KN89 & KN57	1		\$ (7,253.77)
50065	19/09/2025	Glenora Auto Services	Inspect Ad blue system (KN57)	1	\$ 528.00	
50025	03/10/2025	Glenora Auto Services	Clutch parts and fitting (KN89)	1	\$ 6,725.77	
EFT21301	09/10/2025	GARDNERS COMPLETE EARTHMOVING	Water Cart Hire 81hrs (Hyden-Norseman Rd)	1		\$ (23,166.00)
1577	06/10/2025	GARDNERS COMPLETE EARTHMOVING	Water Cart Hire 81hrs (Hyden-Norseman Rd)	1	\$ 23,166.00	
EFT21302	09/10/2025	Trish's Cleaning Service	Cleaning Services 29/09/25-5/10/25	1		\$ (2,587.58)
1117	29/09/2025	Trish's Cleaning Service	Cleaning Services 29/09/25-5/10/25	1	\$ 2,587.58	
EFT21303	09/10/2025	Croppportunity Pty Ltd	Sponsorship for kulin to cambodia	1		\$ (1,650.00)
92	03/10/2025	Croppportunity Pty Ltd	Sponsorship for kulin to cambodia	1	\$ 1,650.00	
EFT21304	09/10/2025	CB Traffic Solutions Pty Ltd	5x days Traffic Control Services SLR032	1		\$ (22,650.48)
20921	30/09/2025	CB Traffic Solutions Pty Ltd	3x Days Traffic Conytol Services	1	\$ 4,202.67	
20975	08/10/2025	CB Traffic Solutions Pty Ltd	5x days Traffic Control Services	1	\$ 18,447.81	
EFT21305	09/10/2025	Telair Pty Ltd	Internet October 25	1		\$ (2,896.35)
TA20941-	30/09/2025	Telair Pty Ltd	Internet October 25	1	\$ 2,896.35	
EFT21306	09/10/2025	Supagas Pty Limited	Service Charge gas bottle	1		\$ (25.30)
C650859-9-	30/09/2025	Supagas Pty Limited	Service Charge gas bottle	1	\$ 25.30	
EFT21307	16/10/2025	Hyden Hotel - Motel	Accomodatiopn 23/08/2025 Alex Coombs	1		\$ (190.00)
92533589	23/08/2025	Hyden Hotel - Motel	Accomodatiopn 23/08/2025 Alex Coombs	1	\$ 190.00	
EFT21308	16/10/2025	AJE Contractors	Watercart hire 69hrs Hyden-Norseman Rd	1		\$ (11,005.50)
50	13/10/2025	AJE Contractors	Watercart hire 69hrs Hyden-Norseman Rd	1	\$ 11,005.50	
EFT21309	16/10/2025	Kulin Shire Council	Rent October 25 (Practice Manager Accom)	1		\$ (1,365.00)
20409	30/09/2025	Kulin Shire Council	Rent October 25 (Practice Manager Accom)	1	\$ 1,365.00	
EFT21310	16/10/2025	McCubbing Transport	Earthmoving Services 300 tonne 14 mm 200 tonne of 7mm (Hyden-Norseman Rd)	1		\$ (35,910.07)
17354	30/09/2025	McCubbing Transport	Earthmoving Services 300 tonne 14 mm 200 tonne of 7mm (Hyden-Norseman Rd)	1	\$ 35,910.07	
EFT21311	16/10/2025	A & M Nelson	Supply and for new wiper blades (KN55)	1		\$ (112.20)
7341	26/09/2025	A & M Nelson	Supply and for new wiper blades (KN55)	1	\$ 112.20	
EFT21312	16/10/2025	Synergy	448 252 110 Street Lights	1		\$ (5,130.87)
2030546692	03/10/2025	Synergy	448 252 110 Street Lights	1	\$ 3,152.99	
2022564638	08/10/2025	Synergy	606 740 590 Hyden Pool	1	\$ 1,977.88	
EFT21313	16/10/2025	Waveline Tyres	Halogen globe	1		\$ (15.95)
60064	10/09/2025	Waveline Tyres	Halogen globe	1	\$ 15.95	
EFT21314	16/10/2025	Team Medical Supplies	Purchases as per order	1		\$ (185.21)
3470578	07/10/2025	Team Medical Supplies	Purchases as per order	1	\$ 185.21	
EFT21315	16/10/2025	HYDEN AUTO ELECTRICS	Fix air con and travel	1		\$ (1,281.50)
6266	19/09/2025	HYDEN AUTO ELECTRICS	Fix air con and travel (KN78)	1	\$ 869.00	
6270	19/09/2025	HYDEN AUTO ELECTRICS	Beacon (KN0)	1	\$ 412.50	
EFT21316	16/10/2025	HYDEN TRANSPORT	Cartage of aggregate	1		\$ (15,843.73)
922	03/10/2025	HYDEN TRANSPORT	Cartage of aggregate	1	\$ 15,843.73	
EFT21317	16/10/2025	THE AG SHOP	Hoses and assembly	1		\$ (310.72)
10023433	09/10/2025	THE AG SHOP	Hoses and assembly	1	\$ 310.72	

# List of Accounts Due & Submitted to Council 01/10/2025 to 31/10/2025

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
EFT21318	16/10/2025	PROMPT SAFETY SOLUTIONS	Annual review of WHS Management system	1		\$ (2,200.00)
169	11/10/2025	PROMPT SAFETY SOLUTIONS	Annual review of WHS Management system	1	\$ 2,200.00	
EFT21319	16/10/2025	CTI LOGISTICS REGIONAL FREIGHT	Freight for chemicals	1		\$ (269.74)
42736	30/09/2025	CTI LOGISTICS REGIONAL FREIGHT	Freight for chemicals	1	\$ 269.74	
EFT21320	16/10/2025	BGC (AUSTRALIA) PTY LTD	7mm and 14mm washed granite	1		\$ (18,495.89)
IQ57223	28/09/2025	BGC (AUSTRALIA) PTY LTD	7mm and 14mm washed granite	1	\$ 15,539.53	
IQ57273	30/09/2025	BGC (AUSTRALIA) PTY LTD	14 mm washed Granite	1	\$ 2,956.36	
EFT21321	16/10/2025	PERITUS TECHNOLOGY	Ticket Machine 25/26	1		\$ (283.62)
104362	08/10/2025	PERITUS TECHNOLOGY	Ticket Machine 25/26	1	\$ 283.62	
EFT21322	16/10/2025	ID Rent Pty Ltd	22 day hire smooth drum roller	1		\$ (17,685.80)
14760	30/09/2025	ID Rent Pty Ltd	Ablution block Hire	1	\$ 5,728.80	
14729	30/09/2025	ID Rent Pty Ltd	Ablution block hire	1	\$ 5,544.00	
14728	30/09/2025	ID Rent Pty Ltd	22 day hire smooth drum roller	1	\$ 6,413.00	
EFT21323	16/10/2025	WE WILL DO CLEANING SERVICE	Cleaning Services 06/10/25 - 12/10/25	1		\$ (2,904.00)
69	06/10/2025	WE WILL DO CLEANING SERVICE	Cleaning Services 06/10/25 - 12/10/25	1	\$ 2,904.00	
EFT21324	16/10/2025	MINERAL CRUSHING SERVICES (WA) PTY LTD	50 tonne of 14mm and 200 tonne of 7mm aggregate	1		\$ (26,551.14)
3078	03/10/2025	MINERAL CRUSHING SERVICES (WA) PTY LTD	50 tonne of 14mm and 200 tonne of 7mm aggregate	1	\$ 13,314.84	
3079	09/10/2025	MINERAL CRUSHING SERVICES (WA) PTY LTD	150 tonne 14mm aggregate	1	\$ 7,886.34	
3089	10/10/2025	MINERAL CRUSHING SERVICES (WA) PTY LTD	100 tone of 7mm aggregate	1	\$ 5,349.96	
EFT21325	16/10/2025	WA Contract Ranger Services Pty Ltd	Ranger Services 25/26	1		\$ (1,959.38)
6624	11/10/2025	WA Contract Ranger Services Pty Ltd	Ranger Services 25/26	1	\$ 1,959.38	
EFT21326	16/10/2025	NUTRIEN AG SOLUTIONS	GENF Panzer 450 20L	1		\$ (103.95)
913262905	09/09/2025	NUTRIEN AG SOLUTIONS	GENF Panzer 450 20L	1	\$ 103.95	
EFT21327	16/10/2025	CRISP WIRELESS PTY LTD	KN Office	1		\$ (634.00)
202501008690	14/10/2025	CRISP WIRELESS PTY LTD	KN Office, HY Office, KN Medical, HY Medical, KN Depot, 6 Hinck	1	\$ 634.00	
EFT21328	16/10/2025	Trish's Cleaning Service	Cleaning Services 6/10/25 - 12/10/25	1		\$ (2,255.82)
1118	06/10/2025	Trish's Cleaning Service	Cleaning Services 6/10/25 - 12/10/25	1	\$ 2,255.82	
EFT21329	16/10/2025	Hyden Delta Agribusiness	Incidentals for October 25	1		\$ (85.80)
DI5910075	13/10/2025	Hyden Delta Agribusiness	Incidentals for October 25	1	\$ 47.85	
DI5910077	14/10/2025	Hyden Delta Agribusiness	Incidentals for October 25	1	\$ 37.95	
EFT21330	16/10/2025	Engineering Lab NSW Pty Ltd	Update to Fire Engineering Report for Kondinin Pavilion	1		\$ (3,850.00)
7438	25/07/2025	Engineering Lab NSW Pty Ltd	Update to Fire Engineering Report for Kondinin Pavilion	1	\$ 3,850.00	
EFT21331	16/10/2025	WARDA KADAK	Traffic Control services 57.50 hours	1		\$ (17,368.73)
12	14/10/2025	WARDA KADAK	Traffic Control services 57.50 hours	1	\$ 17,368.73	
EFT21332	16/10/2025	S U CRISPS CORNER PTY LTD	Office Consumables, , Members Consumables, , CP Consumables, , Depot Consumables, , Newspaper Sep 25	1		\$ (622.37)
SEPTEMBER 25	14/10/2025	S U CRISPS CORNER PTY LTD	Office Consumables, , Members Consumables, , CP Consumables, , Depot Consumables, , Newspaper Sep 25	1	\$ 622.37	
EFT21333	16/10/2025	Aqua Filtration Enterprises Pty Ltd	Supply and Installation of Water Fountain for Karlgarin Bowling Club	1		\$ (1,695.00)
2088	09/10/2025	Aqua Filtration Enterprises Pty Ltd	Supply and Installation of Water Fountain for Karlgarin Bowling Club	1	\$ 1,695.00	
EFT21334	16/10/2025	CROSSLAND CONTRACTING	Vegetation Control	1		\$ (76,703.00)
255	12/09/2025	CROSSLAND CONTRACTING	Vegetation Control,	1	\$ 76,703.00	
EFT21335	21/10/2025	Australian Taxation Office	Business Activity Statement September 2025 - amount Owing to ATO	1		\$ (75,028.00)
BAS/SEP2025	21/10/2025	Australian Taxation Office	Gst on Purchases, PAYG Tax Withheld, FBT instalment amount, Fuel tax rebate claim, Rounding	1	\$ 75,028.00	
EFT21336	21/10/2025	Kondinin Social Club	Payroll deductions	1		\$ (65.00)
DEDUCTION	19/10/2025	Kondinin Social Club	Payroll deductions	1	\$ 65.00	
EFT21337	21/10/2025	Australian Services Union	Payroll deductions	1		\$ (73.50)
DEDUCTION	19/10/2025	Australian Services Union	Payroll deductions	1	\$ 73.50	
EFT21338	21/10/2025	Kondinin Trust Fund	Payroll deductions	1		\$ (1,065.00)

# List of Accounts Due & Submitted to Council 01/10/2025 to 31/10/2025

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
DEDUCTION	19/10/2025	Kondinin Trust Fund	Payroll deductions	1	\$ 1,065.00	
EFT21339	21/10/2025	Child Support Agency	Payroll deductions	1		\$ (80.15)
DEDUCTION	19/10/2025	Child Support Agency	Payroll deductions	1	\$ 80.15	
EFT21340	21/10/2025	S U CRISPS CORNER PTY LTD	Payroll deductions	1		\$ (100.00)
DEDUCTION	19/10/2025	S U CRISPS CORNER PTY LTD	Payroll deductions	1	\$ 100.00	
EFT21341	22/10/2025	KERRIE LORRAINE GREEN	SITTING FEES - SEPTEMBER 2025	1		\$ (250.00)
SEPT 2025	17/10/2025	KERRIE LORRAINE GREEN	SITTING FEES - SEPTEMBER 2025	1	\$ 250.00	
EFT21342	22/10/2025	PAUL SEIMON GREEN	SITTING FEES - SEPTEMBER 2025	1		\$ (326.80)
SEPT 2025	17/10/2025	PAUL SEIMON GREEN	SITTING FEES - SEPTEMBER 2025, TRAVEL - SEPTEMBER 2025	1	\$ 326.80	
EFT21343	22/10/2025	MURRAY WILLIAM JAMES	SITTING FEES - SEPTEMBER 2025	1		\$ (347.92)
SEPT 2025	17/10/2025	MURRAY WILLIAM JAMES	SITTING FEES - SEPTEMBER 2025, TRAVEL - SEPTEMBER 2025	1	\$ 347.92	
EFT21344	22/10/2025	RICHARD KENT MOURITZ	SITTING FEES - SEPTEMBER 2025	1		\$ (399.20)
SEPT 2025	17/10/2025	RICHARD KENT MOURITZ	SITTING FEES - SEPTEMBER 2025, TRAVEL REIMBURSEMENT- SEPTEMBER 2025	1	\$ 399.20	
EFT21345	22/10/2025	DARREN LYNDSAY POOL	SITTING FEES - SEPTEMBER 2025	1		\$ (250.00)
SEPT 2025	17/10/2025	DARREN LYNDSAY POOL	SITTING FEES - SEPTEMBER 2025	1	\$ 250.00	
EFT21346	22/10/2025	BRUCE BROWNING	SITTING FEES - SEPTEMBER 2025	1		\$ (292.24)
SEPT 2025	17/10/2025	BRUCE BROWNING	SITTING FEES - SEPTEMBER 2025, TRAVEL REIMBURSEMENT- SEPTEMBER 2025	1	\$ 292.24	
EFT21347	22/10/2025	Beverley Gangell	SITTING FEES - SEPTEMBER 2025	1		\$ (365.20)
SEPT 2025	17/10/2025	Beverley Gangell	SITTING FEES - SEPTEMBER 2025, TRAVEL REIMBURSEMENT- SEPTEMBER 2025	1	\$ 365.20	
EFT21348	22/10/2025	BC and CA Smith	SITTING FEES - SEPTEMBER 2025	1		\$ (365.20)
SEPT 2025	17/10/2025	BC and CA Smith	SITTING FEES - SEPTEMBER 2025, TRAVEL REIMBURSEMENT- SEPTEMBER 2025	1	\$ 365.20	
EFT21349	23/10/2025	W A CARAVAN & CAMPING	Advert Nov 25 Edition	1		\$ (900.00)
985	20/10/2025	W A CARAVAN & CAMPING	Advert Nov 25 Edition	1	\$ 900.00	
EFT21350	23/10/2025	TAMORA PLUMBING & GAS	Annual Back Flow Checks at Community	1		\$ (3,049.20)
3188	19/10/2025	TAMORA PLUMBING & GAS	Annual Back Flow Checks at Community	1	\$ 3,049.20	
EFT21351	23/10/2025	RedFish Technologies Pty Ltd	CCTV for Hyden Railway Barracks	1		\$ (1,722.00)
67036	17/10/2025	RedFish Technologies Pty Ltd	CCTV for Hyden Railway Barracks	1	\$ 1,722.00	
EFT21352	23/10/2025	Abco	Jumbo Rolls of hand towels	1		\$ (1,309.44)
INV1086585	25/09/2025	Abco	Jumbo Rolls of hand towels, ,	1	\$ 1,309.44	
EFT21353	23/10/2025	Team Global Express Pty Ltd	Corsign	1		\$ (115.59)
0674	19/10/2025	Team Global Express Pty Ltd	Corsign	1	\$ 115.59	
EFT21354	23/10/2025	Telstra Limited	PHONE & INTERNET USAGE	1		\$ (4,083.09)
1214778000	22/10/2025	Telstra Limited	HYDEN SWIMMING POOL 9880 5038, HYDEN DEPOT 9880 5153, HYDEN LICENSING 9880 5160, HYDEN LIBRARY 9880 5464, HYDEN LIBRARY 9880 5465, HYDEN LIBRARY 9880 5665, KONDININ OFFICE 9889 1006, KONDININ OFFICE 9889 1012, DOCTOR 30 REPACHOLI 9889 1034, KONDININ OFFICE 9889 1092, KONDININ OFFICE 9889 1197, KONDININ DEPOT 9889 1406, KONDININ OFFICE 9889 1457, KONDININ OFFICE 9889 1590, KONDININ DEPOT 9889 1741, KONDININ MEDICAL CENTRE 9889 1753, KONDININ MEDICAL CENTRE 9889 1754, KONDININ AQUATIC CENTRE 9889 1895, HARVEST BAN LINE 9487 2190, DOCTOR 30 REPACHOLI INTERNET N9504315R, KONDININ MEDICAL CENTRE INTERNET N9609235R, KONDININ AQUATIC CENTRE INTERNET N9743047R, HYDEN OFFICE INTERNET N9605200R, KONDININ OFFICE INTERNET N9611242R, OFFICE HANDSET REPAYMENTS, ACCOUNT CHARGES AND ROUNDING	1	\$ 4,083.09	
EFT21355	23/10/2025	Kondinin Community Recreation Council	Affiliation Fees 25/26	1		\$ (25.00)
OCT 25	22/10/2025	Kondinin Community Recreation Council	Affiliation Fees 25/26	1	\$ 25.00	
EFT21356	23/10/2025	Metal Artwork Badges	1 x DESK JARRAH NAME HOLDER - TONI SMEED - COUNCILLOR 2025 WITH LOGO	1		\$ (74.80)
34953	21/10/2025	Metal Artwork Badges	1 x DESK JARRAH NAME HOLDER - TONI SMEED - COUNCILLOR 2025 WITH LOGO, 1 x DESK JARRAH NAME HOLDER - TONI SMEED - COUNCILLOR 2025 WITH LOGO - POSTAGE	1	\$ 74.80	
EFT21357	23/10/2025	Fred IT GROUP PTY LTD (Medview)	Subscription 01/09/2025-30/11/2025	1		\$ (1,113.75)
INV180697	01/09/2025	Fred IT GROUP PTY LTD (Medview)	Subscription 01/09/2025-30/11/2025	1	\$ 1,113.75	
EFT21358	23/10/2025	Best Office Systems	FREIGHT FOR 2025/2026	1		\$ (24.00)
651785	21/10/2025	Best Office Systems	FREIGHT FOR 2025/2026	1	\$ 24.00	
EFT21359	23/10/2025	Perfect Computer Solutions Pty Ltd	New CDO Laptop and setup	1		\$ (2,047.50)

# List of Accounts Due & Submitted to Council 01/10/2025 to 31/10/2025

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
29930	16/10/2025	Perfect Computer Solutions Pty Ltd	Update play accounts and setup CDO account	1	\$ 297.50	
29935	21/10/2025	Perfect Computer Solutions Pty Ltd	New CDO Laptop and setup	1	\$ 1,750.00	
EFT21360	23/10/2025	G & M Detergents	Sanitation Bins Agreement	1		\$ (7,665.00)
13945	21/10/2025	G & M Detergents	Sanitation Bins Agreement, Sanitation Bins Agreement	1	\$ 7,665.00	
EFT21361	23/10/2025	HYDEN AUTO ELECTRICS	Diagnose fault codes and fix	1		\$ (1,104.40)
6219	29/08/2025	HYDEN AUTO ELECTRICS	Diagnose fault codes and fix	1	\$ 1,104.40	
EFT21362	23/10/2025	FEGAN BUILDING SURVEYING	Building Surveyor Services 25/26	1		\$ (792.00)
1252	15/10/2025	FEGAN BUILDING SURVEYING	Building Surveyor Services 25/26	1	\$ 792.00	
EFT21363	23/10/2025	THE AG SHOP	Uniform order for works crew	1		\$ (3,034.67)
10023609	17/10/2025	THE AG SHOP	Hi Vis vests	1	\$ 48.68	
10023599	17/10/2025	THE AG SHOP	Uniform order for works crew	1	\$ 2,985.99	
EFT21364	23/10/2025	A & M Medical Services Pty Ltd	2 X OXY SOC SERVICE - 1 AED SERVICE WITH	1		\$ (1,556.71)
20241729	20/10/2025	A & M Medical Services Pty Ltd	2 X OXY SOC SERVICE - 1 AED SERVICE WITH	1	\$ 1,556.71	
EFT21365	23/10/2025	ID Rent Pty Ltd	Hire of smooth drum roller 12 days	1		\$ (3,544.60)
15018	21/10/2025	ID Rent Pty Ltd	Hire of smooth drum roller 12 days	1	\$ 3,544.60	
EFT21366	23/10/2025	WAYFOUND	Printing of amended fees for wave rock ticket	1		\$ (588.50)
10067	18/10/2025	WAYFOUND	Printing of amended fees for wave rock ticket	1	\$ 588.50	
EFT21367	23/10/2025	WE WILL DO CLEANING	Cleaning Services 13/10/25 - 19/10/25	1		\$ (2,722.50)
70	13/10/2025	WE WILL DO CLEANING	Cleaning Services 13/10/25 - 19/10/25	1	\$ 2,722.50	
EFT21368	23/10/2025	DEPARTMENT OF MINES,	August 25 return	1		\$ (11,739.95)
JULY25	21/10/2025	DEPARTMENT OF MINES,	July 25 return	1	\$ 3,675.14	
AUGUST 25	21/10/2025	DEPARTMENT OF MINES,	August 25 return	1	\$ 8,064.81	
EFT21369	23/10/2025	KEY CIVIL PTY LTD	Hyden Shared Pathway Drainage Culvert	1		\$ (44,675.40)
325	30/09/2025	KEY CIVIL PTY LTD	Hyden Shared Pathway Drainage Culvert	1	\$ 44,675.40	
EFT21370	23/10/2025	Hyden Delta Agribusiness	Incidentals for October 25	1		\$ (118.85)
DI5910071	13/10/2025	Hyden Delta Agribusiness	Incidentals for October 25	1	\$ 89.70	
DI5910103	15/10/2025	Hyden Delta Agribusiness	Incidentals for October 25	1	\$ 22.20	
DI5910124	17/10/2025	Hyden Delta Agribusiness	Incidentals for October 25 audio cable	1	\$ 6.95	
EFT21371	23/10/2025	CB Traffic Solutions Pty Ltd	Traffic Control services 1 week	1		\$ (24,018.21)
21041	15/10/2025	CB Traffic Solutions Pty Ltd	Traffic Control services 1 week	1	\$ 24,018.21	
EFT21372	23/10/2025	Corrigin Cleaning Service	Exit clean and floors for 76 Graham Street,	1		\$ (959.20)
6561212	20/10/2025	Corrigin Cleaning Service	Exit clean and floors for 76 Graham Street,	1	\$ 959.20	
EFT21373	23/10/2025	Swan Materials PTY LTD	14mm aggregate - SLR 032	1		\$ (5,920.32)
ISQ1088	05/10/2025	Swan Materials PTY LTD	14mm aggregate - SLR 032	1	\$ 5,920.32	
EFT21374	23/10/2025	Warda Kadak Traffic	Traffic Control Management 45hrs	1		\$ (13,724.16)
15	21/10/2025	Warda Kadak Traffic	Traffic Control Management 45hrs	1	\$ 13,724.16	
EFT21375	23/10/2025	Trish's Cleaning Service	Cleaning Services 13/10/25 - 19/10/25	1		\$ (2,079.93)
1119	13/10/2025	Trish's Cleaning Service	Cleaning Services 13/10/25 - 19/10/25	1	\$ 2,079.93	
EFT21376	31/10/2025	RedFish Technologies Pty	CCTV for Hyden Railway Barracks invoice	1		\$ (172.20)
67036	17/10/2025	RedFish Technologies Pty	CCTV for Hyden Railway Barracks invoice	1	\$ 172.20	
EFT21377	31/10/2025	Promotional Exposure	John Wood & Dave Allen show deposit	1		\$ (1,237.50)
1760	27/10/2025	Promotional Exposure	John Wood & Dave Allen show deposit	1	\$ 1,237.50	
EFT21378	31/10/2025	EASTERN WHEATBELT	EWBG Annual Membership	1		\$ (110.00)
130	23/10/2025	EASTERN WHEATBELT	EWBG Annual Membership	1	\$ 110.00	
EFT21379	31/10/2025	Team Global Express Pty Ltd	PCS	1		\$ (33.64)
0675	26/10/2025	Team Global Express Pty Ltd	PCS	1	\$ 33.64	
EFT21380	31/10/2025	AJE Contractors	Water Cart Hire 56hrs	1		\$ (8,932.00)
52	26/10/2025	AJE Contractors	Water Cart Hire 56hrs	1	\$ 8,932.00	
EFT21381	31/10/2025	McCubbing Transport	Cargate of Aggregate	1		\$ (34,318.22)
17372	27/10/2025	McCubbing Transport	Cargate of Aggregate, , ,	1	\$ 34,318.22	
EFT21382	31/10/2025	Telstra Limited	MOBILE PHONE USAGE	1		\$ (2,116.88)
4915073342	27/10/2025	Telstra Limited	mobile 0429 467 240, mobile 0436 372 858, mobile 0436 392 405, mobile 0436 396 376, mobile 0436 424 463, mobile 0436 428 446, mobile 0436 442 631, mobile 0455 904 784, mobile 0456 796 381, mobile 0460 770 060, mobile 0473 008 511 WAVE ROCK TICKET MACHINE DATA PLAN 0409 425 790, TORY YOUNG MOBILE 0412 913 211, SECURITY CAMERA DATA PLAN 0419 294 872, SECURITY CAMERA DATA PLAN 0419 368 284, MOW MOBILE 0427 981 812, KONDININ MEDICAL CENTRE MOBILE 0429 082 746 -	1	\$ 1,030.00	
2955043969	30/10/2025	Telstra Limited		1	\$ 1,086.88	
EFT21383	31/10/2025	Liberty Rural	DIESEL - KONDININ & HYDEN DEPOTS	1		\$ (16,770.00)
FI320001334	23/10/2025	Liberty Rural	DIESEL - KONDININ & HYDEN DEPOTS	1	\$ 16,770.00	
EFT21384	31/10/2025	Best Office Systems	B&W 2020 colour 4495	1		\$ (831.84)
652071	24/10/2025	Best Office Systems	B&W 2020 colour 4495	1	\$ 831.84	
EFT21385	31/10/2025	HERSEY'S SAFETY PTY	Omni guide postd 500x	1		\$ (28,050.00)



