

Ordinary Council Meeting - 29 October 2025 Attachments

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Bush Fire Brigades Local Law 2025 Submissions Register

Name	Organisation	Comments
-	Department of Local Government, Industry Regulation and Safety	Nil
-	Department of Fire and Emergency Services	3.3 Appointment of Training Coordinator needs to be amended to 3.2 (error) 3.2 Appointment of Training Coordinator: recommend changing " is to "may." 5.1(1)(f) Consider "take control of firefighting operations at a bush fire within the Local Government area of responsibility"
Rod de San Miguel	Volunteer Bush Fire Brigade Member	In relation to 2.7 Termination of membership (1) Membership of the bush fire brigade terminates if the member (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health Having done a quick bit of research most local LG's have removed the reference to mental health with the exception of 2 who they still maintain the (WALGA) original template. I think wording needs to be changed to better reflect the City's stance and support of a volunteer who maybe in need of assistance rather than just terminating their membership based on an "opinion" of the committee to assess somebodies' permanent mental health. Any sort of health assessment should be done by a professional subject matter expert. Possible wording "If in the opinion of the committee, a member has become unfit to undertake normal brigade activities, the committee is to request the CBFCO/LG to review the membership status of said member" This would allow the brigade to still have control of members but also remove the potential risk of an emotion-based decision (bias between members) and increase transparency into any review or assessment.
Cassandra Mora	City of Cockburn	- Fix bush fire brigade/brigade definition (clause 1.5(1)) - Training coordinator appointed by the City vs training Officer appointed by the Brigade – how are these different? I'm curious what this looks like in practice - 'brigade committee' should be defined in the Local law or redefined in the Rules, or consistently use 'committee' - Rules 2.6 Chief Bush Fire Control Officer - Rules 5.1 Chief <u>Bush</u> Fire Control Officer - We have removed life members from the definition of 'brigade member' so that they aren't counted in brigade activities, such as rules 5.4 quorum, or any activities that the local law, rule or any subsidiary procedures approve members to do.
Andrew Briggs		Part 2, Division 5 "2.7 Dissolution of bush fire brigade

		In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established. 2.8 New arrangement after dissolution If the local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.” I find, as an individual, a person, with extensive volunteer fire brigade background and experience, this section quite dangerous to follow as it puts all residents/stakeholders affected/covered at considerable Fire and Emergency risk. 1. The statement of non compliance, or achieving objectives is so broad and ambiguous that any form of non compliance or non achievement, of any degree of size/span/ measurement, can be applied to the reason for dissolution. This alone is so unspecific and unmeasured that it is a negligent as a Law and open to complete negligent, accidental or intentional misuse. This is not therefore a just use of law to represent the citizens and stakeholders that comprise of the electorate of the City of Kwinana. 2. Any BFB will have a myriad of active, experienced and trained personnel in its membership. Most commonly if a BFB is not complying with the act for any reason, it is never the wish of all members of any brigade to do so, more often it is due to other factors of a minority of individual members/management of the brigade who are ‘not complying’ in some form eg. poor behaviour, mis management, corruption etc. To simply dissolve is therefore not a solution as it leaves a temporary void of the coverage of the Bush Fire Brigade’s area of responsibility as a replacement is determined. This is clearly dangerous to the safety of all affected citizens and stakeholders that comprise of the electorate of the City of Kwinana. 3. To dissolve and replace any organisation with a myriad of active, experienced and trained personnel in its membership that perform a vital role in the protection of the citizens and stakeholders that comprise of the electorate of the City of Kwinana negligent in the extreme and exposing said citizens and stakeholders to potential harm in the void of that experience and local knowledge. This Division in its entirety is complacent in the coverage and safety of the citizens and stakeholders that comprise of the electorate of the City of Kwinana and must be removed and replaced. The replacement should include resolution of the brigade to repair any con compliance at the determination of the City of Kwinana Intervention, thus preserving adequate and proper protection of the citizens and stakeholders that comprise of the electorate of the City of Kwinana.
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		The City of Kwinana is neglecting its duty of care to the citizens and stakeholders that comprise of the electorate of the City of Kwinana should it continue with the inclusion of this division.
Peter Shurmer	Kwinana South Bushfire Brigade	Quorum and Membership Definitions (Clauses 5.4(1) & 4.1) Clause 5.4(1) requires a quorum of 50% of members but does not specify what type of membership this applies to. Given Clause 4.1 identifies different membership types—operational, auxiliary and life—it's important the quorum clause is amended to reflect "active" or "operational" members only. This ensures the quorum is achievable and representative of those actively involved in brigade operations. Additionally, clarification is needed around voting rights for life members who are no longer operational, as their inclusion could skew quorum calculations and decision-making processes. Life Membership Process (Clause 4.4) Clause 4.4 currently allows for the appointment of life members via a simple majority resolution but lacks procedural detail. This differs from past brigade practices where life members were nominated and selected by existing life members, as per the brigade's Constitution and Life Members' Terms of Reference (previously stored at the old station). To standardise and formalise this process, it's recommended that life member appointments occur during the AGM, with nominations submitted in advance and voted on by those present. This approach supports transparency and ensures life membership remains a recognised and meaningful honour. Committee Composition (Schedule 1, Part 4, Clause 4.2) The rules currently define the brigade management committee as consisting of the Captain, Secretary, Treasurer, Equipment Officer and Lieutenants. However, this differs from historical brigade practice where management was limited to the Captain and Lieutenants, as these roles were elected to oversee overall brigade operations. Other roles — such as Station Officer, Training, and Safety — were function specific, not part of general management. A revision to better align with operational structure and actual decision-making responsibilities within the brigade would be prudent. Deputy Chief Bush Fire Control Officer – Plurality (Clause 5.2(1)(b)) Clause 5.2(1)(b) currently refers to appointing a Deputy Chief Bush Fire Control Officer, omitting the term "Control" and not allowing for multiple deputies. This has caused issues previously when the Local Government wanted to appoint more than one deputy but was prevented by restrictive wording. It is recommended to amend this clause to "Deputy Chief Bush Fire Control Officer(s)" to provide future flexibility and avoid unnecessary legal restrictions. Secretary Attendance at Meetings (Clause 3.3(1)(a)) The requirement for the Secretary to be in attendance at all meetings implies that no meetings can proceed without them, which is impractical. To ensure meetings are not stalled due to unavoidable absences, the clause should be updated to allow for a nominated proxy to act in the Secretary's role when necessary. This ensures continuity in brigade operations while recognising the voluntary nature of the role. Inconsistent Capitalisation of Titles The document inconsistently capitalises key roles—e.g., "Chief Bush Fire Control Officer" vs

		"chief bush fire control officer". Consistent capitalisation is important for professionalism and clarity, especially when these titles appear in official documents. A uniform style should be applied throughout, ideally capitalising formal position titles for readability and formality. Training and Attendance Expectations (Clause 2.2(3)) Clause 2.2(3) should be expanded to include clear expectations around attendance and member engagement. For example, members failing to attend a minimum number of training sessions, meetings or call-outs within a 12-month period—without an approved leave of absence—may be subject to review. Absence from three consecutive meetings without valid reason should trigger a formal review. Similarly, members not completing mandatory training may be deemed unfit for duty. This helps ensure readiness and reliability within the brigade. Fitness for Duty and Alcohol/Drug Policy (Clause 2.3) Clause 2.3 permits the brigade or local government to establish membership policies but lacks reference to fitness-for-duty or substance use standards. Firefighting is physically and mentally demanding, so members must be fit and not under the influence during brigade activities. Recommended additions include expectations that members: Be physically and mentally fit for duty; Not attend activities under the influence of alcohol or drugs; Undergo medical assessments if fitness is in doubt. These provisions align with WHS obligations and ensure the safety of all members. Resignation Timeframe (Clause 2.7(2)) Currently, a member is considered to have resigned after six months of unexplained absence. This is too long given the importance of active participation in training and call-outs. A more appropriate timeframe would be three months, with a formal process that includes issuing a letter of intent and requiring a response within 28 days. This supports operational effectiveness and allows more engaged members to take on active roles. Banking and Financial Transactions (Clause 7.3) Clause 7.3 is outdated, limiting transactions to cheques, EFT, and online banking, and requiring two signatories. Cheques are now obsolete, and mandating two signatories is often impractical for a volunteer brigade. The clause should be revised to allow for EFT, online banking, and brigade-issued debit/credit cards. A tiered approval structure could be introduced, e.g.: Small transactions under \$XXX/month allowed by the committee; Medium transactions needing a second committee member's approval; Large transactions requiring a vote at a Monthly Meeting. All transactions should be recorded and reviewed monthly to ensure transparency, and if roles are combined (e.g., Secretary/Treasurer), then a second approval must come from a separate officer.
Mark Heath	Kwinana South Volunteer Bush Fire Brigade (former Captain); City of	5.4 (1) 50% of members for a quorum and 4.1 Types of membership lists operational, auxiliary and life members, so the wording in item about the quorum probably needs to be tidied up to include the word 'active' or 'operational' as a part of the member description so that a quorum can be achieved, also needs to address voting rights for life members who are no longer active/operational 4.4 Life Member ; simple majority resolution appoint life members, differs to

	Kwinana Volunteer Fire Control Officer (former Deputy Chief): City of Kwinana Bush Fire Advisory Committee member (approx. 25+ years)	how Kwinana South appoints life members. Brigade has guidelines for consideration for life membership award, (now administered by officer group) and awarding of life membership is determined by the life members group upon recommendation of an individual for consideration by officer group. Awarding by simple majority of members can devalue the award by newer members being unaware of the sacrifices made by previous members to attain the award Schedule 1 rules gov BFB Part 4 – Committee (brigade management committee) 4.2 committee consists of Captain, Secretary, Treasurer, Equipment Officer and Lieutenants, differs to how the brigade has previously operated. For Kwinana South it was always just Captain and Lieutenants and the reasoning behind that at the time was that the Capt and Lt's were elected to run and manage the brigade as a whole, while the other positions along with Station and Training (and probably now Safety) are elected for specific functions within the brigade and not overall brigade management. 5.2 Local Govt Appts (1) b : Deputy Chief Bush Fire (have omitted the words 'Control Officer') and should this also be 'Officer/s' so that in the future if the LG wants to appoint more than 1 deputy it is able to do so. This wording (non-plural) was picked up years ago when we had multiple volunteer deputies and the LG legal insisted it only be one even though the chief wanted more but because of the wording legal insisted only one. 3.3 1 a : Secretary to be in attendance at all meetings (this infers no meeting can be conducted without the secretary needs to have wording so that a proxy can stand in for secretary when unavailable).
Colin Veurink		Couple things to start with: Part 3 - paragraphing numbering error whereby '3.3' is used for 3 consecutive paragraphs. '31 June' is used several times - presumably these should say '30 June' Incorrect or lack of use of Capitalisation for words which generally indicate a specific term that is otherwise defined within the document. The Annual General Meeting proxy form has been removed. First Schedule Part 8, 8.2 (1), still states: "a notice in the form of that appearing in this clause". Recommend the proxy form be left in the proposed law to make it easy for members to provide a valid proxy. As to the content of the proposed law: Existing Brigades - clarify whether a brigade can adopt a set of documented Brigade Operating Regulations that reflect the heritage and culture of an individual brigade on the basis that such BOR does not conflict with the local law and local government approves of the BOR and any variation thereto. Such regulations could address matters such as appointment of life members, nomination & voting procedures for officers, frequency and timing of meetings, training and other activities. Propose following addition: Insert 2.4 (3) - "A bush fire brigade may develop, implement and vary from time to time a set of documented Brigade Operating Regulations that reflects the heritage and culture of that brigade to the extent that the Rules take precedent over such regulations and report such regulations to the local government. Such regulations require at least 75% of the number of the total of operational and auxiliary members in attendance, in person or by proxy, at a meeting of

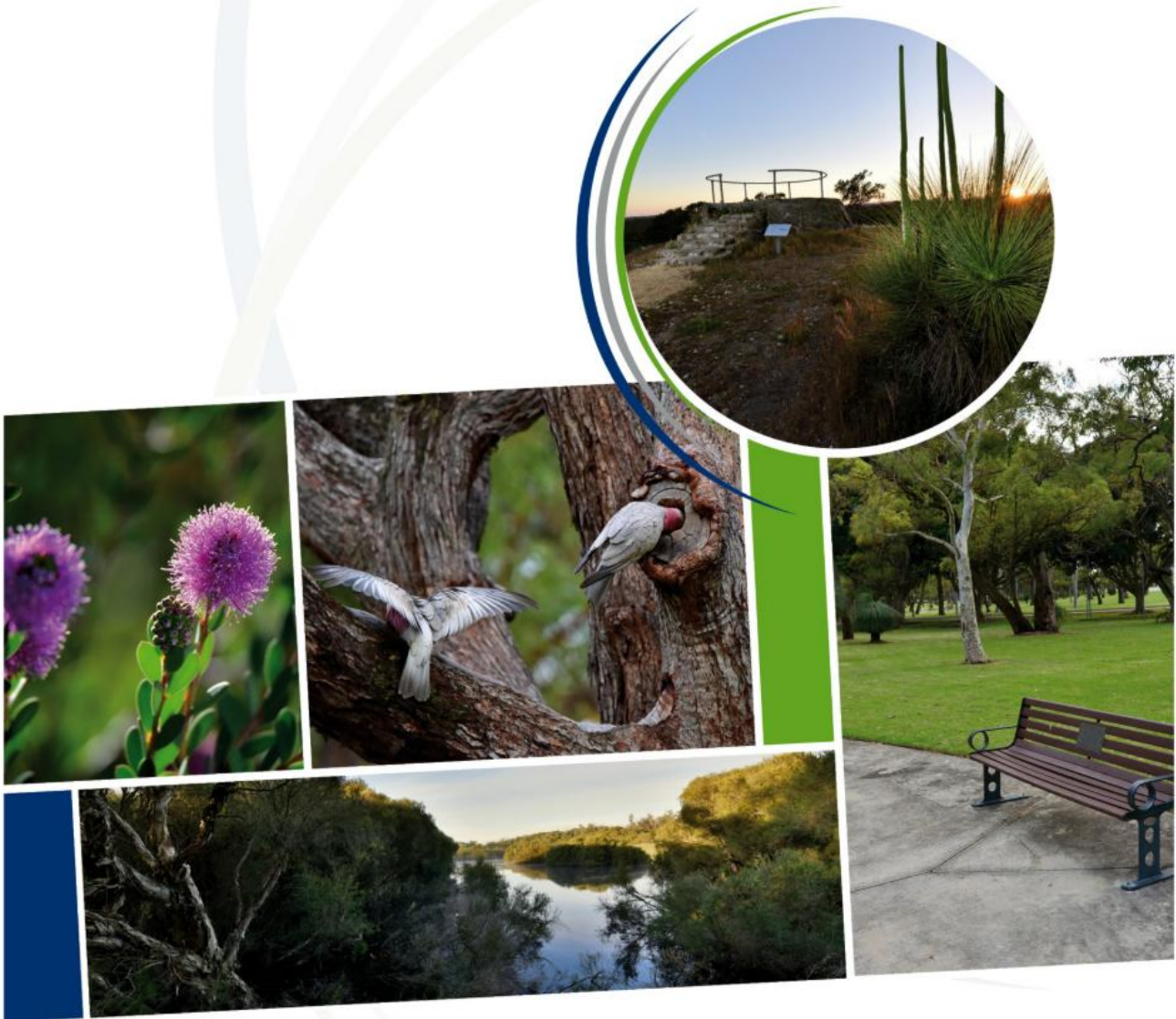
		members to approve the initial regulations and any variation thereto. All members are to be provided with a current & complete electronic copy of the regulations when joining as a member, when implemented by the brigade and on each occasion it is varied." Auxiliary Members - it is not clear whether such members should be active with the brigade. Any former operational member who is 'willing to render' can be auxiliary. Propose following changes: Insert after Part 4, 4.3 'those persons who are'; the following: 'actively involved in brigade activities, including attending meetings, maintenance and/or training activities and are'. Life Members - should be excluded as regular brigade member - this should be an honorary position without voting rights. Where Life members are active in the brigade, they can have the rights of an Operational or Auxiliary member. Propose following changes: Replace Part 4, 4.1 (c) 'life members' with 'Honorary Life Members' Replace heading of Part 4, 4.4 'Life member' with 'Honorary Life Members' Insert at the end of Part 4, 4.4: "Honorary Life Members will have no entitlement to vote at meetings of members and will not be included in the number of members for determining the quorum for a meeting of members." Quorum for meetings of members - In First Schedule Part 5, 5.4(1) - quorum is described as "at least 50% of the number of offices (whether vacant or not) of member of the bush fire brigade." The inclusion of 'number of offices' implies that this is something other than simply the number of members of the bush fire brigade. Propose following change: Replace the whole of 5.4(1) with: "The quorum for a meeting of the bush fire brigade is at least 50% of the total number of operational & auxiliary members of the bush fire brigade." Constitution of the Committee: First Schedule Part 4, 4.2 (1) states the committee "consists of the brigade officers being the Captain, Secretary, Treasurer, Equipment Officer, and the Lieutenants". This contradicts the definition of "brigade officer" which is deinfed as a person holding a position referred to in 2.2(1)(c) which includes the Training Officer(s). Proposed following changes: First Schedule Part 4, 4.2 (1) remove everything after 'brigade officers'. Alternatively: First Schedule Part 4, 4.2 (1) replace "consists of the brigade officers" with "consists exclusively of the following brigade officers". Banking - First Schedule Part 7, 7.3 - proposed provisions are restrictive and somewhat outdated. Changes should be made to allow more flexibility while imposing responsibility to protect the funds of the brigade. Propose following changes: Replace 7.3(1) with the following: "The funds of the bush fire brigade are to be placed in one or more bank accounts in the name of the brigade with the Captain, Lieutenants and Treasurer as signatories and are to only be drawn on for the benefit of the brigade." Replace 7.3(2) with the following: "The Committee have a responsibility to protect the funds of the bush fire brigade from risk of loss through theft, fraud or carelessness. The Committee must document regulations to manage this risk, including requiring any 2 unrelated individuals holding the office of Captain, Lieutenant or Treasurer to authorise payments from the
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		account(s) and the use of separate accounts with limited funds for payments requiring approval of only 1 signatory." Insert 7.3(3): "The Committee must document regulations that stipulate payment limits that require approval from one signatory, two signatories, the majority of the Committee or the majority of the members of the brigade."
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City of Kwinana

Bush Fire Brigades Local Law 2025



City of Kwinana
BUSH FIRE BRIGADES LOCAL LAW 2025

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Bush Fires Act 1954**City of Kwinana****Bush Fire Brigades Local Law 2025**

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the *City of Kwinana* resolved on [date] to make the following local law.

PART 1 – PRELIMINARY**1.1 Citation**

This Local Law may be cited as the *City of Kwinana Bush Fire Brigades Local Law 2025*.

1.2 Commencement

This local law will come into operation 14 days after the day on which it is published in the *Government Gazette*.

1.3 Repeal

The *Town of Kwinana Bush Fire Brigades Local Law* published in the *Government Gazette* on 4 June 2004 is repealed.

1.4 Application

This local law applies throughout the district.

1.5 Definitions

(1) In this local law unless the context otherwise requires —

Act means the *Bush Fires Act 1954*;

Bush Fire Advisory Committee means the persons appointed to a bush fire advisory committee in accordance with section 67 of the Act;

Department means the Department of Fire and Emergency Services established by section 4 of the *Fire and Emergency Services Act 1998*;

brigade area is defined in clause 2.2(1)(b);

brigade member means an operational member, auxiliary member or a life member of a bush fire brigade;

brigade officer means a person holding a position referred to in clause 2.2(1)(c);

bush fire brigade, or **brigade**, is defined in section 7 of the Act is defined in section 7 of the Act;

Bush Fire Control Officer means a Bush Fire Control Officer appointed by the local government under section 38 the Act;

Bush Fire Operating Procedures means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

Chief Bush Fire Control Officer means the person either appointed by the local government to the position under section 38 of the Act or designated by the FES Commissioner under section 38A of the Act;

Committee means the Committee of the bush fire brigade as set out at clause 4.2(1);

Department means the Department of Fire and Emergency Services of Western Australia;

Deputy Chief Bush Fire Control Officer means the person appointed by the local government under section 38 of the Act;

district means the district of the local government;

FES Commissioner has the meaning given in the *Fire and Emergency Services Act 1998* section 3;

local government means the City of Kwinana;

normal brigade activities is defined in section 35A of the Act;

operational member is defined in clause 4.2;

Regulations means Regulations made under the Act;

Rules means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule; and

Schedule means a schedule of this local law.

(2) In this local law, unless the context otherwise requires, a reference to —

- (a) a Captain;
- (b) a First Lieutenant;
- (c) a Second Lieutenant;
- (d) any additional Lieutenants;
- (e) an Equipment Officer;
- (f) a Training Officer;
- (g) any additional Training Officers;
- (h) a Secretary; or
- (i) a Treasurer,

means a person holding that position in a bush fire brigade.

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES**Division 1– Establishment of a bush fire brigade****2.1 Establishment of a bush fire brigade**

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to —
 - (a) name the bush fire brigade;
 - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out normal bush fire brigade activities ("**brigade area**"); and
 - (c) appoint the following positions to the bush fire brigade —
 - (i) Captain;
 - (ii) First Lieutenant;
 - (iii) Second Lieutenant;
 - (iv) additional Lieutenants if the local government considers it necessary;
 - (v) Equipment Officer;
 - (vi) Training Officer;
 - (vii) additional Training Officers if the local government considers it necessary;
 - (viii) Secretary; or
 - (ix) Treasurer.
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
- (3) Each appointment referred to in subclause (1)(c) shall expire upon the following —
 - (a) the completion of the first annual general meeting of the bush fire brigade;
 - (b) the person resigning from the position;
 - (c) the termination of the appointment in accordance with this local law; or
 - (d) the person ceasing to be a member of the bush fire brigade.

- (4) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting of the bush fire brigade, the local government is to appoint a person to fill the vacancy in accordance with subclause (2).

Division 2 – Command at a fire

2.3 Ranks within the bush fire brigade

Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire —

- (a) where a Bush Fire Control Officer is in attendance at the fire, the most senior Bush Fire Control Officer has full control over all other persons fighting the fire and is to issue instructions as to the methods and tactics to be adopted by the fire fighters, in accordance with sections 39(1)(f) and 44(3) of the Act;
- (b) in the absence of a Bush Fire Control Officer, the Captain has full control over all other persons fighting the fire, and is to issue instructions as to the methods and tactics to be adopted by the fire fighters; and
- (c) in the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.

Division 3 – Application of Rules to a bush fire brigade

2.4 Rules

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules.

2.5 Variation of Rules

- (1) The local government may vary the Rules in their application to all bush fire brigades or in respect of a particular bush fire brigade.
- (2) The Rules, as varied, have effect on and from the date of a decision under subclause (1).
- (3) The local government is to notify a bush fire brigade of any variation to the Rules as soon as practicable after making a decision under subclause (1).

Division 4 – Transitional

2.6 Existing Bush Fire Brigades

- (1) Where the local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day —

- (d) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
 - (e) the provisions of this local law apply to the bush fire brigade, excluding clause 2.2; and,
 - (f) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause, “**commencement day**” means the day on which this local law comes into operation.

Division 5 – Dissolution of bush fire brigade

2.7 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

2.8 New arrangement after dissolution

If the local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3 – ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

3.1 Local government responsible for structure

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.23 Appointment of Training Coordinator

The local government ~~may~~ is to appoint a Training Coordinator for the district.

3.3 Role of Training Coordinator

The role of the Training Coordinator is to:

- (a) coordinate all training conducted within the brigades;
- (b) coordinate the training budget for the brigades; and
- (c) to represent the training officers of the brigades on State/District Committees.

Division 2 – Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.4 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include —

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to Bush Fire Control Officers (including those who issue permits to burn) bush fire brigades or brigade officers; and
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

Division 3 – Attendance at bush fire brigade meetings

3.5 Attendance at meetings

The following may attend any meeting of a bush fire brigade as a non-voting representative of the local government:

- (a) Chief Bush Fire Control Officer;
- (b) Deputy Chief Bush Fire Control Officer; or
- (c) any Bush Fire Control Officer.

Division 4 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade is to hold its annual general meeting between 1 July and 31 August each year.

3.8 Minutes to be provided to local government

The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the local government within one month of such meeting.

Division 4 – Bush Fire Advisory Committee

3.9 Functions of Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as determined by the local government.

3.10 Advisory Committee to consider brigade motions

The Bush Fire Advisory Committee shall consider any motion received from a Bush Fire Brigade and may make recommendations to the local government in relation to any motion supported by the Bush Fire Advisory Committee.

PART 4 – BUSH FIRE BRIGADE MEMBERSHIP

4.1 Types of membership of bush fire brigade

The membership of a bush fire brigade consists of the following —

- (a) operational members;
- (b) auxiliary members; and
- (c) [honorary](#) life members.

4.2 Operational members

Operational members are those persons being at least 16 years of age who —

- (a) undertake all normal brigade activities and have completed the required training qualification as determined by the local government; and
- (b) if less than 18 years of age —
 - (i) have obtained the written consent of their parent or guardian; and
 - (ii) the brigade captain is satisfied that the person is able to perform the requisite duties of the position.

4.3 Auxiliary members

Auxiliary members are those persons who are willing to render the necessary support or other assistance required by the bush fire brigade outside of frontline firefighting duties. Auxiliary members must have previously been operational members and completed basic fire fighting training and endorsed by the ~~brigade~~ eCommittee.

4.4 [Honorary](#) Life member

The bush fire brigade may ~~by a simple majority resolution~~, appoint a person as an honorary life member in recognition of long standing or exemplary service by that person to the bush fire brigade.

4.5 Notification of membership

No later than 30 June in each year, the bush fire brigade is to report to the Chief Bush Fire Control Officer the name, contact details and type of membership of each brigade member.

4.5 Rules to govern

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

PART 5 – BUSH FIRE CONTROL OFFICERS

5.12 Local government appointments

- (1) The local government may appoint, and may suspend or terminate the appointment of persons to the positions of —
 - (a) Chief Bush Fire Control Officer;
 - (b) Deputy Chief Bush Fire Control Officers; or
 - (c) Bush Fire Control Officer.
- (2) An appointment to a position under subclause (1) ends —
 - (a) if the appointment is for a fixed term – on the expiry of that term;
 - (b) if the person dies – on the date of their death;
 - (c) if a person gives written notice of resignation – on the date, as specified in the written notice, that the resignation is to take effect or, if no date is specified, on the date that the written notice is given to the local government; or
 - (d) if the appointment is terminated by the local government – on the date that written notice of the termination is given to the person.

5.21 Functions of a Bush Fire Control Officer

- (1) The functions of a Bush Fire Control Officer include, but are not limited to, the following —
 - (a) authorise permits to burn in accordance with the Act;
 - (b) identify and conduct Risk Assessments in the brigade area;
 - (c) maintain a personal fire diary to include a log of events and decisions made;
 - (d) perform duties prescribed by the Act;
 - (e) provide representation on the Bush Fire Advisory Committee (BFAC);
 - (f) take control of firefighting operations at a bush fire within the district; ~~their brigade area~~;

- (g) take control of firefighting operations at a bush fire outside their brigade area where no other Fire Control Officer is present; and
- (2) The local government may limit the area in which a Bush Fire Control Officer can carry out their functions.

PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government

The local government may make policies under which it —

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

6.2 Equipment in brigade area

Not later than 30 June in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

6.3 Funding from local government budget

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 January in order to be considered in the next following local government budget, and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

FIRST SCHEDULE**RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES****PART 1 – PRELIMINARY****1.1 Interpretation**

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires —

absolute majority means a majority of more than 50% of the number of:

- (i) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
- (ii) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.

Committee means the Committee of the bush fire brigade;

local law means the City of Kwinana Bush Fire Brigades Local Law; and

normal brigade activities is defined by section 35A of the Act.

~~(3) Subject to these Rules, where a decision is to be made by the bush fire brigade:~~

~~(a) at any meeting other than an annual general meeting, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting; and~~

~~(b) at an annual general meeting, then the decision may be made by a resolution passed by an absolute majority of the brigade members who are present in person or by proxy at the meeting.~~

~~(3) , then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.~~

- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE**2.1 Objects of bush fire brigade**

The objects of the bush fire brigade are to carry out —

- (a) the normal brigade activities; and

- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

2.2 Determination of applications

Applications for membership are to be determined by a brigade Captain or officer and endorsed by the Chief Bush Fire Control Officer.

2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade or local government may establish policies pertaining to —

- (a) the qualifications required to fulfill the role of a volunteer fire fighter and nominated positions;
- (b) a requirement to serve a probationary period;
- (c) procedures to be employed by the Committee prior to approval of an application for membership,

and the Committee is to act within the parameters of any such policy in determining applications for membership.

2.4 Applications for membership

An application for membership is to be in writing and is to be submitted to the Captain or Secretary and is to be accompanied by a completed form as determined by the local government from time to time.

2.5 Decision on application for membership

- (1) The Committee may —
 - (a) approve an application for membership unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

2.6 DFES to be notified of registrations

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to Chief Bush ~~f~~Fire Control Officer who will forward the application to the Department within 14 days of a person being admitted to membership in the form required by the Department or local government.

2.7 Termination of membership

- (1) Membership of the bush fire brigade terminates if the member —
 - (a) dies;

- (b) gives written notice of resignation to the Secretary;
 - (c) is, in the opinion of the ~~Committee~~ Chief Bush Fire Control Officer-CBFCO, permanently incapacitated, ~~including~~ by mental or physical ill-health; so far as it affects their ability to carry out normal brigade activities;
 - (d) is dismissed by the Committee; or
 - (e) ceases to be a member or is taken to have resigned under subclause (2).
- (2) A brigade member who has been absent from normal brigade activities for 36 months without a reasonable explanation or an approved leave of absence by the ~~brigade~~ Committee will receive a letter of intent regarding their membership status. If no correspondence is received within 28 days, the member is to be taken to have resigned from the bush fire brigade.

2.8 Suspension of membership

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may —
 - (a) extend the period of suspension;
 - (b) terminate the membership; or
 - (c) reinstate the membership.