# List of Accounts Due & Submitted to Council 01/10/2025 to 31/10/2025

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
4668	24/10/2025	HERSEY'S SAFETY PTY	Omni guide postd 500x	1	\$ 28,050.00	
EFT21386	31/10/2025	Public Libraries WA Inc	PLWA membership	1		\$ (175.00)
7D301F9355	28/10/2025	Public Libraries WA Inc	PLWA membership	1	\$ 175.00	
EFT21387	31/10/2025	THE AG SHOP	Uniform order for works crew members	1		\$ (1,048.71)
10023779	21/10/2025	THE AG SHOP	Hi vis vests	1	\$ 24.34	
10023758	23/10/2025	THE AG SHOP	Uniform order for works crew members	1	\$ 560.00	
10023759	23/10/2025	THE AG SHOP	Staff uniform order	1	\$ 280.00	
10023950	29/10/2025	THE AG SHOP	Grease couplers	1	\$ 66.17	
10023993	29/10/2025	THE AG SHOP	Carton of grease	1	\$ 118.20	
EFT21388	31/10/2025	SAFE ROADS WA	paveliner and emulsion	1		\$ (35,860.00)
572	19/10/2025	SAFE ROADS WA	paveliner and emulsion,	1	\$ 35,860.00	
EFT21389	31/10/2025	WE WILL DO CLEANING	Cleaning Services 20/10/25 - 26/10/25	1		\$ (2,480.50)
71	20/10/2025	WE WILL DO CLEANING	Cleaning Services 20/10/25 - 26/10/25	1	\$ 2,480.50	
EFT21390	31/10/2025	AFGRI EQUIPMENT	4000hr service (KN67) Grader	1		\$ (7,008.00)
3011064	24/09/2025	AFGRI EQUIPMENT	4000hr service (KN67) Grader	1	\$ 7,008.00	
EFT21391	31/10/2025	MINERAL CRUSHING SERVICES (WA) PTY LTD	supply of 250 tonne of 14mm aggregate and 100 tonne of 7mm aggregate	1		\$ (15,382.29)
3093	20/10/2025	MINERAL CRUSHING SERVICES (WA) PTY LTD	supply of 250 tonne of 14mm aggregate and 100 tonne of 7mm aggregate	1	\$ 15,382.29	
EFT21392	31/10/2025	CORSIGN	No truck and tent signs as well as cars caravan	1		\$ (1,188.00)
98362	10/10/2025	CORSIGN	No truck and tent signs as well as cars caravan	1	\$ 1,188.00	
EFT21393	31/10/2025	TREMAR CONTRACTING	Empty portable toilets at Hyden Golf Club	1		\$ (1,232.00)
317	27/10/2025	TREMAR CONTRACTING	Empty portable toilets at Hyden Golf Club	1	\$ 1,232.00	
EFT21394	31/10/2025	AUSTRALIA POST -	Commisson Kondinin Caravan Park Booking	1		\$ (4.58)
1014299454	20/10/2025	AUSTRALIA POST -	Commisson Kondinin Caravan Park Booking	1	\$ 4.58	
EFT21395	31/10/2025	Trish's Cleaning Service	Cleaning Services 20/10/25 - 26/10/25	1		\$ (2,156.44)
1120	20/10/2025	Trish's Cleaning Service	Cleaning Services 20/10/25 - 26/10/25	1	\$ 2,156.44	
EFT21396	31/10/2025	On Field Pty Ltd	Carry out repairs (N2106 & KN78)	1		\$ (8,289.00)
ONF352	13/10/2025	On Field Pty Ltd	Carry out repairs (N2106 & KN78)	1	\$ 8,289.00	
19529	07/10/2025	Kondinin Shire	Payroll deductions	1		\$ (275.00)
DEDUCTION	05/10/2025	Kondinin Shire	Payroll deductions	1	\$ 275.00	
19530	09/10/2025	Water Corporation	STANDPIPES INC HYDEN/KARLGARIN	1		\$ (7,332.12)
9017907662	22/09/2025	Water Corporation	License over part of reserve 19929 Golf Course	1	\$ 611.47	
HYDEN/KARL	09/10/2025	Water Corporation	9007773170 - HYDEN HALL LYNCH ST SERVICE CHARGE & USAGE (kWh); 9007773437 - HYDEN PAVILLION LOT 151 RESERVE SERVICE CHARGE & USAGE (kWh); 9007773496 - HYDEN DAYCARE MCPHERSON ST SERVICE CHARGE & USAGE (kWh); 9007773760 - HYDEN DEPOT CLAYTON ST SERVICE CHARGE & USAGE (kWh); ***9009779787 - STAFF HOUSING HALLIDAY 37 RADBOURNE DR SERVICE CHARGE & USAGE (kWh); ***9013344452 - STAFF HOUSING HEALY 35 SMITH LP SERVICE CHARGE & USAGE (kWh); 9011516433 - STANDPIPE LA WORLAND ROAD SERVICE CHARGE & USAGE (kWh); 9013167863 - STANDPIPE LA AYLMORE ROAD SERVICE CHARGE & USAGE (kWh); 9007808142 - STANDPIPE LA KULIN ROAD SERVICE CHARGE & USAGE (kWh); 9007808433 - STANDPIPE LA HENDERSON SERVICE CHARGE & USAGE (kWh); 9007808679 - STANDPIPE LA BENDERING SERVICE CHARGE & USAGE (kWh); 9014384632 - STANDPIPE LA MELBA STREET SERVICE CHARGE & USAGE (kWh); 9007772688 - STANDPIPE LA FEDERAL STREET	1	\$ 4,123.59	
STANDPIPES	09/10/2025	Water Corporation				
19531	16/10/2025	Water Corporation	KONDININ WATER	1		\$ (4,216.04)
KONDININ	15/10/2025	Water Corporation	9007769796 - CARAVAN PARK GRAHAM STREET SERVICE CHARGE & USAGE (kWh); 9007770033 - ***4/5 OFFICES GORDON STREET LOT 1 SERVICE CHARGE & USAGE (kWh); 9007770076 - ***1/4 TOILETS 27 JONES ST HALL SERVICE CHARGE & USAGE (kWh); 9007770076 - ***3/4 TOILETS 27 JONES ST HALL USAGE SHARED, 9007770092 - COMMUNITY RESOURCE CENTRE 3-5 GORDON SERVICE CHARGE & USAGE (kWh); 9007770770 - STAFF HOUSING WHITE, 4 WIGNELL SERVICE CHARGE & USAGE (kWh);	1	\$ 4,216.04	
19532	21/10/2025	Kondinin Shire	Payroll deductions	1		\$ (275.00)
DEDUCTION	19/10/2025	Kondinin Shire	Payroll deductions		\$ 275.00	
DD23149.1	01/10/2025	Transport	HYDEN LICENSING	1		\$ (448.70)
HYD01/10/2025	01/10/2025	Transport	HYDEN LICENSING	1	\$ 448.70	
DD23160.1	02/10/2025	Transport	HYDEN LICENSING	1		\$ (168.00)
HYD	02/10/2025	Transport	HYDEN LICENSING	1	\$ 168.00	
DD23178.1	07/10/2025	Transport	HYDEN LICENSING	1		\$ (106.40)
HYD07/10/20	07/10/2025	Transport	HYDEN LICENSING	1	\$ 106.40	
DD23186.1	09/10/2025	Transport	HYDEN LICENSING	1		\$ (1,136.60)
HYD	09/10/2025	Transport	HYDEN LICENSING	1	\$ 1,136.60	

# List of Accounts Due & Submitted to Council 01/10/2025 to 31/10/2025

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
DD23194.1	10/10/2025	Transport	HYDEN LICENSING	1		\$ (929.40)
HYD	10/10/2025	Transport	HYDEN LICENSING	1	\$ 929.40	
DD23205.1	13/10/2025	Transport	HYDEN LICENSING	1		\$ (365.50)
HYD13/10/2025	13/10/2025	Transport	HYDEN LICENSING	1	\$ 365.50	
DD23211.1	14/10/2025	Transport	HYDEN LICENSING	1		\$ (778.75)
HYD14/10/2025	14/10/2025	Transport	HYDEN LICENSING	1	\$ 778.75	
DD23213.1	15/10/2025	Transport	HYDEN LICENSING	1		\$ (274.40)
HYD15/10/2025	15/10/2025	Transport	HYDEN LICENSING	1	\$ 274.40	
DD23222.1	16/10/2025	Transport	HYDEN LICENSING	1		\$ (541.30)
HYD	16/10/2025	Transport	HYDEN LICENSING	1	\$ 541.30	
DD23226.1	17/10/2025	Transport	HYDEN LICENSING	1		\$ (295.00)
HYD	17/10/2025	Transport	HYDEN LICENSING	1	\$ 295.00	
DD23228.1	20/10/2025	Transport	HYDEN LICENSING	1		\$ (2,447.70)
HYD20/10/2025	20/10/2025	Transport	HYDEN LICENSING	1	\$ 2,447.70	
DD23236.1	21/10/2025	Transport	HYDEN LICENSING	1		\$ (494.85)
HYD21/10/2025	21/10/2025	Transport	HYDEN LICENSING	1	\$ 494.85	
DD23240.1	22/10/2025	Transport	HYDEN LICENSING	1		\$ (2,072.75)
HYD22/10/2025	22/10/2025	Transport	HYDEN LICENSING	1	\$ 2,072.75	
DD23249.1	24/10/2025	Transport	HYDEN LICENSING	1		\$ (977.85)
HYD	24/10/2025	Transport	HYDEN LICENSING	1	\$ 977.85	
DD23254.1	27/10/2025	Transport	HYDEN LICENSING	1		\$ (160.80)
HYD27/10/2025	27/10/2025	Transport	HYDEN LICENSING	1	\$ 160.80	
DD23256.1	28/10/2025	Transport	HYDEN LICENSING	1		\$ (175.20)
HYD28/10/2025	28/10/2025	Transport	HYDEN LICENSING	1	\$ 175.20	
DD23262.1	29/10/2025	Transport	HYDEN LICENSING	1		\$ (1,469.10)
HYD29/10/2025	29/10/2025	Transport	HYDEN LICENSING	1	\$ 1,469.10	
DD23266.1	30/10/2025	Transport	HYDEN LICENSING	1		\$ (426.00)
HYD	30/10/2025	Transport	HYDEN LICENSING	1	\$ 426.00	
DD23272.1	24/10/2025	Transport	HYDEN LICENSING	1		\$ (84.00)
HYD	24/10/2025	Transport	HYDEN LICENSING	1	\$ 84.00	
DD23277.1	31/10/2025	Transport	HYDEN LICENSING	1		\$ (151.00)
HYD	31/10/2025	Transport	HYDEN LICENSING	1	\$ 151.00	
DD23151.1	01/10/2025	Transport	KONDININ LICENSING	1		\$ (168.00)
KND01/10/2025	01/10/2025	Transport	KONDININ LICENSING	1	\$ 168.00	
DD23162.1	02/10/2025	Transport	KONDININ LICENSING	1		\$ (168.00)
KND02/10/2025	02/10/2025	Transport	KONDININ LICENSING	1	\$ 168.00	
DD23167.1	03/10/2025	Transport	KONDININ LICENSING	1		\$ (205.20)
KND03/10/2025	03/10/2025	Transport	KONDININ LICENSING	1	\$ 205.20	
DD23180.1	07/10/2025	Transport	KONDININ LICENSING	1		\$ (291.90)
KND07/10/2025	07/10/2025	Transport	KONDININ LICENSING	1	\$ 291.90	
DD23188.1	09/10/2025	Transport	KONDININ LICENSING	1		\$ (257.90)
KND09/10/2025	09/10/2025	Transport	KONDININ LICENSING	1	\$ 257.90	
DD23190.1	07/10/2025	Transport	KONDININ LICENSING	1		\$ (19.40)
07/10/2025	07/10/2025	Transport	KONDININ LICENSING	1	\$ 19.40	
DD23192.1	08/10/2025	Transport	KONDININ LICENSING	1		\$ (532.35)
KND08/10/2025	08/10/2025	Transport	KONDININ LICENSING	1	\$ 532.35	
DD23196.1	10/10/2025	Transport	KONDININ LICENSING	1		\$ (2,531.59)
KND10/10/2025	10/10/2025	Transport	KONDININ LICENSING	1	\$ 2,531.59	
DD23203.1	13/10/2025	Transport	KONDININ LICENSING	1		\$ (2,027.25)
KONDININ	13/10/2025	Transport	KONDININ LICENSING	1	\$ 2,027.25	
DD23215.1	15/10/2025	Transport	KONDININ LICENSING	1		\$ (168.00)
KND	15/10/2025	Transport	KONDININ LICENSING	1	\$ 168.00	
DD23224.1	17/10/2025	Transport	KONDININ LICENSING	1		\$ (117.85)
KND17/10/2025	17/10/2025	Transport	KONDININ LICENSING	1	\$ 117.85	
DD23246.1	23/10/2025	Transport	KONDININ LICENSING	1		\$ (500.60)
KND23.10.2025	23/10/2025	Transport	KONDININ LICENSING	1	\$ 500.60	
DD23251.1	24/10/2025	Transport	KONDININ LICENSING	1		\$ (546.70)
KND24.10.2025	24/10/2025	Transport	KONDININ LICENSING	1	\$ 546.70	
DD23258.1	28/10/2025	Transport	KONDININ LICENSING	1		\$ (4,689.50)
KND	28/10/2025	Transport	KONDININ LICENSING	1	\$ 4,689.50	
DD23260.1	29/10/2025	Transport	KONDININ LICENSING	1		\$ (212.70)
KND	29/10/2025	Transport	KONDININ LICENSING	1	\$ 212.70	
DD23268.1	30/10/2025	Transport	KONDININ LICENSING	1		\$ (3,600.80)
KND30.10.2025	30/10/2025	Transport	KONDININ LICENSING	1	\$ 3,600.80	
DD23275.1	31/10/2025	Transport	KONDININ LICENSING	1		\$ (32.00)
KND LIC	31/10/2025	Transport	KONDININ LICENSING	1	\$ 32.00	
DD23170.1	06/10/2025	National Australia Bank	Credit cards charges for the month of September 2025	1		\$ (6,434.75)

# List of Accounts Due & Submitted to Council 01/10/2025 to 31/10/2025

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
mcs cc	06/10/2025	National Australia Bank	MCS Credit card charges: Quay Perth: Accommodation Council members & ceo \$2,296.07, CAVA Surry Hills (Community Newspaper template subs) \$367.99, KN04 fuel & RAC membership \$288.10, Bunnings (Lawn Mower) \$499.00, efax Medical Centre \$11.33, Monthly card fee \$9.00	1	\$ 3,471.49	
mow's cc	06/10/2025	National Australia Bank	MOoW's Credit card charges: KN0 fuel \$648.22, Monthly card fee \$9.00	1	\$ 657.22	
mpa's cc	06/10/2025	National Australia Bank	MPA's Credit card charges: Quay Perth: Accommodation Council members - LG Convention \$2,297.04, monthly card fee \$9.00	1	\$ 2,306.04	
DD23154.3	01/10/2025	Westnet Pty Ltd	INTERNET	1		\$ (89.95)
INTERENET - SEPT 25	17/09/2025	Westnet Pty Ltd	INTERNET	1	\$ 89.95	
DD23173.1	05/10/2025	WA Local Government	Payroll deductions	1		\$ (9,427.63)
		Superannuation Plan				
SUPER	05/10/2025	WA Local Government	Superannuation contributions	1	\$ 8,027.59	
		Superannuation Plan				
DEDUCTION	05/10/2025	WA Local Government	Payroll deductions	1	\$ 580.55	
		Superannuation Plan				
DEDUCTION	05/10/2025	WA Local Government	Payroll deductions	1	\$ 20.00	
		Superannuation Plan				
DEDUCTION	05/10/2025	WA Local Government	Payroll deductions	1	\$ 138.64	
		Superannuation Plan				
DEDUCTION	05/10/2025	WA Local Government	Payroll deductions	1	\$ 319.28	
		Superannuation Plan				
DEDUCTION	05/10/2025	WA Local Government	Payroll deductions	1	\$ 100.00	
		Superannuation Plan				
DEDUCTION	05/10/2025	WA Local Government	Payroll deductions	1	\$ 80.52	
		Superannuation Plan				
DEDUCTION	05/10/2025	WA Local Government	Payroll deductions	1	\$ 161.05	
		Superannuation Plan				
DD23173.2	05/10/2025	Australian Super	Superannuation contributions	1		\$ (971.13)
SUPER	05/10/2025	Australian Super	Superannuation contributions	1	\$ 971.13	
DD23173.3	05/10/2025	cBus Super Administration	Superannuation contributions	1		\$ (338.76)
SUPER	05/10/2025	cBus Super Administration	Superannuation contributions	1	\$ 338.76	
DD23173.4	05/10/2025	Host Plus	Superannuation contributions	1		\$ (543.30)
SUPER	05/10/2025	Host Plus	Superannuation contributions	1	\$ 543.30	
DD23173.5	05/10/2025	MLC Nominees Pty Ltd	Superannuation contributions	1		\$ (212.47)
DEDUCTION	05/10/2025	MLC Nominees Pty Ltd	Payroll deductions	1	\$ 48.29	
SUPER	05/10/2025	MLC Nominees Pty Ltd	Superannuation contributions	1	\$ 164.18	
DD23173.6	05/10/2025	Q SUPER	Superannuation contributions	1		\$ (267.63)
SUPER	05/10/2025	Q SUPER	Superannuation contributions	1	\$ 267.63	
DD23173.7	05/10/2025	SPIRIT SUPER	Superannuation contributions	1		\$ (58.40)
SUPER	05/10/2025	SPIRIT SUPER	Superannuation contributions	1	\$ 58.40	
DD23173.8	05/10/2025	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1		\$ (165.56)
		THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST				
SUPER	05/10/2025	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1	\$ 165.56	
DD23173.9	05/10/2025	GuildSuper	Superannuation contributions	1		\$ (316.98)
SUPER	05/10/2025	GuildSuper	Superannuation contributions	1	\$ 316.98	
DD23176.1	09/10/2025	Western Australian Treasury Corporation	Loan No. 142 Repayment - Townsite Drainage	1		\$ (60,414.24)
		142				
	09/10/2025	Western Australian Treasury Corporation	Loan No. 142 Repayment - Townsite Drainage	1	\$ 60,414.24	
DD23219.1	15/10/2025	HotDoc ONLINE PTY LTD	MONTHLY ONLINE BOOKING FEE - SEPTEMBER 2025	1		\$ (201.52)
1953688123 - OCT 25	01/10/2025	HotDoc ONLINE PTY LTD	MONTHLY ONLINE BOOKING FEE - SEPTEMBER 2025	1	\$ 201.52	
DD23233.1	19/10/2025	WA Local Government	Payroll deductions	1		\$ (9,227.12)
		Superannuation Plan				
SUPER	19/10/2025	WA Local Government	Superannuation contributions	1	\$ 7,860.24	
		Superannuation Plan				
DEDUCTION	19/10/2025	WA Local Government	Payroll deductions	1	\$ 543.70	
		Superannuation Plan				
DEDUCTION	19/10/2025	WA Local Government	Payroll deductions	1	\$ 20.00	
		Superannuation Plan				