2.9 Existing liabilities to continue

The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

2.10 Member has right of defence

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

2.11 Objection Rights

A person whose —

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by —

- (a) dismissing the objection;

- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without —
 - (i) substituting for it another decision; or
 - (ii) referring the matter, with or without directions, for another decision by the Committee.

PART 3 – FUNCTIONS OF BRIGADE OFFICERS

3.1 Chain of command during fire fighting activities

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government's Bush Fire Operating Procedures.

3.2 Duties of Captain

- (1) Subject to subclause (4) below, the Captain is to preside at all meetings.
- (2) Provide leadership to the bush fire brigade and its members.
- (3) In the absence of a Bush Fire Control Officer, take command and manage members during emergencies and other normal brigade activities.
- (4) Lieutenants are to assist the Captain in the discharge of their duties and in the absence of the Captain, the most senior Lieutenant present assumes the responsibilities and powers of the Captain.
- (5) Subject to subclause (4), complete or delegate responsibility to complete an incident report form in the form required by the Department to the Chief Bush Fire Control Officer or the Department within 14 days after attendance by the bush fire brigade at an incident.
- (6) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (5) within 14 days after the last day of attendance.

3.3 Secretary

- (1) The Secretary is to —
 - (a) be in attendance at all meetings (or represented by a nominated proxy) and keep a correct minute and account of the proceedings of the bush fire brigade in a book or by electronic means, which shall be available for inspection by brigade members at any reasonable time;
 - (b) answer all correspondence or direct it appropriately, and keep a record of the same;
 - (c) prepare and send out all necessary notices of meetings;
 - (d) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership;

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- (e) provide no later than 30⁴ June in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member; and
- (f) provide information to assist the Chief Bush Fire Control Officer in preparing the Annual Report on the activities of Bush Fire Brigades in the district.

3.4 Treasurer

(1) The Treasurer is to —

- (a) receive donations and other monies on behalf of the bush fire brigade, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorised by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade;
- (e) report on the financial position at meetings of the bush fire brigade or Committee;
- (f) provide information and/or recommendations to the ~~brigade-c~~Committee and Chief Bush Fire Control Officer in preparing the Annual budget for the local government and the Department;
- (g) provide information and/or recommendations to the ~~brigade-C~~committee and Chief Bush Fire Control Officer in preparing the Annual budget for the local government and the Department; and
- (h) submit a copy of the audit report to the Chief Bush Fire Control Officer by 30⁴ June each year.

3.5 Equipment Officer

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).

3.6 Storage of equipment

The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the “station”).

3.7 Equipment Officer to report

The Equipment Officer is to provide, no later than 30 June of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).

3.8 Training Officer

A Training Officer will liaise with the Local Government Training Coordinator and Brigade Captain in providing adequate and appropriate training for each member of the brigade.

PART 4 – COMMITTEE

4.1 Management of bush fire brigade

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions —
 - (d) to recommend to the local government amendments to these Rules;
 - (e) to draft the annual budget for the bush fire brigade and present it to a general meeting of the bush fire brigade;
 - (f) to propose a motion for consideration at any meeting of the bush fire brigade;
 - (g) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
 - (h) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
 - (i) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
 - (j) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
 - (k) deal with membership applications, grievances, disputes and disciplinary matters.

4.2 Constitution of Committee

- (1) The Committee of the bush fire brigade is to consist of the following brigade officers being the Captain, Secretary, Treasurer, Equipment Officer, and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are to —
 - (a) be elected at the annual general meeting of the bush fire brigade;
 - (b) hold office until the next annual general meeting; and
 - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

PART 5 – MEETINGS OF BUSH FIRE BRIGADE**5.1 Ordinary meetings**

- (1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days notice to all brigade members and to the Chief Bush Fire Control Officer, for the purpose of —
 - (a) organising and checking equipment;
 - (b) requisitioning new or replacement equipment;
 - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
 - (d) establishing new procedures in respect of any of the normal brigade activities; and
 - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting

5.2 Special meetings

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

5.3 Annual general meeting

- (1) At least 7 days notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to —
 - (a) elect the brigade officers from among the brigade members;
 - (b) consider the Captain's report on the year's activities;
 - (c) adopt the annual financial statements;

- (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
 - (e) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
 - (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.4 Quorum

- (1) The quorum for a meeting of the bush fire brigade is at least 50% ~~of the number of offices (whether vacant or not) of operational active or and auxiliary members~~ of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

5.5 Voting

- ~~(1) Each brigade member operational and auxiliary member is to have one vote at a meeting of the bush fire brigade, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.~~

~~Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.~~

5.6 Auditor

- (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

PART 6 – MEETINGS OF COMMITTEE

6.1 Meetings of Committee

- (1) The Committee is to meet for the dispatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or Secretary may convene a meeting of the Committee at any time.

6.2 Quorum

No business is to be transacted at a meeting of the Committee unless a quorum of 50% of ~~brigade officers~~ ~~the Committee members~~ are present in person.

6.3 Voting

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

PART 7 – GENERAL ADMINISTRATION MATTERS

7.1 Funds

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

7.2 Financial year

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

7.3 Banking

- (1) The funds of the bush fire brigade are to be placed in a bank account [or accounts](#) and are to be drawn on only by cheques, [brigade issued –debit cards](#), electronic funds transfer [or](#) ~~or~~ online banking and only may be signed/authorised jointly by any 2 of the Captain, Secretary or Treasurer.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1).

7.4 Disclosure of interests

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

7.5 Disagreements

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.

- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

PART 8 – NOTICES AND PROXIES

8.1 Notices

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by email to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be —
 - (a) in writing;
 - (b) unless otherwise specified, given to or by the Secretary;
 - (c) given by —
 - (i) personal delivery;
 - (ii) post; or
 - (iii) email;
 - (d) taken to have been received, as the case may be —
 - (i) at the time of personal delivery;
 - (ii) 2 business days after posting; or
 - (iii) on the date of the sender sends the notice as verified on their electronic device.

8.2 Proxies

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.

- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy.

The Common Seal of the)
City of Kwinana was hereunto)
affixed in the presence of:-)

Wayne Jack
Chief Executive Officer



City of Kwinana Council Member, Committee Members and Chief Executive Officer Communications Agreement



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City of Kwinana Communication Agreement

Schedule 1 — communications agreement

Division 1 — Preliminary provisions

1. Introduction

For the purposes of the *Local Government Act 1995* (the **Act**), this is the City of Kwinana (the **City**) communications agreement between the council (the **council**) and the Chief Executive Officer (the **CEO**) of the City.

Effective communication between council members, committee members (collectively referred to as Members) and the City administration is vital for good governance, informed decisions and community focused outcomes.

This Council Members, Committee Members and Chief Executive Officer Communication Agreement (Agreement) offers a structured framework for interactions between Members, the Chief Executive Officer (CEO), and City Officers.

The Agreement outlines the procedures for requesting and responding to information, protocols for interactions outside of formal meetings, and expectations regarding professional conduct, aligned with the *City of Kwinana Elected Members, Committee Members and Candidates - Code of Conduct* and the *City's Employees Code of Conduct* and all relevant policies and procedures.

The provisions of this Agreement are intended to align with the Act and relevant regulations.

2. Terms used

(1) In this agreement:

Act has the meaning given in clause 1;

administrative matter, in relation to a council member or committee member, means the following;

(a) the scheduling of council meetings or committee meetings;

- (b) the council member's or committee member's compliance obligations under the Act, including in relation to disclosure of financial interests and gifts;
- (c) information technology support for the council member or committee member;
- (d) arrangements for the council member or committee member to attend training or a conference;
- (e) event invitations received by the council member or committee member;
- (f) the council member's or committee member's entitlement to a fee, allowance, reimbursement or superannuation contribution payment under the Act; or
- (g) any other matter of an administrative nature;

administrative request means a request that is either or both of the following;

- (a) an administrative request for information;
- (b) a request for administrative assistance.

administrative request for information means a request for information that relates only to an administrative matter;

appropriate nominated employee means the following;

- (a) in relation to a request for information, an employee nominated in relation to;
 - (i) all requests for information; or
 - (ii) a type of request for information that includes the request for information;
- (b) in relation to a media enquiry to be discussed under clause 11(1), an employee nominated in relation to;
 - (i) all media enquiries; or
 - (ii) a type of media enquiry that includes the media enquiry;
- (c) in relation to a request for administrative assistance an employee nominated in relation to;
 - (i) all requests for administrative assistance; or
 - (ii) a type of request for administrative assistance that includes the request for administrative assistance;

CEO means the Chief Executive Officer of the City of Kwinana

City means the City of Kwinana

committee means a committee of the council;

council means the council of the City of Kwinana;

employee means an employee of the City of Kwinana;

Mayor includes a councillor performing the functions of the Mayor under Part 5 Division 3 of the Act;

request for administrative assistance means a council member or committee member may make a request for assistance regarding an administrative matter;

request for information, in relation to a local government, means a request for;

- (a) access to information held by the local government under section 5.92 of the Act or otherwise; or
- (b) other information;

requesting member, in relation to a request for information or a request for administrative assistance, means the council member or committee member who made the request;

working day means a day other than;

- (a) a Saturday or a Sunday; or
 - (b) a public holiday throughout the State; or
 - (c) a public holiday in an area that is or includes the district or any part of the district.
- (2) If any other term used in this Agreement is given a meaning in section 1.4 of the Act or the *Interpretation Act 1984* section 5, it has the same meaning in this agreement.
 - (3) A reference in this Agreement to a council member or committee member performing a function under a written law other than the Act does not include a reference to the council member or committee member performing a function in a capacity other than that of council member or committee member under the Act.

3. Application

- (1) This Agreement applies to a person who is a council member, committee member or employee when acting in their capacity as such.
- (2) Despite subclause (1), this Agreement does not apply to anything that a council member, committee member or employee does as part of:
 - (a) the deliberations at a council or committee meeting; or

- (b) recruiting, reviewing the performance of or terminating the employment of the CEO in accordance with the adopted standards.

Division 2 — General provisions

4. General principles

The council and the CEO agree to the following general principles:

- (a) the CEO will support the Members to perform their functions under the Act and any other written law;
- (b) without limiting paragraph (a), the CEO will ensure that;
 - (i) requests for information and requests for administrative assistance made by a member is responded to in accordance with this agreement; and
 - (ii) employees deal and communicate with the Members in accordance with this agreement;
- (c) Members will ensure that;
 - (i) their dealings and communications with employees are in accordance with this agreement; and
 - (ii) their requests for information and requests for administrative assistance are made in accordance with this agreement;
 - (iii) they only request information that is relevant to their functions under the Act or any other written law; and
 - (iv) in accordance with the City of Kwinana relevant policies and procedures

5. Correspondence sent by Mayor on behalf of the City

Where prescribed by regulations, the CEO will ensure that all Members receive details of formal, executed documents sent by the Mayor on behalf of the City.

6. Nominated employees

As outlined in the below Annexure, the CEO has designated the appropriate employees responsible for handling requests for information and administrative assistance. The Annexure specifies the types of information requests and identifies the relevant employee to whom such requests should be directed.

The Annexure may be updated to reflect changes in position titles and areas of responsibility as needed. The CEO is responsible for making these amendments, and Members will be informed when such changes occur. Only amendments related to

position titles and areas of responsibility are permitted.

7. CEO may direct who responds

Despite anything else in this agreement, the CEO may direct which employee is to respond to a particular request for information or request for administrative assistance.

Division 3 — Requests for information generally

8. Information that may be requested

All Members are entitled to access information that is necessary for them to perform their functions, in accordance with section 5.92 of the *Local Government Act 1995* and Regulation 29 of the *Local Government (Administration) Regulations 1996*.

Requests for information must relate to a function or responsibility under the Act or other relevant legislation. These requests should be specific in scope, include relevant background information, and be submitted in writing to the CEO and when relevant a nominated employee. Access may be restricted where the information is confidential, legally privileged, or not relevant to the Members role.

Members are expected to use any information obtained through their role responsibly and in accordance with the relevant policies, procedures, and all relevant confidentiality obligations. This includes adhering to the requirements under section 5.93 of the *Local Government Act 1995*, which prohibits the improper use of information acquired in the performance of their duties.

Specifically, Members must not disclose information obtained from confidential documents or from closed meetings, except where the information has also been made available through non-confidential sources. Additionally, Members must not use information gained through their position to obtain a personal or third-party advantage or to cause detriment to the City or any other person/s.

These obligations exist alongside, and do not limit, a Members right to seek access to information under the *Freedom of Information Act 1992*.

9. Certain information not required to be provided

Information may be withheld if the request is not made in accordance with this agreement, or if the information is of a kind that is excluded under section 5.92(4) of the Act, such as but not limited to information that is confidential or legally privileged.

Additionally, the City is not required to provide information that it does not hold, and that is held by another person or body and cannot be reasonably obtained. The CEO may also refuse a request if responding would unreasonably divert a substantial portion of the City's resources away from its core functions. These limitations ensure a fair and efficient process for accessing information, while protecting the City's operational capacity.

10. Disputes regarding final response to request for information

If a request for information is denied in part or in full, the requesting Member has the right to dispute the final response by notifying the CEO in writing. This dispute must then be discussed in a meeting involving the Mayor, the CEO, and the requesting Member.

If the issue remains unresolved after this meeting, the Member may escalate the dispute to the council for a determination. Importantly, the council's decision on the matter can override the CEO's original decision, and such a determination is considered final. This process ensures that there is a clear pathway for Members to challenge information refusals while balancing administrative oversight and council authority.

11. Mayor may discuss media enquiry without making request for information

- (1) The Mayor may discuss a media enquiry with the CEO or an appropriate nominated employee, either verbally or in writing, without making a request for information.
- (2) Subclause (1) does not prevent the Mayor from making a request for information in relation to a media enquiry.

Division 4 — Requests for information

12. Making a request for information

Members are required to submit requests for information to the Chief Executive Officer and the relevant nominated employee, as specified in the below Annexure. Such requests must be made in writing and should include both the details of the information sought and the relevant background to the request.

13. Receipt of request must be acknowledged

The CEO or nominated employees must ensure that receipt of a request for information is acknowledged in writing within 2 working days after the day on which the request is made.

14. Request may be discussed and amended

For the purposes of responding to a request for information, the CEO or the nominated employee may do either or both of the following:

- (a) discuss the request for information with the requesting Member, including for the purpose of clarifying the scope of the information the subject of the request.
- (b) if the requesting Member requests an amendment to the scope of the information the subject of the request for information deal with the request for information as if it were so amended.

15. Responding to a request for information

- (1) The CEO must ensure that the requesting member is given a final response to their request for information as soon as practicable.
- (2) If a request for information relates to a matter included in the agenda for an upcoming council or committee meeting, the CEO must make best endeavours to ensure that the requesting member is given a final response to the request before the meeting.
- (3) Without limiting subclause (1) or (2), the CEO must ensure that, within 5 working days after the day on which a request for information is made, the requesting member is given;
 - (a) a final response to the request; or
 - (b) notice that if a final response cannot be given within that period and an estimate as to when a final response will be given.

- (4) The final response to a request for information must;
 - (a) be in writing; and
 - (b) include any advice or other information provided in response to the request for information.
- (5) If the final response includes a refusal to provide some or all of the information the subject of the request for information, the response must set out the reasons for that refusal.

16. When final response must be provided to other members

- (1) A copy of the final response to a request for information given to the requesting member must be provided to;
 - (a) all council members; and
 - (b) if the final response is relevant to the work of a committee; any Members of the committee who are not council members.
- (2) Subclause (1) does not apply if;
 - (a) the request for information is a request for advice regarding correspondence and the final response is provided to all Members who received the correspondence; or
 - (b) the request for information is from the Mayor for advice or other information regarding;
 - (i) publicly representing the local government at a media appearance or other event (including advice or other information in the form of a briefing or speaking notes);
 - (ii) correspondence to be sent by the Mayor;
 - (iii) arranging a formal meeting or an official event; or
 - (c) the requesting member and the CEO agree that;
 - (iv) the final response is confidential; or
 - (v) because of particular circumstances, it is appropriate not to provide the final response to all council members and relevant committee members under subclause (1).

17. Requesting member may discuss final response

The requesting member may communicate with the CEO or a designated employee about the final response to their information request, either verbally or in writing. During this discussion, the member may receive additional information intended to clarify or address any questions regarding the final response.

18. CEO may arrange for briefing, meeting or discussion in relation to final response

The CEO may arrange for some or all Members to attend a briefing, meeting or other discussion in relation to a final response to a request for information. During a briefing, meeting or other discussion arranged, Members may be provided with additional information for the purpose of clarifying, or addressing queries in relation to, the final response.

Division 5 — Administrative requests for information and requests for administrative assistance

19. Making an administrative request

A member may make a request (a **request for administrative assistance**) for assistance regarding an administrative matter. Administrative requests must be directed to the CEO or a nominated employee, as specified in the below Annexure, these requests may be made verbally or in writing. However, if made verbally, the CEO or nominated employee may require the request to be submitted in writing before proceeding. Written administrative requests must be submitted via email or a completed elected member form.

The CEO or nominated employee must provide a final response as soon as practicable. If a response cannot be provided within 5 working days, the member must be advised and given an estimated timeframe.

Final responses or confirmation of completion of the administrative requests may be provided verbally or in writing.

20. Responding to an administrative request

- (1) The CEO or nominated employee must ensure that the requesting member is given a final response to their administrative request as soon as practicable.
- (2) Without limiting subclause (1), the CEO or nominated employee must ensure that, within 5 working days after the day on which an administrative request is made, the requesting member is given:
 - (a) a final response to the request; or
 - (b) notice that a final response cannot be given within that period and an estimate as to when the response will be given.
- (3) A final response to an administrative request may be given verbally or in writing.

Division 6 — Provision in relation to commissioner

21. Application of agreement to commissioner

This Agreement applies to a commissioner of the City as if the commissioner were the council and the Mayor.

22. Requests for information by commissioner

- (1) Despite clause 21, a commissioner of the City may make a request for information or a request for administrative assistance to the CEO in the manner determined by the commissioner.
- (2) The CEO must ensure that the commissioner is given a final response to the request made under subclause (1):
 - (a) as soon as practicable; and
 - (b) in the manner requested by the commissioner (which may include in writing or in a briefing).
- (3) A dispute regarding a request made under subclause (1) must be determined by:
 - (a) if there are joint commissioners and 1 of them is appointed to be the chairperson — the chairperson; or
 - (b) otherwise — the commissioner who made the request.

OFFICER USE ONLY

Officers may amend this section without council approval.

Responsible Team	Governance and Legal	
Initial Council adoption	Date: 20 August 2025	Ref#: 692
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Next Review Date	Date: October 2027	
Policy Document Number	D25/27936[v2]	

Annexure

Information and Administrative Requests

The following Officers have been nominated to assist with information and administration requests submitted by Council or Committee Members (Member). These Officers have been authorised by the Chief Executive Officer (CEO) to manage and respond to such enquiries in accordance with their respective roles and areas of responsibility. At such time a request for information is actioned to a nominated employee the Member must also notify the CEO.

The CEO has been excluded from the register, as they retain the overarching delegation to receive, respond to, and action all requests deemed appropriate. The Officers listed below serve as a primary point of contact for Members and their enquiries, however the Officers retains the right to seek guidance from their colleagues if deemed necessary to acquire the appropriate information, the Officer nominated is responsible for providing the formal response to the request, unless otherwise approved by the CEO.

***Note:**

- 1) The below table may be updated to reflect changes in position titles and areas of responsibility as needed. The CEO is responsible for these amendments, and Members will be informed when such changes occur. Only amendments related to position titles and areas of responsibility are permitted.**
- 2) An expanded version of the below table will be made available within the Elected Members portal, the extended version will provide the names and contact details of the Officer nominated to respond to the respective requests.**

Nominated Employees for Requests for Information		
Officer	Responsible Area	Type of request relevant to the Officers responsible area
Director of City Infrastructure	• Engineering • Asset Management Services • City Operations	A request for information may be for advice or other information regarding any of the following: a) a service, project or initiative being delivered by the City; b) how the City usually manages a particular matter issues, service or query; c) budgeting or financial information, including details of the costs of any services, project or initiative delivered or proposed to be delivered by the City; d) an issue or situation of broad public concern or interest within the district; e) preparing a motion to council or a committee f) correspondence received by the council or committee member g) an administrative matter.
Director City Life	• Koorliny Arts Centre • Community Development and Events/Engagement • Community Facilities Team • Community Services and Partnerships • Library • Recquatic	
Director City Development and Sustainability	• Environment and Health Services • Planning and Development • Building Services • Essential Services	
Manager Governance and Legal	• Governance and Legal • Risk Management • Council Meetings • Legal • Audit • Council Member Support • Corporate Plan • Lease and Land Administration	
Chief Financial Officer	• Budget • Contracts and Tenders – Procurement • Rates	
Manager Customer Communication	• Marketing and Communications • Media Releases	

Nominated Employees for Administrative Matter (Requests/Support)		
Officer	Responsible Area	Type of request relevant to the Officers responsible area
Council Governance and Administration Officer	- Council Members - Official meetings of Council - Local Government Elections	Administrative matter, in relation to a council member or committee member, means the following: a) the scheduling of council meetings or committee meetings; b) the council member's or committee member's compliance obligations under the Act, including in relation to disclosure of financial interests and gifts; c) information technology support for the council member or committee member;
Executive Assistant to CEO and Mayor	Mayoral Enquires	d) arrangements for the council member or committee member to attend training or a conference;
Manager Governance and Legal	- Council Members - Official meetings of Council - Local Government Elections - Governance and Compliance Obligations	e) event invitations received by the council member or committee member; f) the council member's or committee member's entitlement to a fee, allowance, reimbursement or superannuation contribution payment under the Act; g) any other matter of an administrative nature.

Western Australia

Local Government (Default Communications Agreement) Order 2025

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Local Government Act 1995

Local Government (Default Communications Agreement) Order 2025

Made by the Minister under section 5.92B of the Act.

1. Citation

This order is the *Local Government (Default Communications Agreement) Order 2025*.

2. Commencement

This order comes into operation on 19 October 2025.

3. Default communications agreement

For the purposes of section 5.92B(1) of the Act, the form of communications agreement is set out in Schedule 1.

Note for this clause:

Under section 5.92B(2) of the Act, for the purposes of section 5.92A of the Act, the form of communications agreement set out in Schedule 1 is taken to be a local government's communications agreement at any time when the local government does not have a communications agreement of its own under section 5.92C of the Act.

Local Government (Default Communications Agreement) Order 2025**Schedule 1** Default communications agreement**Division 1** Preliminary provisions**cl. 1****Schedule 1 — Default communications agreement**

[cl. 3]

Division 1 — Preliminary provisions**1. Introduction**

For the purposes of section 5.92A of the *Local Government Act 1995* (the *Act*), this is the local government's communications agreement between the council of the local government (the *council*) and the chief executive officer of the local government (the *CEO*).

2. Terms used**(1) In this agreement —**

Act has the meaning given in clause 1;

administrative matter, in relation to a council member or committee member, means the following —

- (a) the scheduling of council meetings or committee meetings;
- (b) the council member's or committee member's compliance obligations under the Act, including in relation to disclosure of financial interests and gifts;
- (c) information technology support for the council member or committee member;
- (d) arrangements for the council member or committee member to attend training or a conference;
- (e) event invitations received by the council member or committee member;
- (f) the council member's or committee member's entitlement to a fee, allowance, reimbursement or superannuation contribution payment under the Act;
- (g) any other matter of an administrative nature;

administrative request has the meaning given in clause 25;

administrative request for information means a request for information that relates only to an administrative matter;

Local Government (Default Communications Agreement) Order 2025

Default communications agreement

Schedule 1

Preliminary provisions

Division 1**cl. 2*****adopted standards*** means —

- (a) the standards adopted by the local government under section 5.39B of the Act; or
- (b) if the local government has not adopted standards under section 5.39B of the Act — the standards taken under section 5.39B(5) of the Act to be the local government's adopted standards;

appropriate nominated employee means the following —

- (a) in relation to a request for information — an employee nominated under clause 8(1) and (3) in relation to —
 - (i) all requests for information; or
 - (ii) a type of request for information that includes the request for information;
- (b) in relation to a media enquiry to be discussed under clause 16(1) — an employee nominated under clause 8(1) and (4)(a) in relation to —
 - (i) all media enquiries; or
 - (ii) a type of media enquiry that includes the media enquiry;
- (c) in relation to a request for administrative assistance — an employee nominated under clause 8(1) and (4)(b) in relation to —
 - (i) all requests for administrative assistance; or
 - (ii) a type of request for administrative assistance that includes the request for administrative assistance;

CEO has the meaning given in clause 1;***class 1 local government*** has the meaning given in the *Local Government (Constitution) Regulations 1998* regulation 2A(a);***class 2 local government*** has the meaning given in the *Local Government (Constitution) Regulations 1998* regulations 2A(b) and 2B(3);***class 3 local government*** has the meaning given in the *Local Government (Constitution) Regulations 1998* regulations 2A(c) and 2B(4);

Local Government (Default Communications Agreement) Order 2025**Schedule 1** Default communications agreement**Division 1** Preliminary provisions**cl. 3**

class 4 local government has the meaning given in the *Local Government (Constitution) Regulations 1998* regulations 2A(d) and 2B(5);

committee means a committee of the council;

council has the meaning given in clause 1;

employee means an employee of the local government;

mayor or president includes a councillor performing the functions of the mayor or president under Part 5 Division 3 of the Act;

request for administrative assistance has the meaning given in clause 26;

request for information has the meaning given in clause 11;

requesting member, in relation to a request for information or a request for administrative assistance, means the council member or committee member who made the request;

working day means a day other than —

- (a) a Saturday or a Sunday; or
 - (b) a public holiday throughout the State; or
 - (c) a public holiday in an area that is or includes the district or any part of the district.
- (2) If any other term used in this agreement is given a meaning in section 1.4 of the Act or the *Interpretation Act 1984* section 5, it has the same meaning in this agreement.
- (3) A reference in this agreement to a council member or committee member performing a function under a written law other than the Act does not include a reference to the council member or committee member performing a function in a capacity other than that of council member or committee member under the Act.

3. Application

- (1) This agreement applies to a person who is a council member, committee member or employee when acting in their capacity as such.
- (2) Despite subclause (1), this agreement does not apply to anything that a council member, committee member or employee does as part of —
 - (a) the deliberations at a council or committee meeting; or

Local Government (Default Communications Agreement) Order 2025

Default communications agreement

Schedule 1

General provisions

Division 2**cl. 4**

- (b) recruiting, reviewing the performance of or terminating the employment of the CEO in accordance with the adopted standards.

Division 2 — General provisions**4. General principles**

The council and the CEO agree to the following general principles —

- (a) the CEO will support council members and committee members to perform their functions under the Act and any other written law;
- (b) without limiting paragraph (a), the CEO will ensure that —
 - (i) requests for information and requests for administrative assistance made by council members and committee members are responded to in accordance with this agreement; and
 - (ii) employees deal and communicate with council members and committee members in accordance with this agreement;
- (c) council members and committee members will ensure that —
 - (i) their dealings and communications with employees are in accordance with this agreement; and
 - (ii) their requests for information and requests for administrative assistance are made in accordance with this agreement; and
 - (iii) they only request information that is relevant to their functions under the Act or any other written law.

5. Correspondence sent by mayor or president on behalf of local government

- (1) Correspondence sent by the mayor or president on behalf of the local government must be provided to all council members by the CEO.
- (2) Subclause (1) does not apply to correspondence if the mayor or president is satisfied that, because of particular circumstances, it is appropriate not to provide the correspondence to all council members.

Local Government (Default Communications Agreement) Order 2025**Schedule 1** Default communications agreement**Division 2** General provisions**cl. 6****6. Requests must not be made during social or incidental dealing or communication**

A council member or committee member must not make a request for information or a request for administrative assistance during a social or incidental dealing or communication with an employee.

7. Incidental or social interactions permitted

Subject to clause 6, nothing in this agreement prohibits social or incidental dealings or communications between —

- (a) a council member or committee member; and
- (b) an employee.

8. Nominated employees

- (1) The CEO may nominate employees for the purposes of this agreement.
- (2) The CEO must nominate at least the following number of employees under subclause (1) —
 - (a) if the local government is a class 1 local government — 4 employees;
 - (b) if the local government is a class 2 local government — 3 employees;
 - (c) if the local government is a class 3 local government — 2 employees;
 - (d) if the local government is a class 4 local government — 1 employee.
- (3) An employee nominated under subclause (1) must be nominated in relation to —
 - (a) all requests for information; or
 - (b) a type of request for information.
- (4) An employee nominated under subclause (1) may be nominated in relation to either or both of the following —
 - (a) all media enquiries or a type of media enquiry;
 - (b) all requests for administrative assistance or a type of request for administrative assistance.

Local Government (Default Communications Agreement) Order 2025

Default communications agreement

Schedule 1

Requests for information generally

Division 3**cl. 9**

- (5) The CEO must ensure that —
- (a) an up-to-date register of employees nominated under subclause (1) is available to council members and committee members; and
 - (b) the register specifies, for each employee nominated under subclause (1), the matters in relation to which the employee is nominated under subclauses (3) and (4).

9. CEO may direct who responds

Despite anything else in this agreement, the CEO may direct which employee is to respond to a particular request for information or request for administrative assistance.

10. No response required out of hours

Nothing in this agreement requires the CEO or another employee to respond to a request for information or a request for administrative assistance outside of office hours.

Division 3 — Requests for information generally**11. Council member or committee member may make request for information**

A council member or committee member may make a request (a *request for information*) for —

- (a) access to information held by the local government under section 5.92 of the Act or otherwise; or
- (b) other information.

12. Information that may be requested

- (1) A request for information may be for advice or other information regarding any of the following —
- (a) a service, project or initiative being delivered by the local government;
 - (b) how the local government usually manages a particular matter, issue, service or query;

Local Government (Default Communications Agreement) Order 2025**Schedule 1** Default communications agreement**Division 3** Requests for information generally**cl. 13**

- (c) budgeting or financial information, including details of the costs of any service, project or initiative delivered or proposed to be delivered by the local government;
 - (d) an issue or situation of broad public concern or interest within the district;
 - (e) preparing a motion to council or a committee;
 - (f) correspondence received by the council member or committee member;
 - (g) an administrative matter.
- (2) The mayor or president may make a request for information for advice or other information regarding any of the following —
- (a) publicly representing the local government at a media appearance or other event (including advice or other information in the form of a briefing or speaking notes);
 - (b) correspondence to be sent by the mayor or president;
 - (c) arranging a formal meeting or an official event.
- (3) This clause does not limit what information may be the subject of a request for information.

13. Requirements applicable to requests for information

- (1) The information the subject of a request for information must be relevant to the functions of the requesting member under the Act or another written law.
- (2) A request for information must be —
 - (a) limited in scope to the specific information that the council member or committee member requires; and
 - (b) accompanied by any supporting information that may assist the local government to respond to the request.
- (3) A request for information regarding correspondence received by the council member or committee member must include a copy of the correspondence.

Local Government (Default Communications Agreement) Order 2025Default communications agreement
Requests for information generally**Schedule 1**
Division 3
cl. 14**14. Certain information not required to be provided**

Nothing in this agreement requires information to be provided to a council member or committee member in response to a request for information if —

- (a) the request for information is not made in accordance with this agreement; or
- (b) the information is information mentioned in section 5.92(4) of the Act; or
- (c) the information —
 - (i) is not held by the local government; and
 - (ii) is held by a person or body other than the local government; and
 - (iii) cannot reasonably be obtained by the local government;
 or
- (d) the CEO decides that preparing or providing the information would divert a substantial and unreasonable portion of the local government's resources away from its other functions.

15. Disputes regarding final response to request for information

- (1) If the final response to a request for information includes a refusal to provide some or all of the information the subject of the request, the requesting member may notify the CEO in writing that there is a dispute regarding the final response.
- (2) A dispute regarding the final response to a request for information must be discussed at a meeting between the mayor or president, the CEO and the requesting member.
- (3) If the dispute is not resolved at the meeting —
 - (a) the requesting member may refer the dispute to the council; and
 - (b) the council may determine the dispute.

Local Government (Default Communications Agreement) Order 2025

Schedule 1 Default communications agreement

Division 4 Requests for information other than administrative requests for information

cl. 16

- (4) The council's determination of the dispute —
 - (a) may override a decision made by the CEO under clause 14(d); and
 - (b) is final.

16. Mayor or president may discuss media enquiry without making request for information

- (1) The mayor or president may discuss a media enquiry with the CEO or an appropriate nominated employee, either verbally or in writing, without making a request for information.
- (2) Subclause (1) does not prevent the mayor or president from making a request for information in relation to a media enquiry.

Division 4 — Requests for information other than administrative requests for information

17. Application

This Division does not apply to or in relation to an administrative request for information.

18. Making a request for information

- (1) A request for information must be made to the CEO or an appropriate nominated employee.
- (2) A request for information must be made in writing by —
 - (a) email; or
 - (b) other electronic means approved by the CEO.

19. Receipt of request must be acknowledged

The CEO must ensure that receipt of a request for information is acknowledged in writing within 2 working days after the day on which the request is made.

Local Government (Default Communications Agreement) Order 2025	
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	cl. 20

20. Request may be discussed and amended

For the purposes of responding to a request for information, the CEO or an appropriate nominated employee may do either or both of the following —

- (a) discuss the request for information with the requesting member, including for the purpose of clarifying the scope of the information the subject of the request;
- (b) if the requesting member requests an amendment to the scope of the information the subject of the request for information — deal with the request for information as if it were so amended.

21. Responding to a request for information

- (1) The CEO must ensure that the requesting member is given a final response to their request for information as soon as practicable.
- (2) If a request for information relates to a matter included in the agenda for an upcoming council or committee meeting, the CEO must make best endeavours to ensure that the requesting member is given a final response to the request before the meeting.
- (3) Without limiting subclause (1) or (2), the CEO must ensure that, within 10 working days after the day on which a request for information is made, the requesting member is given —
 - (a) a final response to the request; or
 - (b) notice that a final response cannot be given within that period and an estimate as to when a final response will be given.
- (4) The final response to a request for information must —
 - (a) be in writing; and
 - (b) include any advice or other information provided in response to the request for information.
- (5) If the final response includes a refusal to provide some or all of the information the subject of the request for information, the response must set out the reasons for that refusal.

Local Government (Default Communications Agreement) Order 2025**Schedule 1** Default communications agreement**Division 4** Requests for information other than administrative requests for information**cl. 22**

22. When final response must be provided to other members

- (1) A copy of the final response to a request for information given to the requesting member must be provided to —
 - (a) all council members; and
 - (b) if the final response is relevant to the work of a committee — any members of the committee who are not council members.
- (2) Subclause (1) does not apply if —
 - (a) the request for information is a request for advice regarding correspondence and the final response is provided to all council members and committee members who received the correspondence; or
 - (b) the request for information is for advice or other information regarding any of the matters mentioned in clause 12(2); or
 - (c) the requesting member and the CEO agree that —
 - (i) the final response is confidential; or
 - (ii) because of particular circumstances, it is appropriate not to provide the final response to all council members and relevant committee members under subclause (1).

23. Requesting member may discuss final response

- (1) The requesting member may discuss the final response to their request for information with the CEO or an appropriate nominated employee, either verbally or in writing.
- (2) During a discussion under subclause (1), the requesting member may be provided with additional information for the purpose of clarifying, or addressing queries in relation to, the final response.

24. CEO may arrange for briefing, meeting or discussion in relation to final response

- (1) The CEO may arrange for some or all council members and committee members to attend a briefing, meeting or other discussion in relation to a final response to a request for information.

Local Government (Default Communications Agreement) Order 2025

Default communications agreement
Administrative requests for information and requests for
administrative assistance

Schedule 1**Division 5****cl. 25**

- (2) During a briefing, meeting or other discussion arranged under subclause (1), council members and committee members may be provided with additional information for the purpose of clarifying, or addressing queries in relation to, the final response.

Division 5 — Administrative requests for information and requests for administrative assistance

25. Term used: administrative request

In this Division —

administrative request means a request that is either or both of the following —

- (a) an administrative request for information;
- (b) a request for administrative assistance.

26. Council member or committee member may request assistance regarding administrative matter

A council member or committee member may make a request (a *request for administrative assistance*) for assistance regarding an administrative matter.

27. Making an administrative request

- (1) An administrative request must be made to the CEO or an appropriate nominated employee.
- (2) Subject to subclause (3), an administrative request may be made verbally or in writing.
- (3) If an administrative request is made verbally, the CEO or an appropriate nominated employee may refuse to deal with the request unless it is made in writing.
- (4) An administrative request that is in writing must be made by —
 - (a) email; or
 - (b) other electronic means approved by the CEO.

Local Government (Default Communications Agreement) Order 2025**Schedule 1** Default communications agreement**Division 6** Provision in relation to commissioner**cl. 28**

28. Responding to an administrative request

- (1) The CEO must ensure that the requesting member is given a final response to their administrative request as soon as practicable.
- (2) Without limiting subclause (1), the CEO must ensure that, within 10 working days after the day on which an administrative request is made, the requesting member is given —
 - (a) a final response to the request; or
 - (b) notice that a final response cannot be given within that period and an estimate as to when the response will be given.
- (3) A final response to an administrative request may be given verbally or in writing.

Division 6 — Provision in relation to commissioner**29. Application of agreement to commissioner**

This agreement applies to a commissioner of the local government as if the commissioner were the council and the mayor or president.

30. Requests for information by commissioner

- (1) Despite clause 29, a commissioner of the local government may make a request for information or a request for administrative assistance to the CEO or another employee in the manner determined by the commissioner.
- (2) The CEO must ensure that the commissioner is given a final response to the request made under subclause (1) —
 - (a) as soon as practicable; and
 - (b) in the manner requested by the commissioner (which may include in writing or in a briefing).
- (3) A dispute regarding a request made under subclause (1) must be determined by —
 - (a) if there are joint commissioners and 1 of them is appointed to be the chairperson — the chairperson; or
 - (b) otherwise — the commissioner who made the request.

Local Government (Default Communications Agreement) Order 2025

Default communications agreement
Provision in relation to commissioner

Schedule 1
Division 6
cl. 30

-
- (4) The chairperson's or commissioner's determination of the dispute —
- (a) may override a decision made by the CEO under clause 14(d); and
 - (b) is final.

Minister for Local Government

Western Australia

Local Government Regulations Amendment Regulations 2025

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Local Government Act 1995

Local Government Regulations Amendment Regulations 2025

Made by the Governor in Executive Council.

Part 1 — Preliminary

1. Citation

These regulations are the *Local Government Regulations Amendment Regulations 2025*.

2. Commencement

These regulations come into operation as follows —

- (a) Part 1 — on the day on which these regulations are published on the WA legislation website (**publication day**);
- (b) Part 2 (but only regulations 3 and 8) — on the day after publication day;
- (c) the rest of the regulations — on 19 October 2025.

Local Government Regulations Amendment Regulations 2025

Part 2 Local Government (Administration) Regulations 1996 amended

r. 3

Part 2 — Local Government (Administration) Regulations 1996 amended

3. Regulations amended

This Part amends the *Local Government (Administration) Regulations 1996*.

4. Regulation 3 amended

In regulation 3(1) insert in alphabetical order:

communications agreement, in relation to a local government, means —

- (a) the default communications agreement that is taken to be the local government's communications agreement under section 5.92B; or
- (b) the communications agreement adopted by the local government that has effect as the local government's communications agreement under section 5.92C;

5. Regulation 19AA amended

In regulation 19AA delete the definition of ***local government employee*** and insert:

local government employee means an employee of the local government;

Local Government Regulations Amendment Regulations 2025
Local Government (Administration) Regulations 1996
amended

Part 2

r. 6

6. Regulation 19ADA inserted

After regulation 19AD insert:

19ADA. Compliance with communications agreement

A code of conduct must contain a requirement that a local government employee must (when acting in their capacity as such) comply with the local government's communications agreement.

7. Regulations 28C and 28D inserted

At the beginning of Part 7 insert:

28C. Additional matters regulated by communications agreement (Act s. 5.92A(2)(d))

For the purposes of section 5.92A(2)(d), the circumstances in which correspondence sent by the mayor or president on behalf of the local government must be provided to all council members by the CEO is a prescribed matter.

28D. Content of communications agreement (Act s. 5.92A(4))

(1) In this regulation —

administrative matter, in relation to a council member or committee member, means the following —

- (a) the scheduling of council meetings or committee meetings;
- (b) the council member's or committee member's compliance obligations under the Act, including in relation to disclosure of financial interests and gifts;

Local Government Regulations Amendment Regulations 2025

Part 2 Local Government (Administration) Regulations 1996
amended

r. 7

- (c) information technology support for the council member or committee member;
 - (d) arrangements for the council member or committee member to attend training or a conference;
 - (e) event invitations received by the council member or committee member;
 - (f) the council member's or committee member's entitlement to a fee, allowance, reimbursement or superannuation contribution payment under the Act;
 - (g) any other matter of an administrative nature;
- request for information**, in relation to a local government, means a request for —
- (a) access to information held by the local government under section 5.92 or otherwise; or
 - (b) other information.
- (2) A local government's communications agreement must include content providing for —
- (a) council members and committee members to make requests for information; and
 - (b) the way in which, and the employees of the local government to whom, a request for information must be made; and
 - (c) time limits within which a response to a request for information must be given; and
 - (d) the way in which information must be provided in response to a request for information; and
 - (e) the way in which disputes regarding the response given to a request for information are to be resolved; and

Local Government Regulations Amendment Regulations 2025
Local Government (Administration) Regulations 1996
amended

Part 2

r. 7

- (f) the employees of the local government with whom council members and committee members may communicate or have dealings in relation to a request for information.
- (3) A local government's communications agreement must include content providing for the agreement not to apply to anything that a council member, committee member or employee of the local government does as part of —
 - (a) the deliberations at a council or committee meeting; or
 - (b) recruiting, reviewing the performance of or terminating the employment of the CEO in accordance with the adopted standards.
- (4) A local government's communications agreement must include content providing for —
 - (a) council members and committee members to make requests for assistance regarding administrative matters; and
 - (b) the way in which, and the employees of the local government to whom, a request for assistance regarding an administrative matter must be made; and
 - (c) time limits within which a response to a request for assistance regarding an administrative matter must be given; and
 - (d) the way in which information must be provided in response to a request for assistance regarding an administrative matter; and
 - (e) the employees of the local government with whom council members and committee members may communicate or have dealings in

Local Government Regulations Amendment Regulations 2025

Part 2 Local Government (Administration) Regulations 1996
amended

r. 7

relation to a request for assistance regarding an administrative matter.

- (5) A local government's communications agreement must include content providing for the following —
- (a) a request for information or a request for assistance regarding an administrative matter by a commissioner of the local government may be made to the CEO or another employee of the local government in the manner determined by the commissioner;
 - (b) the CEO must ensure that the commissioner is given a response to the request for information or request for assistance regarding an administrative matter —
 - (i) as soon as practicable; and
 - (ii) in the manner requested by the commissioner (which may include in writing or in a briefing);
 - (c) disputes regarding the request for information or request for assistance regarding an administrative matter must be resolved by —
 - (i) if there are joint commissioners and 1 of them is appointed to be the chairperson — the chairperson; or
 - (ii) otherwise — the commissioner who made the request.

Local Government Regulations Amendment Regulations 2025
Local Government (Administration) Regulations 1996 **Part 2**
amended

r. 8

8. Regulation 29E inserted

At the end of Part 7 insert:

29E. Transitional provision for *Local Government Regulations Amendment Regulations 2025*

For the purposes of Schedule 9.3 clause 62(2), regulations 28C and 28D, as to be inserted by the *Local Government Regulations Amendment Regulations 2025* regulation 7, apply in relation to the exercise before 19 October 2025, under the *Interpretation Act 1984* section 25(2), of the Minister's power to make an order under section 5.92B, as to be inserted by the *Local Government Amendment Act 2023* section 74.

Local Government Regulations Amendment Regulations 2025

Part 3 Local Government (Model Code of Conduct) Regulations 2021 amended

r. 9

**Part 3 — Local Government (Model Code of Conduct)
Regulations 2021 amended**

9. Regulations amended

This Part amends the *Local Government (Model Code of Conduct) Regulations 2021*.

10. Schedule 1 amended

- (1) After Schedule 1 clause 10 insert:

10A. Communications agreement

A council member or committee member must not contravene section 5.92A(3) of the Act.

- (2) In Schedule 1 clause 20(1) insert in alphabetical order:

administrative matter, in relation to a council member or committee member, means the following —

- (a) the scheduling of council meetings or committee meetings;
- (b) the council member's or committee member's compliance obligations under the Act, including in relation to disclosure of financial interests and gifts;
- (c) information technology support for the council member or committee member;
- (d) arrangements for the council member or committee member to attend training or a conference;
- (e) event invitations received by the council member or committee member;
- (f) the council member's or committee member's entitlement to a fee, allowance, reimbursement or superannuation contribution payment under the Act;
- (g) any other matter of an administrative nature;

Local Government Regulations Amendment Regulations 2025
Local Government (Model Code of Conduct) Regulations 2021
amended **Part 3**

r. 10

communications agreement, in relation to a local government, means —

- (a) the default communications agreement that is taken to be the local government’s communications agreement under section 5.92B of the Act; or
- (b) the communications agreement adopted by the local government that has effect as the local government’s communications agreement under section 5.92C of the Act;

request for information, in relation to a local government, means a request for —

- (a) access to information held by the local government under section 5.92 of the Act or otherwise; or
- (b) other information.

- (3) In Schedule 1 clause 20(1) in the definition of **local government employee** paragraph (b) delete “services.” and insert:

services;

- (4) Delete Schedule 1 clause 20(3) and insert:

- (3) Subclause (2)(a) does not apply to anything that a council member does as part of —
- (a) the deliberations at a council or committee meeting; or
 - (b) making a request for information or a request for assistance regarding an administrative matter in accordance with the local government’s communications agreement.

Clerk of the Executive Council

Consultation Draft

page 9



Audit, Risk and Improvement Committee

Purpose of the Group:

The Audit, Risk and Improvement Committee plays a critical role in supporting the organisation's corporate governance obligations particularly in managing the requirements of the City as stipulated Regulation 16 of the *Local Government (Audit) Regulations 1996*. The Audit, Risk and Improvement Committee's responsibility encompass; financial reporting, risk management, compliance requirements, continuous improvement and oversight of both internal and external audits, as set out in the Audit, Risk and Improvement Committee Terms of Reference, which are reviewed and adopted by Council.

To fulfill these auditing requirement, the Audit, Risk and Improvement Committee reports to Council, providing pertinent advice and recommendations on matters within its Terms of Reference. This process supports the Council in making informed decisions.

The duties and responsibilities of the Audit, Risk and Improvement Committee, as detailed in the Terms of Reference include:

Improvement

- Review performance and suggest improvements in relation to the City's processes with regards to the below listed duties and responsibilities;
- Review performance reporting mechanisms to ensure they support continuous improvement and informed decisions-making; and
- Support management in exploring and adopting innovative practices to enhance service delivery in alignment with the City's Strategic Community Plan, Council Plans and major projects.

Internal control framework

- Consider the adequacy and effectiveness of internal controls and the internal control framework including overseeing privacy and cyber security;
- Critically examine the steps Management has taken to embed a culture that is committed to probity and ethical behaviour;
- Review the organisation's processes or systems in place to capture and effectively detect and/or investigate fraud or material litigation should it be required; and
- Seek confirmation annually and as necessary from internal and external auditors, attending Elected Members, and Management, regarding the completeness, quality and appropriateness of financial and operational information that is provided to the Council.

Risk management

- Review and consider Management's risk management framework in line with Council's risk appetite, which includes policies and procedures to effectively identify, treat and monitor significant risks, and regular reporting to the Council;
- Assist the Council to determine its appetite for risk;
- Review the principal risks that are determined by Council and Management, and



consider whether appropriate action is being taken by Management to treat Council's significant risks;

- Assess the effectiveness of, and monitor compliance with, the risk management framework; and
- Consider any emerging risks trends and report these to Council where appropriate.
- To examine and consider the transfer of risk through an annual review of Council's insurances.

Internal audit

- Review and approve the annual internal audit plan, which is to be based on the Council's risk framework;
- Monitor performance against the annual audit plan at each regular quarterly meeting;
- Monitor all internal audit reports and the adequacy of Management's response to internal audit recommendations;
- Review six monthly fraud reporting and ensure fraud issues are disclosed to the external auditor;
- Provide a functional reporting line for the internal audit and ensure objectivity and transparency of the internal audit;
- Oversee and monitor the performance and independence of both the internal auditors and co-sourced auditors who may be appointed from time to time;
- Review the range of services provided by the co-sourced partner and make recommendations to Council regarding the conduct of the internal audit function; and
- Monitor compliance with Council's delegation policies.

External reporting and accountability

- Consider the appropriateness of the Council's existing accounting policies and practices and approve any changes as deemed appropriate;
- Contribute to improve the quality, credibility and objectivity of the accounting processes, including financial reporting;
- Consider and review the draft annual financial statements and any other financial reports that are to be publicly released and make recommendations to Management on any matters that arise from those statements or reports;
- Consider the underlying quality of the external financial reporting, including:
 - changes in accounting policy and practice;
 - any significant accounting estimates and judgements, accounting implications of new and significant transactions, management practices;
 - and any significant disagreements between Management and the external auditors; and
 - the propriety of any related party transactions and compliance with applicable Australian and international accounting standards and legislative requirements.
- Consider the disclosure of contingent liabilities and contingent assets as well as the clarity of disclosures generally;



- Consider whether the external reporting is consistent with Committee members' information and knowledge, and whether it is adequate for stakeholder needs;
- Recommend to Council:
 - the adoption of the Financial Statements and Reports; and
 - the Statement of Service Performance; and
 - the signing of the Letter of Representation to the Auditors by the Mayor and the Chief Executive Officer.
- Enquire of external auditors any information that affects the quality and clarity of the Council's financial statements, and assess whether appropriate action has been taken by Management;
- Request visibility of appropriate management signoff on the financial reporting and on the adequacy of the systems of internal control; including:
- certification from the Chief Executive Officer, and other staff that risk management and internal control systems are operating effectively.
- Consider and review the Community Strategic Plan Term and Annual Plans before adoption by the Council;
- Apply similar levels of enquiry, consideration, review and management sign off as are required above for external financial reporting; and
- Review and consider the Summary Financial Statements for consistency with the Annual Report.

External audit

- Review and monitor whether Management's approach to maintaining an effective internal control framework is sound and effective, and in particular:
 - Review whether Management has taken steps to embed a culture that is committed to probity and ethical behaviour;
 - Review whether Management has in place relevant policies and procedures and how such policies and procedures are reviewed and monitored; and
 - Review whether there are appropriate systems processes and controls in place to prevent, detect and effectively investigate fraud.
- Annually review the independence of the audit engagement with the external auditor appointed by the Office of the Auditor General;
- Annually review the term of the audit engagement with the external auditor appointed by the Office of the Auditor General, including the adequacy of the nature and scope of the audit, and the timetable and fees;
- Review all external audit reporting, discuss with the auditors and review action to be taken by Management on significant issues and recommendations and report such actions to Council as appropriate;
- The external audit reporting should describe:
 - Council's internal control procedures relating to external financial reporting, findings from the most recent external audit and any steps taken to deal with such findings;
 - All relationships between the Council and the external auditor;
 - Critical accounting policies used by Council; and
 - Alternative treatments of financial information within Generally Accepted Accounting Practice that have been discussed with Management, the



ramifications of these treatments and the treatment preferred by the external auditor.

- Ensure that the lead audit engagement and concurring audit directors are rotated in accordance with best practice and Australian Auditing Standards.

Compliance with legislation, standards and best practice guidelines

- Review the effectiveness of the system for monitoring the Council's compliance with laws (including governance legislation, regulations and associated government policies), with Council's own standards.

Members:

Members of the Audit and Risk Committee:

Position / Organisation	Name
Elected Member	Mayor
Elected Member	Deputy Mayor
Elected Member	
Elected Member	
Independent Audit and Risk Committee Member, Presiding Member	
Independent Audit and Risk Committee Member, Deputy Presiding Member	

Meeting Information:

Meeting frequency:	To be held as required
Meeting location:	City of Kwinana Council Chambers
Meeting commencement time:	5:30pm
Meeting duration :	As required
Expenses:	This is a volunteer role and no expenses are met by the group.
Sitting fee:	The Independent Audit, Risk and Improvement Committee Members receive payment for consultation fees rendered.



Audit, Risk and Improvement Committee – Independent Audit, Risk and Improvement Committee Member Appointment Selection Panel

Purpose of the Group:

To facilitate the recruitment of the Independent Audit, Risk and Improvement Committee Member and provide a recommendation of appointment of the preferred candidate to the position to the Audit, Risk and Improvement Committee.

Members:

Members of the Audit, Risk and Improvement – Independent Audit, Risk and Improvement Committee Member Appointment Selection Panel:

Position / Organisation	Name
Elected Member	
Elected Member	
Elected Member	
City of Kwinana	Chief Executive Officer (no voting rights)

Meeting Information:

Meeting frequency:	To be held as required
Meeting location:	City of Kwinana Council Chambers
Meeting commencement time:	
Meeting duration :	As required
Expenses:	
Sitting fee:	Nil



Executive Appraisal Committee

Purpose of the Group:

The Executive Appraisal Committee plays a key role in the selection, performance appraisal and salary review of a Chief Executive Officer for the organisation and community. The selection and reviews are important processes due to impacting on the quality management and decision making in a local government.

In accordance with Section 5.8, *Local Government Act 1995*, the Council has established the Executive Appraisal Committee.

The Executive Appraisal Committee operates in accordance with the *Local Government Act 1995* and all relevant subsidiary regulations.

Functions of the committee include:

To recommend appropriate action to Council on all matters relating to:

- The employment of the Chief Executive Officer
- Contract of employment to be offered to the Chief Executive Officer
- Performance appraisal and salary review of the Chief Executive Officer
- Assist with the development and recommendation of the Chief Executive Officer's Key Performance Indicators

Members:

Members of the Executive Appraisal Committee:

Position / Organisation	Name
Elected Member	
Elected Member	
Elected Member	
Elected Member	
Elected Member	

Meeting Information:

Meeting frequency:	To be held as required. There are generally three Executive Appraisal Committee Meetings held each year. Additional meetings may be convened as required (Typically meetings are held on a Monday).
Meeting location:	City of Kwinana Council Chambers
Meeting commencement time:	5:30pm as required
Meeting duration :	As required
Expenses:	This is a volunteer role and no expenses are met by the group.
Sitting fee:	Nil.



Local Emergency Management Committee

The Local Emergency Management Committee has been established as it is a legislative requirement under the *Emergency Management Act 2005*.

Purpose of the Group:

The purpose of the Committee is to provide advice to Council on all matters relating to emergency management within the City of Kwinana.

To recommend appropriate action to Council on all matters relating to emergency management and to:

- Develop and maintain effective emergency management arrangements for the local area.
- Liaise with participating agencies in the development, review and testing of emergency management arrangements.
- Assist with the preparation and mitigation of emergency management operating procedures for application in the local area.
- Prepare an annual report on Committee activities for submission to the State Emergency Management Committee.
- Participate in the emergency risk management exercises.
- Carry out other emergency management functions as directed by the State Emergency Management Committee.

Members:

Members of the Local Emergency Management Committee:

Position / Organisation	Name
Elected Member – Chair	

Meeting Information:

Meeting frequency:	Held quarterly on the second Tuesday of the month.
Meeting location:	City of Kwinana Administration Building
Meeting commencement time:	Time TBA
Meeting duration :	As required
Expenses:	This is a volunteer role and no expenses are met by the group.
Sitting fee:	Nil.



Kwinana Recovery Group

The Local Recovery Group (KRG) will coordinate and support local management of the recovery processes within the community, subsequent to a major emergency, in accordance with State Emergency Management Policy and Local Recovery Plan. KRG membership will expand or contract depending on recovery and community needs and requirements.

Purpose of the Group:

The purpose of the Group is to:

- Appoint key position within the KRG
- Establish sub-committees as required
- Assesses requirements for recovery activities relating to physical/psychological/social wellbeing of the community, along with economic, infrastructure and natural environment with assistance from partnering agencies \Develops an Operational Recovery Plan to coordinate a recovery process that considers:
 - Long-term planning and goals for the City
 - Assessing recovery needs and determining recovery functions still required
 - Developing a timetable, identifying responsibilities for completing major functions
 - Considering needs of youth, aged, disabled, culturally linguistically diverse (CaLD)
 - Allowing full community participation and access
 - Allowing monitoring and reporting of the recovery process
- Facilitates provision of services, exchange of public information and acquisition of resources
- Negotiates effective use of available resources and support from State and Commonwealth
- Monitors progress of recovery, receives periodic reports from recovery agencies
- Ensures a coordinated multi-agency approach to community recovery
- Makes appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery readiness and planning

Members:

Membership will expand or contract depending on recovery and community needs and requirements. Depending upon the nature of the recovery, membership may include representatives from relevant government agencies and other statutory authorities plus representatives from non-government organisations and key identified community members.

Position / Organisation	Name
Elected Member - Chair	



KWINANA RECOVERY GROUP CONTINUED...

Meeting Information:

Meeting frequency:	As required depending on the nature and duration of a recovery event.
Meeting location:	TBA when the KRG is activated
Meeting commencement time:	TBA when the KRG is activated
Meeting duration :	As required
Expenses:	This is a volunteer role and no expenses are met by the group.
Sitting fee:	Nil.



Bush Fire Advisory Committee

The Bush Fire Committee has been established as per section 67 of the *Bush Fires Act 1954*.

Purpose of the Group:

The purpose of the Committee is to provide advice to Council regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, ensuring of the cooperation and coordination of bush fire brigades in their efforts and activities and any other matter relating to bush fire control.

To recommend appropriate action to Council on all matters relating to bush fire management.

Members:

Members of the Bush Fire Advisory Committee:

Position / Organisation	Name
Elected Member	
Elected Member	

Meeting Information:

Meeting frequency:	Twice Yearly
Meeting location:	City of Kwinana Administration
Meeting commencement time:	6:00pm
Meeting duration :	As required
Expenses:	This is a volunteer role and no expenses are met by the group.
Sitting fee:	Nil.



Access and Inclusion Reference Group

Terms of Reference:

The City of Kwinana (the City) Access and Inclusion Reference Group (AIRG) has been established to provide advice to the City on matters related to access and inclusion, and the Disability Access and Inclusion Plan 2022 – 2027 (DAIP).

The development of the DAIP is guided by the Disability Services Act 1993 (Amended 2004). The Act requires all Local Governments to develop and implement a DAIP. This helps to ensure that people with disability have equal access to facilities, services, and employment opportunities.

The City recognises the social model of disability. We are committed to looking at ways to remove barriers to access and inclusion that may restrict a person's abilities. The City is committed to actively promoting environments and services in which all people are valued and have the choices to live their best lives.

DAIP's assist public authorities to plan and implement improvements to access and inclusion across seven outcome areas in addition to these, the City has included an eighth outcome area.

1. Services and events
2. Buildings and facilities
3. Information
4. Quality of service
5. Complaints
6. Consultation processes
7. Employment.
8. Capacity Building

Purpose of the Group:

The reference group is intended to provide advice and recommendations on topics and initiatives related to the importance of universal access and inclusion in the City of Kwinana.

Objectives:

- Provide access and inclusion recommendations on the City's relevant plans, strategies, projects and initiatives including the Disability Access and Inclusion Plan 2022 – 2027 (DAIP).
- Advocate for the rights and needs of all people.
- Provide representative input and advice on items referred to the Access and Inclusion Reference Group by the City administration, including but not limited to relevant development applications, plans for events, identified City-initiated projects or programs, and proposals for works on City-managed property.



ACCESS AND INCLUSION REFERENCE GROUP CONTINUED...

Members:

Member of the Access and Inclusion Reference Group:

Position / Organisation	Name
Elected Member	
Elected Member	

Other key service providers or interested organisations can attend meetings by invitation as associate members only.

The AIRG will comprise of a minimum of 8 and maximum of 16 people, as follows:

Representatives	Maximum number of representatives
Community Members	Twelve (12)
City of Kwinana Elected Members	Two (2)
Staff of the City of Kwinana	Two (2)

Meeting Information:

Meeting frequency:	Bi-monthly
Meeting location:	Koorliny Arts Centre
Meeting commencement time:	10.00am
Meeting duration :	90 minutes.
Expenses:	Community members will be given an honorarium of \$25 per meeting to cover any transportation costs and advice provided, paid at the end of each calendar year in the forms of a gift voucher.
Sitting fee:	Nil.