**List of Accounts Due & Submitted to Council 01/10/2025 to 31/10/2025**

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
DEDUCTION	19/10/2025	WA Local Government Superannuation Plan	Payroll deductions	1	\$ 138.64	
DEDUCTION	19/10/2025	WA Local Government Superannuation Plan	Payroll deductions	1	\$ 309.36	
DEDUCTION	19/10/2025	WA Local Government Superannuation Plan	Payroll deductions	1	\$ 100.00	
DEDUCTION	19/10/2025	WA Local Government Superannuation Plan	Payroll deductions	1	\$ 80.52	
DEDUCTION	19/10/2025	WA Local Government Superannuation Plan	Payroll deductions	1	\$ 174.66	
DD23233.2	19/10/2025	MERCER SMART SUPER	Superannuation contributions	1		\$ (84.40)
SUPER	19/10/2025	MERCER SMART SUPER	Superannuation contributions	1	\$ 84.40	
DD23233.3	19/10/2025	Australian Super	Superannuation contributions	1		\$ (1,084.58)
SUPER	19/10/2025	Australian Super	Superannuation contributions	1	\$ 1,084.58	
DD23233.4	19/10/2025	cBus Super Administration	Superannuation contributions	1		\$ (338.76)
SUPER	19/10/2025	cBus Super Administration	Superannuation contributions	1	\$ 338.76	
DD23233.5	19/10/2025	Host Plus	Superannuation contributions	1		\$ (523.06)
SUPER	19/10/2025	Host Plus	Superannuation contributions	1	\$ 523.06	
DD23233.6	19/10/2025	MLC Nominees Pty Ltd	Superannuation contributions	1		\$ (130.76)
DEDUCTION	19/10/2025	MLC Nominees Pty Ltd	Payroll deductions	1	\$ 29.72	
SUPER	19/10/2025	MLC Nominees Pty Ltd	Superannuation contributions	1	\$ 101.04	
DD23233.7	19/10/2025	Q SUPER	Superannuation contributions	1		\$ (267.63)
SUPER	19/10/2025	Q SUPER	Superannuation contributions	1	\$ 267.63	
DD23233.8	19/10/2025	SPIRIT SUPER	Superannuation contributions	1		\$ (110.27)
SUPER	19/10/2025	SPIRIT SUPER	Superannuation contributions	1	\$ 110.27	
DD23233.9	19/10/2025	THE TRUSTEE FOR	Superannuation contributions	1		\$ (223.41)
SUPER	19/10/2025	THE TRUSTEE FOR	Superannuation contributions	1	\$ 223.41	
DD23279.1	24/10/2025	Australia Post	POSTAGE - KONDININ, HYDEN & MEDICAL CENTRE - SEPTEMBER 2024	1		\$ (888.34)
6592704	03/10/2025	Australia Post	POSTAGE - KONDININ, HYDEN & MEDICAL CENTRE - SEPTEMBER 2024	1	\$ 888.34	
DD23173.10	05/10/2025	MERCER SMART SUPER	Superannuation contributions	1		\$ (245.15)
SUPER	05/10/2025	MERCER SMART SUPER	Superannuation contributions	1	\$ 245.15	
DD23173.11	05/10/2025	Prime Super	Superannuation contributions	1		\$ (304.89)
SUPER	05/10/2025	Prime Super	Superannuation contributions	1	\$ 304.89	
DD23233.10	19/10/2025	GuildSuper	Superannuation contributions	1		\$ (316.98)
SUPER	19/10/2025	GuildSuper	Superannuation contributions	1	\$ 316.98	
DD23233.11	19/10/2025	GESB - SUPER SCHEME	Superannuation contributions	1		\$ (152.78)
SUPER	19/10/2025	GESB - SUPER SCHEME	Superannuation contributions	1	\$ 152.78	
DD23233.12	19/10/2025	Prime Super	Superannuation contributions	1		\$ (350.22)
SUPER	19/10/2025	Prime Super	Superannuation contributions	1	\$ 350.22	
DD23154.1	01/10/2025	National Australia Bank	665629 FIRST DATA MERCHANT FEE	1		\$ (1,767.31)
MERCHANT	01/10/2025	National Australia Bank	665629 FIRST DATA MERCHANT FEE	1	\$ 1,409.83	
MERCH FEE	01/10/2025	National Australia Bank	665629 FIRST DATA MERCHANT FEE	1	\$ 357.48	
DD23154.2	01/10/2025	TYRO	TYRO FEES - SEPTEMBER 2025	1		\$ (112.46)
SEPT 25	01/10/2025	TYRO	TYRO FEES - SEPTEMBER 2025	1	\$ 112.46	
DD23208.1	14/10/2025	TYRO	HYDEN POOL TYRO FEES - SEPTEMBER 2025	1		\$ (29.00)
HYPOOL -	14/10/2025	TYRO	HYDEN POOL TYRO FEES - SEPTEMBER 2025	1	\$ 29.00	
DD23283.1	31/10/2025	BankWest	MERCHANT FEES - OCTOBER 2025	1		\$ (1,042.51)
MER FEE -	31/10/2025	BankWest	MERCHANT FEES - OCTOBER 2025	1	\$ 685.51	
MER FEE -	31/10/2025	BankWest	MERCHANT FEES - OCTOBER 2025	1	\$ 357.00	
DD23281.1	30/10/2025	National Australia Bank	NAB CONNECT FEE ACCESS AND USAGE - OCTOBER 2025	1		\$ (53.98)
NAB CONNECT -	30/10/2025	National Australia Bank	NAB CONNECT FEE ACCESS AND USAGE - OCTOBER 2025	1	\$ 53.98	
DD23283.2	31/10/2025	National Australia Bank	ACCOUNT FEES AKF - TRUST ACCOUNT - OCTOBER 2025	1		\$ (101.00)
ACCOUNT FEES AKF	31/10/2025	National Australia Bank	ACCOUNT FEES - AKF - MUNICIPAL ACCOUNT - OCTOBER 2025	1	\$ 91.00	
AKF TRUST - OCT 2025	31/10/2025	National Australia Bank	ACCOUNT FEES AKF - TRUST ACCOUNT - OCTOBER 2025	1	\$ 10.00	
PAY	05/10/2025	Payroll Direct	Payroll Direct Debit Of Net Pays	1		\$ (72,184.66)
PAY	05/10/2025	Payroll Direct	Payroll Direct Debit Of Net Pays	1	\$ 72,184.66	
PAY	19/10/2025	Payroll Direct	Payroll Direct Debit Of Net Pays	1		\$ (69,947.71)
PAY	19/10/2025	Payroll Direct	Payroll Direct Debit Of Net Pays	1	\$ 69,947.71	
<b>Total</b>						<b>\$ (1,922,202.23)</b>

**9.2.2 Monthly Financial Report for the period ended 31  
October 2025**





## SHIRE OF KONDININ

### MONTHLY FINANCIAL REPORT

(Containing the required Statement of Financial Activity and Statement of Financial Position)  
**FOR THE PERIOD ENDED 31 OCTOBER 2025**

**LOCAL GOVERNMENT ACT 1995**

**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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SHIRE OF KONDININ  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2025

Note	Original Annual Budget \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
<b>OPERATING ACTIVITIES</b>						
<b>Revenue from operating activities</b>						
Rates	3,817,957	3,817,957	3,790,657	(27,300)	(0.72%)	▼
Grants, subsidies and contributions	1,905,396	698,328	719,894	21,566	3%	▲
Fees and charges	1,292,750	527,812	492,376	(35,436)	(7%)	▼
Service charges	0	0	0	0		
Interest revenue	275,394	62,026	58,067	(3,959)	(6%)	
Other revenue	391,312	182,050	184,226	2,176	1%	
Profit on asset disposals	46,524	0	0	0		
	<b>7,729,333</b>	<b>5,288,173</b>	<b>5,245,220</b>			
<b>Expenditure from operating activities</b>						
Employee costs	(2,429,594)	(799,204)	(692,992)	106,212	13%	▲
Materials and contracts	(3,161,349)	(935,293)	(815,429)	119,864	13%	▲
Utility charges	(414,566)	(87,852)	(77,763)	10,089	11%	▲
Depreciation	(10,484,642)	(3,494,884)	(3,493,523)	1,361	0%	
Finance costs	(185,352)	(31,755)	(17,680)	14,075	44%	▲
Insurance	(321,864)	(321,864)	(170,462)	151,402	47%	▲
Other expenditure	(227,828)	(94,559)	(94,944)	(386)	(0%)	
Loss on asset disposals	(37,943)	(5,653)	(4,683)	971	17%	
	<b>(17,263,138)</b>	<b>(5,771,064)</b>	<b>(5,367,476)</b>			
Non-cash amounts excluded from operating activities	10,476,060	3,500,537	3,498,206	(2,331)	(0%)	
<b>Amount attributable to operating activities</b>	<b>942,255</b>	<b>3,017,646</b>	<b>3,375,950</b>			
<b>INVESTING ACTIVITIES</b>						
<b>Inflows from investing activities</b>						
Capital grants, subsidies and contributions	3,947,005	1,593,395	2,443,063	849,668	53%	▲
Proceeds from disposal of assets	328,000	64,000	63,636	(364)	(1%)	
Proceeds from financial assets at amortised cost - self-supporting loans	108,410	0	0	0		
	<b>4,383,415</b>	<b>1,657,395</b>	<b>2,506,699</b>			
<b>Outflows from investing activities</b>						
Purchase of property, plant and equipment	(3,955,501)	(1,629,930)	(1,300,845)	329,085	20%	▲
Purchase and construction of infrastructure	(5,105,176)	(1,399,783)	(2,386,719)	(986,936)	(71%)	▼
	<b>(9,060,677)</b>	<b>(3,029,713)</b>	<b>(3,687,565)</b>			
Non-cash amounts excluded from investing activities	0	0	0	0		
<b>Amount attributable to investing activities</b>	<b>(4,677,262)</b>	<b>(1,372,318)</b>	<b>(1,180,866)</b>			
<b>FINANCING ACTIVITIES</b>						
<b>Inflows from financing activities</b>						
Transfer from reserve accounts	1,620,000	535,000	535,000	0	0%	
	<b>1,620,000</b>	<b>535,000</b>	<b>535,000</b>	<b>0</b>	<b>0%</b>	
<b>Outflows from financing activities</b>						
Repayment of borrowings	(271,390)	(66,871)	(66,871)	0	0.000%	
Transfer to reserve accounts	(289,004)	(98,601)	(98,601)	0	0%	
	<b>(560,394)</b>	<b>(165,472)</b>	<b>(165,472)</b>	<b>0</b>	<b>0%</b>	
<b>Amount attributable to financing activities</b>	<b>1,059,607</b>	<b>369,529</b>	<b>369,528</b>			
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
<b>Surplus or deficit at the start of the financial year</b>	<b>2,675,401</b>	<b>2,675,401</b>	<b>2,684,778</b>	<b>9,377</b>	<b>(0.350%)</b>	
Amount attributable to operating activities	942,255	3,017,646	3,375,950	358,305	(11.874%)	▲
Amount attributable to investing activities	(4,677,262)	(1,372,318)	(1,180,866)	191,452	13.951%	▼
Amount attributable to financing activities	1,059,607	369,529	369,528	(1)	0.000%	
<b>Surplus or deficit after imposition of general rates</b>	<b>0</b>	<b>4,690,256</b>	<b>5,249,392</b>	<b>559,136</b>	<b>12%</b>	

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

**SHIRE OF KONDININ**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 31 OCTOBER 2025**

	NOTE	31 October 2025 \$	31 October 2024 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	6	8,453,952	10,028,745
Trade and other receivables		2,425,761	973,109
Other financial assets	11	108,410	103,970
Inventories	11	5,790	31,120
Other assets		1,265	236,761
<b>TOTAL CURRENT ASSETS</b>		<b>10,995,178</b>	<b>11,373,706</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables		59,715	62,961
Other financial assets		803,053	911,463
Investment in associate		41,553	65,977
Property, plant and equipment		33,528,257	31,213,635
Infrastructure		226,362,192	229,179,053
<b>TOTAL NON-CURRENT ASSETS</b>		<b>260,794,770</b>	<b>261,433,088</b>
<b>TOTAL ASSETS</b>		<b>271,789,948</b>	<b>272,806,794</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables		830,498	244,445
Other liabilities	14	278,765	355,342
Borrowings		204,519	195,892
Employee related provisions	14	485,162	501,221
<b>TOTAL CURRENT LIABILITIES</b>		<b>1,798,945</b>	<b>1,296,900</b>
<b>NON-CURRENT LIABILITIES</b>			
Borrowings		3,418,983	3,690,373
Employee related provisions		87,111	77,616
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>3,506,094</b>	<b>3,767,989</b>
<b>TOTAL LIABILITIES</b>		<b>5,305,039</b>	<b>5,064,888</b>
<b>NET ASSETS</b>		<b>266,484,909</b>	<b>267,741,905</b>
<b>EQUITY</b>			
Retained surplus		28,775,827	29,915,009
Reserves accounts		4,042,951	4,160,765
Revaluation surplus		233,666,131	233,666,131
<b>TOTAL EQUITY</b>		<b>266,484,909</b>	<b>267,741,905</b>

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



**SHIRE OF KONDININ**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 OCTOBER 2025**

**1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES**

**BASIS OF PREPARATION**

The financial report comprises general purpose financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

**Local Government Act 1995 requirements**

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

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

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

**Judgements and estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances, the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- \* estimated fair value of certain financial assets
- \* impairment of financial assets
- \* estimation fair values of land and buildings, infrastructure and investment property
- \* estimation of uncertainties made in relation to lease accounting
- \* estimated useful life of intangible assets

**SIGNIFICANT ACCOUNTING POLICIES**

Significant accounting policies utilised in the preparation of these statements are as described within the 2025-26 Annual Budget. Please refer to the adopted budget document for details of these policies.

**PREPARATION TIMING AND REVIEW**

Date prepared. All known transactions up to 12 November 2025.

## 2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

### (a) Net current assets used in the Statement of Financial Activity

	Last Year Closing 30 June 2025	This Time Last Year 31 October 2024	Year to Date 31 October 2025
Note	\$	\$	\$
<b>Current Assets</b>			
Cash and cash equivalents	8,705,958	10,028,745	8,453,952
Trade and other receivables	495,766	973,109	2,425,761
Other financial assets	108,410	103,970	108,410
Inventories	7,148	31,120	5,790
Other assets	356,720	236,761	1,265
	9,674,002	11,373,706	10,995,178
<b>Less: Current liabilities</b>			
Trade and other payables	1,637,535	244,445	830,498
Other liabilities	278,765	355,342	278,765
Borrowings	271,390	195,892	204,519
Employee related provisions	485,162	501,221	485,162
	2,672,852	1,296,899	1,798,945
<b>Net current assets</b>	<b>7,001,151</b>	<b>10,076,808</b>	<b>9,196,234</b>
<b>Less: Total adjustments to net current assets</b>			
<b>Closing funding surplus / (deficit)</b>	2(c) (4,316,370)	(4,068,843)	(3,946,842)
	<b>2,684,778</b>	<b>6,007,964</b>	<b>5,249,392</b>

### (b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure have been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Annual Budget	YTD Budget (a)	YTD Actual (b)
	\$	\$	\$
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	(46,524)	0	0
Add: Fair value adjustments to financial assets at fair value through profit or loss	0	0	0
Add: Loss on disposal of assets	37,943	5,653	4,683
Add: Loss on revaluation of Fixed assets	0	0	0
Add: Depreciation	10,484,642	3,494,884	3,493,523
<b>Non-cash movements in non-current assets and liabilities:</b>			
Pensioner deferred rates	0	0	0
Employee benefit provisions	0	0	0
<b>Non cash amounts excluded from operating activities</b>	<b>10,476,061</b>	<b>3,500,537</b>	<b>3,498,206</b>

### (c) Current assets and liabilities excluded from budget deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	30 June 2024 Carried Forward)	This Time Last Year 31-Oct	Year to Date 31-Oct
	\$	\$	\$
<b>Adjustments to net current assets</b>			
Less: Reserves - restricted cash	(4,479,350)	(4,160,765)	(4,042,951)
Less: Financial assets at amortised cost - self supporting loans	(108,410)	(103,970)	(108,410)
Add: Current portion of long-term borrowings	271,390	195,892	204,519
Add: Current portion of employee benefit provisions held in reserve	0	0	0
<b>Total adjustments to net current assets</b>	<b>(4,316,370)</b>	<b>(4,068,843)</b>	<b>(3,946,842)</b>

### CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated, assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Shire's operational cycle.

SHIRE OF KONDININ  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2025

3 EXPLANATION OF MATERIAL 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 Actual materially.  
the material variance adopted by Council for the 2025-26 year is \$10,000 and 10% whichever is the greater.

Note	Original Annual Budget \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ \$	Var. % %	
<b>Revenue from operating activities</b>						
<b>Rates</b>	3,817,957	3,817,957	3,790,657	(27,300)	(0.72%)	▼
Higher to date due to property revaluation adjustment.				Permanent		
<b>Grants, subsidies and contributions</b>	1,905,396	698,328	719,894	21,566	3%	▲
Higher fuel rebate claimed to date than estimated.				Timing		
<b>Fees and charges</b>	1,292,750	527,812	492,376	(35,436)	(7%)	▼
Lower Caravan Park income to date than estimated.				Timing		
<b>Expenditure from operating activities</b>						
<b>Employee costs</b>	(2,429,594)	(799,204)	(692,992)	106,212	13%	▲
Lower actual employee operating cost due to capital works program at Hyden Norseman Road				Timing		
<b>Materials and contracts</b>	(3,161,349)	(935,293)	(815,429)	119,864	13%	▲
Lower debt collection expenses medical centre operating costs and to date.				Timing		
<b>Utility charges</b>	(414,566)	(87,852)	(77,771)	10,081	11%	▲
Estimated utility charges year to date lower than actual.				Timing		
<b>Insurance</b>	(321,864)	(321,864)	(170,462)	151,402	47%	▲
Second instalment due on October still being reconciled/in process.				Timing		
<b>INVESTING ACTIVITIES</b>						
<b>Inflows from investing activities</b>						
<b>Capital grants, subsidies and contributions</b>	3,947,005	1,593,395	2,443,063	849,668	53%	▲
Higher due to Regional Road Safety Program grant (RRSP) East Hyden Bin Road added subsequent to budget adoption..				Permanent		
<b>Outflows from investing activities</b>						
<b>Purchase of property, plant and equipment</b>	(3,955,501)	(1,629,930)	(1,300,845)	329,085	20%	▲
Actual lower than estimated to date construction costs for Staff housing, Kondinin Sports Pavilion and Karlgarin Bowling Club Building.				Timing		
<b>Purchase and construction of infrastructure</b>	(5,105,176)	(1,399,783)	(2,386,719)	(986,936)	(71%)	▼
Higher actual to date SLRIP funded Hyden Norseman Road than anticipated.				Timing		



**SHIRE OF KONDININ**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 OCTOBER 2025**

**4 KEY INFORMATION**

**Overview**

Key information - graphical progressive graphs are provided on Note 5.

**Statement of Financial Activity**

Is presented on page 2 and shows a surplus as at 31 October 2025 of \$ 5,249,392

**Items of Significance**

The material variance adopted by the Shire of Kondinin for the 2025/26 year is \$10,000 or 10% whichever is the greater. A full listing and explanation of all items considered of material variance is disclosed in Note 3.

	%	Annual Budget	YTD Budget	YTD Actual
<b>Capital Projects</b>	<b>Completed</b>			
Roadworks	53%	\$ 4,252,205	\$ 1,296,440	\$ 2,234,327
Plant and Equipment	9%	\$ 847,000	\$ 67,000	\$ 77,609
Land and Buildings	34%	\$ 3,608,501	\$ 1,562,930	\$ 1,223,237
Other Infrastructure	18%	\$ 852,971	\$ 103,343	\$ 152,392
<i>(Details on Note 8)</i>				
<b>Grants, Subsidies and Contributions</b>	<b>Collected</b>			
Operating Grants, Subsidies and Contributions	38%	\$ 1,905,396	\$ 698,328	\$ 719,894
Capital Grants, Subsidies and Contributions	62%	\$ 3,334,180	\$ 1,593,395	\$ 2,443,063
<i>(Details on Notes 15 &amp; 16)</i>		\$ 5,239,576	\$ 2,291,723	\$ 3,162,957
<b>Rates</b> <i>(% collected on Note 10)</i>	<b>Levied</b>			
	99.28%	\$ 3,817,957	\$ 3,817,957	\$ 3,790,657

% Compares current ytd actuals to annual budget

		Last Year 31 Oct 2024	Current Year 31 Oct 2025
<b>Financial Position</b>			
Adjusted Net Current Assets	91%	\$ 10,076,808	\$ 9,196,234
Cash and Equivalent - Unrestricted	75%	\$ 5,867,980	\$ 4,411,001
Cash and Equivalent - Restricted	97%	\$ 4,160,765	\$ 4,042,951
Receivables - Rates	442%	\$ 143,454	\$ 634,007
Receivables - Other	567%	\$ 335,289	\$ 1,901,429
Payables	98%	\$ 1,345,925	\$ 1,313,797
<b>Current Ratio =</b>	<b><u>current assets minus restricted assets</u></b>	<b>5.58</b>	<b>4.03</b>
	<b>current liabilities minus liabilities associated with restricted assets</b>		

**Preparation**

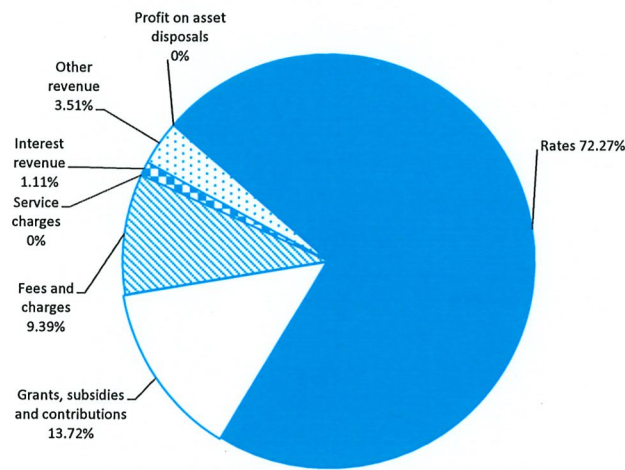
Prepared by: mcs

Reviewed by: ceo

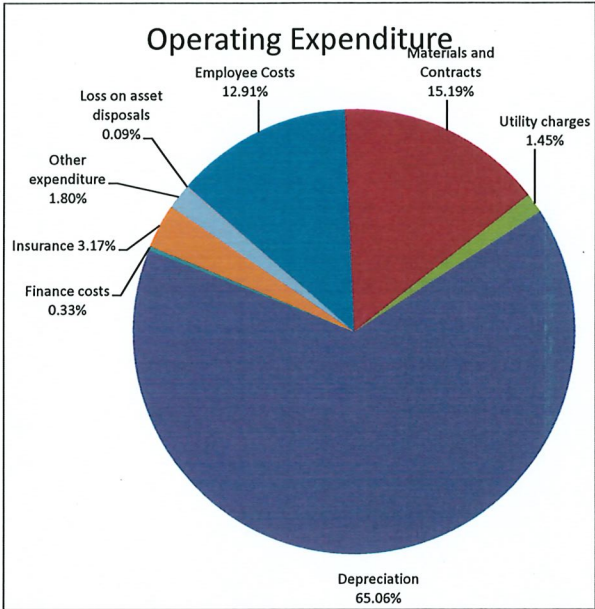
Date prepared: 12/11/2025

5. KEY INFORMATION - GRAPHICAL

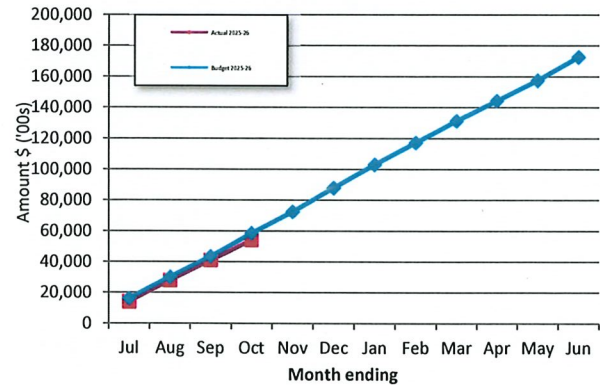
Operating Revenue



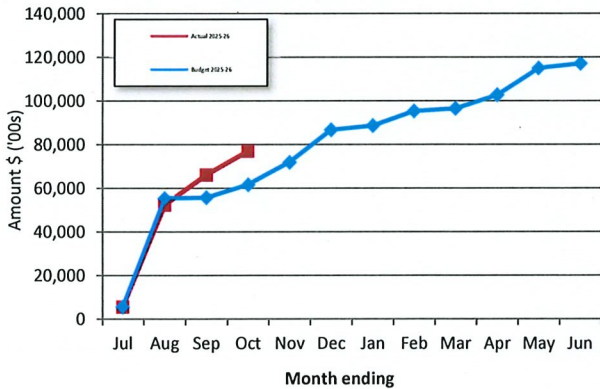
Operating Expenditure



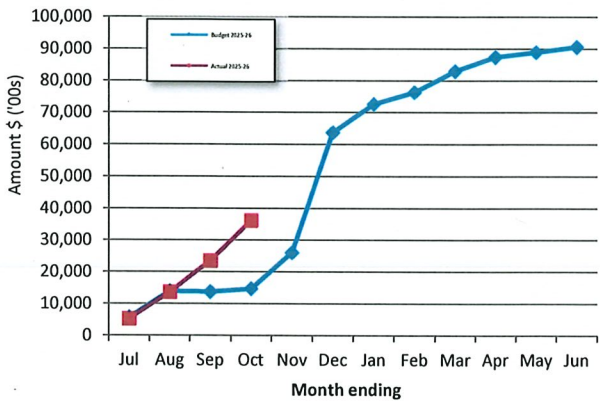
Budget Operating Expenses -v- YTD Actual