Boola Maara Aboriginal Consultative Committee

Purpose of the Group:

The primary purpose of the Committee is to provide Council with expertise in relevant Aboriginal cultural matters to assist its decision making of the Kwinana Community. The Committee will assist the Council in making culturally appropriate, respectful, and informed decisions pertaining to community matters, particularly those affecting the Aboriginal community and the environment.

Members:

Members of the Boola Maara Aboriginal Consultative Committee:

Position / Organisation	Name
Elected Member	
Elected Member	

The Boola Maara Aboriginal Consultative Committee will comprise of a minimum of six (6) and maximum of eleven (11) people.

Representatives	Maximum number of representatives
Aboriginal and/ or Torres Strait Islander Elders	Five (5)
Aboriginal and/ or Torres Strait Islander Community Leaders	Four (4)
Representatives from Aboriginal organisations	Six (6)
City of Kwinana Elected Members	Two (2)
Staff of the City of Kwinana	Two (2)

Meeting Information:

Meeting frequency:	BMACC meet the first Monday of every month, except when it clashes with Public Holidays, then the meeting is moved to the second week of the month.
Meeting location:	City of Kwinana – Council Chambers, corner Gilmore Avenue & Sulphur Road, Kwinana WA 6167
Meeting commencement time:	10am
Meeting duration :	1.5 hours
Expenses:	Representatives (other than Elected Members and Officers) will be paid a consultation fee of \$150.00
Sitting fee:	Nil.



Cash Donations and Sponsorship Assessment Panel

Purpose of the Group:

The City of Kwinana will consider requests for donations (cash) to any cause which merits the involvement of the City and which will be of direct or indirect benefit to the local residents, in instances where other grants are not suitable or available.

The City of Kwinana will consider entering into sponsorship arrangements with organisations or individuals to support new or existing programs, services, facilities or events that contribute to the quality of life of residents of the City of Kwinana.

The Chief Executive Officer or their delegate will assess applications up to \$500 against the stated criteria. A selection panel comprised of one Elected Member and the Director City Life will assess requests for donations between \$500 and \$2,500 against the stated criteria. All cash donations above \$2,500 must be approved by Council.

Members:

Members of the Cash Donations and Sponsorship Assessment Panel:

Position / Organisation	Name
Elected Member	
Elected Member	

Meeting Information:

Applications will be assessed on the online Smarty Grants portal, with any necessary follow up correspondence to occur via email where feasible.

Meeting frequency:	As required, when applications are received.
Meeting location:	Online
Meeting commencement time:	
Meeting duration :	
Expenses:	This is a volunteer role and no expenses are met by the group.
Sitting fee:	Nil.



Events Funding Assessment Panel

Purpose of the Group:

To assist groups to enhance community life, and create more connected and vibrant communities through the provision of a financial grant for the hosting of local, neighbourhood-based community events.

The Event Funding Assessment Panel will comprise of two (2) Councillors and two (2) City Officers from the City Life Directorate.

Members:

Members of the Events Funding Assessment Panel:

Position / Organisation	Name
Elected Member	
Elected Member	

Meeting Information:

Applications will be assessed on the online Smarty Grants portal, with any necessary follow up correspondence to occur via email where feasible.

Meeting frequency:	As required, when applications are received.
Meeting location:	Online
Meeting commencement time:	
Meeting duration :	
Expenses:	This is a volunteer role and no expenses are met by the group.
Sitting fee:	Nil.



Freedom of the City Working Group

Purpose of the Group:

To review nominations that recognize a community members outstanding achievements, dedicated service to the community over an enduring period of time and meritorious service to the City of Kwinana.

The Freedom of the City Working Group is only called when a Freedom of the City nomination has been received. Subject to the eligibility and selection criteria of the Honorary Freedom of the City and Freedom of the City Policy being met, Council may, by resolution, confer the title of:

- 'Honorary Freedom of the City', to a former Mayor
- 'Freedom of the City', to a person who has rendered exceptional service to the community.

Any nomination must be presented to Council for formal consideration and carried by an absolute majority of Council.

Members:

Members of the Freedom of the City Working Group:

Position / Organisation	Name
Elected Member	
Elected Member	
Elected Member	

Meeting Information:

Meeting frequency:	To be held as required
Meeting location:	City of Kwinana Administration Building
Meeting commencement time:	As per schedule availability
Meeting duration :	As required
Expenses:	This is a volunteer role and no expenses are met by the group.
Sitting fee:	Nil.



Kwinana Community Fund Panel

Purpose of the Group:

The City has entered into a Memorandum of Understanding with the Kwinana Community Chest for the collective distribution of the annual community funding allocation.

Purpose - to assist local community groups and organisations to enhance community life and strengthen community connections through the provision of a financial grant to projects that meet the City's objectives of facilitating community development.

- a) To encourage local community organisations to engage in capacity building and community engagement projects and programs, maximising the potential for collaboration between multiple groups.
- b) To provide local groups and organisations access to a local funding source for the acquisition or replacement of minor equipment.

The Kwinana Community Funding Assessment Panel will comprise of two (2) Councillors and two (2) representatives of the Kwinana Community Chest.

Members:

Members of the Kwinana Community Funding Panel:

Position / Organisation	Name
Elected Member	
Elected Member	

Meeting Information:

Online assessment of applications within the Smarty Grants portal is required of panel members in the 2 weeks prior to the panel meeting.

Meeting frequency:

Twice per annum

Meeting location:

To be advised

Meeting commencement time:

To be advised

Meeting duration :

2 hours

Expenses:

This is a volunteer role and no expenses are met by the group.

Sitting fee:

Nil.



LYRiK Scholarship and Awards Panel

Purpose of the Group:

The Leadership, Youth and Respect in Kwinana (LYRiK) Program recognizes the achievements of young people and provides mentoring opportunities to those aged 10 to 24 years who live, work or go to school in Kwinana. The LYRiK Programs aims to develop leadership skills, financial, budgeting and goal setting skills, community-building skills, sense of belonging, independence, confidence and resilience.

LYRiK consists of two annual programs:

LYRiK Scholarships: Open to young people aged 15 – 24 years who live, work or go to school in Kwinana and have an education or employment goal.

LYRiK Awards: Open to young people aged 10 – 24 years who have made a valuable contribution to the community and are achieving in any of the six award categories.

A selection panel comprised of a minimum of one Elected Member, two City Officers and two or more external stakeholders (usually LYRiK Sponsors) will assess applications against the stated criteria and make a recommendation of approved applicants. The Chief Executive Officer or their delegate will approve applications.

Members:

Members of the LYRiK Scholarship and Awards Panel:

Position / Organisation	Name
Elected Member	

Meeting Information:	To be held as required
Meeting frequency:	To be held as required
Meeting location:	To be advised
Meeting commencement time:	To be advised
Meeting duration :	As required
Expenses:	This is a volunteer role and no expenses are met by the group.
Sitting fee:	Nil



Community Awards Assessment Panel

Purpose of the Group:

To recognise and celebrate the achievements of outstanding Kwinana residents, The Kwinana Community Awards will be run annually. The five (5) award categories will be;

- Senior of the Year,
- Young Person of the Year (awarded as part of the LYRiK awards process),
- Aboriginal Person or Group of the Year,
- Kwinana Group of the Year; and
- Kwinana Person of the Year.

The Community Awards Selection Panel will select the winners of each category. The panel will comprise of at least; one Kwinana Senior, one Senior Kwinana Aboriginal Person, one Kwinana Youth Advisory Council Member, one previous Kwinana Community Awards winner, one Elected Member and one City Officer.

Members:

Members of the Community Awards Assessment Panel:

Position / Organisation	Name
Elected Member	

Meeting Information:

Panel members will be required to undertake independent assessment of all applications in the 2 weeks prior to the panel meeting taking place.

Meeting frequency:

Once per annum

Meeting location:

To be advised

Meeting commencement time:

5.00 pm

Meeting duration :

2 hours

Expenses:

This is a volunteer role and no expenses are met by the group.

Sitting fee:

Nil



Local Commercial Support Grant Panel

Purpose of the Group:

The Local Commercial Support Grant Panel is to make decisions regarding the disbursement of funds in accordance with the Local Commercial Support Grant Policy to drive local investment and support local goods and services providers. The policy emphasises the importance of local procurement and the grant round aims to reinforce local supply chains and allow business networks to develop at a local level.

The grant funds will be allocated on a competitive basis via an Expression of Interest (EOI) process. The grants will take the form of reimbursement (to a maximum of \$1,000) for specified types of expenses for example physical upgrades, security features, strengthening online presence, professional development or any other activity that would support the ongoing viability of the business. Stock, wages and running costs are not eligible. Disbursement of grant funding will occur on receipt of final paid invoice.

Pre-meeting Information:

Eligible applications are assessed by panel members prior to meeting via the Smarty Grants portal and then review for final approval at the meeting.

Members:

Members of the Local Commercial Support Grant Panel:

Position / Organisation	Name
Elected Member	
Elected Member	
Elected Member	

Meeting Information:

Meeting frequency:	As required.
Meeting location:	City of Kwinana Administration Building
Meeting commencement time:	As per schedule availability
Meeting duration :	As required – usually 1 hour
Expenses:	This is a volunteer role and no expenses are met by the group.
Sitting fee:	Nil.



Naming of Parks, Places and Buildings Working Group

Purpose of the Group:

To consider community suggestions, Officers' research, recommendations from the Boola Maara Aboriginal Consultative Committee, and any other relevant local information, and provide recommendations to Council on appropriate names for new or renamed parks, places and buildings in accordance with Council Policy and Landgate's Policies and Standards for Geographical Naming.

The Group is supported by the Coordinator Community Facilities Planning, who attends meetings and provides project updates and background information but is not involved in the name selection decision.

All recommendations are required to comply with the Council's adopted naming policy and relevant Landgate criteria, with a focus on cultural and geographical relevance, and community input, including specific consultation with local Aboriginal representatives through the Boola Maara Aboriginal Consultative Committee.

Final naming decisions remain with Council, following Working Group recommendation.

The Naming of Parks, Places and Buildings Selection Panel shall comprise of three (3) Elected Members, one (1) City Officer and one (1) prominent Community member (current City of Kwinana Citizen of the Year)

Members:

Members of the Naming of Parks, Places and Buildings Working Group:

Position / Organisation	Name
Elected Member	
Elected Member	
Elected Member	

Meeting Information:

Meeting frequency:	As required
Meeting location:	City of Kwinana Administration Building or via e-mail/online
Meeting commencement time:	5:00pm or as otherwise agreed (evenings have been required to accommodate community members' availability)
Meeting duration :	As required
Expenses:	This is a volunteer role and no expenses are met by the group.
Sitting fee:	Nil.



Public Art Review Panel (PARP)

Purpose of the Group:

Established to provide recommendation to the CEO on public art proposals and reports prepared in response to conditions of development applications under the City's 'Local Planning Policy No. 5 Development Contribution towards Public Art' and provide advice in respect to public art matters pertaining to the City's Public Art Guidelines and Public Art Master Plan.

Members:

Members of the Public Art Review Panel:

Position / Organisation	Name
Elected Member	

Meeting Information:

Meeting frequency:	Regularly (every 6 weeks) or as needed
Meeting location:	City of Kwinana
Meeting commencement time:	Determined as availability permits
Meeting duration :	1.5 hours
Expenses:	This is a volunteer role and no expenses are met by the group.
Sitting fee:	Payment to the expert public art consultant/s appointed to the panel per meeting. No other external expenses.



Council Representatives on External Committees



Kwinana Community Consultative Network

The **Alcoa Environmental Improvement Plan (EIP) Advisory Group**—now known as the **Kwinana Community Consultative Network (CCN)**—was established to support Alcoa's commitment to environmental stewardship and community engagement at its Kwinana Alumina Refinery.

Purpose and Role of the Advisory Group:

The Advisory Group was formed as part of Alcoa's voluntary Environmental Improvement Plan initiative, which began in 2006. Its key purposes include:

- Providing community input into the development and review of the Environmental Improvement Plan.
- Ensuring transparency around Alcoa's environmental performance and improvement targets.
- Facilitating collaboration between Alcoa, local government, community groups, and residents.
- Helping shape initiatives that reduce environmental impacts and promote sustainable practices. Monitoring progress on environmental goals such as air quality, water conservation, land and waste management, and energy efficiency.

Members of the Advisory Group include community representatives, local government officials, and other stakeholders who contribute their time and perspectives to guide Alcoa's environmental efforts. Their involvement is seen as essential to maintaining continuous improvement and building trust between Alcoa and the surrounding communities.

Members:

Members of the Kwinana Community Consultative Network:

Position / Organisation	Name
Elected Member	

Meeting Information:

Meeting frequency:	Quarterly
Meeting location:	Ken Jackman Hall, Kwinana
Meeting commencement time:	4.00pm
Meeting duration :	As required
Expenses:	The City will meet travel expenses as per the City's Elected Members Allowances, Expenses and Gifts Policy
Sitting fee:	Nil



Alcoa Stakeholder Reference Group – Kwinana Long Term Residue Management Strategy

Purpose of the Group:

To review specific projects that require a more intense level of community involvement.

The Long-Term Residue Management Strategy is designed to inform local and state governments and the wider community of Alcoa's long-term management strategies and commitments for a sustainable future in residue management. It outlines the Kwinana Refinery's current short-term (2020-2024), mid-term (2024-2034) and life-of-mine (2045) management strategies for bauxite residue, including issues such as:

- where future residue infrastructure areas will be located;
- the proposed height requirements for the residue drying areas; and
how safety and environmental risks associated with residue drying storage will be managed.

Note with the recent announcement of the closure of the Alcoa Kwinana refinery it is yet to be determined what the future of this group will be.

Members:

Members of the Alcoa Stakeholder Reference Group – Kwinana Long Term Residue Management Strategy:

Position / Organisation	Name
Elected Member	

Meeting Information:

Meeting frequency:	As required
Meeting location:	Alcoa, Kwinana
Meeting commencement time:	
Meeting duration :	
Expenses:	The City will meet travel expenses as per the City's Elected Members Allowances, Expenses and Gifts Policy
Sitting fee:	Nil



Beeliar Regional Park Community Advisory Committee

Purpose of the Group:

The Beeliar Regional Park Community Advisory Committee (BRPCAC) was established by DBCA to provide a regular forum to hear public opinion and exchange advice on management issues affecting Beeliar Regional Park. The committee consists of community members, LGA representatives, state governments agency representatives and other land managers within Beeliar Regional Park.

Members:

Members of the Beeliar Regional Park Community Advisory Committee:

Position / Organisation	Name
Elected Member	

Meeting Information:

Meeting frequency:	Quarterly
Meeting location:	Cockburn Wetlands Centre
Meeting commencement time:	4pm
Meeting duration :	2 hours
Expenses:	The City will meet travel expenses as per the City's Elected Members Allowances, Expenses and Gifts Policy
Sitting fee:	Nil



Cockburn Sound Management Council

Purpose of the Group:

The Cockburn Sound Management Council was established in August 2000 to coordinate environmental planning and management of Cockburn Sound and its catchment. In January 2007, the Council was re-established as an advisory council to the Minister for Environment. The Council provides advice to the Minister for Environment on the environmental management of Cockburn Sound, in particular the protection and maintenance of water quality and associated environmental values of the Cockburn Sound marine area.

The Management Council, led by an independent Chair, comprises approximately 18 members who represent the local community; Aboriginal communities; recreation and conservation groups; industry; and Commonwealth, State and local governments.

Mission:

The Terms of Reference includes the following key roles for the CSMC:

1. Facilitate and coordinate stakeholder and community input into the environmental management of Cockburn Sound, particularly in regard to the protection and maintenance of water quality and associated environmental values for the Cockburn Sound marine area
2. Oversee and coordinate environmental monitoring and research/investigative studies in Cockburn Sound
3. Provide advice to the Minister for Environment on the environmental management of Cockburn Sound, particularly in regard to the protection and maintenance of water quality and associated environmental values for the Cockburn Sound marine area
4. Report to the Minister for the Environment and the community on the state of the environment of Cockburn Sound, particularly in regard to the protection and maintenance of water quality and associated environmental values for the Cockburn Sound marina area.

Members:

Members of the Cockburn Sound Management Committee:

Position / Organisation	Name
Elected Member	
Elected Member - PROXY	

Meeting Information:

Meeting frequency:	Quarterly
Meeting location:	Meeting is hosted by individual members' organisations on a rotational basis
Meeting commencement time:	9am
Meeting duration :	5 Hours
Expenses:	The City will meet travel expenses as per the City's Elected Members Allowances, Expenses and Gifts Policy



Sitting fee: Nil



Communities Industry Forum

Purpose of the Group:

Hosted by the Kwinana Industries Council, the purpose of the Forum is to build a bridge of understanding between local industries and the community.

Vision:

To build a better community where the community is proud of local industries and the whole community feels and is safe

Members:

Members of the Communities Industry Forum:

Position / Organisation	Name
Elected Member	
Elected Member - PROXY	
Elected Member - PROXY	

Meeting Information:

Meeting frequency:	Meetings are held as needed (on average twice a year)
Meeting location:	Ken Jackman Hall, Darius Wells Library and Resource Centre
Meeting commencement time:	5:30pm
Meeting duration :	1.5 hours
Expenses:	The City will meet travel expenses as per the City's Elected Members Allowances, Expenses and Gifts Policy
Sitting fee:	



Jandakot Botanic Regional Park Community Advisory Committee

Purpose of the Group:

The Jandakot Regional Park Community Advisory Committee (JRPCAC) was established by DBCA to provide a regular forum to hear public opinion and exchange advice on management issues affecting Jandakot Regional Park. The committee consists of community members, LGA representatives, state governments agency representatives and other land managers within Jandakot Regional Park.

Members:

Members of the Jandakot Botanic Regional Park Community Advisory Committee:

Position / Organisation	Name
Elected Member	

Meeting Information:

Meeting frequency:	Quarterly
Meeting location:	Cockburn Wetland Centre
Meeting commencement time:	4pm
Meeting duration :	2 Hours
Expenses:	The City will meet travel expenses as per the City's Elected Members Allowances, Expenses and Gifts Policy
Sitting fee:	Nil



Development Assessment Panel

Purpose of the Group:

A key component of planning reform in Western Australia, Development Assessment Panels (DAPs) are intended to enhance planning expertise in decision making by improving the balance between technical advice and local knowledge.

Each DAP consists of five panel members, three being specialist members and two local government councillors

Mission:

Under the Development Assessment Panel (DAP) regulations, each DAP will determine development applications that meet set type and value thresholds as if it were the responsible authority under the relevant planning instrument, such as the local planning scheme or region planning scheme. The DAP regulations state that DAP applications cannot be determined by local government or the Western Australian Planning Commission (WAPC).

The role of DAP members is to determine development applications within a certain type and value threshold through consistent, accountable, and professional decision-making.

There are 3 DAPs in Western Australia. To find out about DAP, refer to the DAPs Website.

Members:

Members of the Development Assessment Panel:

Position / Organisation	Name
Elected Member	
Elected Member	
Elected Member - PROXY	
Elected Member - PROXY	

***Please note that the term is determined externally**

Meeting Information:

Meeting frequency:	As required
Meeting location:	140 William Street, Perth or via Zoom
Meeting commencement time:	Time TBA (9:30 am or 1pm)
Meeting duration :	As required
Expenses:	Members are entitled to be reimbursed for travel expenses to attend meetings in accordance with the Public Sector Commissioner's Circular Remuneration for Government Board and Committees.
Sitting fee:	Members, if eligible are paid sitting and training fees in accordance with <i>Planning and Development (Development Assessment Panels) Regulations 2011</i> , Schedule 2 – Fees for DAP Members and the Premier's



Circular 2025/15 – State Government Boards and Committees.



Kwinana Senior Citizens Centre Committee

Purpose of the Group:

- 1) Operate the Kwinana Senior Citizens Centre, a Centre predominantly for the benefit of persons aged 55 years and over.
- 2) Provide facilities and services, and encourage programmes, activities and contributions both within and outside the Centre for the wellbeing and enjoyment of the members, their carers and their community.
- 3) Ensure that the activities and operations of the Centre are consistent with the principles of access, inclusion and participation.
- 4) Facilitate collaboration within and between older people's organisations, aged services agencies, Government, the private sector and community groups in work to improve wellbeing and service delivery to older people.
- 5) Foster public interest and support to promote and achieve the Association's vision.
- 6) Do all such things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

Members:

Members of the Kwinana Senior Citizens Centre:

Position / Organisation	Name
Elected Member	
Elected Member - PROXY	
Elected Member - PROXY	

Meeting Information:

Meeting frequency:	Third Monday of each month
Meeting location:	Kwinana Senior Citizens Centre
Meeting commencement time:	9.00am to 10.30am
Meeting duration :	No more than two hours
Expenses:	The City will meet travel expenses as per the City's Elected Members Allowances, Expenses and Gifts Policy
Sitting fee:	None



Local Government Association - South Metropolitan Zone

Purpose of the Group:

Groups of geographically aligned members.

Responsible for:

- Direct elections of State Councillors
- Input into policy formulation
- Advise on matters

Members:

Members of the Local Government Association - South Metropolitan Zone:

Position / Organisation	Name
Elected Member	Mayor
Elected Member	
Elected Member	
City of Kwinana (non voting member)	Chief Executive Officer

Meeting Information:

Meeting frequency:	Bi Monthly (February, April, June, August, November)
Meeting location:	Varies (Rotated amongst member Local Governments in the Zone)
Meeting commencement time:	5:30pm
Meeting duration :	2 hours, dinner is provided
Expenses:	The City will meet travel expenses as per the City's Elected Members Allowances, Expenses and Gifts Policy
Sitting fee:	Nil



Metropolitan Regional Road Group South West Sub Group

Purpose of the Group:

The Metropolitan Regional Road Group South West sub group assists the Metropolitan Regional Road Group when managing and considering local road issues for the following local governments:

- City of Kwinana
- City of Cockburn
- Town of East Fremantle
- City of Fremantle
- City of Melville
- City of Rockingham

The Metropolitan Regional Road Group South West sub group are to meet regularly and at least twice per annum. Each local government is to have an elected member and technical representative. A compulsory item on the agenda is the status of claims for Main Roads Metropolitan Regional Road Group projects. Quarterly Expenditure Reports are reviewed at these meetings and the group is supported by a Main Roads Western Australia support staff member. The elected member is the voting representative and has one vote for each recommendation at the MRRG meetings.

Members:

Members of the Metropolitan Regional Road Group South West Sub Group:

Position / Organisation	Name
Elected Member	
Elected Member - PROXY	

Meeting Information:

Meeting frequency:	At least twice a year or when required.
Meeting location:	Hosted in one of the 6 local governments' office.
Meeting commencement time:	Depending on officers and elected members' availability.
Meeting duration :	Minimum of 1 hour
Expenses:	The City will meet travel expenses as per the City's Elected Members Allowances, Expenses and Gifts Policy
Sitting fee:	



Peel Harvey Catchment Council (Nominated Position)

Purpose of the Group:

The Peel-Harvey Catchment Council (PHCC) invites you to nominate one of your Elected Members to be a Member or Deputy Member of the PHCC. Applications are considered by an Independent Panel who make a recommendation to the PHCC. The PHCC would make their determination and endorsement at their December meeting. The successful applicant will become the Local Government Member (or Deputy), representing all coastal local governments within the Peel-Harvey Catchment.

Members are expected to be active ambassadors and contribute beyond general meeting attendance, on behalf of all Coastal Councils. It is a dedicated group with representation from community, industry and government

Applications are requested in writing, with endorsement from Council, outlining the applicant's reasons for nominating and the knowledge and experience in relation to natural resource management, local government, board governance, strategic planning and/or any other relevant skills that they can bring to the PHCC.

The term of tenure will be four years, plenty of time to make a significant impact for the local environment.

Members:

Ten community members, joining forces with two local government members, one representative from each of the main State agencies with environmental responsibilities and the Peel Development Commission.

Members of the Peel Harvey Catchment Council:

Position / Organisation	Name
Elected Member	

Meeting Information:

Meeting frequency:	Six times a year, usually on the third Thursday of every second month
Meeting location:	PHCC Office or another venue within the Peel-Harvey catchment.
Meeting commencement time:	9.00 am – 12.00 pm
Meeting duration :	As required
Expenses:	Travel expenses reimbursed by the Peel-Harvey Catchment Council at the rate of 85 cents per km as per ATO rates.
Sitting fee:	Nil.



Perth South West Metropolitan Alliance Board

Purpose of the Group:

The Perth South West Metropolitan Alliance Board comprises the Mayors and CEOs of the six member Councils and meets four to six times per year to consider regional issues, projects and priorities.

As one of the fastest growing and diverse regions of Western Australia, the South West Metropolitan Region of Perth offers many exciting business development and lifestyle opportunities.

The Perth South West Metropolitan Alliance works to capitalise on these opportunities and to promote sustainable economic growth for the benefit of local communities.

The Board role includes:

- To chart the strategic direction of the Alliance
- To prioritise and oversight the activities and projects of the Alliance
- To consider opportunities for efficiency and improved service delivery through cooperation between member Local Governments
- To consider reports and other formal documents of the Alliance
- To consider advice from committees and groups as required

Members:

Members of the Perth South West Metropolitan Alliance Board:

Position / Organisation	Name
Elected Member	Mayor
City of Kwinana	Chief Executive Officer

Deputy Mayor to be designated as Deputy for the Mayor at this meeting.

Meeting Information:

Meeting frequency:	Quarterly
Meeting location:	Varies
Meeting commencement time:	3:00pm
Meeting duration :	2 hours
Expenses:	The City will meet travel expenses as per the City's Elected Members Allowances, Expenses and Gifts Policy
Sitting fee:	Nil



Perth South West Metropolitan Alliance Planning & Technical Directors' Forum

Purpose of the Group:

- To provide technical advice on planning and engineering matters affecting the South West Metropolitan Region
- To provide a forum to discuss regional issues with a focus on planning communities and transport related initiatives
- To provide input into submissions prepared by the Perth South West Metropolitan Alliance in response to planning and engineering strategies, plans and policies
- Provide advice on areas of Local Government activity related to planning and engineering
- To put forward regional planning and engineering issues likely to be of interest to the CEOs Forum and Board
- To develop technical related proposals on future project activity, policies and procedures for the Perth South West Metropolitan Alliance

Members:

Members of the Perth South West Metropolitan Alliance Technical Directors Committee:

Position / Organisation	Name
City of Kwinana	Director City Development and Sustainability
City of Kwinana	Director City Infrastructure

Meeting Information:

Meeting frequency:	Four to six times per year generally preceding the CEOs Forum Meeting
Meeting location:	Varies
Meeting commencement time:	
Meeting duration :	2 Hours
Expenses:	The City will meet travel expenses as per the City's Elected Members Allowances, Expenses and Gifts Policy
Sitting fee:	Nil



South West Corridor Development Foundation (SWCDeF)

Purpose of the Group:

The South West Corridor Development Foundation Incorporated (SWCDEF Inc.) is a not for profit incorporated association established by the South West Group in 1986.

SWCDeF acts as a project facilitation entity for the Perth South West Metropolitan Alliance and as a coordinating body working to support environmental initiatives in the region.

Members of SWCDeF are also to be members of the PSWMA Environmental Forum.

Members:

Members of the South West Corridor Development Foundation:

Position / Organisation	Name
Elected Member	
Elected Member - Deputy	

Meeting Information:

Meeting frequency:	Quarterly
Meeting location:	Varies
Meeting commencement time:	12.00 pm
Meeting duration :	1 ½ hours
Expenses:	The City will meet travel expenses as per the City's Elected Members Allowances, Expenses and Gifts Policy
Sitting fee:	Nil



Perth South West Metropolitan Alliance Environmental Forum

Purpose of the Group:

- To oversee the implementation of the Regional Natural Resources Management (NRM) Strategy development by the Perth South West Metropolitan Alliance.
- To provide advice and feedback on the identification and implementation of priority projects and activities progressed through the Regional NRM Strategy.
- To actively engage with key stakeholders (government, corporate and community) to progress NRM projects and activities that benefit the region.
- To identify opportunities to improve collaboration on NRM activities between Perth South West Metropolitan Alliance member Councils and stakeholder organisations.

Members of PSWMA Environmental Forum are also to be members of the SWCDeF.

Members:

Members of the Perth South West Metropolitan Alliance Environmental Forum:

Position / Organisation	Name
Elected Member	
Elected Member	

Meeting Information:

Meeting frequency:	Four to six times per year generally preceding the CEOs Forum Meeting
Meeting location:	Varies
Meeting commencement time:	12:00pm
Meeting duration :	3 hours
Expenses:	The City will meet travel expenses as per the City's Elected Members Allowances, Expenses and Gifts Policy
Sitting fee:	



Register of Elected Member and City Officer Delegations to Committees and Organisations 2023 - 2025

Audit and Risk Committee

Position / Organisation	Name
Elected Member	Mayor Peter Feasey
Elected Member	Deputy Mayor Barry Winmar
Elected Member	Councillor David Acker
Elected Member	Councillor Erin Sergeant

Audit and Risk Committee – Independent Audit and Risk Committee Member Appointment Selection Panel

Position / Organisation	Name
Elected Member	Mayor Peter Feasey
Elected Member	Deputy Mayor Barry Winmar
Elected Member	Councillor David Acker

Executive Appraisal Committee

Position / Organisation	Name
Elected Member	Mayor Peter Feasey
Elected Member	Deputy Mayor Barry Winmar
Elected Member	Councillor David Acker
Elected Member	Councillor Michael Brown
Elected Member	Councillor Sheri Wood

Local Emergency Management Committee

Position / Organisation	Name
Elected Member – Chair	Councillor Matthew Rowse

Kwinana Recovery Group

Position / Organisation	Name
Elected Member - Chair	Councillor Erin Sergeant

Bush Fire Advisory Committee

Position / Organisation	Name
Elected Member	Deputy Mayor Barry Winmar
Elected Member	Councillor David Acker

Disability Reference Group

Position / Organisation	Name
Elected Member	Councillor Sue Kearney
Elected Member	Councillor Sheri Wood

Boola Maara (Many Hands) Advisory Group

Position / Organisation	Name
Elected Member	Deputy Mayor Barry Winmar
Elected Member	Councillor Ivy Penny
Elected Member	Councillor Matthew Rowse

Cash Donations and Sponsorship Assessment Panel

Position / Organisation	Name
Elected Member	Councillor Sue Kearney
Elected Member	Councillor Sheri Wood

Event Funding Assessment Panel

Position / Organisation	Name
Elected Member	Councillor Sue Kearney
Elected Member	Councillor Sheri Wood

Freedom of the City Working Group

Position / Organisation	Name
Elected Member	Mayor Peter Feasey
Elected Member	Councillor Sue Kearney
Elected Member	Councillor Ivy Penny

Kwinana Community Fund Panel

Position / Organisation	Name
Elected Member	Councillor Sue Kearney
Elected Member	Councillor Sheri Wood

LYRiK Scholarship and Awards Panel

Position / Organisation	Name
Elected Member	Councillor Michael Brown

Community Awards Assessment Panel

Position / Organisation	Name
Elected Member	Councillor Matthew Rowse

Local Commercial Support Grant Panel

Position / Organisation	Name
Elected Member	Councillor Michael Brown
Elected Member	Councillor Erin Sergeant
Elected Member	Councillor Matthew Rowse

Minor Capital Works Assessment Panel

Position / Organisation	Name
Elected Member	Councillor Ivy Penny
Elected Member	Councillor David Acker

Naming of Parks, Places and Buildings Working Group

Position / Organisation	Name
Elected Member	Mayor Peter Feasey
Elected Member	Councillor Sheri Wood
Elected Member	Councillor Ivy Penny

Public Art Review Panel

Position / Organisation	Name
Elected Member	Councillor Ivy Penny

External Committees:**Alcoa Kwinana Refinery – Environmental Improvement Plan Advisory Board**

Position / Organisation	Name
Elected Member	Councillor Sheri Wood

Alcoa Stakeholder Reference Group – Kwinana Long Term Residue Management Strategy

Position / Organisation	Name
Elected Member	Councillor Erin Sergeant

Beeliar Regional Park Advisory Committee

Position / Organisation	Name
Elected Member	Councillor Ivy Penny

Cockburn Sound Management Council

Position / Organisation	Name
Elected Member	Councillor Michael Brown
Elected Member - Proxy	Councillor Ivy Penny

Communities Industry Forum

Position / Organisation	Name
Elected Member	Councillor Erin Sergeant
Elected Member - Proxy	Councillor David Acker
Elected Member - Proxy	

Jandakot Botanic Regional Park Community Advisory Committee

Position / Organisation	Name
Elected Member	Councillor Ivy Penny

Joint Development Assessment Panel*

Position / Organisation	Name
Elected Member	Deputy Mayor Barry Winmar
Elected Member	Councillor Matthew Rowse
Elected Member - Proxy	Councillor Sheri Wood
Elected Member - Proxy	Councillor Ivy Penny

*Note that the term is determined externally, with the term of the current Kwinana JDAP local member representatives (including Proxy's) not due to expire until 26 January 2024.

Kwinana Senior Citizens Centre

Position / Organisation	Name
Elected Member	Councillor Sue Kearney
Elected Member - Proxy	Mayor Peter Feasey
Elected Member - Proxy	Councillor Sheri Wood

Local Government Association – South Metropolitan Zone

Position / Organisation	Name
Elected Member	Mayor Peter Feasey
Elected Member	Deputy Mayor Barry Winmar
Elected Member	Councillor David Acker
City of Kwinana (non-voting)	Chief Executive Officer

Metropolitan Regional Road Group South West Sub Group

Position / Organisation	Name
Elected Member	Councillor Ivy Penny
Elected Member - PROXY	Councillor Erin Sergeant

South East Regional Centre for Urban Landcare (SERCUL)

Position / Organisation	Name
Elected Member	Councillor Ivy Penny

Perth South West Metropolitan Alliance Board

Position / Organisation	Name
Elected Member	Mayor Peter Feasey
City of Kwinana	Chief Executive Officer

South West Corridor Development Foundation (SWCDeF)

Position / Organisation	Name
Elected Member	Councillor Sheri Wood
Elected Member - Deputy	Councillor Ivy Penny

Perth South West Metropolitan Alliance Environmental Forum

Position / Organisation	Name
Elected Member	Mayor Peter Feasey
Elected Member	Deputy Mayor Barry Winmar

*Note that the Deputy Mayor is to be designated as Deputy for the Mayor at this meeting.

Committee of Koorliny Arts Centre Incorporated (KACI)

Position / Organisation	Name
Elected Member	Mayor Peter Feasey

3. That Council approve the following Elected Member nomination for the Local Government (Coastal) representative to the Peel Harvey Catchment Council:

Position / Organisation	Name
Elected Member	Councillor Ivy Penny



Audit, Risk and Improvement Committee Terms of Reference

Introduction

The Audit, Risk and Improvement Committee ("Committee") is an advisory body formally established by the City of Kwinana ("City") Council. The Committee's role is to support the Council in fulfilling its governance responsibilities. While the Committee provides recommendations and advice, it does not hold executive powers or possess delegated authority from the Council, nor does it participate in management functions, processes, or procedures.

Purpose

The purpose of the Committee is to provide the oversight of:

- the robustness of the internal control framework;
- the integrity and appropriateness of external reporting, and accountability arrangements within the organisation for these functions;
- the robustness of internal risk management systems, including the City's processes, practices and procedures;
- internal and external audit;
- accounting policy and practice;
- significant projects and programs of work, with a focus on appropriate risk management;
- compliance with applicable laws, regulations, standards and best practice guidelines for public entities;
- the establishment and maintenance of controls to safeguard the City's financial and non-financial assets;
- Council's risk appetite and the acceptability of level of risk; and
- provide oversight and advise to support continuous improvement in governance, risk management, and internal controls, thereby enhancing the organisation's strategic direction and performance.

The Committee's operations are founded on principles of independence, clarity of purpose, competence, open and respectful relationships, and a transparent "no surprises" ethos.

Membership and participation

Members of the Committee shall conduct their duties and make recommendations in a manner that upholds the principles of impartiality and independence all times.

The Committee will comprise of six members, namely:

- two independent external members (to be appointed as presiding member and deputy presiding member); and
- four City of Kwinana Elected Members, which should include the Mayor and Deputy Mayor.

All Committee members have full voting rights.

The Chief Executive Officer and Executive Leadership Team (herein referred to as “Management”) will not be members of the Committee. The Chief Executive Officer should attend every Committee meeting and shall play a key role on the Committee by providing expert advice to the Committee.

The members, taken collectively, will have a broad range of skills and experience relevant to the operations of the Council. At least one independent member should have accounting or related financial management experience, with an understanding of accounting and auditing standards in a public sector/local government environment.

The *Local Government Act 1995* (“Act”) prescribes that the presiding member and deputy presiding member must be an appointment in accordance with Section 5.12 of the Act.

Appointment and Terms

All appointments of Committee members are made via Council resolution. The appointments follow a structured and transparent process to ensure impartiality and alignment with legislative requirements.

The expression of interest process of the Independent Members will be undertaken by administration along with the appointment panel previously appointed by the Council. Once completed, a recommendation(s) for appointment will be put to Council for decision.

The independent members are appointed for two-year terms to coincide with the City's ordinary election cycle and in compliance with section 5.11 of the Act. An independent member is not to be a staff member or Elected Member.

Independent members are eligible for re-appointment to a maximum of two terms. By exception, the Council may approve further terms to ensure continuity of knowledge.

The term of an Elected Member appointed to the Committee will be for a two year term, to coincide with the City's ordinary election cycle and in compliance with section 5.11 of the Act. Elected Members are able to nominate/re-nominate at a meeting of Council following the ordinary election, if necessary, a ballot will be conducted.

Quorum

A quorum shall consist of at least 50% of the number of members of the Committee, one of whom is to be an independent member, unless a reduction is approved by the local government under section 5.15 of the Act.

Meetings

Council schedules the Committee meetings at strategic times throughout the year, ensuring they align with legislation requirements and operational activities. This approach aims to facilitate the timely preparation and submission of necessary reports well in advance of their deadlines.

The scheduling of the Committee meetings should be guided by the following principles:

- The Committee is required to meet at least four times each calendar year.
- The Chief Executive Officer has the authority to modify the meeting schedule in consultation with the Committee Presiding Members.
- Special meetings may be convened in accordance with the Act.
- Upholding the Committee's commitment to transparency and informed decision-making, all meetings will be held in locations accessible to the public.

Procedure

In order to give effect to its advice, the Committee should make recommendations to the Council and to Management.

The external auditors, the internal audit manager and the co-sourced internal audit firm (if appointed) should meet with the Committee presiding member outside of formal meetings if considered appropriate.

Where necessary, the Committee presiding member will meet with the CEO or delegate before each Committee meeting and at other times as required as agreed by the Chair.

Duties and responsibilities

The duties and responsibilities of the Committee shall include the following:

Improvement

- Review performance and suggest improvements in relation to the City's processes with regards to the below listed duties and responsibilities;
- Review performance reporting mechanisms to ensure they support continuous improvement and informed decisions-making; and
- Support management in exploring and adopting innovative practices to enhance service delivery in alignment with the City's Strategic Community Plan, Council Plans and major projects.

Internal control framework

- Consider the adequacy and effectiveness of internal controls and the internal control framework including overseeing privacy and cyber security;
- Critically examine the steps Management has taken to embed a culture that is committed to probity and ethical behaviour;
- Review the organisation's processes or systems in place to capture and effectively detect and/or investigate fraud or material litigation should it be required; and
- Seek confirmation annually and as necessary from internal and external auditors, attending Elected Members, and Management, regarding the completeness, quality and appropriateness of financial and operational information that is provided to the Council.

Risk management

- Review and consider Management's risk management framework in line with Council's risk appetite, which includes policies and procedures to effectively identify, treat and monitor significant risks, and regular reporting to the Council;
- Assist the Council to determine its appetite for risk;
- Review the principal risks that are determined by Council and Management, and consider whether appropriate action is being taken by Management to treat Council's significant risks;
- Assess the effectiveness of, and monitor compliance with, the risk management framework; and
- Consider any emerging risks trends and report these to Council where appropriate.
- To examine and consider the transfer of risk through an annual review of Council's insurances.

Internal audit

- Review and approve the annual internal audit plan, which is to be based on the Council's risk framework;
- Monitor performance against the annual audit plan at each regular quarterly meeting;
- Monitor all internal audit reports and the adequacy of Management's response to internal audit recommendations;
- Review six monthly fraud reporting and ensure fraud issues are disclosed to the external auditor;
- Provide a functional reporting line for the internal audit and ensure objectivity and transparency of the internal audit;
- Oversee and monitor the performance and independence of both the internal auditors and co-sourced auditors who may be appointed from time to time;
- Review the range of services provided by the co-sourced partner and make recommendations to Council regarding the conduct of the internal audit function; and
- Monitor compliance with Council's delegation policies.

External reporting and accountability

- Consider the appropriateness of the Council's existing accounting policies and practices and approve any changes as deemed appropriate;
- Contribute to improve the quality, credibility and objectivity of the accounting processes, including financial reporting;
- Consider and review the draft annual financial statements and any other financial reports that are to be publicly released and make recommendations to Management on any matters that arise from those statements or reports;
- Consider the underlying quality of the external financial reporting, including:
 - changes in accounting policy and practice;
 - any significant accounting estimates and judgements, accounting implications of new and significant transactions, management practices;
 - and any significant disagreements between Management and the external auditors; and
 - the propriety of any related party transactions and compliance with applicable Australian and international accounting standards and legislative requirements.
- Consider the disclosure of contingent liabilities and contingent assets as well as the clarity of disclosures generally;
- Consider whether the external reporting is consistent with Committee members' information and knowledge, and whether it is adequate for stakeholder needs;
- Recommend to Council:
 - the adoption of the Financial Statements and Reports; and
 - the Statement of Service Performance; and
 - the signing of the Letter of Representation to the Auditors by the Mayor and the Chief Executive Officer.
- Enquire of external auditors any information that affects the quality and clarity of the Council's financial statements, and assess whether appropriate action has been taken by Management;
- Request visibility of appropriate management signoff on the financial reporting and on the adequacy of the systems of internal control; including:
- certification from the Chief Executive Officer, and other staff that risk management and internal control systems are operating effectively.
- Consider and review the Community Strategic Plan Term and Annual Plans before adoption by the Council;
- Apply similar levels of enquiry, consideration, review and management sign off as are required above for external financial reporting; and
- Review and consider the Summary Financial Statements for consistency with the Annual Report.

External audit

- Review and monitor whether Management's approach to maintaining an effective internal control framework is sound and effective, and in particular:
 - Review whether Management has taken steps to embed a culture that is committed to probity and ethical behaviour;
 - Review whether Management has in place relevant policies and procedures and how such policies and procedures are reviewed and monitored; and

- Review whether there are appropriate systems processes and controls in place to prevent, detect and effectively investigate fraud.
- Annually review the independence of the audit engagement with the external auditor appointed by the Office of the Auditor General;
- Annually review the term of the audit engagement with the external auditor appointed by the Office of the Auditor General, including the adequacy of the nature and scope of the audit, and the timetable and fees;
- Review all external audit reporting, discuss with the auditors and review action to be taken by Management on significant issues and recommendations and report such actions to Council as appropriate;
- The external audit reporting should describe:
 - Council's internal control procedures relating to external financial reporting, findings from the most recent external audit and any steps taken to deal with such findings;
 - All relationships between the Council and the external auditor;
 - Critical accounting policies used by Council; and
 - Alternative treatments of financial information within Generally Accepted Accounting Practice that have been discussed with Management, the ramifications of these treatments and the treatment preferred by the external auditor.
- Ensure that the lead audit engagement and concurring audit directors are rotated in accordance with best practice and Australian Auditing Standards.

Compliance with legislation, standards and best practice guidelines

- Review the effectiveness of the system for monitoring the Council's compliance with laws (including governance legislation, regulations and associated government policies), with Council's own standards.



Independent Audit, Risk and Improvement Committee Members

Term: 18 October 2025 – 16 October 2027

Consultation Fees Rendered to be Paid:

- Chair, \$1,800 per meeting
- Member, \$450 per meeting

Chair is to be elected at the next scheduled Audit, Risk and Improvement Committee Meeting, to be held on 20 November 2025.



Terms of Reference

Boola Maara Aboriginal Consultative Committee

1. Introduction – (dual language)

These Terms of Reference (TOR) reflect the intent and expectations of both the City of Kwinana (The City) and the City of Kwinana Aboriginal Consultative Committee ("the Committee").

The City of Kwinana Aboriginal Consultative Committee is established by the City of Kwinana with the primary purpose of enhancing the relationship between the City and Committee members, while focusing on the dual objectives of environmental guardianship and the wellbeing of the Aboriginal community. This committee recognises the vital role of the Aboriginal community in Kwinana and aims to ensure their perspectives and expertise are integrated into the decision-making processes of the City.

2. Background

The Strategic Community Plan is the City's guiding document of the community's vision for Kwinana's future. It represents our community's long-term vision, values, aspirations, and priorities and what we will do to achieve them. This document drives the City's budgeting, planning, resource allocations and service delivery, in order to focus our efforts and align our activities to achieve our community's vision.

Outcome area 4 within the strategic community plan is 'A unique, vibrant, and healthy city that is safe, connected and socially diverse'. One of the driving strategy/ plans related to this outcome is the Reconciliation Action Plan.

The City's Reconciliation Action Plan ('RAP') aims to optimise the way in which the City engages with Aboriginal and Torres Strait Islander peoples in Kwinana. It places its focus on building relationships, fostering respect, and creating opportunities.

The Committee has been established to support and advise Council in making decision and providing a cultural lens over matters relating to communities and peoples of an Aboriginal and Torres Strait Islander background.

3. Name

This group will be known as the Boola Maara Aboriginal Consultative Committee (the Committee)



4. Statement of Purpose

The primary purpose of the Committee is to provide Council with expertise in relevant Aboriginal cultural matters to assist its decision making of the Kwinana Community. The Committee will assist the Council in making culturally appropriate, respectful, and informed decisions pertaining to community matters, particularly those affecting the Aboriginal community and the environment.

5. Objectives

The objectives of the Committee are:

- Provide Aboriginal perspective, advice and information to the Council on significant governance issues and decisions that affect Aboriginal people in the Kwinana area;
- Reviewing and assessing proposed Council strategies, policies, programs, and initiatives from a cultural, environmental, and community wellbeing perspective;
- Provide advice, feedback, and make recommendations to the Council regarding economic, social, environmental, and Aboriginal cultural matters in the Kwinana area that support, community wellbeing and social inclusion;
- Advise and provide recommendations to Council on matters of engagement of Aboriginal people in the local area (not including cultural heritage issues);
- Support and advise Council on how services and events could be more relevant and accessible to Aboriginal people;
- Enhance and promote understanding within the Kwinana community of local Aboriginal culture, society and heritage; and
- Provide an opportunity for on-going dialogue between local Aboriginal people, Aboriginal peak bodies, and Council.

6. Membership

6.1 Number of Members

The Committee will comprise of a minimum of 6 and maximum of 11 people, as follows:

Representatives	Maximum number of representatives
Aboriginal and/or Torres Strait Islander Elders	Five (5)
Aboriginal and/or Torres Strait Islander Community Leaders	Four (4)
City of Kwinana Elected Members	Two (2)



6.2 Eligibility Criteria

Aboriginal and Torres Strait Islander Elder and Community Leaders must:

- Reside or work in Kwinana;
- Identify as an Aboriginal and/or Torres Strait Islander person;
- Understand the needs and issues affecting Aboriginal and Torres Strait Islander communities and peoples;
- Be committed to reconciliation and making a positive difference for Aboriginal and Torres Strait Islander communities and peoples; and
- Be recognised by their families and communities as an Elder and/or Community Leader.

City of Kwinana Elected Members must:

- Be appointed by a formal resolution of the City of Kwinana Council; and
- Be committed to reconciliation and making a positive difference for Aboriginal and Torres Strait Islander communities and peoples.

6.3 Term of Appointment

All members will be appointed for a term of two years and may be re-appointed for consecutive terms. If vacancies exist and/or existing members resign, new members can be recruited at any time throughout the year.

6.4 Attendance

A commitment to regular attendance is essential. Membership will be reviewed throughout the term. Cancellation of membership will be considered by the group in circumstances of three consecutive, unexplained non-attendance occurrences, without a reasonable justification from the member.

6.5 Reimbursement

Aboriginal and/or Torres Strait Islander representatives will be paid a consultation fee as follows:

Hours	Rate
Up to 2.5 hours inclusive of 1 hour reading	\$150
Half Day 2.5 hours to 4 hours	\$250
Full Day 4 hours to 8 hours	\$500



7. Chairperson

The Committee will elect a Chairperson for a two-year term.

Chairpersons can be an Elected Member or Community Member.

The role of Chairpersons include:

- Lead the meetings;
- Lead the decision-making process;
- Represent the Aboriginal Consultative committee and raise awareness about its' role in the community;
- Liaise with Elected Members in relation to the Committee, Advisory Groups, Reconciliation Action Plan and other matters that arise; and
- Ensure good governance, transparency and fairness in the decision-making process.

8. Meetings

The City will provide a City officer to manage the arrangements for meetings.

8.1 Agendas

Any items for the agenda should be presented to the City at least two weeks prior to a scheduled meeting.

The agenda will be distributed to members at least five days prior to a scheduled meeting. This will be posted as hard copy or sent electronically via email as per the preference of each member.

Any additional items for discussion raised at the meeting will be discussed under *Other Business* at the discretion of the Chairperson.

8.2 Minutes

Minutes of the meeting will be taken by the City officer.

The draft minutes of each meeting will be circulated by the City no less than one week after the meeting has been held.

8.3 Frequency and duration



Meetings will be held at a date, time and location convenient to members of the Group and where possible will not fall during school holidays. Subject to their being items on the agenda for the committee to consider, there shall be a minimum of six meetings held each year.

Meetings will be scheduled for a duration of up to 2.5 hours.

If recommendations are not agreed upon by the Committee within the allocated meeting time, then Elected members will be advised and provided with all recommendations suggested by the members.

8.4 Cancellation or additional meetings

Where possible members will be provided with appropriate notice if a meeting is to be cancelled or scheduled.

Additional meetings can be called by the Chairperson when matters of urgent business arise. Appropriate notice of any additional meeting will be provided.

8.5 Decisions

The Committee shall, where possible, make recommendations by consensus decision, or a simple majority vote.

8.6 Quorum.

At least 50% of Aboriginal community members must attend any meeting for recommendations to be endorsed. There must be at least one Elder in attendance for the meeting to proceed.

In the event that an Elder is not in attendance then the Chairperson can agree for the meeting to proceed but any recommendations arising from the meeting are to be endorsed by way of a flying resolution.

8.7 Conduct of members

Members will:

- Act honestly and treat others with respect. Failure to do so will be dealt with by the Chairperson as considered appropriate;
- Exercise reasonable care and diligence; and
- Not make improper use of their position or make improper use of information acquired because of their position.

Where there is a requirement for confidentiality, this is to be noted in the minutes if the matter arises during a meeting, or made clear to members if arising in communication outside of a meeting (e.g. provision of a draft policy ahead of a meeting, for discussion and feedback at the meeting), and addressed accordingly.

Members must disclose a conflict of interest in relation to any matter the Committee is dealing with or that the Committee will, or is likely to, consider or discuss. The conflict of interest, including the nature of the relevant interest must be disclosed before the matter is considered and must be recorded in the minutes.



Depending on the degree of conflict disclosed (impartiality, financial, etc), it will be up to the Chairperson to advise on whether the member is eligible to remain in the meeting whilst the item is to be discussed.

Members of the Committee are not authorised to speak to the media or make public statements on behalf of the Committee or the City.

9. Limits on Delegation of Powers

The Committee is an Advisory Committee only to Council.

The Council has the discretion to review the role of the Committee including the re-organisation or disbandment of the Committee.

The Committee have no delegated authority to:

- Enter into contractual relationships on behalf of the City;
- Issue a media release on behalf of the Committee or the City; or
- Use the City's Crest or Logo for external purposes.

10. Adoption and amendment of Terms of Reference

The Terms of Reference shall be reviewed by the City and the Committee upon the development and endorsement.

The Terms of Reference shall only be altered with the approval of the Committee, for approval by the Council.

Council endorsed the Boola Maara Aboriginal Consultative Committee Terms of Reference on 31 January 2024

Subsequent revision dates: 31 January 2026

Payment Listing

Payments made between 01-Sep-2025 and 30-Sep-2025



Creditor No	Payee	Description	Amount
EFT			
EFT 02-Sep-2025			
10008	SuperChoice	Superannuation contribution	4,941.97
EFT 04-Sep-2025			
12802	3E Advantage Pty Ltd	Computer Software Maintenance/equipment	4,904.72
12655	ABN Residential WA P/L	Infrastructure bond refund	8,000.00
12552	ABN Residential WA T/A	Infrastructure bond refund	4,000.00
10369	Absolute Painting Services	Painting Contractor	11,330.00
10898	Advance Scanning Services	Utility Service Locations	8,626.20
11189	AHA Consulting Pty Ltd	Employee Training/professional development	2,182.68
11797	Allways Property Maintenance	Facility Maintenance	17,545.00
10135	Armed for Life Foundation	Community Workshops - ArcLight	5,500.00
11355	Australian HVAC Services Pty Ltd	Airconditioning/Refrigeration Maintenance	17,100.78
10004	Australian Services Union	Union Membership	178.91
10001	Australian Taxation Office	Taxation	249,127.00
12796	BE Projects (WA) P/L	Building construction - Wellard West	727,469.31
10597	Beaver Tree Services Aust Pty Ltd	Tree Pruning/Removal/Clearance/Watering	36,948.21
12798	Berry Street Victoria Inc.	ArcLight workshop	930.00
10450	Blackwoods Pty Ltd	Safety Clothing/Equipment/Uniforms	1,584.00
80170	Blake Jenkins	Reimbursement for First Date performance for Koorliny	572.00
12553	Blueprint Homes WA P/L	Infrastructure bond refund	2,000.00
10400	Bunnings Building Supplies	Hardware	724.41
10005	Child Support Agency	Child Support Agency Payments	2,406.93
80081	Chloe George	Reimbursement for catering for Women's Social Session	132.48
11922	ChoiceOne Pty Ltd	Labour/Personnel Hire	15,236.57
12579	Cindy Ballard	Boola Maara Meeting	150.00
10006	City of Kwinana - Xmas fund	City of Kwinana Christmas Saver	6,690.00
10589	Dell Australia Pty Ltd	Leased equipment - IT	54,844.83
12286	Donald Hospitality Pty Ltd	Catering for the Depot	575.00
10168	Easifleet	Novated Leases	30,464.94
10870	Elexacom	Electrical Services	12,186.29
10437	Fire & Emergency Services, Dept of	Emergency Services Levy	9,405.00
80088	Fran Windon	Reimbursement for Birth Certificate	116.00
11680	Galaxy 42 Pty Ltd (Attura)	OneCouncil Support	12,100.00
12958	Greg Rowe Pty Ltd	Provision of Consulting Services - Strategic Planning	6,010.73
10007	Health Insurance Fund of WA (HIF)	Health Insurance Fund of WA (HIF)	400.35
10077	Home Group WA	Infrastructure bond refund	12,000.00
10305	Iconic Property Services Pty Ltd	Cleaning Services	69,120.33
12865	ICU Solarcam Pty Ltd	Security Services	1,045.00
10855	Imagesource Digital Solutions	Printing/Graphic Design Expenses	2,145.00
12726	IML Home Services Pty Ltd	Cleaning Services	480.00
12429	Iru & Yug Pty Ltd	Catering - Procurement workshop	269.50
11477	Kadeklerk Photography (Wildfolie)	Photography/Videography	445.00
80168	Kate Leeder	Reimbursement for kitchen supplies - Koorliny	84.96
10003	LGRCEU	Union Membership	673.44
11976	Lifespan Dance	Performers/Entertainment - Koorliny	440.00
11313	Mackie Plumbing and Gas Pty Ltd	Plumbing Services	3,477.81
12698	Marie Walley	Boola Maara Meeting	150.00
10813	Master Lock Service	Locksmith Services	915.00
12984	Matthew McPharlin	Ticketing income from Dolly Parton show	4,216.00
10367	Maxxia Pty Ltd	Novated Leases	1,657.42
11983	McMullen Nolan Group Pty Ltd	Surveying - Crown land subdivision	7,040.00
10238	Michael A Indich	Welcome to Country	1,000.00
10991	Michael Page International	Staff Recruitment Advertising	9,355.93
10639	Natural Area Holdings Consulting Mgmt	Drainage Maintenance	7,744.00
13007	Nature Play WA	Nature Play program	9,493.00
11623	Nordic Fitness Equipment	Recreation Expenses	890.00
11896	Otium Planning Group	Feasibility - regional recreation reserve	8,972.70
12588	Outatime Pictures	Photography/Videography - Koorliny	1,300.00
11522	Palm Lakes Garden and Landscape Services	Maintenance of Streetscapes/Landscapes	1,495.00
10408	Perth Auto Alliance	Fleet management - purchase of new vehicle	51,187.40
11019	Planning Institute of Australia Pty Ltd	Employee Training/professional development	70.00
10824	Programmed Property Services Pty Ltd	Mowing and Pruning	15,670.07
10505	Satellite Security Services	Security Services	23,728.10
12536	Segafredo Zanetti Aust P/L	Purchase of coffee for Koorliny Café	228.00
10198	Setonix Digital Pty Ltd	Consultancy for Rates	5,863.26
11533	Sifting Sands	Playground and Parks Equipment/Inspections/Repairs	610.50
10491	Sonic Health Plus	Medical Examinations	710.60
11233	Sound Cabinets P/L	Facility Maintenance	22,561.00
99999	Sundry EFT	Rates refunds, Grants, CCTV rebates	7,526.78
12706	Super Group Discretionary Trust	Weed Control	1,798.50
12504	Sweets On The Run Pty Ltd	Catering - pop up event, Community Engagement	300.00
12594	Sydney Maguire	Garage repairs	694.00
10600	Synergy	Utilities	2,624.67
10992	TCS Instruments	Roadworks/upgrades/asphalt - delivery of cleat	506.00
10526	Telstra Limited	Phone/Internet expenses	75.00
11132	The People Catalyst Pty Ltd	Employee Training/professional development	5,709.00
13012	The Trustee for Challenger Homes Trust	Infrastructure bond refund	2,000.00
12292	The Trustee for Clarke Family Trust	Printing/Graphic Design Expenses	6,032.95
11947	Thorn Creative	Performers/Entertainment - Koorliny	1,215.00
12599	TPG Network Pty Ltd	Phone/Internet expenses	5,756.86
10599	Veolia - Recycling and Recovery P/L	Waste removal/services/fees	2,090.95
11490	Veraison Training and Development	Employee Training/professional development	6,666.00