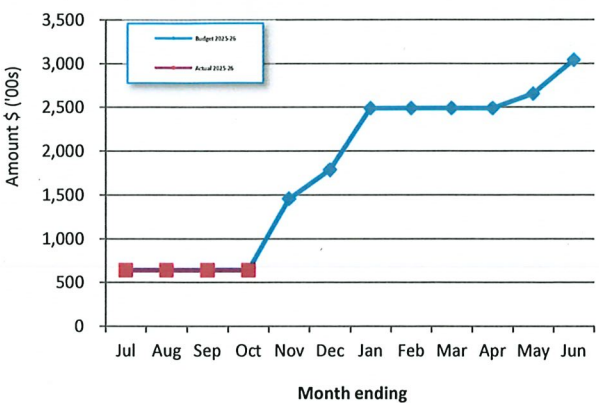
Budget Operating Revenues -v- YTD Actual



Budget Capital Expenses -v- Actual



Budget Capital Revenue -v- Actual





SHIRE OF KONDININ  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025

6 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
(a) Cash Deposits								
Petty Cash & Float	Cash and cash equivalents	1,200	0	1,200		N/A	Nil	On Hand
Municipal Bank Account	Cash and cash equivalents	3,602,043	0	3,602,043		NAB	Variable	Cheque Acc
Overnight Cash Deposit Facility	Cash and cash equivalents	6,739	0	6,739		WATC	3.55%	At Call
Trust Bank Account	Cash and cash equivalents	0	0	0	35,497	NAB	Variable	Cheque Acc.
(b) Term Deposits								
Plant Replacement Reserve	Financial assets at amortised cost	0	817,033	817,033		NAB	4.15%	10-Dec-25
Housing Reserve	Cash and cash equivalents	0	767,495	767,495		NAB	4.20%	04-Nov-25
Employee Liability Reserve	Financial assets at amortised cost	0	479,674	479,674		NAB	4.10%	16-Jun-26
Tourism Development Reserve	Financial assets at amortised cost	0	134,616	134,616		NAB	4.15%	10-Dec-25
Water Infrastructure Reserve	Financial assets at amortised cost	0	58,966	58,966		NAB	4.25%	03-Nov-25
Community Bus Reserve	Financial assets at amortised cost	0	58,933	58,933		NAB	4.20%	25-May-26
Radio Reserve	Financial assets at amortised cost	0	28,914	28,914		NAB	4.20%	25-May-26
Landfill Reserve	Cash and cash equivalents	0	142,807	142,807		NAB	4.25%	03-Nov-25
SJA Capital Upgrade Reserve	Financial assets at amortised cost	0	215,885	215,885		NAB	4.12%	09-Jun-26
Medical Services Reserve	Financial assets at amortised cost	0	8,692	8,692		NAB	4.10%	02-Jun-26
Recreation Facilities Reserve	Financial assets at amortised cost	0	306,926	306,926		NAB	4.10%	16-Jun-26
Roads Reserve	Financial assets at amortised cost	0	40,028	40,028		NAB	4.12%	09-Jun-26
Discovery Centre Reserve	Financial assets at amortised cost	0	945,833	945,833		NAB	4.10%	16-Jun-26
Office Equipment Reserve	Cash and cash equivalents	0	37,150	37,150		NAB	4.25%	03-Nov-25
(c) Investments								
Term Deposit	Cash and cash equivalents	746,826	0	746,826		NAB	4.08%	08-Dec-25
Hyden LCDC Fund	Financial assets at amortised cost	0	54,193	54,193		NAB	4.10%	16-Jun-26
<b>Total</b>		<b>4,356,809</b>	<b>4,097,144</b>	<b>8,453,952</b>	<b>35,497</b>			
<b>Comprising</b>								
Cash and cash equivalents		4,356,809	1,010,336	5,367,145	35,497			
Financial assets at amortised cost		0	3,086,808	3,086,808	0			
		<b>4,356,809</b>	<b>4,097,144</b>	<b>8,453,952</b>	<b>35,497</b>			

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

SHIRE OF KONDININ  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025

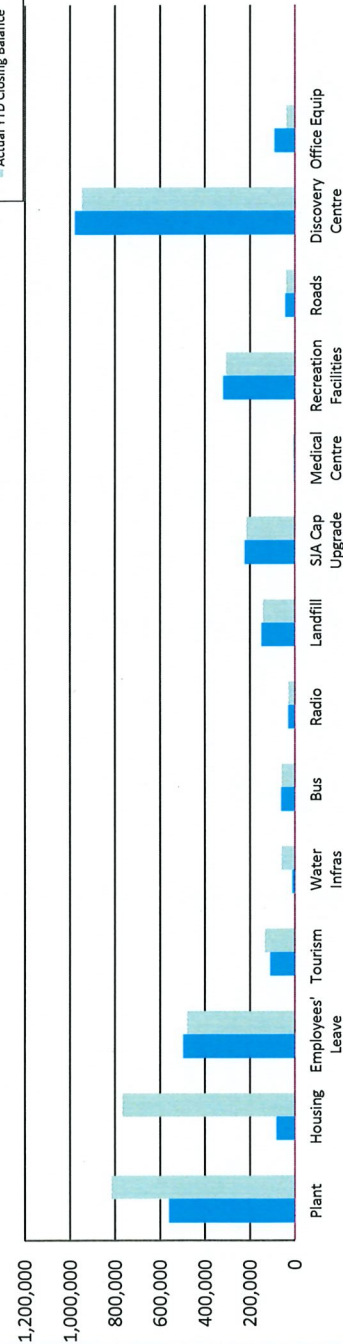
7 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Original Budget Transfers In (+)	Original Budget Transfers Out (-)	Budget Closing Balance	Amended Budget Closing Balance
Plant	\$ 808,264	\$ 30,730	\$ 0	\$ (280,000)	\$ 558,994	0
Housing	759,072	22,710	0	(700,000)	81,782	0
Employees' Leave	514,159	21,679	0	(40,000)	495,838	0
Tourism	182,634	6,916	20,610	(100,000)	110,160	0
Water Infrass	58,312	2,650	0	(50,000)	10,962	0
Bus	58,301	2,362	0	0	60,663	0
Radio	28,604	1,159	0	0	29,763	0
Landfill	141,223	6,418	0	0	147,641	0
SJA Cap Upgrade	164,107	8,779	50,000	0	222,886	0
Medical Centre	67,963	830	0	(65,000)	3,793	0
Recreation Facilities	437,236	15,033	0	(135,000)	317,269	0
Roads	267,164	4,148	0	(230,000)	41,312	0
Discovery Centre	935,795	41,910	0	0	977,705	0
Office Equip	56,516	3,070	50,000	(20,000)	89,586	0
	<b>4,479,350</b>	<b>168,394</b>	<b>120,610</b>	<b>(1,620,000)</b>	<b>3,148,354</b>	<b>0</b>

Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
\$ 808,264	\$ 8,769	\$ 0	\$ 0	\$ 817,033
759,072	8,423	0	0	767,495
514,159	5,515	0	(40,000)	479,674
182,634	1,981	0	(50,000)	134,616
58,312	654	0	0	58,966
58,301	632	0	0	58,933
28,604	310	0	0	28,914
141,223	1,584	0	0	142,807
164,107	1,779	50,000	0	215,885
67,963	729	0	(60,000)	8,692
437,236	4,690	0	(135,000)	306,926
267,164	2,864	0	(230,000)	40,028
935,795	10,037	0	0	945,833
56,516	634	0	(20,000)	37,150
<b>4,479,350</b>	<b>48,601</b>	<b>50,000</b>	<b>(535,000)</b>	<b>4,042,951</b>

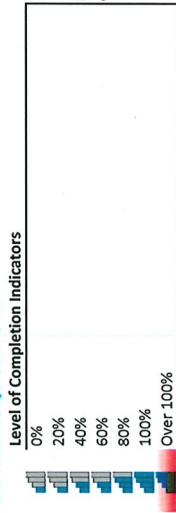
Note 7 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF KONDININ  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025

INVESTING ACTIVITIES

8 CAPITAL ACQUISITIONS



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

Source of Funding											
%	Assets	Account	Original Budget	YTD Budget	YTD Actual	YTD Variance	Grants & Contributions	Cash Backed Reserves	Sale of Assets	Council Contribution & Loans	Total
			\$	\$	\$	\$					
Land and Buildings											
Housing											
0.37		09181	500,000	267,930	185,987	81,943	-	500,000	-	-	500,000
0.00		09181	500,000	0	0	0	-	200,000	-	300,000	500,000
1.00		09281	0	0	15,000	(15,000)	-	-	-	-	-
		Housing Total	1,000,000	267,930	200,987	66,943	0	700,000	0	300,000	1,000,000
Recreation And Culture											
0.42		11381	1,546,484	875,000	642,280	232,720	668,645	-	-	877,839	1,546,484
0.69		11381	545,000	420,000	378,249	41,751	230,000	135,000	-	180,000	545,000
		Recreation And Culture Total	2,091,484	1,295,000	1,020,528	274,472	898,645	135,000	0	1,057,839	2,091,484
Economic Services											
0.10		13281	17,017	0	1,722	(1,722)	-	-	-	17,017	17,017
		Economic Services Total	17,017	0	1,722	(1,722)	-	-	-	17,017	17,017
0.39		Land and Buildings Total	3,108,501	1,562,930	1,223,237	339,693	898,645	835,000	0	1,374,856	3,108,501
Plant, Equip. & Vehicles											
Governance											
0.00		04283	80,000	0	0	0	-	-	65,000	15,000	80,000
0.00		04283	45,000	0	0	0	-	-	33,000	12,000	45,000
0.00		04283	45,000	0	0	0	-	-	33,000	12,000	45,000
		Governance Total	170,000	0	0	0	0	0	131,000	39,000	170,000
Health											
0.00		07783	45,000	0	0	0	-	-	33,000	12,000	45,000
		Health Total	45,000	0	0	0	0	0	33,000	12,000	45,000
Transport											
0.00		12283	45,000	0	0	0	-	-	15,000	30,000	45,000
0.00		12383	45,000	0	0	0	-	-	15,000	30,000	45,000
0.00		12383	45,000	0	0	0	-	-	15,000	30,000	45,000
0.00		12383	180,000	0	0	0	-	100,000	25,000	55,000	180,000
0.00		12383	200,000	0	0	0	-	130,000	30,000	40,000	200,000
0.23		12383	50,000	0	11,275	(11,275)	-	50,000	-	-	50,000



SHIRE OF KONDININ  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025

INVESTING ACTIVITIES

8 CAPITAL ACQUISITIONS



Percentage Year to Date Actual to Budget expenditure where the expenditure over budget highlighted in red.

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

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

	Assets	Account	Original Budget	YTD Budget	Source of Funding		Total
					Grants & Contributions	Cash Backed Reserves	

SHIRE OF KONDININ  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025

INVESTING ACTIVITIES

8 CAPITAL ACQUISITIONS



Percentage Year to Date Actual to Budget expenditure where the expenditure over budget highlighted in red.

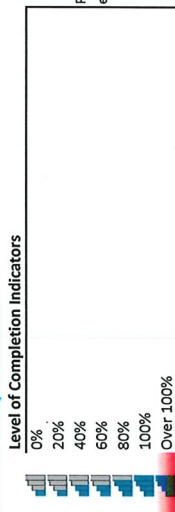
Level of completion indicator, please see table at the end of this note for further detail.

			Account	Original Budget	YTD Budget	YTD Actual	YTD Variance	Source of Funding				
								Grants & Contributions	Cash Backed Reserves	Sale of Assets	Contribution & Loans	Total
0.00	Assets	Smith Loop - R2R135	12130	20,762	0	0	0	20,762	-	-	-	20,762
		Pederah West Road - R2R137	12130	102,215	0	4,289	(4,289)	102,215	-	-	-	102,215
		Nth Lake Grace-Karlgarin Road - R2R147	12130	300,206	0	99,537	(99,537)	300,206	-	-	-	300,206
		Shared Pathway (Hyden)	12170	12,960	0	0	0	6,480	-	-	6,480	12,960
		Shared Pathway (Kondinin)	12170	10,000	0	0	0	5,000	-	-	5,000	10,000
		Coronation Park Laneway	12175	19,129	0	0	0	-	-	-	19,129	19,129
		Footpath (Hyden)	12170	52,220	0	40,614	(40,614)	-	-	-	52,220	52,220
		Kondinin Airstrip	12675	448,030	0	5,000	(5,000)	274,340	-	-	173,690	448,030
		Transport Total		4,723,195	1,296,440	2,239,327	(942,887)	2,916,681	230,000	0	1,576,514	4,723,195
0.47		Roadworks Total		4,723,195	1,296,440	2,239,327	(942,887)	2,916,681	230,000	0	1,576,514	4,723,195
Public Facilities / Other Infrastructure												
0.00	Health	Medical Centre Car Park (Extend Seal)	07784	15,846	0	0	0	-	-	-	15,846	15,846
		Other Health Total		15,846	0	0	0	0	0	0	15,846	15,846
		Depot										
0.00	Plant Shed (Hyden) - C/F	Plant Shed (Hyden) - C/F	12485	27,000	0	0	0	-	-	-	27,000	27,000
		Transport Depot Total		27,000	0	0	0	0	0	0	27,000	27,000
0.00	Parks & Gardens	Hyden War Memorial Garden Improvements	11388	29,210	0	0	0	-	-	-	29,210	29,210
		Parks & Gardens Total		29,210	0	0	0	0	0	0	29,210	29,210

SHIRE OF KONDININ  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025

INVESTING ACTIVITIES

8 CAPITAL ACQUISITIONS



Percentage Year to Date Actual to Budget expenditure where the expenditure over budget highlighted in red.

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

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

	Assets	Account	Original Budget	YTD Budget	YTD Actual	YTD Variance	Source of Funding					
							Grants & Contributions	Cash Backed Reserves	Sale of Assets	Council Contribution & Loans	Total	
Economic Services												
0.00	<div><div></div><div></div><div></div></div>	Wave Rock Tourist Precinct Improvement - W RTP	13283	50,000	0	0	-	50,000	-	50,000		
0.00	<div><div></div><div></div><div></div></div>	Karlgarin Corten Stainless Steel Signage (ESK03)	13284	5,343	5,343	5,343	-	-	5,343	5,343		
0.00	<div><div></div><div></div><div></div></div>	Kondinin Entry Signs (ESKS)	13284	66,582	0	0	-	-	66,582	66,582		
0.78	<div><div></div><div></div><div></div></div>	Gen Set & Water Tank (CBH & Karl..Club)	13685	188,000	147,392	(49,392)	131,678	50,000	6,322	188,000		
		Economic Services Total	309,925	103,343	147,392	(44,049)	131,678	100,000	0	78,247	309,925	
0.39	<div><div></div><div></div><div></div></div>	Public Facilities Total	381,981	103,343	147,392	(44,049)	131,678	100,000	0	150,303	381,981	
0.41	<div><div></div><div></div><div></div></div>	Capital Expenditure Total	9,060,677	3,029,713	3,687,565	(657,852)	3,947,004	1,445,000	328,000	3,340,673	9,060,677	
								Source of Funding				
								Grants	Cash Backed Reserves	Sale of Assets	Council Contribution - Operations	Total
Summary Acquisitions												
Property, Plant and Equipment												
0.39	<div><div></div><div></div><div></div></div>	Land and Buildings	3,108,501	1,562,930	1,223,236.96	339,693	898,645	835,000	0	1,374,856	3,108,501	
0.09	<div><div></div><div></div><div></div></div>	Plant and Equipment	847,000	67,000	77,608.50	(10,609)	0	280,000	328,000	239,000	847,000	
Infrastructure												
0.53	<div><div></div><div></div><div></div></div>	Roadworks	4,252,205	1,296,440	2,234,327	(937,887)	2,630,861	230,000	0	1,391,344	4,252,205	
0.18	<div><div></div><div></div><div></div></div>	Other Infrastructure	852,971	103,343	152,392	(49,049)	417,498	100,000	0	335,473	852,971	
Capital Expenditure Total								3,947,004	1,445,000	328,000	3,340,673	9,060,677



## SHIRE OF KONDININ

## OPERATING ACTIVITIES

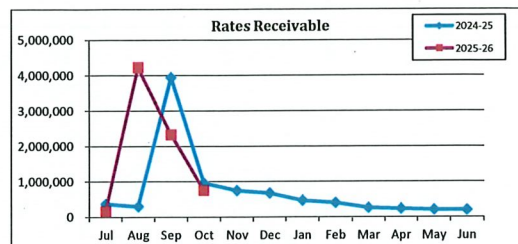
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025

## 9 DISPOSAL OF ASSETS

Asset Number	Asset Description	Net Book			Budget			Actual		
		Value	Proceeds	Profit (loss)		Value	Proceeds	Profit (loss)		
PLANT & EQUIPMENT										
Governance										
25001	Toyota Prado (OKN)	69,653	65,000	0 (4,653)		0	0	0	0	
25004	Subaru Outback (KN04)	29,562	33,000	3,438 0		0	0	0	0	
25052	Subaru Outback (KN52)	29,514	33,000	3,486 0		0	0	0	0	
Other Health										
25054	Subaru Outback (KN54)	35,417	33,000	0 (2,417)		0	0	0	0	
Road Plant										
19006	2020 Toyota Hilux (All Purpose) - KN49	0	15,000	15,000 0		0	0	0	0	
23002	2018 Toyota Hilux (Grader) - KN55	13,328	15,000	1,672 0		0	0	0	0	
23003	2018 Toyota Hilux (Grader Hyden) - KN61	13,730	15,000	1,270 0		0	0	0	0	
275A	2015 Isuzu - Tray Top - Mtce Truck - KN57	3,341	25,000	21,659 0		0	0	0	0	
151603	2015 Bomag - Multi Roller - KN72	55,220	30,000	0 (25,220)		0	0	0	0	
Other Property & Services										
25010	Toyota Prado (KN0)	69,653	64,000	0 (5,653)		68,319	63,636	(4,683)	0	
		319,418	328,000	46,523 (37,943)		68,319	63,636	(4,683)	0	
Summary										
Profit on Asset Disposals					ACTUAL					
					2025/2026					
					(4,683)					
Loss on Asset Disposals					0					
					(4,683)					

# 10 RECEIVABLES

Rates receivable	Current	30-Jun-25
Opening Arrears Previous Years	\$ 259,659	\$ 444,897
Rates Levied this year	3,951,493	3,881,317
Less Collections to date	(3,420,958)	(4,066,555)
Equals Current Outstanding	790,193	259,659
<b>Net Rates Collectable</b>	<b>790,193</b>	<b>259,659</b>
% Collected	81%	94%



Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
Receivables- general	\$ (1,433)	\$ 1,212,459	\$ 0	\$ 352	\$ 17,204	1,228,583
Percentage	(0.12%)	98.69%	0.00%	0.03%	1.40%	
<b>Balance per Trial Balance</b>						
Sundry receivables						1,228,583
GST receivable						139,684
ESL and pensioners related receivables						80,854
<b>Total Receivables General Outstanding</b>						<b>1,449,122</b>

## KEY INFORMATION

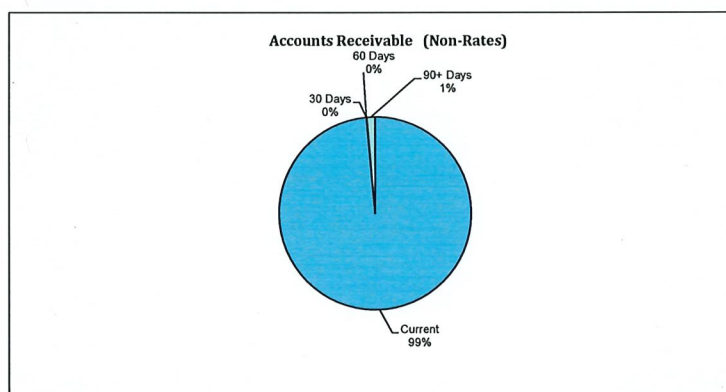
Trade and other receivables include amounts due from ratepayers for unpaid rates and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowance for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

## Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.





SHIRE OF KONDININ  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025

11 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 October 2025
	\$	\$	\$	\$
<b>Other current assets</b>				
<b>Other financial assets at amortised cost</b>				
Financial assets at amortised cost - self supporting loans	108,410	0	0	108,410
<b>Inventory</b>				
Fuel and materials	7,148	176,677	(178,794)	5,031
<b>Contract assets</b>				
Contract assets	342,633	0	0	342,633
<b>Total other current assets</b>	<b>458,191</b>	<b>176,677</b>	<b>(178,794)</b>	<b>456,074</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

**Other financial assets at amortised cost**

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objectives is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

**Inventory**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated cost of completion and the estimated costs necessary to make the sale.

**Contract assets**

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

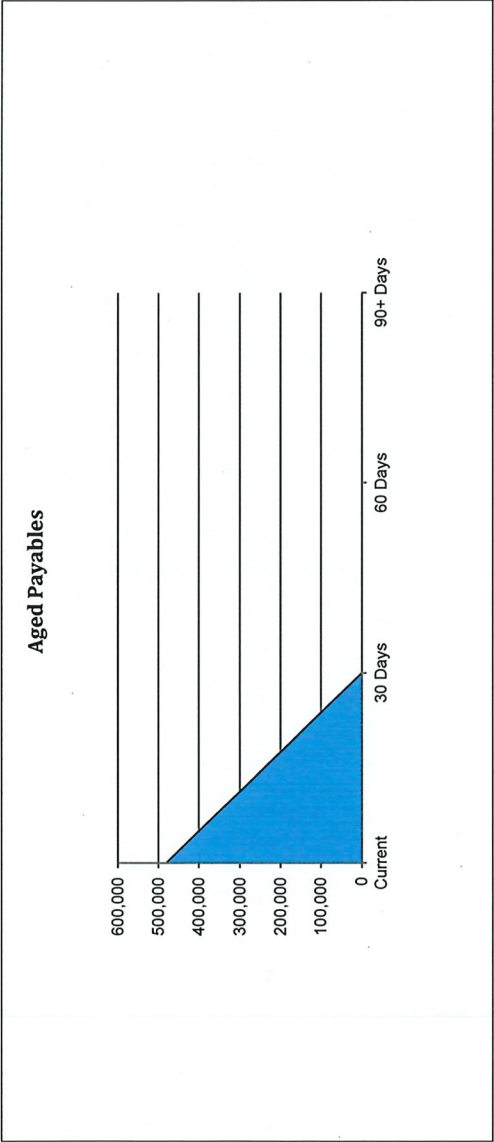
SHIRE OF KONDININ  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025

12 PAYABLES

Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
Payables - general	0	\$ 481,431	\$ 0	\$ 0	\$ 0	481,431
Percentage	0%	100.00%	0.00%	0.00%	0.00%	
Balance per Trial Balance						
Sundry creditors						481,431
Other payables						349,067
Total payables general outstanding						830,498
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period 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. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



SHIRE OF KONDININ  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025

13 BORROWINGS

Repayments - Borrowings

Information on Borrowings Particulars	Maturity Date	Principal 1-Jul-25	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
				Original Budget \$	Amended Budget \$	Actual \$	Original Budget \$	Amended Budget \$	Actual \$
<b>Housing</b>									
Loan #143 - WACHS Housing (20)	06/44	873,567	0	27,828	0	0	845,739	0	873,567
<b>Community Amenities</b>									
Loan #139 - Hyden Sewerage (20)	03/34	375,923	0	33,605	0	16,583	342,318	0	359,340
Loan #142 - Townsite Drainage (20)	10/38	1,276,487	0	74,533	0	36,927	1,201,954	0	1,239,560
<b>Recreation &amp; Culture</b>									
Loan #136 - Kondinin Pool Redevelopment (20)	01/33	252,934	0	27,015	0	13,360	225,919	0	239,574
		2,778,911	0	162,980	0	66,871	2,615,930	0	2,712,040
<b>Self supporting Loans</b>									
<b>Health</b>									
Loan #141 - Kondinin Community Recr Committee***	06/34	827,776	0	75,691	0	0	752,085	0	827,776
<b>Recreation &amp; Culture</b>									
Loan #134A Hyden Progress Association*** (10)	11/27	83,686	0	32,719	0	0	50,967	0	83,686
		911,462	0	108,410	0	0	803,052	0	911,462
<b>Totals</b>		<b>3,690,373</b>	0	271,390	0	<b>66,871</b>	3,418,982	0	<b>3,623,502</b>
Current borrowings		271,390							204,519
Non-current borrowings		3,418,983							3,418,983
		<b>3,690,373</b>							<b>3,623,502</b>

All loan repayments were financed by general purpose revenue.  
Self Supporting loan are financed by repayments from third parties.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

14 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2025 \$	Liability transferred from (to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 31 October 2025 \$
Other current liabilities						
Other liabilities						
- Capital grant/contributions liabilities		278,765	0	0	0	278,765
Total other liabilities		278,765	0	0	0	278,765
Employee benefit provisions						
Annual leave		245,375	0	0	0	245,375
Long service leave		239,787	0	0	0	239,787
		485,162	0	0	0	485,162
Total other current liabilities		763,927	0	0	0	763,927

Amounts shown above include GST (where applicable)

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outcome of economic benefits and benefits will result and that outflow can reliably measured.

Provisions are measure using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave.

Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as part of the current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipate future wage and salary levels, durations of service and employee departures and are discounted at rates determind by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations.

Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlementfor at lease 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entities obligations to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.



SHIRE OF KONDININ  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025

15 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability				Grants, subsidies and contributions revenue		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As Revenue)	Current Liability 31 July 2025	Original Annual Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies							
General Purpose Funding							
Grants Commission - General	0	0	0	0	1,006,950	251,738	251,738
Grants Commission - Road Funds	0	0	0	0	502,767	125,692	125,692
Law, Order and Public Safety							
DFES - LGGs Operating	0	0	0	0	16,560	8,280	9,750
ESL Administration Fee	0	0	0	0	4,000	0	4,400
Transport							
MRWA - Anywhere Road - Mtce	0	0	0	0	291,119	291,119	291,119
MRWA - Street Lighting Subsidy	0	0	0	0	4,000	0	0
Economic Services							
Sponsorships - Gourmet in the Garden	0	0	0	0	0	0	3,818
Stronger Communities Grant	0	0	0	0	0	0	4,075
Other Property & Services							
ATO - Diesel Fuel Rebate/Subsidies	0	0	0	0	80,000	21,500	29,303
TOTALS	0	0	0	0	1,905,396	698,328	719,894

SHIRE OF KONDININ  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025

INVESTING ACTIVITIES

16 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Unspent grant, subsidies and contributions liability					Capital grants, subsidies and contributions revenue		
Provider	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As Revenue)	Current Liability 31 July 2025	Original Annual Budget Revenue	YTD Budget	YTD Actual Revenue
		\$	\$	\$	\$	\$	\$
<b>Recreation and Culture</b>							
Department of Sports and Recreation	0	0	0	0	268,645	0	0
Kondinin Community Recreation Committee Contribution	0	0	0	0	400,000	0	0
Karlgarin Bowling Club Contribution	0	0	0	0	80,000	80,000	0
Karlgarin Progress Assn Contribution	0	0	0	0	150,000	150,000	0
<b>Transport</b>							
RRG Grants - Capital Projects	0	0	0	0	421,847	310,690	329,462
DOT Grant - Shared Pathway (Hyden)	0	0	0	0	6,480	1,500	1,500
DOT Grant - Shared Pathway (Kondinin)	0	0	0	0	5,000	1,000	1,000
Grant - Safer Local Road and Infrastructure Program	0	0	0	0	1,398,765	918,765	1,120,000
Grant - Regional Road Safety Program	0	0	0	0	0	0	846,492
R2R Grants - Capital Projects	0	0	0	0	810,250	131,440	131,440
RADS Grant	0	0	0	0	224,340	0	0
Shire of Kulin Contribution	0	0	0	0	50,000	0	0
<b>Economic Services</b>							
Community Water Supply Grant	0	0	0	0	131,678	0	13,169
TOTALS	0	0	0	0	3,947,005	1,593,395	2,443,063

**SHIRE OF KONDININ**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 OCTOBER 2025**

**17 TRUST FUND**

Funds held at balance date over which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 01 Jul 2024	Amount Received	Amount Paid	Closing Balance 31 Oct 2025
	\$	\$	\$	\$
Election Deposits	100	600	0	700
Staff Christmas Funds	13,010	10,010	(1,100)	21,920
Housing Bonds	5,756	496	0	6,252
Other Bonds	0	200	(200)	0
Miscellaneous Funds	1,750	4,875	0	6,625
	<b>20,616</b>	<b>16,181</b>	<b>(1,300)</b>	<b>35,497</b>

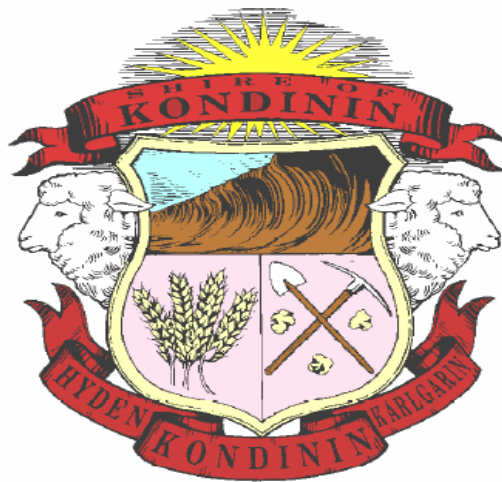
18 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Opening Surplus(Deficit)				0
13283	Wave Rock Precinct Improvement	4651	Capital Expenses		50,000		50,000
11103	Hyden CWA Hall Garden Improvement	4651	Operating Expenses			(20,000)	30,000
12170	Hyden Concrete Footpath Upgrade	4651	Capital Expenses			(20,000)	10,000
13250	Kondinin Bush Trail Wayfinding	4651	Operating Expenses			(10,000)	0
Closing Funding Surplus (Deficit)				0	50,000	(50,000)	0



**9.4.3    Terms of Reference – Infrastructure & Assets Committee – Draft  
Terms of Reference – Medical & Community Services Committee  
- Draft**



# **SHIRE OF KONDININ**

## **INFRASTRUCTURE & ASSETS COMMITTEE**

### **Terms of Reference**

# **Infrastructure and Assets Committee**

## **Terms of Reference**

### **1. Purpose**

The Infrastructure and Assets Committee (“the Committee”) is established by Council to provide strategic oversight and guidance on the planning, management, and maintenance of the Shire’s infrastructure and assets. The Committee ensures that assets are managed sustainably, efficiently, and in line with community expectations and legislative requirements.

### **2. Legislative Basis**

The Committee is established under the provisions of the Local Government Act 1995, including relevant regulations and Council policies.

It supports the Council in fulfilling its responsibility for:

- Strategic asset management
- Infrastructure planning and delivery
- Compliance with relevant legislation and standards

### **3. Objectives**

The key objectives of the Committee are to:

1. Provide oversight of the Shire’s asset management planning, including long-term asset sustainability.
2. Ensure infrastructure investment aligns with strategic priorities and community needs.
3. Monitor the performance, condition, and lifecycle management of council-owned assets.
4. Promote cost-effective and efficient service delivery through prudent asset management.
5. Review risk management related to infrastructure and assets.
6. Advise the Council on major infrastructure projects, renewals, and disposals.

### **4. Membership**

The Committee will be comprised of:

- Three Councillors (including one as the Chairperson and one as the Deputy Chairperson).
- The Chief Executive Officer and relevant senior officers may attend meetings to provide advice and information but are non-voting members.

Membership terms are for two years, with tenure being exhausted immediately after the next local government elections.

## **5. Roles and Responsibilities**

The Committee is responsible for advising the Council on matters including, but not limited to:

### **5.1 Strategic Planning and Asset Management**

- Review and provide guidance on the Asset Management Plans and related strategies.
- Monitor the implementation of the Long-Term Financial Plan with respect to infrastructure funding.
- Review and advise on capital works programs, including prioritisation and funding strategies.

### **5.2 Infrastructure and Project Oversight**

- Assess major infrastructure projects to ensure alignment with strategic objectives.
- Monitor project delivery, including timelines, budgets, and risk mitigation.
- Provide recommendations for approvals or adjustments to major projects.

### **5.3 Risk Management**

- Review risks related to the Shire's infrastructure and assets.
- Ensure mitigation strategies are implemented for critical asset risks.
- Provide oversight of compliance with relevant health, safety, and environmental regulations.

### **5.4 Maintenance and Performance Monitoring**

- Monitor the condition and performance of major assets (roads, buildings, parks, utilities).
- Review asset maintenance programs to ensure efficiency and cost-effectiveness.
- Promote continuous improvement and innovation in asset management practices.

### **5.5 Reporting**

- Prepare reports and recommendations for Council consideration on key matters.
- Provide guidance on infrastructure funding strategies, grant opportunities, and partnerships.

## 6. Authority

The Committee is authorised by the Council to:

- Access relevant information and documents required for decision-making.
- Consult with external experts and advisors as needed (at Council expense).
- Make recommendations to the Council.

The Committee does not have a delegated authority to make final decisions.

## 7. Meetings

- The Committee will meet at least quarterly, or more frequently if required.
- A quorum consists of a *majority* of members.
- Minutes will be recorded and presented to Council at the next ordinary meeting of Council after the committee meeting.

## 8. Reporting

- The Committee will submit a written report to the Council after each meeting summarising key discussions, decisions, and recommendations.
- Annually, the Committee shall provide a summary report outlining the state of assets, infrastructure performance, and key initiatives.

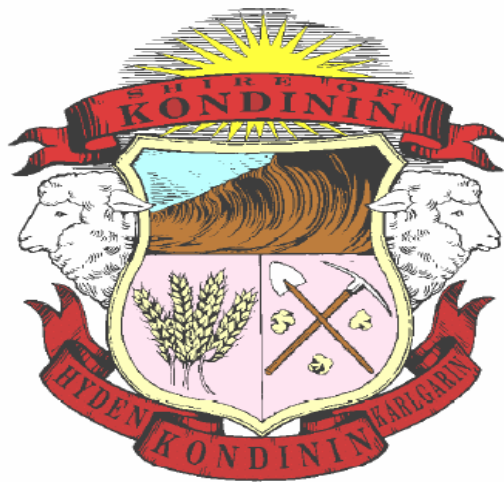
## 9. Review

- These Terms of Reference will be reviewed annually by the Committee and Council to ensure they remain relevant and aligned with legislation, community needs, and best practice.

## 10. References

- Local Government Act 1995 (WA)
- Local Government (Financial Management) Regulations 1996
- Asset Management Framework Guidelines, Department of Local Government, WA
- Council's Strategic Community Plan and Long-Term Financial Plan

Document Control			
Business Unit	Office of the CEO		
Review Frequency	Biannual	Next Due	2027
Version	Decision	Date	Reference
1	Draft	29 October 2025	



# **SHIRE OF KONDININ**

## **MEDICAL & COMMUNITY SERVICES COMMITTEE**

### **Terms of Reference**

# **Medical & Community Services Committee**

## **Terms of Reference**

### **1. Purpose**

The Medical and Community Services Committee (“the Committee”) is established to provide strategic oversight, advice, and guidance to the Council on the planning, delivery, and sustainability of local medical, aged care, and community services.

The Committee’s role is to support Council in ensuring that the Shire’s residents have equitable access to essential health and wellbeing (community) services, and that these services are managed in a sustainable, coordinated, and community-focused manner.

The Committee will assist Council in the planning, coordination, and delivery of initiatives that strengthen community connections, enhance quality of life, and promote the social, cultural, and recreational wellbeing of residents.

### **2. Legislative Basis**

The Committee is established under the provisions of Section 5.8 of the Local Government Act 1995, including relevant regulations and council policies.

### **3. Objectives**

The key objectives of the Committee are to:

1. Provide oversight and advice on the delivery and sustainability of medical and health services within the Shire.
2. Support the planning, coordination, and improvement of aged care facilities and services.
3. Advise Council on strategies and initiatives that promote community wellbeing, social inclusion, and resilience.
4. Monitor partnerships, funding, and service delivery arrangements with external health and community service providers.
5. Identify opportunities to improve local access to medical practitioners, allied health professionals, and aged care programs.
6. Ensure that community and aged care services align with the Shire’s Strategic Community Plan and Corporate Business Plan (as amended and to incorporate the Council Plan).
7. Advise Council on strategies, plans, and programs that promote community engagement, health, and wellbeing.
8. Support initiatives that encourage volunteering, youth development, seniors’ participation, disability access, and inclusion.
9. Monitor and provide input into the implementation of the Community Strategic Plan, or similar strategies.
10. Identify and advocate for funding opportunities, partnerships, and collaborations with government, non-profit, and community organisations.

11. Provide input on the use, development, and management of community facilities, services, and events.
12. Support Council in responding to emerging community issues and priorities.
13. Make recommendations to Council to ensure programs and services are inclusive, accessible, and sustainable.

## **4. Membership**

The Committee will comprise:

- Three Councillors (including one as Chairperson and one as a Deputy Chairperson).
- The Chief Executive Officer and relevant senior officers may attend meetings to provide advice and information but are non-voting members.
- Up to three (3) community representatives appointed by Council.
- Representatives from community organisations, agencies or service providers (as required).

Membership terms are for two years, with tenure being exhausted immediately after the next local government elections.

## **5. Roles and Responsibilities**

The Committee is responsible for advising the Council on matters including, but not limited to:

### **5.1 Medical Services**

- Monitor the availability, sustainability, and performance of contracted local medical and allied health services.
- Provide input into strategies for doctors and health professionals retained by the Shire.
- Support Council's role in facilitating or managing medical service agreements and facility leases.
- Identify gaps in medical or emergency service provision and recommend strategies to address them.

### **5.2 Aged Care Services**

- Review the adequacy of aged care facilities and services, including residential care, in-home support, and social programs.
- Advise Council on aged care infrastructure needs, partnerships, and funding opportunities.
- Promote initiatives that support ageing in place and improve the wellbeing of older residents.



### **5.3 Community Services**

- Oversee planning and coordination of community support programs, volunteer services, and wellbeing initiatives.
- Review and recommend actions to enhance access, inclusion, and participation in community life.
- Advise on community service priorities and alignment with broader regional health and wellbeing strategies.

### **5.4 Partnerships and Advocacy**

- Foster collaboration with government agencies, non-profit organisations, and private providers to improve service delivery.
- Identify and advocate for external funding opportunities and strategic partnerships.
- Advise Council on emerging issues or reforms impacting health, aged care, or community services in regional WA.

### **5.3 Risk Management**

- Review risks related to the Shire's community services and health services.
- Ensure mitigation strategies are implemented for critical risks.
- Provide oversight of compliance with relevant health, safety, and environmental regulations.

### **5.5 Reporting**

- Prepare reports and recommendations for Council consideration on key matters.
- Provide guidance on infrastructure funding strategies, grant opportunities, and partnerships.

## **6. Authority**

The Committee is authorised by the Council to:

- Access relevant information and documents required for decision-making.
- Consult with external experts and advisors as needed (at Council expense).
- Make recommendations to the Council.

The Committee does not have delegated authority to make final decisions.

## **7. Meetings**

- The Committee will meet at least quarterly, or more frequently if required.
- A quorum consists of a *majority* of members.
- Minutes shall be recorded and presented to Council at the next ordinary meeting of Council after the committee meeting.

## 8. Reporting

- The Committee shall submit a written report to the Council after each meeting summarising key discussions, decisions, and recommendations.
- Annually, the Committee shall provide a summary report outlining the state of assets, infrastructure performance, and key initiatives.

## 9. Review

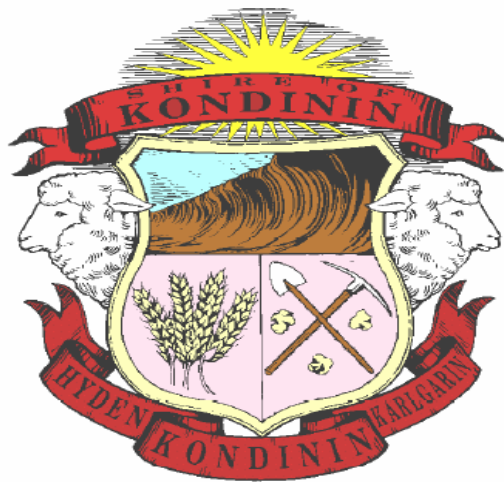
- These Terms of Reference will be reviewed annually by the Committee and Council to ensure they remain relevant and aligned with legislation, community needs, and best practice.

## 10. References

- Local Government Act 1995 (WA)
- Council's Strategic Community Plan and Long-Term Financial Plan

Document Control			
Business Unit	Office of the CEO		
Review Frequency	Biannual	Next Due	2027
Version	Decision	Date	Reference
1	Draft	29 October 2025	

**9.4.4 Terms of Reference – Audit, Risk & Improvement Committee –  
Draft  
Local Government Reform Fact Sheet – Reforms to Governance  
& Committees**



# **SHIRE OF KONDININ**

**AUDIT, RISK & IMPROVEMENT COMMITTEE**

Terms of Reference

# Audit, Risk & Improvement Committee

## Terms of Reference

### 1. Purpose

The Audit, Risk & Improvement Committee (“the Committee”) is a formally appointed standing committee of the Council. Its purpose is to provide independent assurance and advice to the Council and Senior Management on:

- The integrity of the Shire’s financial and performance reporting,
- The effectiveness of its risk management and internal control environment,
- Legislative compliance and governance frameworks,
- The effectiveness of internal and external audit functions, and
- Continuous improvement in systems, processes and controls.

The Committee supports the Council in fulfilling its oversight responsibilities under the Local Government Act and regulations.

### 2. Legislative & Policy Basis

The Committee is established under:

- Section 5.8 of the Local Government Act 1995 (WA) (establishment of committees).
- Section 7.1B of the Act (establishment of Audit, Risk & Improvement Committees following the 2024 amendments).
- The Local Government (Audit) Regulations 1996.
- The *principles* contained within the Department of Local Government and Communities (2013) operational guideline “The appointment, function and responsibilities of audit committees”.
- The Council’s relevant policies.

The Committee’s operations will align with the reforms introduced in the 2024 Amendment Act (notably the requirement for an independent presiding member, separate deputy etc).

### 3. Objectives

The key objectives of the Committee are to:

1. Assist the Council in overseeing the accuracy, integrity and timeliness of the Local Government’s financial, performance and sustainability reporting.
2. Provide oversight of the Local Government’s enterprise risk management framework, internal control systems, and legislative compliance.
3. Review the scope, performance and independence of the internal audit function and external auditors, and monitor management’s implementation of audit recommendations.

4. Promote continuous improvement in governance, efficiency, effectiveness and accountability of the Local Government's operations.
5. Facilitate communication among Council, Senior Management, internal auditors and external auditors regarding key governance, risk and control issues.

## **4. Membership**

1. The Committee shall consist of at least three (3) members appointed by the Council.
2. The presiding member (Chair) will be an independent person (i.e., not a Councillor of the Shire, nor a member of another Local Government or supplier to the Shire).
3. The Deputy presiding member will also be independent.
4. The remaining members may include Councillors and/or external persons with relevant skills and experience in finance, risk management, audit or governance.
5. The Chief Executive Officer (CEO) and Manager Corporate Services (MCS) will provide advisory support to the Committee.
6. The CEO and MCS are not members of the Committee and may not appoint a proxy to the Committee.
7. Terms of appointment will be for a period of two (2) years with staggered renewal to maintain continuity of the Committee.
8. The Committee may invite Senior Officers, internal auditors or other external advisors to attend meetings, but they shall be non-voting.
9. The Local Government will ensure adequate administrative support for the Committee (secretariat, agenda, minutes).

## **5. Roles & Responsibilities**

The Committee will perform the following functions. Unless otherwise delegated, these are advisory functions to the Council and Senior Management.

### **5.1 Financial Reporting & Oversight**

- Review and recommend to Council the appointment, reappointment or removal of the external auditor.
- Review with the external auditor the audit plan, scope, materiality and timetable.
- Review the audited financial statements and performance statements, including significant accounting judgements, adjustments and qualifications, and recommend to Council their adoption.
- Monitor management's responses to audit issues and recommendations.
- Review reports and data provided to Council on financial sustainability, key ratios and trends (as applicable).



## **5.2 Risk Management & Internal Controls**

- Review the Local Government's enterprise risk management framework, including risk appetite, risk profile, reporting, mitigation strategies, and monitoring.
- Review major risk exposures (financial, operational, strategic, compliance, reputation) and internal control implementation.
- Review the adequacy of the internal control environment (for example, policies, delegations, asset security, fraud and misconduct controls).
- Oversee business continuity and disaster recovery planning and testing.
- Monitor compliance with legislative requirements and ethical standards, including the annual Compliance Audit Return.
- Receive management reports on incidents of non-compliance, fraud, misconduct or corruption and monitor remedial actions.

## **5.3 Internal Audit & Continuous Improvement**

- Review and endorse the internal audit charter, annual internal audit plan and proposed audit scope, ensuring alignment with risk priorities.
- Review internal audit reports, monitor management responses, track implementation of audit recommendations.
- Monitor the performance, resources, independence and effectiveness of the internal audit function.
- Promote continuous improvement in systems, processes and governance mechanisms, and identify opportunities for efficiency and value-for-money improvements.

## **5.4 External Audit & Assurance**

- Liaise with the external auditor regarding governance, accountability, audit strategy and key findings.
- Review external audit reports and management letters and monitor management's action plan.
- Ensure transparent reporting to Council on audit outcomes, material issues and remedial actions.

## **5.5 Reporting & Improvement**

- Provide advice to Council on governance, risk, control and improvement matters.
- Provide an annual summary report to Council outlining the Committee's activities, key observations, recommendations and improvements.
- Report to Council as appropriate, any serious matters such as suspected fraud, material control failures or significant risks.
- Promote a culture of continuous improvement in the Shire's governance, risk and assurance frameworks.

## **6. Authority and Delegations**

- The Committee is authorised to access relevant information, records, and personnel (via the CEO) for the purpose of fulfilling its role.
- The Committee may request any officer or auditor to attend meetings and provide information or explanation.
- The powers and duties delegated to the Committee by the Council must comply with Section 7.1C of the Act, which limits delegated authority to those powers under Part 7 or as prescribed.
- The Committee does not have executive management functions, cannot direct operations, and does not replace management's responsibility.
- The Committee may make recommendations to Council, but decision-making remains with the Council (or CEO where delegated).
- Where required, the Committee may engage external advisors, subject to budget and Council approval.

## **7. Meetings**

- The Committee will meet at least four (4) times per year, or more frequently if required.
- A quorum shall be a simple majority of the appointed members. Decisions of the Committee shall be by simple majority.
- The Chair (presiding member) will convene meetings and work with the CEO to set agendas.
- Minutes will be prepared and submitted to the Council at the next ordinary meeting.
- Meetings may be closed to the public if required per Council's meeting procedures and the Act; however, transparency is encouraged subject to the confidentiality of audit or risk matters.
- Committee members must declare conflicts of interest and comply with the Council's Code of Conduct.