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Payment Listing

Payments made between 01-Sep-2025 and 30-Sep-2025



Creditor No	Payee	Description	Amount
13018	WA Country Builders Pty Ltd	Infrastructure bond refund	4,000.00
10551	Water Corporation of Western Australia	Utilities	7,203.76
10640	Wilson Security Pty Ltd	Security Services	1,119.39
10072	Woolworths Group Online	Depot - kitchen supplies	106.13
11605	Woolworths Group Open Pay	Kitchen and event supplies - Zone/Recquatic/Villages/Library	2,107.08
10661	Wren Oil	Waste removal/services/fees	159.50
10561	Wurth Australia Pty Ltd	Tools/Tool Repairs	341.70
EFT 05-Sep-2025			
10008	SuperChoice	Superannuation contribution	167,200.95
EFT 11-Sep-2025			
10046	3 Monkeys Audiovisual	Audio Equipment Repairs	195.80
10613	ABCO Products	Cleaning Products	174.35
12652	ABN Residential WA P/L	Infrastructure bond refund	2,000.00
11746	All Lines	Line marking	660.00
10848	ALSCO Pty Ltd	Linen hire	145.84
10891	Australia Post General	Postage	27,123.71
10713	Bladon WA Pty Ltd	Uniform	836.00
80128	Brett Cammell	Reimbursement for professional development	734.00
10805	Centrecare	Human Resources/Payroll	1,154.54
10761	Complete Office Supplies Pty Ltd	Stationery - Library	520.09
10675	Daniels Printing Craftsmen	Printing/Graphic Design Expenses	968.00
10740	Data #3 Limited	Membership Fee	51.88
80038	David Boccuzzi	Reimbursement for staff farewell expenses	116.90
10773	Display Me	Recquatic Expenses	340.32
12928	EV Industries P/L	Plant Purchase	6,147.05
11570	First Homebuilders Pty Ltd	Infrastructure bond refund	2,000.00
10695	Hays Specialist Recruitment Pty Ltd	Labour/Personnel Hire	5,931.76
10305	Iconic Property Services Pty Ltd	Cleaning Services	96.98
10855	Imagesource Digital Solutions	Printing/Graphic Design Expenses	735.90
11117	InterFire Agencies	Fire Equipment/Service	2,091.56
12218	Jamieson, Peter Noel	Facility Maintenance	11,194.70
12767	Jayesh Hughes	Community Workshops - Barista Course	374.00
80171	Karen Morgan	Reimbursement for Clay workshop	57.00
11350	Kwinana Butcher Pty Ltd T/As Kwinana Meat and Poultry	Catering - Elected Council briefing	86.09
10458	Kwinana Tennis Club Inc	Operating subsidy/expenses	10,000.00
10782	LGISWA	Insurance	26,107.32
10472	Local Government Professionals Australia WA	Subscriptions	2,640.00
11313	Mackie Plumbing and Gas Pty Ltd	Plumbing Services	814.00
10749	Medina Residents Group	Community Grants/Funding	5,000.00
10482	North Parmelia Primary School	Donation	100.00
10573	Officeworks BusinessDirect	Stationery - Finance, Fire Brigade	1,815.41
12797	Oswald Homes (1972) P/L	Infrastructure bond refund	4,000.00
11209	Outback Handyman	Facility Maintenance	2,678.50
80173	Patrick Rose	Reimbursement for fuel	199.32
12146	Perth Energy P/L	Utilities	17,311.45
10976	Poolwerx Spearwood	Recquatic Expenses	1,936.50
10490	Port Printing Works	Printing/Graphic Design Expenses	444.40
12400	Pretzos Holding P/L	Mower Parts & Repairs	494.00
12787	Prime Builders Co Pty Ltd	Infrastructure bond refund	2,000.00
10832	Promotions Only	Bucket hats for employees	896.06
11320	Pure Homes Pty Ltd T/As B1homes	Infrastructure bond refund	2,000.00
11175	QTM Pty Ltd	Traffic Management Beacham Crescent	4,908.92
11293	Repco (GPC Asia Pacific)	Plant Repairs and Maintenance	279.20
10530	Returned Services League Of Australia	Donations	90.00
10711	Risk Management Technologies Pty Ltd	Software Maintenance and Professional Fees	1,864.50
13002	Roadform Services Pty Ltd AAA asphalt	Roadworks/upgrades/asphalt	1,540.00
10503	Royal Life Saving Society	Recquatic Expenses	145.00
10389	Rubek Automatic Doors	Facility Maintenance	737.00
13023	Saraha Trust	Incursions/Excursions - the Zone	324.50
10505	Satellite Security Services	Security Services	3,025.83
10682	Seton Australia	Facility Maintenance	1,607.00
11533	Sifting Sands	Playground and Parks Equipment/Inspections/Repairs	1,266.83
11925	Signing Australia P/L	Signage	237.60
10524	Stewart & Heaton Clothing Co Pty Ltd	Safety Clothing/Equipment/Uniforms	2,618.28
12788	Stewart Andrew Herbertson	Performers/Entertainment - Koorliny	1,000.00
11186	Sullivan Commercial Pty Ltd	Title Searches/Valuations	880.00
99999	Sundry EFT	Rates refunds, Grants, CCTV rebates, Bond refunds	11,381.24
12504	Sweets On The Run Pty Ltd	Catering - Admin Staff	400.00
10600	Synergy	Utilities	20,393.44
10684	Tangent Nominees Pty Ltd T/As Summit Homes Group	Infrastructure bond refund	2,000.00
10715	The Butcher Shop	Paint purchase	308.59
12292	The Trustee for Clarke Family Trust	Printing/Graphic Design Expenses	2,842.95
10606	The Trustee for ESK Family Trust	Environmental and Health	978.45
11691	Veale Corporation Pty Ltd	Workshop consumables	152.50
11274	WA Carmax Pty Ltd (Bergmans)	Fuel, Oil, Additives	431.00
10550	Waste Stream Management Pty Ltd	Waste removal/services/fees	385.00
10551	Water Corporation of Western Australia	Utilities	9,129.77
12241	West Coast Spring Water Pty Ltd	Water/delivery	190.46
10554	Westbooks	Books/CDs/DVDs	1,230.32
10422	Winc Australia Pty Ltd	Stationery - Depot	73.59
10072	Woolworths Group Online	Kitchen supplies - Admin/Depot	382.52
11605	Woolworths Group Open Pay	Groceries/catering - Zone/Library/Engagement/Recquatic	1,516.69

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Creditor No	Payee	Description	Amount
10008	SuperChoice	Superannuation contribution	167,453.03
EFT 18-Sep-2025			
10368	AAA Windscreens & Tinting	Plant Repairs and Maintenance	1,163.00
10613	ABCO Products	Cleaning Products	970.02
12869	Action Glass Pty Ltd	Facility Maintenance	181.50
10898	Advance Scanning Services	Utility Service Locations	5,111.15
11017	Air Liquide Australia	Recquatic Expenses	58.56
11797	Allways Property Maintenance	Facility Maintenance	11,627.00
10848	ALSCO Pty Ltd	Linen hire	7.34
10678	Arbor Logic	Maintenance of Streetscapes/Landscapes	792.00
10577	Arteil	Office Furniture	486.20
12900	Australian Baroque Ltd	Performers/Entertainment - Koorliny	4,300.00
10004	Australian Services Union	Union Membership	178.91
10001	Australian Taxation Office	Taxation	250,460.00
10617	Battery World	Batteries - Fleet Managment	850.00
10597	Beaver Tree Services Aust Pty Ltd	Tree Pruning/Removal/Clearance/Watering	14,571.94
10679	Bertram Primary School	Donations	100.00
10450	Blackwoods Pty Ltd	Safety Clothing/Equipment/Uniforms	2,143.58
10655	Bolinda Publishing Pty Ltd	Books/CDs/DVDs	60.78
12863	Booktopia Direct Pty Ltd	Books/CDs/DVDs	27.06
10418	BullAnt Security Pty	Locksmith Services	36.30
11312	Burson Automotive Pty Ltd	Plant Repairs and Maintenance	67.60
12659	Byrnes Thompson P/L	Employee Training/professional development	3,600.00
10485	Canon Production Printing Australia	Photocopy Expenses	677.82
12967	Caval Ltd	Library expenses	679.58
10088	Ceiltek Pty Ltd	Facility Maintenance	715.00
10005	Child Support Agency	Child Support Agency Payments	2,507.73
10006	City of Kwinana - Xmas fund	City of Kwinana Christmas Saver	6,690.00
13005	Clubs WA Incorporated	Community Engagement	115.00
10704	Commercial Aquatics Australia	Recquatic Expenses	4,725.88
10761	Complete Office Supplies Pty Ltd	Stationery - Recquatic	1,434.96
10220	Creative Chameleon	Printing/Graphic Design Expenses	346.50
10740	Data #3 Limited	Membership Fee	103.66
10589	Dell Australia Pty Ltd	Leased equipment - IT	968.00
10426	Department of Transport	Vehicle Ownership Searches	188.70
10773	Display Me	Recquatic Expenses	677.78
12286	Donald Hospitality Pty Ltd	Catering - Executive Management	990.00
10649	Downer EDI Works Pty Ltd	Asphalt delivery	514.62
10239	Downtown Liquor Pty Ltd	Supply for the Koorliny Café	836.64
10698	Eclipse Soils Pty Ltd	Sand/soil	1,012.00
12783	Eco Action Pty Ltd	Community Workshops - Library	465.00
10870	Elexacom	Electrical Services	7,143.39
80174	Eluned Manning	Reimbursement for items for Koorliny Café	60.00
10692	Envirocare Systems Pty Ltd	Plumbing Services	341.00
12727	Environex International Pty Ltd	Recquatic Expenses	543.40
12930	Enviropath Pty Ltd	Maintenance of Streetscapes/Landscapes	616.69
10566	Ergolink	Ergonomic chairs	2,330.31
10121	Europcar WA	Fleet management	1,712.03
12279	Exbo Signage & Digital P/L	Advertising/Marketing Expenses	1,316.55
10437	Fire & Emergency Services, Dept of	Emergency Services Levy	2,398,137.21
10972	Fire And Safety Australia Pty Ltd	Safety Clothing/Equipment/Uniforms	375.00
10931	Flex Industries Pty Ltd	Plant Repairs and Maintenance	4,136.33
12673	Gehring Anton Joseph	Catering - Executive Management	285.00
11870	Granicus Australia Pty Ltd	HQ Licence - Engagement	24,381.36
10945	GreenLite Electrical Contractors Pty Ltd	Bore Drilling/Maintenance	906.79
10007	Health Insurance Fund of WA (HIF)	Health Insurance Fund of WA (HIF)	400.35
10691	HECS Fire	Fire Equipment/Service	5,264.05
10077	Home Group WA	Infrastructure bond refund	2,000.00
12142	Hydroquip Pumps & Pumps Irrigation P/L	Bore Drilling/Maintenance	649.00
11244	i2C Design & Management	Engineering Design Works - Wellard West	5,527.50
10305	Iconic Property Services Pty Ltd	Cleaning Services	187.00
10855	Imagesource Digital Solutions	Printing/Graphic Design Expenses	302.50
10621	Ixom Operations Pty Ltd	Cleaning Products	126.85
12980	J.G. Abberton & Others	Legal Expenses	4,590.30
12085	Jally Entertainment	Performers/Entertainment - Koorliny	3,850.00
10453	K Mart	Event expenses - Koorliny	35.00
10231	KCR IT Solutions	Community Grants/Funding	145.00
10729	Kennards Hire Rockingham - Generator Branch	Plant/Equipment Hire	289.60
10427	Landgate	Title Searches/Valuations	20.94
11687	Larrikin House Pty Ltd	Books/CDs/DVDs	210.00
10195	Left Back Consulting Pty Ltd	Data migration - One Council Conclutancy	6,827.15
10003	LGRCEU	Union Membership	655.20
11976	Lifespan Dance	Performers/Entertainment - Koorliny	680.00
10243	Lions Club of Kwinana	Catering for Manpower	500.00
10472	Local Government Professionals Australia WA	Subscriptions	1,310.00
12178	Lucor Ptl Ltd	Catering - Photo Exhibition - Library	1,070.08
11313	Mackie Plumbing and Gas Pty Ltd	Plumbing Services	5,682.89
12364	Mantellato , Robert	Electrical Services	9,465.50
10813	Master Lock Service	Locksmith Services	200.00
10367	Maxxia Pty Ltd	Novated Leases	1,429.61
11657	MDM Entertainment T/As MDM Print	Books/CDs/DVDs	915.21
10717	MRP General Pest/Termite Division 43 07	Pest Control	787.30
10818	Name Badge World	Safety Clothing/Equipment/Uniforms	450.40

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Creditor No	Payee	Description	Amount
11004	Ohura Consulting	Human Resources/Payroll	1,750.00
12002	Omnicom Media Group Aust P/L	Advertising/Marketing Expenses	2,084.22
11217	OneMusic Australia	Performers/Entertainment - Koorliny	476.50
11928	OverDrive Australia Pty Ltd	Computer Software Maintenance - Library	3,000.00
11589	Parkin Print	Printing/Graphic Design Expenses	1,237.50
10490	Port Printing Works	Printing/Graphic Design Expenses	169.95
12787	Prime Builders Co Pty Ltd	Infrastructure bond refund	2,000.00
10864	Priority 1 Fire & Safety Pty Ltd	Fire Equipment/Service	1,320.00
10995	Purearth	Maintenance of Streetscapes/Landscapes	6,217.20
11175	QTM Pty Ltd	Traffic Management - Medina Ave/Sulphur Rd	7,938.04
10241	Quake Property Services Pty Ltd	Cleaning Services	1,126.40
11290	Red Oxygen Pty Ltd	Software Maintenance - Recquatic	45.32
10530	Returned Services League Of Australia	Donations	665.20
11221	Ritz Party Hire	Event expenses - Equipment hire	665.00
13002	Roadform Services Pty Ltd AAA asphalt	Asphalt delivery	1,540.00
11869	Robinsons Welding Group P/L	Welding Equipment/Supplies	636.17
10503	Royal Life Saving Society	Recquatic Expenses	2,475.00
12993	SAAS Management Technologies Pty Ltd	Computer Software Maintenance - subscription	3,300.00
12986	Samantha Michelle Knox	Performers/Entertainment - Koorliny	3,050.00
10505	Satellite Security Services	Security Services	941.60
10508	Seek Limited	Staff Recruitment Advertising	4,366.11
11533	Sifting Sands	Playground and Parks Equipment/Inspections/Repairs	11,071.57
12965	Sign Here Signs Pty Ltd	Facility Maintenance	546.70
11956	Signarama Rockingham	Facility Maintenance	185.41
10491	Sonic Health Plus	Medical Examinations	641.30
11148	Southern Quicksapes	Maintenance of Streetscapes/Landscapes	7,905.09
11107	Spydus Users Network Inc	Software Maintenance and Professional Fees	200.00
10520	St John Ambulance Australia (WA) Inc	Employee Training/professional development	1,318.01
10690	St Vincent's School	Donations	100.00
99999	Sundry EFT	Rates refunds, Grants, CCTV rebates	609.75
10600	Synergy	Utilities	29,141.61
10532	Team Global Express	Courier Service/transportation/removalist	86.16
11194	Technifire 2000	Fire Equipment/Service	4,441.30
10623	Technology One Limited	Technology/One SaaS Platform Fee/Consulting	16,584.45
10526	Telstra Limited	Phone/Internet expenses	134.20
12763	The Trustee for BKB Family Trust	Employee Training/professional development	1,100.00
12786	The Trustee for Rise Now Trust	Catering - Community Engagement	527.60
12440	The Trustee for Wellard Trust	Early Clearance Bond - Wellard Residential Providence	483,457.43
11375	Thomson Geer	Legal Expenses	187,320.47
10228	Tool Kit Depot	Tools/Tool Repairs	1,966.41
10535	T-Quip	Plant Repairs and Maintenance	961.18
12463	Trustee for Fenton Family Trust	Plant/Equipment Hire	735.90
12529	Trustee for The Narasimha Swamy Family	Security Services	56.40
12970	Trustee Kingfisher Asset Trust	Waste removal/services/fees	911.68
11691	Veale Corporation Pty Ltd	Fleet Management	18.10
10830	Vizcom Technologies	Community Engagement - Microphone repair	462.00
10551	Water Corporation of Western Australia	Utilities	737.85
12241	West Coast Spring Water Pty Ltd	Water/delivery	184.11
10422	Winc Australia Pty Ltd	Stationery - HR	236.54
11605	Woolworths Group Open Pay	Items for Library/Zone/Villages/Koorliny/Admin	650.30
11167	Workpower Incorporated	Maintenance of Streetscapes/Landscapes	6,026.46
12689	ZA Corrigan & SE Dorizzi	Incursions/Excursions - Muay Thai Group Session - Zone	715.00
EFT 25-Sep-2025			
12802	3E Advantage Pty Ltd	Computer Software Maintenance/equipment	2,452.36
12595	A Blanck Canvas Pty Ltd	Artwork installation - OMG Festival	80,300.00
10613	ABCO Products	Cleaning Products	639.94
12655	ABN Residential WA P/L	Infrastructure bond refund	8,000.00
10369	Absolute Painting Services	Painting Contractor	10,604.00
10898	Advance Scanning Services	Utility Service Locations	3,654.20
11520	AE Hoskins Building Services	Cleaning Services	10,095.03
12335	All Flags and Signs Pty Ltd	Advertising/Marketing Expenses	225.50
10848	ALSCO Pty Ltd	Linen hire	75.86
13019	Amy Louise Cherrie	Candle workshop - Engagement	425.00
11595	Asbestos Masters WA	Waste removal/services/fees	990.00
10385	Australia Post Agency Commission	Postage	1,667.06
11355	Australian HVAC Services Pty Ltd	Airconditioning/Refrigeration Maintenance	415.17
10376	Australian Institute of Building Surveyors	Employee Training/professional development	240.00
10809	Australian Safety Engineers	Security Services	135.30
11278	Back Beach Co Pty Ltd	Recquatic Expenses	2,337.50
12517	Barrett Exhibition Group P/L	Advertising/Marketing Expenses	1,262.80
11676	Barry Charles Winmar	Elected Member Sitting Fees/reimbursements	5,301.21
10877	Beacon Equipment	Plant Repairs and Maintenance	96.00
10597	Beaver Tree Services Aust Pty Ltd	Tree Pruning/Removal/Clearance/Watering	145,002.17
10392	Benara Nurseries	Maintenance of Streetscapes/Landscapes	138.60
11268	Biffa Mini Bins	Waste removal/services/fees	120.00
10450	Blackwoods Pty Ltd	Safety Clothing/Equipment/Uniforms	560.82
11447	Brook & Marsh Pty Ltd	Professional Fees	3,135.00
10418	BullAnt Security Pty	Locksmith Services	912.60
10400	Bunnings Building Supplies	Hardware	875.25
11312	Burson Automotive Pty Ltd	Plant Repairs and Maintenance	66.17
10088	Ceiltek Pty Ltd	Facility Maintenance	7,771.50
10805	Centrecare	Human Resources/Payroll	1,154.54
11922	ChoiceOne Pty Ltd	Labour/Personnel Hire	4,486.94

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Payments made between 01-Sep-2025 and 30-Sep-2025



Creditor No	Payee	Description	Amount
11650	Chourasia Family Trust	Women's Social Coffees	300.00
12690	Christopher Mark Bayley	Cleaning Services	1,859.00
80080	Christopher Wells	Reimbursement for Award night expenses	86.00
12579	Cindy Ballard	Boola Maara Meeting	150.00
10704	Commercial Aquatics Australia	Recquatic Expenses	3,608.00
10761	Complete Office Supplies Pty Ltd	Stationery - HR	46.81
10129	Cornerstone Legal WA Pty Ltd	Legal Expenses	2,374.35
11610	D&M Waste Management	Waste removal/services/fees	1,616.56
12220	David Acker	Elected Member Sitting Fees/reimbursements	3,195.53
12985	Docusign INC	Computer Software Maintenance	6,000.01
12286	Donald Hospitality Pty Ltd	Catering - Koorliny	1,065.00
10649	Downer EDI Works Pty Ltd	Concrete	2,701.91
12835	Dulux Group P/L	Hardware	300.87
10168	Easifleet	Novated Leases	2,867.96
10870	Elxacom	Electrical Services	17,523.32
12727	Environex International Pty Ltd	Recquatic Expenses	28.60
10771	Environmental Health Australia (QLD)	Environmental and Health	220.00
12930	Enviropath Pty Ltd	Maintenance of Streetscapes/Landscapes	15,007.80
12239	Erin Sergeant	Elected Member Sitting Fees/reimbursements	3,195.53
10330	Fairbridge WA Inc	Incursions/Excursions - ArcLight camp	500.00
10972	Fire And Safety Australia Pty Ltd	Safety Clothing/Equipment/Uniforms	375.00
12582	Fire Front Solutions Pty Ltd	Fire Equipment/Service	440.00
10321	Forpark Australia	Playground and Parks Equipment/Inspections/Repairs	2,821.50
11680	Galaxy 42 Pty Ltd (Attura)	OneCouncil Support	12,100.00
12184	Genevieve Burke	Wreath workshop - Koorliny	2,200.00
11989	Gordon Smith	Morning Melodies	420.00
10441	Green Skills Inc / Ecojobs Environmental Personnel	Labour/Personnel Hire	4,349.25
10945	GreenLite Electrical Contractors Pty Ltd	Bore Drilling/Maintenance	519.56
12683	GripFactory Australia P/L	Flooring	8,021.48
10695	Hays Specialist Recruitment Pty Ltd	Labour/Personnel Hire	10,622.96
10691	HECS Fire	Fire Equipment/Service	2,568.50
12142	Hydroquip Pumps & Pumps Irrigation P/L	Bore Drilling/Maintenance	2,508.00
10305	Iconic Property Services Pty Ltd	Cleaning Services	13,226.54
11641	illion Australia Pty Ltd	Advertising/Marketing Expenses	976.67
10855	Imagesource Digital Solutions	Printing/Graphic Design Expenses	4,716.80
12238	Ivy Penny	Elected Member Sitting Fees/reimbursements	3,195.53
10621	Ixom Operations Pty Ltd	Cleaning Products	1,321.08
12981	Jack Tognolini	Reticulation Parts & Repairs	250.00
12339	Jenga Pty Ltd	Facility Maintenance	128.44
12363	KGO Enterprises P/L	Performers/Entertainment - Staff Christmas party	1,681.01
11621	Kukri Australia	Hardware	3,835.70
10942	Kwinana Veterinary Hospital Pty Ltd	Animal Services	531.20
10571	Kyocera Document Solutions Australia Pty Ltd	Photocopy Expenses	1,940.16
10427	Landgate	Title Searches/Valuations	265.32
11006	Landscape and Maintenance Solutions	Mowing and Pruning	20,489.18
12500	Laura England	Jungle Body classes for Healthy Lifestyle	150.00
80105	Lisa Smith	Reimbursement for membership fee	303.54
11168	Living Turf	Turf Maintenance	1,452.00
10472	Local Government Professionals Australia WA	Subscriptions	3,850.00
11313	Mackie Plumbing and Gas Pty Ltd	Plumbing Services	8,563.80
12364	Mantellato , Robert	Electrical Services	1,776.50
10200	Marianne MacKay Headland	Boola Maara Meeting	150.00
12698	Marie Walley	Boola Maara Meeting	150.00
12214	Marsh Pty Ltd	Insurance	4,400.00
12530	Martins Environmental Services Pty Ltd	Environmental and Health - Bio Filtration maintenance	22,322.00
10813	Master Lock Service	Locksmith Services	1,120.00
11202	Materon Investments WA Pty Ltd	Infrastructure bond refund	2,000.00
11046	Matthew James Rowse	Elected Member Sitting Fees/reimbursements	3,207.21
12584	McLeods Lawyers Pty Ltd	Legal Expenses	634.20
11657	MDM Entertainment T/As MDM Print	Books/CDs/DVDs	288.23
10964	Mega Glow Yoga	Recquatic Expenses - Yoga classes	200.00
11882	Meshed Pty Ltd	Software Maintenance - PSWMA	9,600.80
11677	Michael Brown	Elected Member Sitting Fees/reimbursements	3,207.21
10991	Michael Page International	Staff Recruitment Advertising	7,554.59
12585	Michelle Ezzy	Performers/Entertainment - Koorliny	120.00
10881	Multispares Ltd	Plant Repairs and Maintenance	396.66
11024	Natsales Advertising Pty Ltd	Advertising/Marketing Expenses	211.75
10639	Natural Area Holdings Consulting Mgmt	Drainage Maintenance	1,892.00
10573	Officeworks BusinessDirect	Stationery - Rangers	57.02
11217	OneMusic Australia	Performers/Entertainment - Koorliny	9,473.62
11209	Outback Handyman	Facility Maintenance	3,437.50
11589	Parkin Print	Printing/Graphic Design Expenses	715.00
12607	Perfect Gym Solutions Pty Ltd	Computer Software Maintenance/equipment - Gym	278.08
10660	Peter Edward Feasey	Elected Member Sitting Fees/reimbursements	13,049.21
10926	Pickles Auctions	Fleet management	440.00
12903	Pinochle Holdings Pty Ltd	Maintenance of Streetscapes/Landscapes	148,988.91
10976	Poolwerx Spearwood	Recquatic Expenses	1,016.50
10490	Port Printing Works	Printing/Graphic Design Expenses	67.65
12400	Pretzos Holding P/L	Mower Parts & Repairs	232.50
10995	Purearth	Maintenance of Streetscapes/Landscapes	3,108.60
11175	QTM Pty Ltd	Traffic Management - Meares Ave, Beacham Cres, Mortimer Rd	3,081.34
10922	Redox Pty Ltd	Cleaning Products	770.00
13002	Roadform Services Pty Ltd AAA asphalt	Asphalt delivery	3,080.00
10503	Royal Life Saving Society	Recquatic Expenses	495.00

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Payments made between 01-Sep-2025 and 30-Sep-2025



Creditor No	Payee	Description	Amount
12601	RTV Computers Pty Ltd	Computer Hardware	9,790.00
10389	Rubek Automatic Doors	Facility Maintenance	264.00
10505	Satellite Security Services	Security Services	181.50
11977	SecurePay P/L	Webpayments fee	581.35
10198	Setonix Digital Pty Ltd	Consultancy - Rates	11,818.15
10509	Shane McMaster Surveys	Survey Expenses	550.00
10568	Sherilyn Wood	Elected Member Sitting Fees/reimbursements	3,194.53
11924	Sigma Telford Group (Cromag P/L)	Cleaning Products	242.75
11427	Soma Mandal Datta (TranquilCanvas)	Community Engagement - Cuppa & Canvas workshop	392.50
10491	Sonic Health Plus	Medical Examinations	832.70
11148	Southern Quicksapes	Maintenance of Streetscapes/Landscapes	1,234.72
10520	St John Ambulance Australia (WA) Inc	Employee Training/professional development	699.00
11382	Standards Australia Limited	Subscriptions	2,805.00
10941	Starbucks Flooring	Flooring	15,603.00
11407	State Wide Turf Services	Turf Maintenance	5,189.73
12343	Stephen Phillip Carr	Performers/Entertainment - Koorliny	2,293.10
10524	Stewart & Heaton Clothing Co Pty Ltd	Safety Clothing/Equipment/Uniforms	1,544.33
11186	Sullivan Commercial Pty Ltd	Title Searches/Valuations	2,200.00
99999	Sundry EFT	Rates refunds, Grants, CCTV rebates	396,299.75
12706	Super Group Discretionary Trust	Weed Control	668.80
11675	Susan Edith Kearney	Elected Member Sitting Fees/reimbursements	3,207.21
11981	Sydney Tools Pty Ltd	Tools/Tool Repairs	5,599.00
10600	Synergy	Utilities	3,015.96
10684	Tangent Nominees Pty Ltd T/As Summit Homes Group	Infrastructure bond refund	2,000.00
11911	Tangibility Pty Ltd	Advertising/Marketing Expenses	2,576.75
13027	Taylor J Broadley	Photography/Videography	505.00
10298	Technogym Australia Pty Ltd	Recquatic Gym equipment rent	9,484.75
10526	Telstra Limited	Phone/Internet expenses	1,718.33
11021	TenderLink	Advertising/Marketing Expenses	646.80
12826	The Trustee for Bhogal Unit Trust Domino	Catering - Zone program	81.98
12177	The Trustee Tan Family Trust	Commander's phone for Koorliny	80.00
80017	Tina Olsen	Reimbursement for office expenses	99.45
10957	Total Tools Rockingham	Tools/Tool Repairs	299.00
11699	Trophy Express	Recquatic Expenses	597.00
12606	Trustee for DG Public Relations P/L	Community Engagement - OMG Festival campaign	6,600.00
12996	Trustee for The CycleSense = Excellence	Community Engagement - Learn to Ride workshop	418.00
12529	Trustee for The Narasimha Swamy Family	Security Services	666.15
80073	Vanisha Govender	Reimbursement for car parking	16.66
10599	Veolia - Recycling and Recovery P/L	Waste removal/services/fees	330,977.26
11490	Veraison Training and Development	Employee Training/professional development	1,804.00
10830	Vizom Technologies	Community Engagement - Microphone repair	627.00
11009	Vocus Communications	Phone/Internet expenses	2,271.50
10547	WA Hino Sales & Service	Fleet management	160,063.95
10551	Water Corporation of Western Australia	Utilities	10,094.36
10548	Western Australian Local Government Association	Employee Training/professional development	270.00
10558	Weston Road Systems	Roadworks/upgrades/asphalt - Leath Road line removal	3,025.00
10559	WH Locations Services Pty Ltd	Utility Service Locations	11,675.37
10422	Winc Australia Pty Ltd	Stationery - HR, IT, Depot	1,322.85
10718	Wizard Training Solutions	Employee Training/professional development	4,455.00
10072	Woolworths Group Online	Supplies for Admin & Depot	231.46
11605	Woolworths Group Open Pay	Supplies for Library/Zone/Recquatic/Koorliny/Engagement	1,741.25
10610	Zircodata Pty Ltd	Records Storage/Retrieval	1,462.14
Total EFT			7,488,091.84
Automatic Deductions			
Automatic Deductions 01-Sep-2025			
12610	Go Go Australia	Phone/Internet expenses	151.80
Automatic Deductions 05-Sep-2025			
10969	Commonwealth Bank	Credit cards	35,927.09
11850	Fleetcare	Fleet management	1,306.06
Automatic Deductions 08-Sep-2025			
10645	Toyota Fleet Management	Fleet management	635.24
Automatic Deductions 22-Sep-2025			
10015	Ampol Australia Petroleum Pty Ltd	Fuel, Oil, Additives	10,487.78
10396	BP Australia Pty Ltd	Fuel, Oil, Additives	15,775.21
12704	Fleet Partners Pty Limited	Novated Leases	1,044.25
11262	Windcave Pty Ltd	Point of sale/EFT expenses	155.69
10934	Wright Express Australia Pty Ltd	Fuel, Oil, Additives	145.34
Automatic Deductions 30-Sep-2025			
10051	Western Australian Treasury Corporation	Loan repayments/fees	172,017.30
Total Automatic Deductions			237,645.76
Payroll			
Payroll		KWINANA 27/08/2025	1,679.28
Payroll		KWINANA 29/08/2025	11,515.60
Payroll		KWINANA 31/08/2025	845,843.00
Payroll		KWINANA 04/09/2025	15,101.68
Payroll		KWINANA 14/09/2025	848,361.00
Payroll		KWINANA 19/09/2025	21,382.93
Payroll		KWINANA 25/09/2025	5,807.74