## **8. Reporting to Council**

- Following each Committee meeting, the Committee will provide a summary of key issues, findings and recommendations to the Council (via the CEO).
- The Committee will prepare an annual report to Council that includes:
  - Statement of how it has fulfilled its terms of reference,
  - Summary of internal audit and external audit activity,
  - Overview of significant risk issues and controls,
  - Recommendations for improvement, and
  - Any proposed amendments to the Terms of Reference.
- The Committee shall escalate to Council any matters that require urgent attention, such as major control breakdowns, material financial concerns, or significant non-compliance.

## 9. Review of Terms of Reference

- These Terms of Reference will be reviewed annually by the Committee, with any recommended changes submitted to Council for approval.
- The first review shall take place at the inaugural Audit, Risk and Improvement Committee meeting.
- Thereafter, a review will occur within twelve (12) months of the Committee's establishment and after each local government election cycle.

## 10. Confidentiality

Committee members must treat all information obtained through the Committee as confidential unless agreed otherwise by Council.

## 11. References

- Local Government Act 1995 (WA)
- Local Government Amendment Act 2024 (WA)
- Local Government (Audit) Regulations 1996
- Department of Local Government Operational Guideline (2013): The appointment, function and responsibilities of audit committees
- Better Practice Guide for Audit Committees in the Western Australian Public Sector
- Council's Risk Management Policy, Internal Audit Charter and other relevant policies (as applicable and amended)

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Department of  
Local Government, Sport  
and Cultural Industries



# **Fact sheet: Reforms to governance and committees**

**Local Government Amendment Bill 2024**

# Introduction

The *Local Government Amendment Act 2024* (the Amendment Act) amends the *Local Government Act 1995* (the Act) to advance various reforms, including the establishment of a new Local Government Inspector (the Inspector) and monitors to enhance early intervention and assist local governments in resolving dysfunction.

In addition to the [Inspector and monitor reforms](#), a range of other reforms are being introduced that focus on good governance and decision-making at council and committee meetings:

- Revising the roles and responsibilities for the council, council members and local government chief executive officers (CEOs) to clarify the separation of powers and duties within local governments.
- Improving rules for closing part of a council or committee meeting to the public, to ensure greater transparency and that these meetings are held openly wherever possible.
- Changing audit committees to have an improved focus as “audit, risk and improvement committees” that will be independently chaired, with greater clarity on how council committees should operate.

## Roles and responsibilities

**Commenced December 2024**

The role of councils is to lead and represent their communities. Councils do so by engaging with their community, making decisions and setting the strategic direction of a local government. The administrative arm of the local government is responsible for implementing decisions and plans made by council.

The roles of the council, mayors or presidents, council members and the CEO have been further clarified in the second tranche of reforms. These changes ensure there is a clear distinction between the functions and responsibilities of a council and a CEO.

All council members are expected to:

- represent the interests of electors, ratepayers and residents of the district as well as consider the interests of other persons who work in or visit the district.
- participate in the decision-making process of the local government at council and committee.
- facilitate communication with the community about the local government’s decisions.
- facilitate and maintain good working relationships with other council members and the CEO.
- observe the separation of roles of the council and CEO.
- make decisions on merit, evidence and law, conscious of the capacity of the local government and with consideration of the local government’s finances and resources.
- promote an organisational culture that respects employees.

- maintain and develop the requisite skills to effectively perform their role.

As the leader of the local government council, mayors or presidents perform the following roles in addition to their council member role:

- provide leadership and guidance to the council and its members, including guidance about their roles.
- act as the principal spokesperson of the local government, including at ceremonial and civic functions, in a manner consistent with the resolutions of the council.
- preside at meetings of the council, maintaining order at those meetings and ensuring that those meetings are conducted in a manner consistent with the Act.
- promote and facilitate positive and constructive working relationships among council members.
- liaise with the CEO regarding the local government's affairs and performance of its functions.

The CEO is responsible for the administration and operation of the local government, including:

- causing council decisions to be implemented.
- managing the provision of the services and facilities that the council has determined the local government will provide.
- determining procedures and systems to implement the local government's policies and managing the local government's administration and operations.
- the employment, management, supervision and direction of other employees.
- ensuring that records and documents of the local government are properly kept.
- advising and procuring advice for the council in relation to the local government's affairs and performance of its functions.
- ensuring that the council has the information and advice it needs to make informed and timely decisions.
- keeping the minutes of council meetings.

The CEO liaises with the mayor or president on the local government's affairs and performance of its functions and may speak on behalf of the local government, with the mayor or president's agreement.

Role clarity is vital especially when different roles need to work together to achieve shared objectives. When people understand their roles, better decisions can be made and implemented more effectively, resulting better outcomes and improved use of ratepayer funds.

Finally, as of 7 December 2024 local governments are required to advise the Department of Local Government, Sport and Cultural Industries (DLGSC) when vacancies on the council arise.



## Roles of the council and local government staff



## Meetings behind closed doors

### To be commenced

By default, under the reforms, all council and committee meetings must be open to the public. In certain circumstances, part of a meeting may be closed to deal with specific information where there is a clear public interest for that information to remain confidential.

The reforms provide a much stronger definition of the limited reasons to close a meeting.

Matters where a meeting must be closed include:

- a committee of the Parliament advising the local government to be confidential
- the recruitment or employment of the CEO or a senior employee, including termination or review of the CEO's performance.

Examples of the types of information to be considered that may provide a basis for closing part of a meeting include:

- Legal advice or other matters which legal professional privilege extend to.
- Information relating to the personal affairs of an individual.
- Information contained in a tender received by the local government where that information is the tendered price or the tendered methodology for calculating that price.
- Information contained in a tender where the information discloses any technology, technology, or any manufacturing, industrial or trade process, that the tenderer proposes to use in performing the contract and which is not public (and if made public would have an adverse effect on the tenderer's business interests).
- Information which would endanger the security of the local government property or operations, including cybersecurity matters.
- Information which could impair the effectiveness of an investigation or that deals with a contravention or possible contravention of the law.

The reforms clarify that:

- A decision to close part of a meeting must be made in an open part of a meeting.
- The local government is to record the reason for closing part of a meeting, including the type of information that is to be considered.
- The minutes must include a description of how the local government has sought to maximise the degree of information available to the public about the matter being considered.

The Amendment Act also contains a new section to define irrelevant reasons for closing part of a meeting. These include:

- the information to be considered would cause embarrassment to the local government, council, or any individual
- the matter is controversial
- making the information public would result in criticism.

The new Inspector will be able to review a decision to close part of a meeting to the public.

All local governments are required to audio record parts of a meeting that are closed to the public. Additionally, as proposed in the reforms, the Inspector will be able to order that the local government release the audio recording to the public if the Inspector determines that the meeting was not closed in accordance with the Act or regulations.

# Audit, risk and improvement committees

## To be commenced

Audit committees will be revised as audit, risk and improvement committees (ARICs) and must have an independent presiding member to ensure a level of neutrality and impartial oversight in chairing these meetings. An independent presiding member must be a person who is not a council member of any local government or an employee of the local government. If a deputy presiding member is appointed, they must also be independent.

The introduction of an independent presiding member provides an opportunity for increased community confidence in a local government's financial and risk management. There may also be benefit to the local government through appointing an independent presiding member with risk and financial management expertise that may otherwise be unavailable.

This reform reflects modern governance practices in State Government authorities and agencies as well as private corporations.

Under the current provisions of the Act, an audit committee is required to be established comprising of 3 or more persons appointed by an absolute majority decision of the local government. The majority of the members must be council members and the CEO or a local government employee cannot be a member.

## Audit, risk and improvement committee model

The Act provides for the following distinct committee member roles:

- Presiding Member – responsible for facilitating and chairing committee meetings (section 5.12).
- Deputy Presiding Member – comparable to a Deputy Mayor/President, a deputy presiding member is a committee member who presides at meetings of the committee in the absence of the presiding member (section 5.12(2)).
- Deputy Member – a deputy to a committee member who only performs the function of the ordinary member when they are unable to do so (section 5.11A).

Under section 87 of the Amendment Act, a local government will be required to appoint an independent person as presiding member of the ARIC.

The reforms will require an ARIC to be structured as follows:

### **Independent Presiding Member**

- A local government must appoint an independent person as presiding member of the ARIC.

### **Independent Deputy Member/Deputy Presiding Member**

- A local government must appoint an independent person as Deputy Member to the Presiding Member, stepping in when the Presiding Member is unavailable.
- A local government may also appoint an independent committee member as Deputy Presiding Member.

### **Other Members**

- The ARIC must have at least three members including the independent presiding member.
- The CEO and local government employees cannot be members of the ARIC.

Smaller local governments may also now choose to share an ARIC to reduce the burden on their resources.

## **Council committees**

The Amendment Act includes changes to allow for greater transparency and clarity on how council committees operate.

The appointment process for appointing presiding members and deputy presiding members has also been simplified. From 1 July 2025 Councils will now appoint these roles by absolute majority decision, instead of the committee electing those roles by secret ballot.

Local governments are still able to establish informal working groups outside of the Act, which are not committees, to engage with their community or develop ongoing networks. The requirements of the Act do not apply to such groups.

Questions? Get in touch with DLGSC via email to [actreview@dlgsc.wa.gov.au](mailto:actreview@dlgsc.wa.gov.au)



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**9.4.6 Terms of Reference – Local Emergency Management Committee  
– Draft  
LEMC Handbook**





# **SHIRE OF KONDININ**

## **LOCAL EMERGENCY MANAGEMENT COMMITTEE**

### **Terms of Reference**

# **Local Emergency Management Committee Terms of Reference**

## **1. Purpose**

The Local Emergency Management Committee (LEMC) is established by the Shire of Kondinin pursuant to section 38(1) of the Emergency Management Act 2005 (WA).

The Committee is to assist the local government in ensuring that effective local emergency management arrangements are prepared for, maintained, and tested within the district.

## **2. Legislative Basis**

The Committee is established under the provisions of the:

- Emergency Management Act 2005 (WA) — sections 38 to 41;
- Emergency Management Regulations 2006;
- State Emergency Management Policy 2.5 – Local Arrangements;
- State Emergency Management Procedure 7 – Local Emergency Management Committee; and
- State Emergency Management Plan.

## **3. Objectives**

The key objectives of the Committee are to:

1. Develop, maintain, and review the Local Emergency Management Arrangements (LEMAs) for the district in accordance with section 41 of the *Emergency Management Act 2005*;
2. Coordinate the testing and exercising of the LEMA;
3. Facilitate the preparation and maintenance of Local Recovery Plans and support the establishment of the Local Recovery Coordinating Group when required;
4. Support the Local Emergency Coordinator (LEC) and Hazard Management Agencies in emergency management activities within the district;
5. Liaise with other local governments and the District Emergency Management Committee (DEMC) on emergency management issues;
6. Report annually to the SEMC through the DEMC in accordance with State Emergency Management Policy and Procedure requirements; and
7. Promote community awareness and preparedness for emergencies.

## **4. Membership**

Membership shall be appointed by the local government and, in accordance with section 38(3) of the *Emergency Management Act 2005*, an will include:

- Chairperson – nominated by the Shire of Kondinin;
- Alternate Chairperson – nominated by the Shire of Kondinin
- Local Emergency Coordinator (LEC) – appointed by the State Emergency Coordinator (WA Police);
- Local Government Chief Executive Officer (or nominee);
- The Shire Managers of Works, Planning & Assets;
- Representatives from relevant Hazard Management Agencies (HMAs);
- Representatives from Combat and Support Agencies (e.g. DFES, St John Ambulance, WA Country Health Service, Main Roads WA, Department of Communities, etc.);
- Representatives from essential service providers (e.g. Horizon Power, Water Corporation, Telstra, etc.); and
- Other community or industry representatives as determined appropriate by the Committee.

Special guests may be invited to attend committee meetings as determined by the LEMC Executive Officer, in consultation with the LEMC Chair.

Each voting member should nominate a proxy to the Executive Officer within their agency or organisation to attend if the appointed member is absent.

Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson. Repeated non-attendance may result in the Chairperson notifying the District Emergency Management Committee.

Members representing agencies and organisations that can no longer participate in the committee should advise the Executive Officer of their resignation and nominate an alternative representative for membership.

Committee membership will be reviewed at each meeting by the LEMC Executive to ensure that it is representative of the community and the potential risks and scenarios.

New members may join the LEMC via resolution of the committee.

A list of current members and alternates must be maintained as an appendix to the Local Emergency Management Arrangements.

## **5. Roles and Responsibilities**

### **5.1 LEMC Chair**

The LEMC Chair provides leadership and support to the LEMC by:

- Ensuring the appointment of an Executive Officer

- Chairing the LEMC meetings and ensuring that the Terms of Reference and meeting procedures of the LEMC are adhered to
- Ensuring that the local councils are kept fully informed of EM within the local government district and significant outcomes from LEMC meetings
- Ensuring the LEMA is prepared and up to date
- Providing leadership in emergency management within the local government district.

## **5.2 LEMC Deputy Chair**

The Local Emergency Coordinator (LEC) should be appointed as the Deputy Chair. Where there is more than one LEC, the role may be shared after discussion with the Chair. The Deputy Chair provides advice and support to the LEMC by:

- Acting as a Chair in the absence of the LEMC Chair
- Providing assistance, and advice as requested by the LEMC Chair
- Chairing any subcommittees or working groups
- Providing support and direction to the Executive Officer as required.

## **5.3 LEMC Executive Officer**

The LEMC Executive Officer provides support to the LEMC by:

- Coordinating the development and submissions of LEMC documents in accordance with legislative and policy requirements including the:
  - Annual report
  - Annual business Plan
  - LEMA, including maintaining the EM contacts register.
- Ensuring the provision of professional and timely secretariat support including:
- Development and distribution of the meeting agenda, minutes, and action lists
- Maintaining a register of correspondence
- Maintenance of the LEMC membership contact list
- Facilitating the provision of relevant EM advice to the Chair and LEMC as required
- Participating as a member of LEMC sub committees and working groups as required
- Facilitating two-way communication between the LEMC and Executive Officer of the relevant DEMC to undertake day-to-day EM business as required from both a local and district level.

## **5.4 Local Emergency Coordinator**

In addition to the role as a Deputy Chair, which may be shared between LECs, the LEC for a local government district has the following functions (section 37(4) of the EM Act):

- To provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements
- To assist hazard management agencies in the provision of a coordinated response during an emergency
- To carry out other EM activities in accordance with the directions of the State Emergency Coordinator.

## **5.5 Local Recovery Coordinator**

The Local Recovery Coordinator provides support to the LEMC by:

- Ensuring the preparation, maintenance and exercising of the Local Recovery Plan, as part of the LEMA
- Providing advice and generating awareness of recovery
- Advising the LEMC of Local Recovery Coordination Group (LRCG) local recovery activities, and evaluation findings.

## **5.6 LEMC Admin Support Officer**

A LEMC Administration Support Officer, may be appointed to provide administrative support to the Chair, Deputy Chair and Executive Officer as required, to ensure the timely preparation of all documentation.

## **5.7 LEMC Members**

LEMC committee members can provide support to the LEMC by:

- Attending and actively participating in meetings
- Advising the Executive Officer of non-attendance and arranging for a proxy
- Contributing to the agenda and reviewing all meeting papers prior to the meeting.
- Completing meeting actions as required
- Bringing copies of relevant documents
- Reading and being familiar with the Terms of Reference
- Representing their organisation by providing input/advice into the meeting and sharing outcomes of the meeting with their organisation
- Participating in EM activities.

## **5.8 District Emergency Management Advisors**

District Emergency Management Advisors (DEMAs) support the work of the SEMC by providing services to the EM sector throughout WA and are based in metropolitan and regional locations. The DEMA can provide support to the LEMC by:

- Providing advice and interpretation of legislation, policy, plans, procedures, and guidelines
- Providing support and advice on exercise management
- Providing support and advice on risk management
- Working with local government EM personnel to assist with the following:
  - development and maintenance of an effective LEMC
  - development and review of LEMA that is contemporary, and useful for the local district
  - development of Local Recovery Plans that nominate the local recovery coordinator/s
  - encourage local recovery coordinators and other staff likely to work in recovery to undertake recovery training
  - provision of presentations and informal EM training as required to local governments and LEMCs

- using their multi agency networks to act as a conduit between organisations, and between local, district and state levels to encourage collaboration, before during and after emergency events.

In addition to the LEMC support above, during the response phase of an emergency, the DEMA can ensure that local government is represented at the Incident Support Group (ISG), and sometimes the Incident Management Team and Operations Area Support Group (OASG) as appropriate.

During the recovery phase of an emergency, the DEMA can provide mentoring and advice to local government personnel, including local recovery coordinators and membership of the LRCG and any additional recovery committees, and sub committees.

## **6. Authority**

The Committee is authorised by the Council to:

- Access relevant information and documents required for decision-making.
- Make recommendations to the Council.

The Committee does not have a delegated authority to make final decisions, nor to commit the Shire or any association, organisation, group or individual to expenditure without the Shire's endorsement.

The LEMC is required to gain Council approval if the Committee wishes to alter these Terms of Reference.

## **7. Meetings**

- The Committee will meet at least quarterly, or more frequently if required.
- A quorum consists of a *half* of it's voting membership
- Minutes will be recorded and presented to Council at the next ordinary meeting of Council after the committee meeting and circulated to the membership.
- Additional meetings will be convened if and as required at the discretion of the Chairperson.

## **8. Reporting**

- The Committee will submit a written report to the Council after each meeting summarising key discussions, decisions, and recommendations.
- Annually, the Committee shall provide a summary report outlining the state of assets, infrastructure performance, and key initiatives.



## 9. Review

- These Terms of Reference will be reviewed annually by the Committee and Council to ensure they remain relevant and aligned with legislation, community needs, and best practice.

## 10. References

- Emergency Management Act 2005 (WA) — sections 38 to 41;
- Emergency Management Regulations 2006;
- State Emergency Management Policy 2.5 – Local Arrangements;
- State Emergency Management Procedure 7 – Local Emergency Management Committee; and
- State Emergency Management Plan.
- State Emergency Management Committee – LEMC Management Committee Handbook

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# Local Emergency Management Committee Handbook

## RESPONSIBLE AGENCY

State Emergency Management Committee Business Unit

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## Amendments Table

Date	Details	Amended by
October 2023	Version 1.00 - Initial issue	State Emergency Management Committee Business Unit

The SEMC acknowledges the Aboriginal peoples throughout the state of Western Australia as the Traditional Custodians of the lands where we live, work and volunteer. We recognise Aboriginal peoples' continued connection to land, waters and community, and pay our respects to Elders both past and present.

This document was designed to be viewed electronically and aims to meet the West Australian Government's accessibility and inclusivity standard, including meeting the World Wide Web Consortium's Web Content Accessibility Guidelines version 2.1 (WCAG 2.1) at level AA. If anything in this document is inaccessible to you, or you are experiencing problems accessing content for any reason, please contact the State Emergency Management Committee Business Unit at [semc.policylegislation@dfes.wa.gov.au](mailto:semc.policylegislation@dfes.wa.gov.au).

All of the State emergency management legislation and documents can be accessed via the State Emergency Management Framework page of the [State Emergency Management Committee website](#).

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# **Part One:**

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# **Introduction**

**Our Aim - A prepared and resilient community**

## 1.1 Introduction

The Local Emergency Management Committee (LEMC) plays a vital role making our communities more disaster resilient through comprehensive emergency management planning and practices. The role of Executive Officer, with support from the Chair, is pivotal in ensuring the LEMC's effectiveness and provides a key link between the local community, Council, State Government, and the WA emergency management arrangements.

This document provides local governments with a summary of the actions and best practice principles required under section 38 of the *Emergency Management Act 2005* (EM Act), the State Emergency Management Policy, procedures and guidelines.

## 1.2 Scope and purpose of the handbook

The purpose of this handbook is to provide a resource to assist local government and LEMCs to meet their legislative requirements and to assist emergency management stakeholders at the local level. The handbook may be used to induct members to LEMC and to review LEMC functioning.

This handbook provides a summary of the WA emergency management arrangements, key roles, and responsibilities, and best practice advice for the administration of LEMC. It has principally been developed for the LEMC Executive Officer with a standardised approach to the administration of LEMCs across WA. This handbook recognises that:

- local governments have legislated and non-legislated roles and functions within their community, both related and unrelated to emergency management (EM)
- a range of agencies and organisations are members of the LEMCs, and it is the partnership arrangements that support and develop community resilience
- the activities of the LEMC are important to develop community resilience.

## 1.3 Interpretation of statements in this document

The interpretation of role and responsibility statements in this document are in line with State EM Policy section 1.1.1 and have the following meanings:

- Statements containing the words or terms, "must", "directs", "is directed to" and "are/is responsible for" are directions by the State Emergency Management Committee (SEMC) to be undertaken by the nominated public authority/authorities. Any directional statement used within this document is previously assigned within the EM Act, *Emergency Management Regulations 2006* (EM Regulations), State EM Policy, State EM Plans and State EM Procedures.
- When in relation to SEMC directions, statements containing the word "may" are directions by the SEMC to be undertaken by the nominated public authority/authorities after taking into account the circumstances.
- Statements containing the word "should" are recommendations by the SEMC to be undertaken by the public authority as best practice.





## **Part Two:**

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# **Local Emergency Management Committee**

**A functional and proactive LEMC provides a community focussed coordinated approach that builds capabilities to enable communities to prepare, respond and recover from emergencies more effectively.**

## 2.1 Authority

In accordance with the EM Act (section 38 (1)) local governments are required to establish a LEMC for their district.

Under the State Emergency Management (EM) Preparedness Procedure 3.7, each local government is required to establish, administer, and maintain a LEMC. To meet this requirement, a local government may:

- have a single committee (covers that entire Local Government's district)
- have more than one committee (cover different areas within the local government district with different EM needs)<sup>1</sup>
- combine with other local governments and establish a LEMC for their district (may cover two or more local government districts with similar EM needs).

## 2.2 Purpose of the LEMC

The LEMC plays a vital role in helping communities to be more resilient through comprehensive emergency management planning and practices. This can be achieved by:

- improving levels of awareness in the community of the emergency risks and possible impacts that might be faced
- working with the local government to ensure the Local Emergency Management Arrangements (LEMA) are prepared to a high standard. This includes ensuring strategies and plans encompass all stages of emergency management, before, during and after an emergency event
- working together during preparedness to provide a coordinated, interagency approach that enables understanding of organisation's capabilities, limitations, and processes.

## 2.3 Function of the LEMC

The LEMCs core function, managed by local government, is the development, review and testing of the Local Emergency Management Arrangements (LEMA). LEMA set out the local government's policies, strategies, and priorities for emergency management.

Section 39 of the EM Act outlines the functions of a LEMC in relation to the district or area for which it is established to:

- advise and assist local government in ensuring LEMA are established for its district
- liaise with public authorities and others in the development, review, and testing (through exercise or activation) of LEMA
- carry out other emergency management activities as directed by SEMC or prescribed by the regulations.

In accordance with State EM Policy, LEMCs must also:

- prepare and submit an annual report on its activities undertaken during the financial year to the District Emergency Management Committee (DEMC) for the district
- liaise with local government(s) within the LEMC in relation to exercising

### Notes

<sup>1</sup> If more than one LEMC is established, the local government is to specify the area in respect of which the committee is to exercise its functions (section 38(2)) EM Act.

In accordance with State EM Procedure, LEMCs are also responsible for:

- meeting regularly (should be quarterly or more frequently if required)
- updating contacts (at least quarterly)
- updating resources
- reviewing membership, subcommittees and working groups
- advising of activations or incidents
- reviewing post-incident or post-exercise reports.
- considering funding opportunities to enhance EM in the district
- considering training opportunities to enhance EM in the district
- undertaking emergency risk management processes
- providing all LEMC documents (including minutes and exercise reports) to the DEMC Executive Officer.

## 2.4 LEMC Membership

LEMC membership is intended to reflect the local government district/s it represents, considering:

- identified risks and emergencies likely to occur within the district and
- the likely impact to community across the built and natural environment, demographics, economics, and key social considerations.

LEMC membership may vary from one district to another. Table 1, along with State EM Preparedness Procedure 3.7, provides guidance on the most appropriate LEMC composition.

**Table 1: Suggested LEMC Membership**

LEMC membership position	Recommended appointments
Chair	Should be an elected member of Local Government Council. While this is recommended, the Chair could also be another local government member such as Chief Executive Officer or a senior staff member.
Deputy Chair	Should be the Local Emergency Coordinator.
Executive Officer	Should be an officer of the relevant local government or another person identified by the Chair.
Local Recovery Coordinator	Person nominated as the Local Recovery Coordinator in the Local Recovery Plan.
Local Emergency Coordinator	If not the Deputy Chair.
Administration Support Officer	May be appointed to support the Executive Officer.
Local Government Officers	Consideration should be given to appointing local government officers engaged in key roles and functions affecting EM (e.g., community services, engineering)



LEMC membership position	Recommended appointments
Representatives from emergency management agencies.	<p>Membership should be reflective of the community it represents and should include representatives from EM Agencies in the local government district, essential service providers, industry, and business representatives as well as community representation.</p> <p>Suggested examples of external members such as those from Hazard Management Agencies, combat agencies, support organisations and emergency support services which may include:</p> <ul style="list-style-type: none"> <li>• WA Police Force</li> <li>• Department of Fire and Emergency Services</li> <li>• St John Ambulance</li> <li>• Department of Health and/or local hospitals</li> <li>• Department of Education and/or local schools</li> <li>• Department of Communities</li> <li>• Department of Biodiversity, Conservation and Attractions</li> <li>• Department of Primary Industries and Regional Development</li> <li>• Department of Transport</li> <li>• Arc Infrastructure Pty Ltd</li> <li>• Energy Policy WA</li> <li>• Australian Defence Force</li> <li>• Community support/social service groups/non-government organisations</li> <li>• Industry and business representation</li> <li>• Community groups and/or community champions.</li> <li>• Telecommunications, water, power, gas, transport providers.</li> </ul> <p>Note: some of these agencies may be represented on the LEMC and/or the relevant District Emergency Management Committee (DEMC).</p>
Community members	Where possible, a LEMC should invite community members who represent the needs of the local community such as Aboriginal groups or organisations, culturally and linguistically diverse (CaLD), aged care, mental health, homelessness and youth.
District Emergency Management Advisors	Provide support to the LEMC. Recommended to be a non-voting member.

It is recommended that all members nominate a proxy to assist with meeting the minimum numbers required for a quorum. Having a nominated proxy also assists by distributing EM awareness to a wider

audience within the respective organisation. Proxy members represent their organisation in the same way as the member and have full voting rights.

## 2.5 Roles and Responsibilities

LEMC members may be required to undertake key LEMC positions. The following sections (2.5.1 to 2.5.8) outline the EM roles and responsibilities.

### 2.5.1 LEMC Chair

The LEMC Chair provides leadership and support to the LEMC by:

- ensuring the appointment of an Executive Officer
- chairing the LEMC meetings and ensuring that the Terms of Reference and meeting procedures of the LEMC are adhered to
- ensuring that the local councils are kept fully informed of EM within the local government district and significant outcomes from LEMC meetings
- ensuring the LEMA is prepared and up to date
- providing leadership in emergency management within the local government district.

### 2.5.2 LEMC Deputy Chair

The Local Emergency Coordinator (LEC) should be appointed as the Deputy Chair. Where there is more than one LEC, the role may be shared after discussion with the Chair. The Deputy Chair provides advice and support to the LEMC by:

- acting as a Chair in the absence of the LEMC Chair
- providing assistance, and advice as requested by the LEMC Chair
- chairing any subcommittees or working groups
- providing support and direction to the Executive Officer as required.

### 2.5.3 LEMC Executive Officer

The LEMC Executive Officer provides support to the LEMC by:

- coordinating the development and submissions of LEMC documents in accordance with legislative and policy requirements including the:
  - Annual report
  - Annual business Plan
  - LEMA, including maintaining the EM contacts register.
- ensuring the provision of professional and timely secretariat support including:
  - development and distribution of the meeting agenda, minutes, and action lists
  - maintaining a register of correspondence
  - maintenance of the LEMC membership contact list

- facilitating the provision of relevant EM advice to the Chair and LEMC as required
- participating as a member of LEMC sub committees and working groups as required
- facilitating two-way communication between the LEMC and Executive Officer of the relevant DEMC to undertake day-to-day EM business as required from both a local and district level.

### 2.5.4 Local Emergency Coordinator

In addition to the role as a Deputy Chair, which may be shared between LECs, the LEC for a local government district has the following functions (section 37(4) of the EM Act):

- to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements
- to assist hazard management agencies in the provision of a coordinated response during an emergency
- to carry out other EM activities in accordance with the directions of the State Emergency Coordinator.

### 2.5.5 Local Recovery Coordinator

The Local Recovery Coordinator provides support to the LEMC by:

- ensuring the preparation, maintenance and exercising of the Local Recovery Plan, as part of the LEMA
- providing advice and generating awareness of recovery
- advising the LEMC of Local Recovery Coordination Group (LRCG) local recovery activities, and evaluation findings.

### 2.5.6 LEMC Admin Support Officer

A LEMC Administration Support Officer, may be appointed to provide administrative support to the Chair, Deputy Chair and Executive Officer as required, to ensure the timely preparation of all documentation.

### 2.5.7 LEMC Members

LEMC committee members can provide support to the LEMC by:

- attending and actively participating in meetings
- advising the Executive Officer of non-attendance and arranging for a proxy
- contributing to the agenda and reviewing all meeting papers prior to the meeting.
- completing meeting actions as required
- bringing copies of relevant documents
- reading and being familiar with the Terms of Reference
- representing their organisation by providing input/advice into the meeting and sharing outcomes of the meeting with their organisation
- participating in EM activities.

### 2.5.8 District Emergency Management Advisors

District Emergency Management Advisors (DEMAs) support the work of the SEMC by providing services to



the EM sector throughout WA and are based in metropolitan and regional locations.

The DEMA can provide support to the LEMC by:

- providing advice and interpretation of legislation, policy, plans, procedures, and guidelines
- providing support and advice on exercise management
- providing support and advice on risk management
- working with local government EM personnel to assist with the following:
  - development and maintenance of an effective LEMC
  - development and review of LEMA that is contemporary, and useful for the local district
  - development of Local Recovery Plans that nominate the local recovery coordinator/s
  - encourage local recovery coordinators and other staff likely to work in recovery to undertake recovery training
  - provision of presentations and informal EM training as required to local governments and LEMCs
  - using their multi agency networks to act as a conduit between organisations, and between local, district and state levels to encourage collaboration, before during and after emergency events.

In addition to the LEMC support above, during the response phase of an emergency, the DEMA can ensure that local government is represented at the Incident Support Group (ISG), and sometimes the Incident Management Team and Operations Area Support Group (OASG) as appropriate.

During the recovery phase of an emergency, the DEMA can provide mentoring and advice to local government personnel, including local recovery coordinators and membership of the LRCG and any additional recovery committees, and sub committees.

## 2.6 LEMC Meetings

### 2.6.1 Frequency of Meetings

LEMCs should meet quarterly or more frequently as required. In WA, local governments vary widely, and the frequency of meetings should be reflective of their risk environment, demographics, resilience, and vulnerabilities. The suitability of the LEMC schedule, can be discussed with the DEMA.

With such a diverse group of organisations making up the LEMC membership it can be an advantage to set the meeting dates 12 months in advance to ensure members can schedule accordingly.

Give careful consideration to the time of your meetings. Contemporary EM is now considered part of core business, and members may find it easier to attend if meetings are convened during normal work hours.

### 2.6.2 LEMC Terms of Reference

It is recommended that a Terms of Reference is established for each LEMC to provide members with a common understanding of how the meetings will be administered under the EM Act. The LEMC is not administered under the Local Government Act.

A sample LEMC Terms of Reference template is attached at **Appendix A**. This template is also available to download on the [SEMC website](#). The LEMC may wish to refine the Terms of Reference to suit their own needs.

### 2.6.3 Meeting types

The following meeting types may be held:

- **Ordinary meeting** – as scheduled and outlined in 2.6.1.
- **Extraordinary Meeting** – to deal with a specific or urgent issue.
- **Out of session** – unscheduled meetings that are held without a requirement for a physical presence. Out of session meetings are typically held for urgent items at the discretion of the LEMC Chair and Executive Officer (i.e., an endorsement by members of a proposal via email)
- **Working Groups or sub committees** – can be created to work on a specific task or project.

Meetings can include other more interactive EM activities such as workshops, exercises, or presentations. Consideration may be given to invite neighbouring LEMCs or a wider audience to these activities to raise awareness of EM considerations and build cross border relationships.

Meetings can be held:

- face to face
- by electronic means (videoconferencing, teleconferencing i.e., Microsoft Teams, Zoom or similar)
- a mix of face to face and tele/videoconferencing for those unable to attend in person.

### 2.6.4 Quorums

A quorum for the committee is recommended to be at least 50% of its voting membership.

If a quorum is not met the Chair can:

- proceed with the meeting, however no resolutions can be endorsed. (These could however be endorsed later out of session via email or similar)
- progress all the agenda items out of session
- reschedule the meeting
- cancel the meeting if no urgent agenda items exist.

### 2.6.5 Meeting documents

To ensure the efficient administration of the LEMC, the Executive Officer is responsible for the timely distribution of meeting documents.

#### Meeting Agenda and Minutes

Every LEMC meeting should include standing agenda items as described in State EM Preparedness Procedure 3.7. The quarterly meeting agenda may vary relative to the season, risk profile and any topical EM themes within the district. These are outlined in the table below.

Examples of LEMC meeting agenda are provided at **Appendix B** and these may be tailored to suit the needs of each LEMC. These templates are also available to download on the [SEMC website](#).

Standing agenda items, as well as those that may be considered based on a seasonal basis are outlined in the Table 2 .

Table 2. Standing agenda items

Item	Items that should be provided in accordance with State EM Procedure 3.7	Additional items to assist with maintaining effective LEMA.
Standing Agenda Items	<ul style="list-style-type: none"> <li>• Update contact details and maintain contact list. (LEMC members and emergency and other relevant services contacts)</li> <li>• Update committee membership and resources</li> <li>• Table Post Incident reports, season reviews - discuss/action outcomes</li> <li>• Table Post exercise reports, discuss/action outcomes</li> <li>• Emergency risk management/treatment strategies progress</li> </ul>	<ul style="list-style-type: none"> <li>• Table correspondence.</li> <li>• Review action list.</li> <li>• Review business plan strategies and record progress.</li> <li>• Plan and schedule exercises.</li> </ul>
Items for consideration relative to the risk profile of the local government area/s.	<ul style="list-style-type: none"> <li>• Discuss funding opportunities and if these can be used to treat limitations or gaps identified</li> <li>• Request member input to consider any emerging risks or issues to be shared with the committee</li> <li>• Examine sections in the LEMA and update accordingly</li> </ul>	<ul style="list-style-type: none"> <li>• Any topical EM relevant information/ presentations</li> <li>• Review of capability areas that need improvement for discussion and/or workshopping.</li> <li>• Discuss/action preparedness ideas for the upcoming season.</li> </ul>

### Minutes

Meeting minutes should be taken for each meeting, distributed to members, and be made publicly available.

## 2.6.6 Confidentiality

Sensitive subjects will often be discussed at LEMC meetings. Attendees at LEMC meetings should keep these conversations confidential.

## 2.7 Reporting

### 2.7.1 Annual Reporting

At the end of the financial year, the LEMC is required to prepare and submit an annual report on activities undertaken to the DEMC. The local government/s is responsible for completing the annual report requirements. The annual report should be prepared within such reasonable time, and in the manner, as directed in writing by the SEMC. Further details for the content of the Annual Report are detailed in State EM Preparedness Procedure 3.17.

Information from LEMC Annual Reports is used in the SEMC Annual Report which is presented to the Minister for Emergency Services.

## 2.7.2 Reporting to DEMC

To ensure good communication between the LEMC, DEMC and SEMC, it is good practice to send a copy of all LEMC minutes and any other key documents to the DEMC Executive Officer for noting. This enables the DEMC Executive Officer to analyse district wide information/issues for any commonalities and themes which may be occurring across multiple yet separate areas. These can then be raised and addressed at the DEMC or forwarded to the SEMC for further action if required.

Issues beyond a LEMCs capacity or of significance can be raised to the DEMC. There are three ways this can happen:

- a LEMC member representing their individual LEMC that sits on a DEMC can table the issue directly
- the LEMC member representing several local governments can raise the issue
- the LEMC Executive Officer can liaise directly with the DEMC Executive Officer to have issues tabled.

## 2.7.3 LEMC Business Plan

Planning is a key component to the success of LEMCs, and a LEMC Business Plan can greatly assist by providing a clear practical direction for the LEMC.

The LEMC Business Plan can:

- ensure local objectives are aligned to the DEMC and SEMC strategic plan, capturing key district priorities
- clearly outline the LEMCs priorities for the nominated time period
- assist to monitor progress and document achievements.

The relevant DEMA can provide guidance about developing a LEMC business plan.





**Part Three:**

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**Local Emergency  
Management  
Arrangements**

The term LEMA refers to the collection of all emergency management documentation, plans, systems, processes, agreements, and memorandums of understanding which affect the local government district. The LEMA are the overarching document and associated sub-plans which the local government is responsible for developing, maintaining, and testing.

## 3.1 Legislative Requirement

Under section 36 of the EM Act, it is a function of a local government to ensure that effective LEMA are prepared and maintained for its district. The LEMA must be consistent with the State EM Policy, State EM Plan, State Hazard Plans, State Support Plans (s. 41(3) EM Act)) and set out specific matters identified in section 41(2) of the EM Act.

Development, distribution or communication, review and testing of LEMA should be in accordance with State EM Preparedness Procedure 3.8.

Local governments are to ensure that LEMAs are reviewed as below:

- after an event or incident requiring the activation of an Incident Support Group (where appropriate), or after an incident requiring significant recovery coordination
- every five years
- whenever the local government considers it appropriate.

The contacts and resources list should be reviewed and updated as needed but at a minimum quarterly.

Please note, the local government can undertake a small review, or statement of fact changes with only minor amendments at any time without going through the consultation and approval process. This should be noted at the relevant LEMC meeting.

## 3.2 LEMA Guideline

The LEMA Guideline and model has been developed to assist with the development of LEMA.

The DEMA responsible for the district will also be able to provide advice and assist throughout the LEMA development process and will ensure that the core topics have been covered to ensure compliance with the EM Act, and to keep your LEMA useful in all applications.

While models and examples vary between local governments, they all cover the required basic EM topics that should be considered. These are contained within the LEMA guideline, to ensure effective planning for emergency events. A list of these EM requirements and examples of additional content are outlined in Table 3.



Table 3. LEMA Content Examples

Section	Basic EM requirement	Examples of content
1.	Introduction	<ul style="list-style-type: none"> <li>• Aim, Purpose, Scope</li> <li>• Roles and Responsibilities</li> <li>• LEMC Membership</li> <li>• Agreements and Understandings.</li> <li>• Exercising, reviewing and annual reporting</li> <li>• Emergency management policies</li> <li>• Existing local plans and arrangements</li> <li>• Community consultation</li> </ul>
2.	Coordination of Emergencies	<ul style="list-style-type: none"> <li>• AllIMs overview, IMT, ISG considerations</li> <li>• Financial arrangements</li> </ul>
3.	Risk	<ul style="list-style-type: none"> <li>• Risk management</li> <li>• Special considerations</li> <li>• Critical infrastructure</li> <li>• Emergencies likely to occur</li> <li>• Risk Register – (treatment strategies if developed)</li> </ul>
4.	Evacuation	<ul style="list-style-type: none"> <li>• Identification of evacuation centres</li> <li>• Key roads/maps, specific evacuation plans for key areas.</li> <li>• Evacuation to other Local Government areas</li> <li>• Special Needs or Vulnerable Groups</li> </ul>
5.	Emergency relief and support	<ul style="list-style-type: none"> <li>• Refer to the Department of Communities Local EM Plan for the provision of Emergency Relief and Support Services</li> <li>• Local Emergency Relief and Support Coordinator and liaison officer roles</li> <li>• Opening and coordination of evacuation centres</li> <li>• Refer to the Department of Primary Industries and Regional Development resources for Animal Welfare Plan.</li> </ul>



Section	Basic EM requirement	Examples of content
6.	Recovery plan	<ul style="list-style-type: none"> <li>• Roles and Responsibilities of the:</li> <li>• Local Recovery Coordinator</li> <li>• Local Recovery Coordination Group</li> <li>• Controlling Agency/Hazard Management Agency</li> <li>• State Recovery Coordinator</li> <li>• Commencement of recovery</li> <li>• Resources</li> <li>• National Principles of Recovery</li> <li>• Example actions and strategies</li> <li>• Example Local Recovery Coordination Group and subcommittee structure and terms of reference</li> <li>• Local Recovery Coordination Group meeting agenda template</li> <li>• Financial strategies</li> <li>• Identification of recovery resources, MOUs, or agreements for mutual aid.</li> <li>• Identification of Recovery Centres</li> <li>• Operational Recovery Plan – template</li> </ul>
7.	Communications Plan	<ul style="list-style-type: none"> <li>• Local public warning systems</li> <li>• Communication Principles (inclusive communications such as vulnerable groups)</li> <li>• Communications in the preparedness, response, and recovery stages.</li> <li>• Referral to a communications plans or provision of a communication plan template.</li> </ul>
8.	Contacts and Resources Register	<ul style="list-style-type: none"> <li>• LEMC members contacts</li> <li>• Emergency Services and Support Organisations</li> <li>• Utilities and services</li> <li>• Special Arrangements/ MOUs</li> <li>• At-risk groups</li> </ul>

### 3.3 Consultation process for LEMA

LEMC members play an important role within the development or review process. Ensuring LEMC members and other identified key stakeholders have input into the process greatly enhances the quality and usefulness of the LEMA.

Local governments and LEMCs preparing LEMAs may be expected to convene forums or provide papers, displays or other materials to ensure effective consultation. Consultation should commence early, allowing sufficient time and flexibility for the emergence of new ideas and proposals.

During the process, it is recommended the DEMA responsible for the district is consulted to provide advice. DEMAs can provide examples of contemporary best practice LEMAs and assist through each stage of the development or review.

Upon completion of the draft LEMA, the document should be distributed for comment to:

- The DEMA responsible for the district (who will validate the document for compliance against the legislative requirements)
- The LEMC members
- The local government's DEMC who may make recommendations to the LEMC if it identifies matters that would enhance the operational effectiveness of the LEMA.

Where appropriate, the LEMA may be provided to members of the public for comments. All confidential and contact details should be removed before doing so.

### 3.4 Approval and noting process

Prior to approval by council, local government should:

- review the plan to ensure that relevant parties have been consulted in the development of the LEMA
- ensure that endorsement has been gained from their LEMC, with the date of endorsement reflected in the minutes and the arrangements

On completion of the consultation process the local government should table the LEMA at a local government council meeting for approval, as soon as reasonably practicable.

Once approved by Council the LEMA are to be distributed

- to the DEMC for noting
- from the DEMC to the SEMC for noting and inclusion at the next SEMC meeting
- to other agencies, industries and persons as considered appropriate by the local government including neighbouring local governments, local libraries, and related committees.

### 3.5 Review

LEMA must be reviewed at least every five years or following an exercise or incident review as per section 1.5.10 of the State EM Policy. This will ensure contents remain up to date and accurate.





**Part Four:**

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**Local Level  
Exercising**

The review and validation of local EM arrangements is a key function of a LEMC, as set out in section 39 of the EM Act. Exercises are a way to review the LEMA and are an essential component of preparedness.

## 4.1 Aim

Exercises should be used to enhance capability and contribute to continuous improvement. A well-designed exercise provides a safe environment to test capabilities, familiarise personnel with roles and responsibilities and foster meaningful interaction and communication across organisations.

## 4.2 Objectives

Key objectives of a LEMC exercise are to:

- test the effectiveness of local emergency management arrangements
- train personnel and clarify roles and responsibilities
- raise awareness of likely emergencies
- allow participating agencies an opportunity to test their specific processes
- build stronger interagency networks
- test understanding of the multi-agency support processes to response and recovery and encourage cross agency understanding of capabilities and limitations
- to identify any capability gaps or areas for improvement and implement solutions.

LEMC exercising concentrates on local issues that may occur, including during a significant emergency event and may include exercising capabilities around topics such as multi-agency coordination, evacuation, emergency relief and support, communications, business continuity and recovery.

LEMC exercising is not designed to test the proficiency of local emergency responders to respond to everyday incidents. Training and exercising local emergency services is the responsibility of the EM agency that those services belong to. Sometimes, however, local response scenarios can be included effectively into the overarching LEMC exercise.

## 4.3 Capability based exercising

The Western Australia Managing Exercises Guideline (exercise guideline) outlines the need to ensure all exercising is risk and capability based. It is recognised that capabilities that enable agencies to effectively prepare, respond and recover from emergencies are often common across all the 28 prescribed emergency hazards.

Under the exercise guideline, local governments and their LEMCs may use the SEMC EM Capability framework as a baseline to determine their exercise needs and requirements to close self-assessed capability gaps and report on their activity.

Each Local Government is asked to utilise capability analysis tools and data to identify which capabilities they need to practice, or those that pose the greatest risk to their capacity. In the first instance, it is recommended that local governments use existing sources of data to contribute to this process. These could include:

- previous Annual and Preparedness Report Capability Survey responses



- lessons identified from previous exercises
- knowledge from past incidents and after-action reports
- any issues raised at the LEMC, DEMC or subcommittee meetings, DEMA input and discussion.

## 4.4 Types of exercises

Exercising can take place in many forms and be either small or large, simple, or complex. The most commonly used exercise types in EM are listed below:

**Discussion exercises:** are designed to stimulate discussion of issues or to assess plans, arrangements, policies, and procedures. Discussion exercises include seminars, agency presentations and hypotheticals. They should explore the broader issues identified through a capability gap analysis and result in an agreement of resolution between the participants.

**Functional exercises:** are a repetitive, methodical activity undertaken to reinforce specific skills, procedures, or arrangements. These exercises are designed to familiarise, educate, and inform individuals and groups of their roles and responsibilities, explore capabilities, understand multiple functions and interagency relationships and interdependencies. Functional exercises take place in an operational environment and require participants to perform the functions of their roles. Functional exercises should familiarise and guide participants through their emergency management roles or functions.

**Field Exercises:** are generally a large scale, complex activity conducted in “real time” under simulated conditions involving the deployment of personnel and other resources. Field exercises are designed to achieve maximum realism and test organisational performance and interagency cooperation.

Local governments, in conjunction with LEMCs can choose any style of exercise that suits their aims and objectives. The discussion exercise remains the most popular choice as it suits the exploration of the broader issues of a major emergency which would be difficult to reproduce with any realism in a functional or field exercise.

## 4.5 Frequency

The State EM Policy section 4.8.8.3 states that local governments must exercise at least annually in consultation with their LEMC.

## 4.6 Post exercise reporting requirements

The State EM Policy 4.11.3 states that local governments must submit post-exercise reports to their DEMC, as soon as practicable after the exercise.

## 4.7 Exercise tools

Several tools exist to assist with local level emergency management exercises.

- Western Australian Managing Exercises Guideline

Please contact the DEMA responsible for the district for additional exercise planning tools and templates.

A lush tropical forest scene with dense green foliage, including palm trees and various other plants, creating a vibrant and natural background.

# Appendices

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## Appendix A: Sample LEMC Terms of Reference template

**Adopted:** Insert Date

**Last Reviewed:** Insert Date

**Review Date:** Every 5 years or as required

**Associated Legislation:** Emergency Management Act 2005

**Associated Documents:** State Emergency Management Policy and Procedure

### 1.0 Name

<< Insert Name >> Local Emergency Management Committee (LEMC)

### 2.0 Aim

The aim of the LEMC is to collaborate with local support organisations, hazard management agencies, and industry representatives, to collectively build a resilient community that is prepared to respond and recover from an emergency.