16/10/2025

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Payment Listing

Payments made between 01-Sep-2025 and 30-Sep-2025



Creditor No	Payee	Description	Amount
		Total Payroll	1,749,691.23
		Grand Total	9,475,428.83



Credit Card Transactions

Payments made between 05-Aug-2025 and 02-Sep-2025



Reference	Trans Date	Supplier	Amount	Transaction Description
Credit Card EA to CEO and Mayor			1,584.00	
108472	19.08.2025	WALGA Events	1,440.00	WALGA 25 Convention
108472			144.00	GST
Credit Card Manager Economic Development & Advocacy			463.35	
108473	19/08/2025	Rockingham Kwinana Chamber of Commerce	154.75	All Day Networking Event - October
108473	19/08/2025	Chamber of Commerce & Industry WA	156.70	Business Breakfast
108473	19/08/2025	Dome Kwinana	23.73	Business Meet-Up - August workshop
108473	19/08/2025	Dome Kwinana	10.00	Business Meet-Up - August workshop
108473	19/08/2025	Dome Kwinana	5.27	Business Meet-Up - August workshop
108473	08/08/2025	WA Gowers Fresh	30.27	International Co-working day event - Morning Tea
108473	08/08/2025	Coles	11.41	International Co-working day event - Morning Tea
108473	08/08/2025	Coles	13.40	International Co-working day event - Morning Tea
108473	08/08/2025	Dome Kwinana	33.73	International Co-working day - refreshment
108473			24.09	GST
Credit Card Manager Customer & Communications			585.38	
108474	31/08/2025	Facebook	1.51	International Co-working Day
108474	31/08/2025	Facebook	4.74	eRates
108474	31/08/2025	Facebook	59.25	Local Government Elections Info Session
108474	31/08/2025	Facebook	29.69	Kickstart your Future
108474	31/08/2025	Facebook	3.17	Wormfarm Workshop
108474	31/08/2025	Facebook	16.54	Cloth Nappy Workshop
108474	31/08/2025	Facebook	20.76	Helping Minds Presentation
108474	14/08/2025	Open AI	30.70	Chat GPT subscription
108474	14/08/2025	International Transaction Fee	0.77	International Transaction Fee
108474	13/08/2025	Mailchimp	296.28	Email Mail Subscription
108474	05/08/2025	Typeform	59.62	Online form subscription

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01-Oct-2025

108474	05/08/2025	International Transaction Fee	1.49	International Transaction Fee
108474	02/09/2025	Google Cloud	60.86	Website Map Integration

Credit Card Director City Development & Sustainability	194.30
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108498	28/08/2025	Magistrates Court of WA	194.30	Prosecution fee - Legal matter
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Credit Card Coordinator Library Services	10,219.36
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108500	27/08/2025	Dan Murphys online	149.35	Refreshments for Annual Photography Competition & Exhibition
108500	12/08/2025	Pressreader	9,047.00	eResource annual subscription
108500	09/08/2025	WA Naturally	30.00	Purchase made in error, reimbursed through front counter on 11/09/25
108500	06/08/2025	Classic Magazines	189.30	Best of British subscription
108500	05/08/2025	Dick Smith online	121.86	Scarves and battery indicator
108500	05/08/2025	BigW online	101.99	Sensory tent
108500	01/09/2025	StoryDogs	550.00	Annual donation for Library Storydog
108500	01/09/2025	International Transaction Fee	4.73	International Transaction Fee
108500			25.13	GST

Credit Card Coordinator Koorliny Arts Centre	3,811.64
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108502	31/08/2025	Facebook (Meta)	546.30	Social media promotions for venue
108502	29/08/2025	Sydney Tools	-60.00	Refund items
108502	22/08/2025	Warnbro Dry Cleaning	58.18	Dry clean costumes
108502	21/08/2025	Sydney Tools	318.00	Replacement bins for Koorliny
108502	21/08/2025	Lombard	200.71	Table cloths for Theatre 2 tables
108502	20/08/2025	Jaycar Electronics	177.09	Sound equipment items for Theatre 2
108502	18/08/2025	Mailchimp	170.53	Koorliny's E-newsletter licence
108502	15/08/2025	Vend Pos	159.00	Licence Fee for Point of Sale Café
108502	13/08/2025	Hilton Garden Inn	463.64	Hotel booking for APAX Conference (Australian Performing Arts Exchange)
108502	13/08/2025	Facebook (Meta)	490.00	Social media promotions for venue
108502	11/08/2025	Keyboard Tek	854.77	Keyboard patch kit for First Date
108502	11/08/2025	International Transaction Fee	19.43	International Transaction Fee
108502	08/07/2025	Officeworks	169.26	Wall planners for offices
108502	05/08/2025	Wattyl Paints	14.52	Touch-up paint for Café area
108502	05/08/2025	Vend Pos	76.93	Licence Fee for Point of Sale Café
108502			153.28	GST

Credit Card Chief Executive Officer				138.53	
108509	29/08/2025	Gilmont Vending Service	14.09	Meeting regarding Golf course redevelopment	
108509	29/08/2025	Gilmont Vending Service	71.36	Meeting with Ministerial Advisor	
108509	21/08/2025	City of Perth	11.73	Parking meeting Dumas House	
108509	16/08/2025	ChatGPT Subscription	30.86	Monthly Subscription for Open AI Chat GPT Plus	
108509	16/08/2025	International Transaction Fee	0.77	International Transaction Fee	
108509			9.72	GST	
Credit Card Emergency Services Coordinator				130.31	
108510	07/08/2025	Costco Wholesale Australia	29.07	Catering for Citys Bush Fire Advisory Committee Meeting	
108510	07/08/2025	Costco Wholesale Australia	89.39	Catering for Citys Bush Fire Advisory Committee Meeting	
108510			11.85	GST	
Credit Card Community Services & Partnerships				1,383.82	
108512	29/08/2025	Costco Wholesale	50.64	Breakfast club for Youth Services	
108512	25/08/2025	Bunnings Group Ltd	166.73	Bookshelf & Billard Pool balls for Zone	
108512	25/08/2025	BigW Online	46.18	Billards Kelly Pool Marbles and Shaker for Zone	
108512	22/08/2025	Costco Wholesale	78.52	Youth Services Kwinana Breakfast	
108512	20/08/2025	BirthsDeathsMarriages	58.00	Birth Certificate for Youth Services client	
108512	20/08/2025	Department of Transport	22.40	Youth Services - Photo card application for a client	
108512	15/08/2025	Costco Wholesale	50.64	Youth Services Kwinana Breakfast	
108512	15/08/2025	Zone Bowling	45.45	KYAC (Advisory Committee) Wrap Up Event	
108512	15/08/2025	Grill'd	184.70	KYAC wrap up event - catering	
108512	15/08/2025	Grill'd	18.03	KYAC wrap up event - catering	
108512	15/08/2025	Fast Hand Pty Ltd	160.00	Paintball excursion reward Arclight	
108512	13/08/2025	Dome Kwinana	43.64	Meeting Department of Communities	
108512	08/08/2025	Costco Wholesale	48.54	Youth Services Kwinana Breakfast	
108512	06/08/2025	Zone Bowling	253.64	KYAC Wrap Up event	
108512	05/08/2025	DOT Licensing	49.70	Photo ID for Youth Services	
108512	05/08/2025	Netflix	17.26	Entertainment subscription for Drop In	
108512	05/08/2025	Spotify	12.72	Music subscription for Drop In	
108512			77.03	GST	
Credit Card Coordinator Engagement & Place				709.40	
108514	31/08/2025	One Plan	136.48	Monthly Subsription for tracking packages for events	

108514	31/08/2025	International Transaction Fee	3.41	International Transaction Fee
108514	25/08/2025	Spacetoco	37.91	Booking of Apex Park for Family Day
108514	21/08/2025	Spotlight	76.36	Items for Place leader activations with the Community
108514	21/08/2025	Spotlight	114.55	Items for Place leader activations with the Community
108514	21/08/2025	Spotlight	-38.18	Refund as was not able to provide all supplies that was ordered
108514	15/08/2025	Wilson Parking	4.61	Parking Meeting - OMG Festival briefing
108514	15/08/2025	Plickers	110.87	Yearly Subscription Plickers Platform for Community Engagement
108514	15/08/2025	International Transaction Fee	2.77	International Transaction Fee
108514	14/08/2025	Wilson Parking	6.45	Parking WALGEN Meeting
108514	11/08/2025	Woolworths	10.90	Purchase of food for staff training
108514	11/08/2025	Woolworths	15.01	Purchase of food for staff training
108514	08/08/2025	Post Office Kwinana	207.00	Approved Manager's card for Department of Racing, Game and Liquor
108514			21.26	GST

Credit Card Director City Infrastructure	1,590.72
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108523	29/08/2025	Swan Taxis Pty Ltd	32.84	Airport pick up - Perth - IPWC 2025 Conference
108523	25/08/2025	GM TAXIPAY	89.25	Airport drop off - Sydney - IPWC 2025 Conference
108523	07/08/2025	Coles	68.18	Catering - Keep Australia Beautiful - Community Clean up
108523	06/08/2025	APNIC	500.00	Public IP Address Range
108523	05/08/2025	Go Daddy	840.35	Wildcard SSL Certificate from GoDaddy
108523			60.10	GST

Credit Card PSWMA City of Kwinana administering authority/to be reimbursed by Alliance	2,895.93
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108524	30/08/2025	MYER	117.27	PSWMA Board Farewell Gift
108524	26/08/2025	Melbourne IT	36.36	PSWMA Required IT
108524	26/08/2025	BusWest	1,980.00	Transport for Advocacy Tour of the Region
108524	24/08/2025	Totally Workwear	119.65	Uniforms for Executive Officer & NRM Facilitator
108524	24/08/2025	Airbtics App	179.00	Tourism Data Research
108524	21/08/2025	UBER Trip	38.36	Travel from SIA Conference to British Consul General Event
108524	20/08/2025	New Addition Bookshop	81.77	Chair of SWCDEF Board Farewell Gift
108524	06/08/2025	LG Planner Association	35.00	Local Government Event - Director Required
108524	01/09/2025	XERO	68.18	Accounting Software for SWCEDF
108524			240.34	GST

Credit Card Director City Life	268.19
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108525	27/08/2025	Dome Kwinana	9.27	Director / Manager meeting
108525	07/08/2025	JB Hi Fi Online	234.54	Purchase of sound bar for Recquatic
108525			24.38	GST

Credit Card Human Resources Manager			9,173.81	
108526	22/08/2025	Caval Limited	59.09	AI Virtual Workshop - Library
108526	21/08/2025	Australian Red Cross	1,080.00	Preparing to respond - Training for City Development & Sustainability
108526	21/08/2025	Conservation Council of WA Inc	160.00	Building Private Land Conservation in WA - Planning
108526	14/08/2025	Caval Limited	59.09	AI Virtual Workshop - Library
108526	14/08/2025	Caval Limited	59.09	AI Virtual Workshop - Library
108526	13/08/2025	PTA Smartrider	45.45	Top up SmartRider Card 081375941
108526	08/08/2025	Event and Conference Co	1,734.73	Waste & Resource Recovery Conference - Environment Team
108526	08/08/2025	Economic Development Australia Limited	1,615.00	National Economic Development Conference 2025
108526	08/08/2025	Qantas	785.27	Flights - National Economic Development Conference 2025
108526	07/08/2025	ECU	2,328.00	Study Assistance Environmental Health Employee
108526	07/08/2025	PTA Smartrider	45.45	Top up SmartRider Card 081375925
108526	07/08/2025	PTA Smartrider	45.45	Top up SmartRider Card 093707842
108526	06/08/2025	Planning Institute Australia	354.55	Discretion in Planning Decisions Course
108526	01/09/2025	Watermark Events	278.46	Biodiversity Conference 2025 - UWA
108526			524.18	GST

Credit Card Manager Governance & Legal			1,175.30	
108530	29/08/2025	Economic Development Australia	30.00	Event registration (Reel Locations) - Engineering
108530	25/08/2025	Department of Transport	387.86	City Vehicle Registration Fee - KWN83
108530	25/08/2025	Department of Transport	9.50	City Vehicle Registration Fee - KWN83
108530	25/08/2025	Department of Transport	387.86	City Vehicle Registration Fee - KWN91
108530	25/08/2025	Department of Transport	9.50	City Vehicle Registration Fee - KWN91
108530	14/08/2025	Quiz and Virtual Room Perth	245.45	Annual Team Building Event
108530			105.13	GST

Credit Card Technical Officer Fleet Operations			78.30	
108542	05/08/2025	Spacetoco Venue Hire	78.30	Booking Hovea Room for pest control

Credit Card Admin & Special Projects Officer			1,524.75	
108543	29/08/2025	Coles Kwinana	77.30	Catering Community Safety @ Police Station

108543	29/08/2025	Coles Kwinana	25.97	Catering Community Safety @ Police Station
108543	28/08/2025	Officeworks	54.05	Catering for Seniors Week
108543	27/08/2025	Big W Online	27.58	Micro fibre pads for steam mop
108543	25/08/2025	Coles Online	109.10	Catering for Networking Workshop
108543	25/08/2025	Coles Online	5.34	Catering for Networking Workshop
108543	22/08/2025	Blaze Today	915.72	Yearly subscription for IT software - Community Facilities
108543	22/08/2025	International Transaction Fee	22.89	International Transaction Fee
108543	19/08/2025	Uni Club of WA	63.64	Booking for Networking breakfast
108543	11/08/2025	Local Government	190.00	LG Professionals Membership
108543			33.16	GST

Grand Total:			\$ 35,927.09
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A photograph of a modern urban street scene with trees, parked cars, and a building. The image is partially covered by a green gradient and a dark blue overlay containing the title.

Monthly Financial *Report*

CITY OF KWINANA
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 September 2025

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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CITY OF KWINANA
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

	Note	Adopted Budget Estimates (a) \$	Current Budget Estimates (b) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates		56,311,711	56,311,710	55,486,146	55,403,264	(82,882)	(0%)
Grants, subsidies and contributions	Note 8	2,844,786	2,844,786	750,661	971,305	220,645	29%
Fees and charges		16,656,686	16,656,686	10,571,394	11,002,865	431,471	4%
Interest revenue		3,674,645	3,674,645	496,928	352,606	(144,322)	(29%)
Other revenue		1,097,591	1,097,591	72,214	164,946	92,731	128%
Profit on asset disposals		121,602	121,602	64,165	0	(64,165)	(100%)
		80,707,021	80,707,020	67,441,508	67,894,986	453,478	1%
Expenditure from operating activities							
Employee costs		(35,849,162)	(35,849,162)	(8,100,762)	(8,123,178)	(22,417)	(0%)
Materials and contracts		(30,457,230)	(30,386,230)	(6,392,728)	(4,215,919)	2,176,809	34%
Utility charges		(3,181,959)	(3,181,959)	(795,419)	(375,631)	419,789	53%
Depreciation		(26,423,557)	(26,423,557)	0	0	0	0%
Finance costs		(727,990)	(727,990)	(17,249)	(16,497)	753	4%
Insurance		(885,984)	(885,984)	(412,992)	(375,551)	37,441	9%
Other expenditure		(104,606)	(104,606)	(20,055)	(471,882)	(451,827)	(2253%)
Loss on asset disposals		(32,974)	(32,974)	0	0	0	0%
		(97,663,462)	(97,592,462)	(15,739,205)	(13,578,658)	2,160,548	14%
Non-cash amounts excluded from operating activities	Note 2	26,334,929	26,334,929	64,165	687	(63,478)	(99%)
Amount attributable to operating activities		9,378,488	9,449,488	51,766,467	54,317,016	2,550,549	5%
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	Note 9	16,106,366	16,106,366	458,756	1,568,410	1,109,654	242%
Proceeds from disposal of assets		575,000	635,000	280,000	218,406	(61,594)	(22%)
Proceeds from financial assets at amortised cost - self supporting loans		20,359	20,359	5,090	5,653	563	11%
		16,701,725	16,761,725	743,846	1,792,469	1,048,623	141%
Outflows from investing activities							
Payments for property, plant and equipment		(21,780,934)	(21,911,934)	(4,828,950)	(2,403,316)	2,425,634	50%
Payments for construction of infrastructure	Note 5	(13,996,923)	(13,996,923)	(1,236,229)	(164,524)	1,071,705	87%
		(35,777,857)	(35,908,857)	(6,065,179)	(2,567,840)	3,497,339	58%
Non-cash amounts excluded from investing activities	Note 2	(5,768,803)	(5,768,803)	(5,768,803)	2,355,117	8,123,920	141%
Amount attributable to investing activities		(24,844,935)	(24,915,935)	(11,090,136)	1,579,746	12,669,883	114%
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures	Note 6	6,800,000	6,800,000	0	0	0	0%
Transfer from reserves	Note 7	17,471,779	17,471,779	0	0	0	0%
		24,271,779	24,271,779	0	0	0	0%
Outflows from financing activities							
Repayment of borrowings	Note 6	(2,015,718)	(2,015,718)	(155,530)	(155,530)	(0)	(0%)
Payments for principal portion of lease liabilities		(28,983)	(28,983)	(7,246)	(1,723)	5,523	76%
Transfer to reserves	Note 7	(9,414,908)	(9,414,908)	0	(67,143)	(67,143)	0%
		(11,459,609)	(11,459,609)	(162,776)	(224,396)	(61,621)	(38%)
Amount attributable to financing activities		12,812,170	12,812,170	(162,776)	(224,396)	(61,621)	(38%)
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		2,654,277	2,654,277	2,654,277	16,275,478	13,621,201	513%
Amount attributable to operating activities		9,378,488	7,436,233	51,766,467	54,317,016	2,550,549	5%
Amount attributable to investing activities		(24,844,935)	(18,155,520)	(11,090,136)	1,579,746	12,669,883	114%
Amount attributable to financing activities		12,812,170	12,812,170	(162,776)	(224,396)	(61,621)	(38%)
Surplus or deficit after imposition of general rates		(0)	0	43,167,832	71,947,844	28,780,011	67%

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 1 for an explanation of the reasons for the variance.

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

**STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

	NOTE	Closing 30 June 2025	Current Month 30 September 2025	This Time Last Year 30 September 2024
		\$	\$	\$
CURRENT ASSETS				
Cash and cash equivalents	3	13,772,095	15,472,550	8,932,972
Other financial assets - Term Deposits	3	79,380,697	99,670,261	97,092,779
Other financial assets - Banksia Park Deferred Mgmt Fees		327,464	327,464	276,305
Other financial assets - Self Supporting Loans		19,700	19,700	19,062
Rates receivable	4	5,176,005	37,040,113	34,024,788
Other receivables (<i>incl. allowance for impairment</i>)	4	1,838,086	2,867,600	3,264,930
Other assets		955,232	459,362	1,673,139
TOTAL CURRENT ASSETS		101,469,280	155,857,050	145,283,973
NON-CURRENT ASSETS				
Trade and other receivables		989,914	989,914	990,991
Other financial assets - Banksia Park Deferred Mgmt Fees		4,416,267	4,416,267	3,280,749
Other financial assets - Local Govt House Trust		145,549	145,549	145,549
Other financial assets - Self Supporting Loans		137,898	132,850	153,353
Property, plant and equipment		166,258,709	168,662,025	172,260,949
Infrastructure		678,099,946	678,264,471	607,470,076
Investment property		0	0	1,012,000
Intangible assets		852,298	852,298	1,157,064
Right of use assets		4,900	4,900	126,616
TOTAL NON-CURRENT ASSETS		850,905,481	853,468,273	786,597,347
TOTAL ASSETS		952,374,761	1,009,325,323	931,881,320
CURRENT LIABILITIES				
Trade and other payables		12,229,601	10,903,329	16,436,934
Banksia Park Unit Contributions		24,255,833	24,255,833	18,279,975
Contract and other liabilities		5,440,380	7,133,999	1,407,021
Lease liabilities		(6,043)	(7,766)	31,512
Borrowings	6	0	1,659,261	(152,871)
Employee related provisions		5,282,238	5,267,703	4,845,128
TOTAL CURRENT LIABILITIES		47,202,010	49,212,359	40,847,699
NON-CURRENT LIABILITIES				
Other liabilities (Developer Contributions)		42,925,706	43,578,980	38,395,672
Lease liabilities		5,386	5,386	105,667
Borrowings	6	9,012,091	7,197,299	11,352,116
Employee related provisions		264,239	264,239	618,902
TOTAL NON-CURRENT LIABILITIES		52,207,422	51,045,904	50,472,357
TOTAL LIABILITIES		99,409,432	100,258,263	91,320,055
NET ASSETS		852,965,329	909,067,060	840,561,265
EQUITY				
Retained surplus		215,994,123	272,028,711	267,363,641
Reserves - cash/financial asset backed	7	71,368,097	71,435,240	68,407,677
Revaluation surplus		565,603,109	565,603,109	504,789,947
TOTAL EQUITY		852,965,329	909,067,060	840,561,265

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**NOTE 1
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 budget materially.

The material variance adopted by Council for the 2025-26 year is \$50,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
General Rates	(82,882)	(0%)	Permanent	Mainly due to \$343k reduction in vacant land offset by \$272k increase in improved residential.
Grants, Subsidies and Contributions	220,645	29%	Permanent/Timing	Mainly due to additional FAGS grant funding and new shared agreements. Detail refer to Note 8.
Fees and Charges	431,471	4%	Permanent/Timing	\$275K Banksia park property sales to be transferred to Banksia Park reserve.
				Fees and charges income higher than budgeted, adjusted in Q1BR: \$202K building services - \$104K building permit fees and \$98K pool inspection fees. \$106K administration fees on rates. \$95K town planning & development act fines & penalties. \$57K engineering - mainly from \$24K inspection fees and \$33K supervision fees.
				Fees and charges income lower than budgeted, rephased in Q1BR: (\$226K) residential standard waste service charges from rates strike. (\$94K) food premises fees due to timing of invoices. (\$48K) waste & recycling establishment fees.
Interest Revenue	(144,322)	(29%)	Timing	Variance due to timing of interest income.
Other Revenue	92,731	128%	Permanent	\$19K long service leave reimbursements not budgeted for, to be offset with expenditure. \$19K parental leave reimbursements not budgeted for, to be offset with expenditure. \$35K Workers Compensation reimbursements not budgeted for, to be offset with expenditure.
Profit on Asset Disposals	(64,165)	(100%)	Permanent/Timing	Variance due to asset disposal timing.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**NOTE 1
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 budget materially.

The material variance adopted by Council for the 2025-26 year is \$50,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
Expenditure from operating activities				
Materials and Contracts	2,176,809	34%	Permanent/Timing	Materials and contracts variances due to timing: \$619K environment & health due to a delay in processing invoices - \$244K kerbside waste, \$152K pre booked verge collection, \$97K recycling, \$88K organics and \$38K public waste & recycling. \$667K parks, reserves & gardens due to delays in receiving invoices and delays from contracting services due to weather. \$191K IT software subscriptions and purchases. \$163K facility maintenance due to a delay in finding contractors. \$117K infrastructure maintenance due to a delay in finding contractors \$111K consultancy fees for strategic purpose not yet required. \$77K Asset valuation and road condition report. \$68K community services - \$50K Homelessness Tender and St-Pats and \$18K Arclight initiative. \$50K city ops temporary staff budget not yet required. \$42K fire and emergency mitigation works. \$38K regional open space feasibility study. \$37K engineering services surveying & service location expenses. (\$167K) Banksia park and Callistemon aged person units maintenance costs to be offset at year end. (\$200K) settlement of compulsory land purchase, additional carry forward from 24/25 adjusted in Q1BR.
Utility Charges	419,789	53%	Timing	Variance due to timing of utility invoices being received and processed.
Finance Costs	753	4%	No Material Variance	
Insurance	37,441	9%	Permanent	Variance due to fleet, public liability and property premiums being less than budgeted, adjusted in Q1BR.
Other Expenditure	(451,827)	(2253%)	Permanent	\$401K DCA4 settlement of compulsory land purchase (additional 24/25 carry forward), adjusted in Q1BR. \$44K infringement bad debts written off not budgeted for, adjusted in Q1BR.
Investing activities				
Proceeds from capital grants, subsidies and contributions	1,109,654	242%	Permanent/Timing	Mainly due to Thomas Oval Upgrade. Detail refer to Note 9.
Payments for property, plant and equipment	2,425,634	50%	Permanent/Timing	Detail refer to Note 5.
Payments for construction of infrastructure	1,071,705	87%	Permanent/Timing	Detail refer to Note 5.
Payments for investment property	0	0%	No Material Variance	Detail refer to Note 6.
Payments for intangible assets	0	0%	No Material Variance	Detail refer to Note 5.
Financing activities				
Payments for principal portion of lease liabilities	5,523	76%	No Material Variance	
Transfer to reserves	(67,143)	0%	Permanent/Timing	Timing variance on term deposits interest income.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**NOTE 2
NET CURRENT FUNDING POSITION**

Notes	Last Years Closing 30 June 2025	This Time Last Year 30 September 2024	Current Budget 2025-26	YTD Actual 30 September 2025
	\$	\$		\$
(a) Non-cash items excluded from operating activities				
The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.				
Non-cash items excluded from operating activities				
Adjustments to operating activities				
Less: Profit on asset disposals	(99,943)	-	(121,602)	-
Less: Movement in pensioner deferred rates (non-current)	(4,092)	-	-	44
Movement in employee benefit provisions	(4,886)	7,954	-	(14,535)
Movement in lease liabilities	(109,854)	(1,699)	-	(1,723)
Add: Loss on asset disposals	104,283	-	32,974	-
Add: Depreciation on assets	23,981,443	-	26,423,557	-
Mvmt in operating contract liabilities associated with restricted cash	501,788	(30,926)	-	16,902
Mvmt in Banksia Park deferred management fees receivable	-	-	-	-
Mvmt in Banksia Park valuation of unit contribution	-	-	-	-
Total non-cash items excluded from operating activities	24,368,740	(24,670)	26,334,929	687
Mvmt in non-operating liabilities (non-current)	11,134,319	2,853,934	(4,500,000)	653,274
Mvmt in non-operating liabilities associated with restricted cash	(233,754)	1,432,300	(1,268,803)	1,701,844
Total non-cash items excluded from investing activities	10,900,565	4,286,234	(5,768,803)	2,355,117
Total Non-cash items	35,269,305	4,261,564	20,566,126	2,355,804

(b) Adjustments to net current assets in the Statement of Financial Activity

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.

Adjustments to net current assets				
Less: Reserves - restricted cash	(71,368,097)	(68,407,677)	(65,384,116)	(71,435,240)
Less: Financial assets at amortised cost - self supporting loans	(19,700)	(19,062)	-	(19,700)
Less: Banksia Park DMF Recievable	(327,464)	(276,305)	(129,835)	(327,464)
Less: Land held for resale	(1,012,000)	-	-	(1,012,000)
Less: Unspent capital grants, subsidies and contributions liability - DCA	-	-	333,212	-
Add: Borrowings	-	(152,871)	2,015,718	1,659,261
Add: Provisions - employee	5,282,238	4,845,128	2,103,326	5,267,703
Add: Current portion of contract and other liability held in reserve	992,900	400,790	23,023	1,009,802
Add: Current portion of unspent non-operating grants, subsidies and contributions held	4,210,540	868,237	53,623	5,912,725
Add: Lease liabilities	(6,043)	31,512	(36,539)	(7,766)
Add: Banksia Park Unit Contributions	24,255,833	18,279,975	30,484,224	24,255,833
Total adjustments to net current assets	(37,991,792)	(44,430,273)	(30,537,364)	(34,696,846)

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

Current assets	101,469,280	145,283,973	77,070,618	155,857,050
Less: Current liabilities	(47,202,010)	(40,847,699)	(46,533,254)	(49,212,359)
Less: Total adjustments to net current assets	(37,991,792)	(44,430,273)	(30,537,364)	(34,696,846)
Closing funding surplus / (deficit)	16,275,478	60,006,001	0	71,947,844

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 Council's operational cycle.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

OPERATING ACTIVITIES
NOTE 3
CASH AND FINANCIAL ASSETS

Description	Unrestricted	Restricted	Total Cash	Interest Rate	Institution	S&P Rating	Maturity Date	Days
	\$	\$	\$					
Cash on hand								
CBA Municipal Bank Account	14,289,627		14,289,627	Variable	CBA	AA		
CBA Online Saver Bank Account	1,026,591		1,026,591	3.53%	CBA	AA		
CBA Staff Xmas Saver	151,777		151,777	Variable	CBA	AA		
Cash On Hand - Petty Cash	4,555		4,555	N/A	PC	N/A		
Term Deposits - Muni Investments								
Muni Funds	3,000,000		3,114,247	4.40%	RABO	A	Dec 2025	182
Muni Funds	3,000,000		3,000,000	4.31%	RABO	A	Jan 2025	182
Muni Funds	5,000,000		5,000,000	4.10%	CBA	AA	Mar 2026	180
Muni Funds	5,000,000		5,000,000	4.13%	NAB	AA	Apr 2026	210
Muni Funds	5,000,000		5,000,000	4.23%	BOU	BBB	Feb 2026	150
Muni Funds	5,000,000		5,000,000	4.22%	GSB	BBB	Mar 2026	182
Reserve Funds Investments (Cash Backed Reserves)								
Asset Management Reserve		5,063,889	5,063,889	4.59%	NAB	AA	Oct 2025	183
Refuse Reserve		6,085,077	6,085,077	4.59%	NAB	AA	Oct 2025	183
Contiguous Local Authorities Group Reserve	*	290,864	290,864	4.63%	BOQ	A	Oct 2025	183
Workers Compensation Reserve	*	638,784	638,784	4.63%	BOQ	A	Oct 2025	183
Settlement Agreement Reserve	*	329,448	329,448	4.63%	BOQ	A	Oct 2025	183
Public Arts Reserve	*	468,881	468,881	4.63%	BOQ	A	Oct 2025	183
City Infrastructure Reserve	*	301,869	301,869	4.63%	BOQ	A	Oct 2025	183
Strategic Initiative Reserve	*	502,422	502,422	4.63%	BOQ	A	Oct 2025	183
Election Expense Reserve	*	93,587	93,587	4.63%	BOQ	A	Oct 2025	183
Valuation Expense Reserve	*	90,752	90,752	4.63%	BOQ	A	Oct 2025	183
Plant and Equipment Replacement Reserve	*	1,167,203	1,167,203	4.63%	BOQ	A	Oct 2025	183
Strategic Property Reserve	*	993,953	993,953	4.63%	BOQ	A	Oct 2025	183
Employee Leave Reserve		3,271,017	3,271,017	4.16%	NAB	AA	Sep 2026	364
Public Open Space Reserve		361,080	361,080	4.16%	NAB	AA	Sep 2026	364
Community Services & Emergency Relief Reserve		380,583	380,583	4.16%	NAB	AA	Sep 2026	364
Employee Vacancy Reserve		599,006	599,006	4.16%	NAB	AA	Sep 2026	364
Golf Club Maintenance Reserve		44,645	44,645	4.16%	NAB	AA	Sep 2026	364
Golf Course Cottage Reserve		34,049	34,049	4.16%	NAB	AA	Sep 2026	364
Information Technology Reserve		1,232,973	1,232,973	4.16%	NAB	AA	Sep 2026	364
APU Reserve		592,201	592,201	4.16%	NAB	AA	Sep 2026	364
BP Reserve		424,974	424,974	4.16%	NAB	AA	Sep 2026	364
Renewable Energy Efficiency Reserve		179,341	179,341	4.16%	NAB	AA	Sep 2026	364
Reserve Funds Investments (Developer Contributions)								
DCA 1 - 5 Various Hard Infrastructure		13,149,778	13,149,778	4.59%	NAB	AA	Oct 2025	183
DCA 1 - 5 Various Hard Infrastructure	*	184,623	184,623	4.63%	BOQ	A	Oct 2025	183
DCA 6 - 7 Various Hard Infrastructure		10,282,419	10,282,419	4.65%	RABO	A	Oct 2025	183
DCA 8 - 11 Various Soft Infrastructure	*	15,414,233	15,414,233	4.46%	BEN	A	Oct 2025	183
DCA 12-15 Various Soft Infrastructure		11,378,361	11,378,361	4.63%	SUN	AA	Oct 2025	183
Total	41,472,550	73,556,014	115,142,811	4.54% weighted average interest rate				
	36%	64%						
Comprising								
Cash and cash equivalents (Exclude Trust)	15,472,550	0	15,472,550					
Financial assets at amortised cost	26,000,000	73,556,014	99,670,261					
	41,472,550	73,556,014	115,142,811					
* denotes Green Investments								
Green Investments total value			20,291,996					
Green Investments percentage			17.62%					

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 highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

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.