### 3.0 Objectives

- Develop local emergency management arrangements (LEMA) that are practical to all stakeholders and service agencies.
- Ensure that LEMA are contemporary and relevant to the community and addresses all possible risks and scenarios.
- Participate in inter-local government relations to further emergency management cooperation within the emergency management district.
- Build resilience and engage with the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
- Participate in interagency training exercises that improve the capabilities and knowledge of the LEMC, local stakeholders, and hazard management agencies.
- Exercise the LEMA to test their effectiveness in practical applications, and actively strive for continuous improvement.
- Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
- Strategise ways to mitigate potential emergencies and to improve recovery arrangements.

### 4.0 Duties and Responsibilities

Advise and assist the << name of LG/s>> in ensuring that local emergency management arrangements are established for its district.

- Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.



- Perform at least one emergency training exercise a year to assist improve the capabilities of their community to prepare for, respond to and recover from emergencies.
- Prepare and submit an annual report on activities undertaken by the LEMC during the financial year to the District Emergency Management Committee for the district.

## 5.0 Membership

Membership notes:

- Special guests may be invited to attend committee meetings as determined by the LEMC Executive Officer, in consultation with the LEMC Chair.
- Each voting member should nominate a proxy to the Executive Officer within their agency or organisation to attend if the appointed member is absent.
- Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson. Repeated non-attendance may result in the Chairperson notifying the District Emergency Management Committee.
- Members representing agencies and organisations that can no longer participate in the committee should advise the Executive Officer of their resignation and nominate an alternative representative for membership.
- Committee membership will be reviewed at each meeting by the LEMC Executive to ensure that it is representative of the community and the potential risks and scenarios.
- New members may join the LEMC via resolution of the committee.

## 6.0 Meeting Management

### 6.1 Chairperson

- The Chairperson should be an elected member of Council. Council is to appoint the Chairperson and an elected member as the Chairpersons proxy. In the absence of the Chair, the appointed proxy will act as the Chairperson.

### 6.2 Deputy Chair

- The Local Emergency Coordinator should be appointed as Deputy Chair.

### 6.3 Executive Officer

- The LEMC Executive Officer is the << position within the local government>>

### 6.4 Quorum

- A quorum for the committee will be at least 50% of its voting membership.

### 6.5 Minutes/Agendas

- The Executive Officer is responsible for preparing agendas and minutes of all business transacted at each meeting.
- A draft agenda will be emailed to members three (3) weeks prior to the meeting. Members have two weeks to include agenda items and/or comments. The final agenda will be issued to members one week prior to the scheduled meeting.
- Copies of the meeting minutes will be made available to Council by way of information at least one month

after the committee meeting. Meeting minutes will be forwarded to Committee members two (2) weeks post the meeting.

## **6.6 Schedule**

- Meetings will be held quarterly throughout the financial year and scheduled by the Chairperson. The schedule will be advised by the Executive Officer. (List of dates, for example, 3rd Thursday of each quarter March, June, September, December).
- Additional meetings will be convened if and as required at the discretion of the Chairperson.

## **6.7 Authority**

- The LEMC does not have the authority or power to commit the Council or <<Local Government>> or any association, organisation, group or individual to expenditure without the City's/Shires endorsement.
- The LEMC is required to gain Council approval if the Committee wishes to alter these Terms of Reference.

# **7.0 Schedule 1 – Membership**

## **7.1 Community/Agency LEMC Members (Voting):**

Member 1

Member 2

Member 3

## **7.2. Local Government LEMC Member (Voting):**

Member 1

Member 2

Member 3

## **7.3. Invited Guests (Non-voting):**

Guest 1

Guest 2

Guest 3

# Appendix B: Sample LEMC Meeting Agenda templates

Word document templates can be found on the on the [emergency management tools webpage](#) of the SEMC website. This appendix provides an outline of the suggested items to include within an agenda.

## Sample agenda template 1

Meeting Date:

Location:

Time:

Videoconference link:

*Emergency Management Act 2005 (Section 39) Functions of local emergency management committees:*

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district.
- (b) to liaise with public authorities and persons in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as direct by the SEMC or prescribed by the regulations.

### 1.0 Opening and Welcome

*Acknowledgment of Country.*

### 2.0 Attendance and Apologies

### 3.0 Disclosure of Interests

*Identify real, perceived, or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be declared now and if possible, raised with the Chair prior to the meeting to determine the appropriate way to manage the conflict.*

### 4.0 Guest Presentations

4.1 Presentation 1

4.2 Presentation 2

### 5.0 Confirmation of Meeting Minutes

*Moved by XXXX; Seconded by XXXX*

*The committee approved the minutes of the XXXXX LEMC meeting held on XXXX.*

### 6.0 Review of Action list and business arising

Item	Owner	Status

## 7.0 Correspondence

- 7.1 Correspondence In
- 7.2 Correspondence Out
- 7.3 Information tabled

## 8.0 Review of LEMC membership and contact list updates

## 9.0 Local Emergency Management (standing items)

- 9.1 Post Incident Reports – discussion and note any outcomes to be actioned.
- 9.2 Post Exercise Reports – discussion and note any outcomes to be actioned.
- 9.3 Exercise – discuss objectives, scenario, and dates.
- 9.4 Review Local Emergency Management Arrangements – updates as required.
- 9.5 Risk management update – monitor and review, emerging risks, mitigation.
- 9.6 Review LEMC business plan – monitor progress
- 9.7 Review funding opportunities

## 10.0 Agenda Items

Item one

Item two

## 11.0 Agency/Member Reports

*Members to consider:*

- *Capability and limitations for the coming season (resources/staffing)*
- *Any known emerging risks*
- *Any scheduled exercises*
- *Outcomes or lessons learnt from any incidents or exercises.*

## 12.0 General Business

## 13.0 Next Meeting

13.1 *LEMC calendar*

Date	Activity	Venue	Comment

## 14.0 Meeting Closure

Sample agenda template 2

[INSERT NAME] Local Emergency Management Committee Meeting Date [INSERT DATE]

1.0 Administration

- 1.1 Open Meeting
- 1.2 Acknowledgement of Country
- 1.3 Attendance and apologies
- 1.4 Confirmation of previous minutes
- 1.5 Correspondence in and out
- 1.6 Action items from previous meeting
- 1.7 Emergency contacts update
- 1.8 Guest presentation/s

2.0 Standard Reporting

- 2.1 Post incident reports
- 2.2 Post exercise reports
- 2.3 Exercise schedule
- 2.4 Local Emergency Management Arrangements update
- 2.5 Emergency Risk Management update
- 2.6 Agency/member reports
- 2.7 Agenda items
- 2.8 General business

3.0 Quarterly Reporting

Quarter	Reporting activities
1 <sup>st</sup> quarter (July-Aug-Sept)	<ul style="list-style-type: none"><li>• LEMC Business Plan tabled</li><li>• Annual Meeting Schedule</li><li>• Exercise Date for financial year</li></ul>
2 <sup>nd</sup> quarter (Oct-Nov-Dec)	<ul style="list-style-type: none"><li>• Seasonal Review</li><li>• State Preparedness Report Review</li></ul>
3 <sup>rd</sup> quarter (Jan-Feb-Mar)	<ul style="list-style-type: none"><li>• LEMC Business Plan developed</li></ul>
4 <sup>th</sup> quarter (April-May-June)	<ul style="list-style-type: none"><li>• Complete Annual Preparedness Survey and Annual Report</li><li>• Exercise Schedule developed</li></ul>

4.0 Next Meeting and Close







**9.4.7 Shire Policy Staff-010 Discrimination, Harassment & Bullying –  
Draft  
Shire Policy Staff-010 – Current Version**



# SHIRE OF KONDININ

## STAFF-010: DISCRIMINATION, HARASSMENT AND BULLYING

<b>Policy Name</b>	Discrimination, Harassment and Bullying
<b>Responsible Department</b>	Office of the Chief Executive Officer
<b>Policy Owner</b>	Chief Executive Officer
<b>Applicable To</b>	Councillors, Shire employees, Contractors, Volunteers and third parties engaged in Shire related activities.

### 1. Objective

The Shire of Kondinin is committed to providing a workplace that is free from bullying, sexual harassment, discrimination and vilification; and that is consistent with our obligations under Western Australian and Commonwealth law.

This Policy is intended to:

- Prevent unlawful conduct by identifying risks and putting in place control measures.
- Provide clear reporting, investigation and resolution procedures that are fair, timely and trauma informed.
- Ensure support for complainants and respondents; and to
- Demonstrate that the Shire has taken reasonable steps to prevent and respond to unlawful conduct.

### 2. Scope

This policy applies to all employees (permanent, temporary, casual), councillors, volunteers, contractors, consultants and third parties while engaged in Shire-related activities, on Shire premises, at work-related events and via work-related electronic communications.

The application of this policy extends to:

- How the Shire provides services to ratepayers, customers and how it interacts with other members of the public.
- All aspects of Shire employment including recruitment and selection, conditions and benefits, training and promotion, task allocation, shifts, hours, leave arrangements, workload, equipment and transport.
- On-site, off-site, or after-hours interactions between workers, work-related social functions, conferences including wherever and whenever workers may be because of their Shire duties, and
- A worker's treatment of other workers and of other members of the public encountered during their Shire duties.



### 3. Definitions

**Bullying (workplace):** A worker is bullied at work if, while the worker is at work, a person, whether as an individual or as part of a group of individuals, repeatedly behaves unreasonably towards the worker and that behaviour creates a risk to the health or safety of the worker. Actual harm to a worker's health or safety is not necessary. However, there must be a demonstrated risk to the health or safety of the worker and this risk must be real. Bullying is unlawful under the Work Health and Safety Act 2020 (WA) and the Work Health and Safety (General) Regulations 2020 (WA).

Examples of repeated unreasonable behaviour constituting bullying at work include, but are not limited to:

- intimidation.
- coercion.
- threats.
- humiliation.
- malicious pranks.
- physical, verbal and emotional abuse.
- harassment.
- isolation.
- ostracism.
- rumour mongering; and
- discrimination.

Bullying does **not** include reasonable management action that is carried out in a reasonable manner. Examples include, but are not limited to:

- Conducting business or undertaking appropriate management action and making appropriate management decisions.
- Making necessary decisions to respond to poor performance.
- Taking disciplinary action.
- Directing and controlling the way work is carried out.
- Allocating work.
- Providing fair and constructive feedback on a worker's performance.

The use of the term 'individual' is broad. It means that a worker is protected from bullying at work perpetrated by their employer, a colleague, a contractor, a client or a customer of the business or undertaking in which the worker works.

**Bullying, Sexual Harassment & Discrimination Operating Procedures** refer to the formal processes and practices established to prevent, identify, manage, and resolve incidents of bullying, sexual harassment, and discrimination within the workplace. These procedures outline the steps to be followed by workers and management when concerns arise, including:

- Reporting and recording complaints or incidents;
- Assessing and addressing complaints in a timely, fair, and confidential manner;
- Supporting affected parties through appropriate guidance and resources;
- Conducting investigations in accordance with organisational and legislative requirements;
- Implementing corrective or disciplinary action where necessary; and
- Monitoring and reviewing outcomes to ensure a safe, respectful, and inclusive workplace.



**Discrimination:** Discrimination in Western Australia refers to the unfair treatment of a person or group differently from others based on personal characteristics such as age, gender, race, religion, or disability. It is against the law to discriminate in areas of public life including education and employment.

Discrimination can occur in two forms:

- direct, where an individual is treated less favourably than others, and
- indirect, where a seemingly neutral rule disproportionately affects a particular group.

**Sexual harassment:** Sexual harassment in Western Australia is defined under the Equal Opportunity Act 1984 as any unwelcome sexual advance or request for sexual favours or conduct of a sexual nature that creates an intimidating, hostile, or offensive work environment. It is unlawful for a person to be subjected to such conduct in areas of public life, including workplaces. The act emphasizes that the harassed person must have reasonable grounds to believe that if they reject the advance, refuse the request, or object to the conduct, they will be disadvantaged or they are in fact disadvantaged. Engaging in sexual harassment is unlawful under the Sex Discrimination Act 1984 (Commonwealth) and the Equal Opportunity Act 1984 (WA)

**Victimisation** in the context of the Equal Opportunity Act 1984 refers to treating someone unfairly because they have made or plan to make a complaint. This includes actions such as threats, harassment, or intimidation related to a complaint about discrimination, bullying, or other unfair treatment. Victimisation is unlawful and can lead to serious consequences, including being treated differently or unlawfully due to having made a complaint.

### **Worker**

In Western Australia (WA), an individual can be defined as a worker under the Work Health and Safety Act 2020, which includes any person who carries out work for a person conducting a business or undertaking. This definition encompasses full-time, part-time, casual, and seasonal workers, as well as those engaged in specific work outside their normal trade or business. Additionally, the Industrial Relations Act 1979 provides an objective test to determine whether an individual is an employee or an independent contractor, considering factors like control over the work and the nature of the relationship.

The use of the term 'individual' is broad. It means that a worker is protected from bullying at work perpetrated by their employer, a colleague, a contractor, a client or a customer of the business or undertaking in which the worker works. It can also include an individual who is a national system employer or employee.

For the purpose of this policy, worker includes: all employees (permanent, temporary, casual), councillors, volunteers, contractors, consultants and third parties while engaged in Shire-related activities, on Shire premises, at work-related events and via work-related electronic communications.

**A worker at work** means carrying out work in any capacity for a person conducting a business or undertaking. This may be at the worker's workplace or at a place other than their workplace, including where a worker is engaging in an activity which is authorised or permitted by their employer such as attending a work Christmas party.



## 4. Legal Framework

The courts have emphasised that an employer must take “reasonable steps” to prevent and respond to harassment — including clear policies, training, accessible reporting channels, timely investigations, appropriate remedial action and record-keeping. The Shire adopts these measures as minimum standards.

The Shire’s legal obligations include, but are not limited to:

- **The Sex Discrimination Act 1984** (Cth) — prohibits sexual harassment and imposes a positive duty on employers to prevent sexual harassment in workplaces.
- **Work Health and Safety Act 2020** (WA) — requires persons conducting a business or undertaking (PCBUs) to eliminate or minimise risks to health and safety, which includes managing workplace sexual harassment and bullying as psychosocial hazards.
- **Equal Opportunity Act 1984** (WA) — prohibits discrimination and harassment on a range of protected grounds within WA.

## 5. Principles

The Shire will:

- Take all complaints seriously and respond promptly, impartially and confidentially (to the extent possible).
- Apply a trauma-aware, survivor-centred approach to complainants, and procedural fairness to respondents.
- Provide protection from victimisation for complainants, witnesses and those who assist with investigations.
- Record, monitor and promptly act on systemic risks and repeat incidents.
- Provide training and preventive controls to create a safe workplace.
- Review this Policy and prevention actions annually or after any material incident.

## 6. Roles & Responsibilities

- **Chief Executive Officer (CEO):** holds ultimate responsibility for compliance, resourcing prevention and ensuring enforcement. Operates reporting channels, manages investigations (or engage independent investigator), maintains records, provides support and training.
- **Managers & Supervisors:** actively enforce the Policy, model behaviour, complete risk assessments, take immediate steps when issues arise (including interim protections) and employee training and development to encourage active understanding and compliance.
- **Employees, councillors, contractors & volunteers:** comply with the policy, participate in training, report incidents and cooperate with investigations.





## 7. Prevention - Risk Management & Controls

The Shire will implement the following minimum controls to meet “reasonable steps” expectations:

1. **Risk assessments:** conduct formal psychosocial risk assessments (including gender-based risk factors) annually and whenever workplace changes occur.
2. **Policy & procedure visibility:** publish this Policy on the Shire website, induction packs and staff noticeboards.
3. **Training:** mandatory, role-based training for all staff and councillors on bullying, sexual harassment, bystander intervention, cultural safety and reporting options — refreshed on an annual basis.
4. **Leadership training:** additional modules for managers on handling disclosures, interim risk controls, and conducting risk assessments.
5. **Safe systems:** ensure rostering, lone-worker protocols, client-handling procedures and IT systems reduce exposure to risk.
6. **External pathways:** clearly advise staff how to access external complaint mechanisms and employee support services.
7. **Bullying, Sexual Harassment & Discrimination Operating Procedures:** the procedures are aligned with this policy and are intended to provide an overarching approach to the application of this policy.

## 8. Policy Breaches

Any breach of this policy may result in disciplinary action up to and including the termination of employment at the Shire. Workers are reminded that breaches of applicable legislation are unlawful.

## Document References & Information

<b>Legislation</b>	Local Government Act 1995 Work Health and Safety Act 2020 (WHS Act) Equal Opportunity Act 1984 Sexual Discrimination Act 1984 (Cth) Racial Discrimination Act 1976 (Cth) Human Rights Commission Act 1986 (Cth) Disability Discrimination Act 1992 (Cth) Age Discrimination Act 2004 (Cth)
<b>Regulation</b>	Work Health and Safety (General) Regulations 2022
<b>Local Law</b>	Not Applicable
<b>Shire Policy</b>	Shire of Kondinin Grievance Resolution Policy
<b>Procedural</b>	Bullying, Sexual Harassment & Discrimination Operating Procedures Shire of Kondinin Code of Conduct
<b>Related Sources</b>	Western Australian Government ( <a href="http://www.wa.gov.au">www.wa.gov.au</a> )
<b>Policy Owner</b>	Chief Executive Officer / Managers
<b>Risk Rating</b>	Medium



# Document Control

Date	Version	Reason for Modification	Resolution Reference	Next Review
1/11/2025	1	New policy		Nov 2026

DRAFT

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	3064
Resolution Date	16 <sup>th</sup> August 2017
Old Policy Number	10.1.5
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995 Equal Opportunity Act 1984
Link to Strategic Plan	4.2 Manage the organisation in a responsible and accountable manner 4.3 Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance
Guidelines	N/A
Next Review	

## Objective

To provide clear expectations of Management and employees in relation ensuring equal opportunities for all.

## Scope

This policy applies to all managers and employees.

## Policy

The Local Government aims to provide an environment of fairness and equity in its workplace. Council believes that equal opportunity creates a more harmonious and productive workplace, which not only benefits Council, but also, the wider community.

Council considers it the right of every individual to carry out their job in an environment which promotes job satisfaction, maximises performance and provides economic security. Such an environment is dependent of it being free from all forms of harassment, discrimination and victimisation.

Council operates under the following State and Federal legislation (as amended):

- The WA Equal Opportunity Act 1984
- The Racial Discrimination Act (Cth) 1976
- The Sex Discrimination Act (Cth) 1984
- The Human Rights and Equal Opportunity Commission Act (Cth) 1987
- The Disability Discrimination Act (Cth) 1992

In accordance with the WA Equal Opportunity Act 1984, the Local Government shall develop and maintain an Equal Opportunity Management Plan.

### **Definitions**

**Discrimination** is treating someone unfairly due to their race, sex, marital status, pregnancy, impairment, religious or political conviction, age, family responsibility or family status. These grounds may change as legislation is amended.

**Harassment** is defined as any unwelcome, offensive comment or action relating to the grounds of discrimination. It is behaviour towards another employee that is offending, humiliating or intimidating. It shall not be condoned and if necessary, disciplinary action shall be taken.

Any individual who experiences harassment should immediately make it clear to the person(s) concerned that such behaviour is unwelcome. However, if the individual has difficulty in doing this, then assistance should be sought from others to meet with the person(s) concerned.

### **Procedure**

It is the responsibility of all staff to ensure that proper standards of conduct as contained in the Local Governments Code of Conduct are upheld in the workplace. Management and staff in supervisory positions shall ensure that the work environment is free from all forms of harassment and discrimination.

Allegations of discrimination or harassment may be discussed or assistance sought from the Human Resources Department or the Chief Executive Officer.

Harassment allegations shall be considered seriously and sympathetically, and authorised and trained mediators shall attend to them promptly and confidentially. In all cases, the utmost care shall be taken to investigate allegations impartially by recognising the rights of all parties. Victimisation of any party will not be tolerated by the Local Government.

However, if an employee is dissatisfied with the outcome of any conciliation attempt, they may take the matter up with the Equal Opportunity Commission or their Union.

### **Equal Employment Opportunity**

In accordance with the Local Government Act 1995 (as amended) the Council shall recruit in accordance with the principles of merit and equity and shall ensure that discrimination does not occur.

All employment training with the Council shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.

All promotional policies and opportunities with the Council shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

The equal employment opportunity goals of the Council shall be designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

## **Council's Obligations**

The Local Government has a legal obligation to make sure that the Council is free from discrimination and harassment. The following laws state this requirement:

- The WA Equal Opportunity Act 1984
- The Racial Discrimination Act (Cth) 1976
- The Sex Discrimination Act (Cth) 1984
- The Human Rights and Equal Opportunity Commission Act (Cth) 1987
- The Disability Discrimination Act (Cth) 1992

Council also has a moral obligation to ensure its staff are not subjected to other forms of harassment. All employees are expected to treat each other with consideration and respect at all times.

## **Responsibilities**

The overall responsibility for monitoring the effectiveness, the policy and management plan lies with the Chief Executive Officer, however Council recognises that equal opportunity is the responsibility of everyone in the Council, and as such will ensure that advice on equal opportunity matters is available on an on-going basis to all staff.

The co-ordination of the equal opportunity function within Council is primarily the responsibility of the Human Resources section.

The **Chief Executive Officer** is responsible for:

- The maintenance of equal opportunity statistics;
- The distribution and maintenance of the EO & Diversity Plan;
- Ensuring that the EO & Diversity Plan is in accordance with legislative requirements;
- The identification, organisation and evaluation of equal opportunity training to meet Council's equal opportunity and diversity goals;
- Ensuring recruitment and selection procedures for Council are not discriminatory;
- Providing advice and/or assistance to employees who feel they are being discriminated against or harassed;
- Coordinating investigations for a discrimination or harassment complaint.
- Recording informal and formal allegations;
- Making and carrying out training recommendations.

Other employees within Council have responsibilities for ensuring the implementation of equal opportunity. These employees include Directors, Managers, Supervisors and individual employees.

**Managers and Supervisors** are responsible for:

- Promoting the aims and objectives of the equal opportunity policy and objectives;
- Ensuring that staff of the Department participate in equal opportunity training; • Ensuring that Supervisors fulfil their responsibilities in regards to equal opportunity.
- Ensuring that staff of the section (or who they supervise) are acting in a non-discriminatory manner, free of harassment;
- Ensure that all new staff of the section (or who they supervise) attend Council's induction training;



- Ensuring that all new staff of the section (or who they supervise) have equal access to employment and training opportunities subject to individual, section and corporate priorities;

**All employees** of Council are responsible for:

- Treating all work colleagues equally, in a non-discriminatory manner and with consideration and respect;
- Undertaking equal opportunity training provided by Council;

### **Approach**

The strategy that Council will implement to achieve the EO and Diversity Management Policy includes:

1. Devise policies and procedures to meet the legislative requirements;
2. Communicate those policies and procedures to the staff of council;
3. Collect and record appropriate information;
4. Review human resources practices within the Council (including recruitment techniques, selection criteria and training) with a view to identifying any discriminatory practices;
5. Set goals against which the success of the plan can be assessed; 6. Appoint appropriate Council staff to be responsible for the above.

### **Purpose**

The purpose of this plan is to create an environment of equal opportunity and diversity to achieve good working relationships. The goals of this plan are as follows:

1. Council will actively work to raise the level of awareness of Equal Opportunity and Diversity principles and practices within Council.
2. Council will actively promote an environment for all staff that is free of discrimination and harassment.
3. Council will enable all staff to apply equally for all positions within Council, for which they are qualified, through its commitment to their support, provision of career planning and development, advice and assistance.
4. Council will recognise the diverse cultural needs of employees and the community.

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Policy End