Note 3(b): Cash and Investments - Compliance with Investment Policy

Portfolio Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
AAA & Bendigo Bank Kwinana Community Branch	-	0%	100%	✓
AA	68,321,222	59%	100%	✓
A	36,873,285	32%	60%	✓
BBB	10,000,000	9%	40%	✓
Unrated (Petty cash)	4,555	0%	0%	

Counterparty Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
AMP (BBB)	-	0.00%	20%	✓
BEN (A)	15,414,233	13.38%	25%	✓
BEN-L (AAA)	-	0.00%	45%	✓
BOQ (A)	5,062,386	4.39%	25%	✓
BOU (BBB)	5,000,000	4.34%	20%	✓
CBA (AA)	20,524,246	17.82%	45%	✓
GSB (BBB)	5,000,000	4.34%	20%	✓
NAB (AA)	36,418,615	31.61%	45%	✓
RABO (A)	16,396,666	14.23%	25%	✓
SUN (AA)	11,378,361	9.88%	45%	✓

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

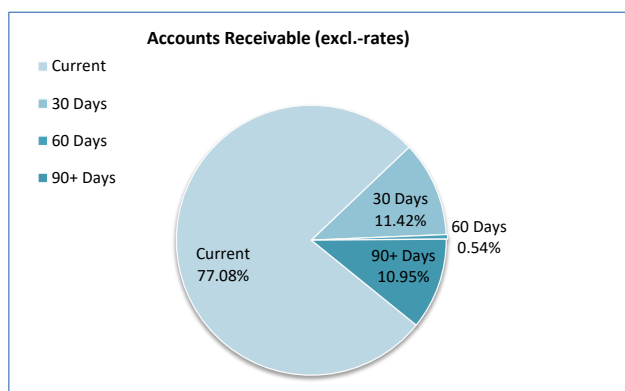
**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates receivable	30 Jun 2025	This Time Last Year 30 Sep 2024	30 Sep 2025
	\$		\$
Opening arrears previous years	3,224,031	3,224,031	5,966,615
Levied this year	68,326,607	64,844,628	69,760,806
Rates & Charges to be collected	71,550,638	68,068,658	75,727,421
<u>Less</u> Collections to date	(65,652,483)	(33,052,879)	(39,676,494)
<u>Less</u> Pensioner Deferred Rates	(990,059)	(990,991)	(949,983)
Net Rates & Charges Collectable	4,908,096	34,024,788	35,100,943
% Outstanding	6.86%	49.99%	46.35%
<u>Prepaid</u> Rates received (not included above)	(1,818,180)	(1,634,077)	(816,609)
	4.32%	47.59%	45.27%
<i>Rates and ESL rebate</i>			
Rates rebate	238,728	1,625,863	1,641,462
ESL rebate	29,183	283,553	297,708
Total rates and ESL rebate	267,911	1,909,416	1,939,170
Total Rates & Charges Collectable	5,176,007	35,934,204	37,040,113

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Receivables - general	Current	30 Days	60 Days	90+ Days	Total
<i>Amounts shown below include GST (where applicable)</i>	\$	\$	\$	\$	\$
Sundry receivable	2,294,614	333,206	14,033	209,717	2,851,570
Infringements Register		1,435	1,921	111,264	114,620
GST	(36,079)	0	0	0	(36,079)
Total sundry receivables outstanding	2,258,534	334,641	15,954	320,981	2,930,111
<i>Exclude rebates receivable</i>	77%	11%	1%	11%	
Allowance for impairment					(62,511)
Total general receivables outstanding	2,258,534	334,641	15,954	320,981	2,867,600



Sundry Debtors Outstanding Over 90 Days Exceeding \$1,000

Description	Debtor #	Status	\$
Sundry Debts with Fines Enforcement Registry (FER)			
Prosecution Health Act	104209	Registered with FER - payments being received.	4,217
Prosecution Local Law	104275	Registered with FER - payments being received.	3,131
Urban Environment			
Nuisance - Disrepair Vehicle			
Prosecution Dog Act 1976	104387	Registered with FER-Enforcement warrant issued under current licence suspension.	10,200
Prosecution Dog Act 1976	104610	Registered with FER-payments being received	17,374
Prosecution Planning &	104885	Registered with FER- work and development permit with FER.	7,056
Prosecution Parking Act	105152	Registered with FER-Notice of intention to Enforce issued.	5,250
Prosecution Planning &	105325	Registered with FER-Enforcement warrant issued under current licence suspension.	38,463
Prosecution Dog Act 1976	105534	Registered with FER - payments being received.	3,122
Prosecution Pool Act	105762	Registered with FER - payments being received.	2,225
Prosecution Planning & Devt	107410	Registered with FER-payments being received	17,687
Other Sundry Debtors			
Govt Dept debtor	106900	invoice to be paid pending further details supplied 2nd October 2025	65,586
BP Unit 36	101514	Monthly Maint invoices to be paid with settlement when property sold	2,538
Total Debtors 90+ days > \$1,000			176,850
Total Debtors 90+ days < \$1,000			32,867
Total Infringements 90+ days			111,264
Total sundry receivables outstanding 90+ days			320,981

KEY INFORMATION

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

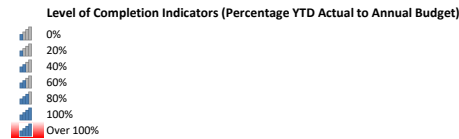
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$	\$
Land and Buildings	19,584,705	19,584,705	4,073,213	1,820,574	(2,252,639)
Plant, Furniture and Equipment	2,196,229	2,327,229	755,737	582,742	(172,995)
Infrastructure - Roads	6,767,171	6,767,171	594,476	31,906	(562,571)
Infrastructure - Parks & Reserves	6,407,306	6,407,306	536,001	84,252	(451,749)
Infrastructure - Footpaths	242,841	238,841	30,000	1,412	(28,588)
Infrastructure - Car Parks	150,000	150,000	0	0	0
Infrastructure - Drainage	231,500	235,500	12,000	5,155	(6,845)
Infrastructure - Bus Shelters	42,353	42,353	16,000	21,454	5,454
Infrastructure - Street Lights	93,221	93,221	22,221	0	(22,221)
Infrastructure - Other	62,531	62,531	25,531	20,345	(5,186)
Payments for Capital Acquisitions	35,777,857	35,908,857	6,065,179	2,567,840	(3,497,339)
Right of use assets	0	0	0	0	0
Total Capital Acquisitions	35,777,857	35,908,857	6,065,179	2,567,840	(3,497,339)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	16,106,366	8,875,972	458,756	1,568,410	1,109,654
Borrowings	0	6,800,000	0	0	0
Lease liabilities	0	0	0	0	0
Disposal of Assets	575,000	575,000	280,000	218,406	(61,594)
Cash Backed Reserves	17,541,926	7,237,465	0	0	0
Municipal Funds	1,554,565	12,420,420	5,326,423	781,024	(4,545,399)
Capital funding total	35,777,857	35,908,857	6,065,179	2,567,840	(3,497,339)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

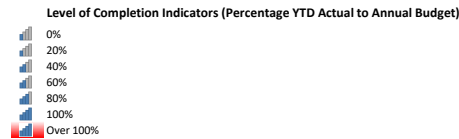
INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS (CONTINUED)



	Capital Expenditure	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
		\$	\$	\$	\$	\$	
Buildings							
210278	24/25 C/F - Animal Shelter - design	53,300	53,300	53,300	0	(53,300)	Project completed in 24/25. Budget removed in the Q1BR.
210285	24/25 C/F - 2 Stidworthy Court (DoH) Roof plumbing - Gutters / Downpipes	30,000	30,000	0	0	0	
210286	24/25 C/F - Business Incubator - Roof plumbing - Gutters/Downpipes	17,000	17,000	0	0	0	
210301	24/25 C/F - Fiona Harris Pavilion - External repaint	30,000	30,000	0	0	0	Purchase orders raised.
210310	24/25 C/F - Mandogalup Fire Station - A/C 1, 2, 3, 4, 5 FAIR (24/25) - H	25,000	25,000	0	0	0	
210311	24/25 C/F - Bright Futures - A/C 1, 2 Creche RAC, A/C 4, 5 Lunch room &	14,800	14,800	0	0	0	
210312	24/25 C/F - Zone Youth Centre - Ventilation Fans RF1, S1, S2, S3, S4, EF	42,700	42,700	0	0	0	
210328	24/25 C/F - Civic Administration Centre - Upgrade or Replacement	8,718,239	8,718,239	0	102,805	102,805	Project works in progress.
210329	24/25 C/F - DCA 12 - Local Sporting Ground with Community Centre / Club	5,163,234	5,163,234	2,639,948	984,658	(1,655,290)	Project works in progress.
210330	24/25 C/F - Public Art for new facility - Wellard West Clubroom	44,750	44,750	14,400	0	(14,400)	Project to commence once construction works are completed.
210331	24/25 C/F - Thomas Oval Changeroom Extension/Upgrade	2,636,961	2,636,961	1,005,741	556,632	(449,109)	Project works in progress.
210332	24/25 C/F - Public Art - Thomas Oval Changeroom Extension/Upgrade	32,051	32,051	5,000	4,230	(770)	Project works in progress. Will be completed once construction works are completed.
210428	24/25 C/F - 156 Medina Ave External remedial repairs	20,000	20,000	0	0	0	
210429	24/25 C/F - Margaret Feilman - Structural Brickwork Remediation	35,000	35,000	0	0	0	
210313	24/25 C/F - Margaret Feilman - A/C replacements as per HVAC report	0	0	0	128,111	128,111	Additional 24/25 C/F. Budget amended in Q1BR. Project works in progress.
210314	24/25 C/F - Senior Citizens - EAC-4 Kitchen Evap	0	0	0	7,300	7,300	Additional 24/25 C/F. Budget amended in Q1BR. Project works in progress.
210334	24/25 C/F - Building Contingency	0	0	0	21,651	21,651	Additional 24/25 C/F. Budget amended in Q1BR. Project works in progress.
210439	Building Contingency	103,300	103,300	25,824	0	(25,824)	Contingency budget not yet required.
210440	Accessible/Safety Compliance	55,000	55,000	0	0	0	
210441	Business Incubator cabinet renewal	13,000	13,000	0	0	0	
210442	Business Incubator Window Treatments	12,500	12,500	0	0	0	
210443	Business Incubator Security system renewals	39,000	39,000	0	0	0	
210444	Business Incubator AC Replacement	60,000	60,000	0	0	0	
210445	Business Incubator Light Renewals	27,000	27,000	0	485	485	Project in the design phase.
210446	Business Incubator Submeter Renewal	17,000	17,000	0	485	485	Project in the design phase.
210447	Casuarina Hall Potable tank sensor	15,000	15,000	0	0	0	
210448	Casuarina Hall painting	10,000	10,000	0	9,177	9,177	Project works in progress. Project phasing adjusted in Q1BR.
210449	Casuarina Hall Roof Renovation	15,000	15,000	0	0	0	
210450	Casuarina Hall - reinstatement of retaining	15,500	15,500	0	0	0	
210451	Darius Wells Library and Resource Centre painting	10,000	10,000	0	0	0	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

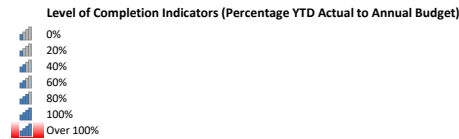
INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS (CONTINUED)



	Capital Expenditure	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
		\$	\$	\$	\$	\$	
■	210452 Darius Wells LRC AC Replacement	370,000	370,000	0	0	0	
■	210453 Darius Wells Light Renewals	65,000	65,000	0	485	485	Project in the design phase.
■	210454 Darius Wells Submeter Renewal	30,000	30,000	0	0	0	
■	210455 Darius Wells HWS renewals	12,500	12,500	0	0	0	
■	210456 Fiona Harris Pavilion gutters/downpipes	17,000	17,000	0	0	0	
■	210457 Fiona Harris Pavilion Light Renewals	18,500	18,500	0	485	485	Project in the design phase.
■	210458 John Wellard Community Centre painting	8,000	8,000	8,000	0	(8,000)	Purchase orders raised.
■	210459 John Wellard carpet replacement	25,000	25,000	0	0	0	
■	210460 Leda Hall Roof Renovation	13,750	13,750	0	0	0	
■	210461 Magenup Equestrian Centre Eastern Shed-Replace front gable fibreglass sheets & eastern gutter & downpipe	5,000	5,000	5,000	0	(5,000)	Project to commence in March 2026. Budget amended in Q1BR.
■	210462 Magenup Equestrian Centre Stables-Replace skylight sheets	5,000	5,000	5,000	0	(5,000)	Project to commence in March 2026. Budget amended in Q1BR.
■	210463 Magenup Equestrian Centre Clubroom gutter/downpipes	5,000	5,000	5,000	0	(5,000)	Project to commence in March 2026. Budget amended in Q1BR.
■	210464 Mandogalup Fire Station (Ops Centre only) Roof Renovation	10,500	10,500	0	0	0	
■	210465 Mandogalup Fire Station (Ops Centre only) internal wall painting	15,000	15,000	0	0	0	
■	210466 Mandogalup Fire Station (Ops Centre only) external painting	10,000	10,000	0	0	0	
■	210467 Mandogalup Fire Station (Ops Centre only) Floor refurb	8,500	8,500	8,500	0	(8,500)	Project to commence in June 2026. Budget amended in Q1BR.
■	210468 Mandogalup Fire Station (Appliance area) Epoxy floor	15,000	15,000	15,000	0	(15,000)	Project to commence in June 2026. Budget amended in Q1BR.
■	210469 Margaret Feilman external painting	20,000	20,000	0	0	0	
■	210470 Margaret Feilman Civic Centre (ground floor) kitchen remediation	35,000	35,000	0	3,101	3,101	Project works in progress.
■	210471 Maydwell Way (18) Asbestos Removal/Treatment - Paint external to seal	8,000	8,000	0	0	0	
■	210472 Medina Hall Floor refurb	30,000	30,000	0	0	0	
■	210473 Operations Centre Light Renewals Mech/Carp Workshops	6,000	6,000	0	485	485	Project in the design phase.
■	210474 Recquatic Centre Stadium floor maintenance	13,000	13,000	0	0	0	
■	210475 Rhodes Park Kiosk Shelter Roof Replacement	12,500	12,500	0	0	0	
■	210476 Rotary Club Asbestos Removal/Treatment - Entrance boundary fence Electrical mounting board remove/ sound damper membrane under sink	5,500	5,500	5,500	0	(5,500)	Project delay due to finding contractors. Project to commence in June 2026.
■	210477 2025/26 Sloan Cottage Conservation works	20,000	20,000	0	0	0	
■	210478 2025/26 Sloan Heritage House Conservation works	20,000	20,000	0	0	0	
■	210479 Smirk Cottage Asbestos Removal/Treatment	2,650	2,650	0	0	0	
■	210480 Smirk Museum Asbestos Removal/Treatment	5,500	5,500	0	0	0	
■	210481 2025/26 Smirk Cottage Conservation works	20,000	20,000	0	0	0	
■	210482 Thomas Kelly Pavilion AC Replacement	40,000	40,000	0	0	0	
■	210483 Thomas Oval Netball Clubrooms gutters	5,000	5,000	0	0	0	
■	210484 Town Centre Retaining Wall repairs - Koorliny Amphitheatre, Admin, BI	60,500	60,500	0	0	0	
■	210485 Wandl Resource Centre Roof/gutter repairs	9,000	9,000	9,000	0	(9,000)	Project to commence in February 2026. Budget amended in Q1BR.
■	210486 Wellard Pavilion kitchen regrout floor	8,500	8,500	0	0	0	
■	210487 Wheatfield Cottage Conservation works	40,000	40,000	0	0	0	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

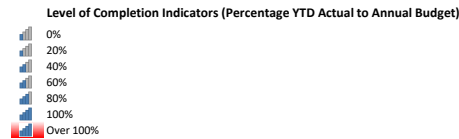
INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS (CONTINUED)



	Capital Expenditure	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
		\$	\$	\$	\$	\$	
■	210488 William Bertram Community Centre internal painting	23,000	23,000	0	0	0	
■	210489 William Bertram Community Centre Bin Store Floor refurb	6,500	6,500	0	0	0	
■	210490 Zone Youth Centre internal painting	10,000	10,000	10,000	0	(10,000)	Purchase orders raised.
■	210491 Zone Submeter Renewal	35,000	35,000	0	485	485	Project in the design phase.
■	210492 Zone Light Renewals	60,000	60,000	0	0	0	
■	210493 Zone Lift Plant Renewals	10,000	10,000	0	0	0	
■	210494 Zone security system renewals	39,000	39,000	0	0	0	
■	210496 Disability Access and Inclusion - Minor Improvements	5,165	5,165	0	0	0	
■	210497 DCA14 - Local Sporting Ground with Changeroom(Wellard Village Primary School) feasibility study	87,805	87,805	0	0	0	
■	210500 Recreation and Aquatic Facility - Recquatic redevelopment design fees	1,033,000	1,033,000	258,000	0	(258,000)	Project works in progress.
■	210599 Shade sail - William Bertram Community Centre	25,000	25,000	0	0	0	
■	Buildings Total	19,584,705	19,584,705	4,073,213	1,820,574	(2,252,639)	
	Plant, Furniture and Equipment						
	Furniture and Equipment						
■	210398 24/25 C/F - Furniture & Fittings - Wellard West Clubroom	218,837	218,837	0	0	0	Project to commence once construction works are completed.
■	210399 24/25 C/F - Furniture & Fittings - Thomas Oval Changeroom Extension/Upgrade	49,745	49,745	0	0	0	Project to commence once construction works are completed.
■	210401 24/25 C/F - Library -Replacement couches and chairs to replace existing	12,016	12,016	0	0	0	
■	210517 CCTV - New/Upgrade	51,650	51,650	25,825	0	(25,825)	Project to commence in March 2026. Budget amended in Q1BR.
■	210518 CCTV - Renewal	51,650	51,650	12,912	0	(12,912)	Project to commence in March 2026. Budget amended in Q1BR.
■	210519 Community Facilities Furniture and Fittings Renewal	25,825	25,825	0	0	0	
■	210520 Refresh of library Hardware platform - replacement and consolidation of library technology	70,000	70,000	70,000	0	(70,000)	Project to commence in March 2026. Budget amended in Q1BR.
■	210521 Darius Wells Library - Couches, furniture	12,396	12,396	0	0	0	
■	210522 Structural AV network for Koorliny	30,000	30,000	30,000	0	(30,000)	Project to commence in February 2026. Budget amended in Q1BR.
■	210523 Furniture and Fittings Renewal	20,660	20,660	0	2,990	2,990	Project works in progress.
■	210524 Local history space	25,825	25,825	0	0	0	
■	210601 Koorliny Arts Centre Theatre Lighting Upgrade	85,000	85,000	60,000	0	(60,000)	Project works in progress.
	Plant and Equipment						
■	210096 24/25 C/F - Plant Replacement Program	331,000	356,000	25,000	144,900	119,900	Replacement as per plan.
■	210406 24/25 C/F - 24/25 Plant Replacement Program - Plant	130,000	130,000	0	0	0	Replacement as per plan.
■	210407 24/25 C/F - 100-110KVA trailer mounted generator	40,000	40,000	0	0	0	
■	210555 2025/26 Plant Replacement Program - Plant & Equipment	255,000	315,000	125,000	0	(125,000)	Replacement as per plan.
■	210556 Revolving Energy Fund (Project 3)-Koorliny Solar PV (40kw) and battery (20kwh)	72,310	72,310	0	0	0	
■	210557 Revolving Energy Fund (Project 4)-Business Incubator Solar PV (+15kw) and battery (20kwh)	56,815	56,815	0	0	0	
■	210588 High Pressure Cleaner	11,000	11,000	11,000	5,090	(5,910)	Project works in progress.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

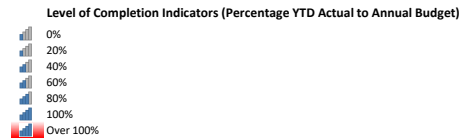
INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS (CONTINUED)



	Capital Expenditure	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
		\$	\$	\$	\$	\$	
Motor Vehicles		0					
210405	24/25 C/F - 24/25 Plant Replacement Program - Light Fleet	36,000	36,000	0	4,337	4,337	Replacement as per plan.
210554	2025/26 Plant Replacement Program - Light Fleet	610,500	656,500	396,000	425,425	29,425	Replacement as per plan.
Plant, Furniture and Equipment Total		2,196,229	2,327,229	755,737	582,742	(172,995)	
Park and Reserves							
210091	24/25 C/F - Parks Upgrade Apex Park	140,892	140,892	70,446	5,060	(65,386)	Project works in progress.
210094	24/25 C/F - Kwinana Loop Trail Upgrade	3,499,847	3,499,847	0	8,069	8,069	Project works in progress.
210231	24/25 C/F - Honeywood Oval - Pump Track Wandl Youth	110,000	110,000	55,000	0	(55,000)	Project awarded. Construction due to start January 2026.
210350	24/25 C/F - POS/Parks & Reserve Renewal - Rushbrook Park - Playground	140,089	140,089	0	0	0	
210426	24/25 C/F - DCA 5 - Galati Triangle	206,109	206,109	103,055	0	(103,055)	Purchase orders raised.
210427	24/25 C/F - Partridge Pop-Up	5,000	5,000	2,500	0	(2,500)	Project not going ahead. Budget removed in the Q1BR.
210219	23/24 C/F - POS Assets - Sandringham Park - Playgrounds - LRCI 4	0	0	0	7,446	7,446	Additional 24/25 C/F. Budget amended in Q1BR. Project works in progress.
210368	24/25 C/F - Streetscape Strategy - Sulphur road	0	0	0	57,677	57,677	Additional 24/25 C/F. Budget amended in Q1BR. Project works in progress.
210422	24/25 C/F - Medina Green Upgrade	0	0	0	0	0	Additional 24/25 C/F. Budget amended in Q1BR.
210527	Kwinana City Centre Precinct: Shaping Vibrant and Connected Public Spaces design fees	516,500	516,500	200,000	0	(200,000)	Project works in progress.
210528	Moombaki Park, Bertram - Improvement to accessibility and play elements	33,200	33,200	0	0	0	
210529	Gale POS, Calista - Installation of accessible paths to playground and park furniture	19,300	19,300	0	0	0	
210530	English Park, Leda - Revegetation	19,200	19,200	0	2,850	2,850	Project works in progress.
210531	Isaac Court POS, Calista - Revegetation	19,200	19,200	0	0	0	
210532	Kellam Park, Medina - Revegetation	19,200	19,200	0	0	0	
210533	Byran Mainwaring Reserve, Medina - Installation of accessible bench	10,200	10,200	0	0	0	
210534	Reilly Reserve, Orelia - Installation of accessible bench	10,200	10,200	0	0	0	
210535	Harry McGuigan Park, Medina - Installation of shade sails	31,000	31,000	0	0	0	
210536	Seabrook Way POS, Medina - Installation of path network and seating	22,000	22,000	0	0	0	
210537	POS/Parks & Reserve Renewal - Epidote park playground equipment including rubber softfall	103,050	103,050	0	0	0	
210538	POS/Parks & Reserve Renewal - Litchfield Gecko park playground equip including rubber softfall	93,000	93,000	0	0	0	
210539	POS/Parks & Reserve Renewal - Kwinana Adventure park playground equipment	40,000	40,000	0	0	0	
210540	POS/Parks & Reserve Renewal - Renewal due to termite damage - Various POS playground equipment	100,000	100,000	0	3,150	3,150	Project works in progress.
210541	POS/Parks & Reserve Renewal - Shade Sail Renewals in various location	10,000	10,000	0	0	0	
210542	POS/Parks & Reserve Renewal - Park Furniture Renewals in various location	30,000	30,000	0	0	0	Purchase orders raised.
210543	POS/Parks & Reserve Renewal - Playing Fields and Sports Equipment Renewals	10,000	10,000	0	0	0	
210544	POS/Parks & Reserve Renewal - Thomas Oval in field irrigation	700,000	700,000	0	0	0	
210545	POS/Parks & Reserve Renewal - Wildflower reserve staged fencing renewals	35,000	35,000	35,000	0	(35,000)	Purchase orders raised.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

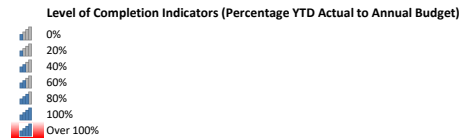
INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS (CONTINUED)



	Capital Expenditure	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
		\$	\$	\$	\$	\$	
█	210546 POS/Parks & Reserve Renewal - Abingdon Park pool fencing	20,000	20,000	20,000	0	(20,000)	Purchase orders raised.
█	210547 POS/Parks & Reserve Renewal - McLaughlin reserve damaged/missing fencing renewal	20,000	20,000	20,000	0	(20,000)	Purchase orders raised.
█	210548 POS/Parks & Reserve Renewal - Belgravia Reserve fire damaged fencing renewal	20,000	20,000	0	0	0	
█	210549 Streetscape Strategy	154,950	154,950	0	0	0	
█	210550 Urban Tree Planting	199,369	199,369	0	0	0	
█	210551 Thomas Oval - Installation of a new fertigation system	40,000	40,000	0	0	0	
█	210552 Thomas Kelly - Installation of a new retaining wall	30,000	30,000	30,000	0	(30,000)	Purchase orders raised.
█	Parks and Reserves Total	6,407,306	6,407,306	536,001	84,252	(451,749)	
	Roads						
	Blackspot Program						
█	210371 24/25 C/F - Blackspot - Wellard Road and Henley Blvd Roundabout (stage 1 & 2)	1,434,253	1,434,253	92,000	6,400	(85,600)	Project works in progress.
█	210559 Blackspot-Runnymede Gate Traffic calming (Stage 1)- installation of traffic calming devices along Runnymede gate	109,500	109,500	97,476	0	(97,476)	Project works in progress.
	MRRG Road Renewals/Rehabilitation						
█	210560 MRRG-Wellard Rd (A), Kwinana Beach pavement stabilisation	456,930	456,930	0	5,078	5,078	Project works in progress.
█	210561 MRRG-Medina Ave, Medina pavement stabilisation	948,000	948,000	0	14,061	14,061	Project works in progress.
█	210562 MRRG-Mandurah Rd, Kwinana Beach pavement stabilisation	373,675	373,675	0	5,536	5,536	Project works in progress.
█	210563 MRRG-Wellard Rd (B), Wellard pavement stabilisation	222,711	222,711	0	0	0	
█	210564 MRRG-Henley Blvd, Wellard pavement stabilisation	157,500	157,500	0	0	0	
█	210565 MRRG-Gilmore Ave (A), Medina resurfacing	338,500	338,500	200,000	0	(200,000)	Purchase orders raised.
	Muni Funded Road Renewals/Rehabilitation						
█	210566 Muni-Cobin Rise, Parmelia - island renewal	30,000	30,000	0	0	0	
█	210567 Muni-Beadman Ct, Medina - road resurfacing, including kerb replacement	64,725	64,725	0	0	0	
█	210568 Muni-Goldsmith Dr, Wellard - road resurfacing	105,000	105,000	40,000	0	(40,000)	Project to commence in February 2026. Budget amended in Q1BR.
█	210569 Muni-Walgreen Pl, Calista - road resurfacing	57,500	57,500	25,000	0	(25,000)	Project to commence in February 2026. Budget amended in Q1BR.
█	210570 Muni-Postans Road, Hope Valley - road resurfacing, including shoulder reinstatement	240,000	400,000	140,000	0	(140,000)	Project to commence in February 2026. Budget amended in Q1BR.
█	210571 Muni-Lydon road & Casuarina road resurfacing	138,000	138,000	0	0	0	
█	210572 Muni-Woodland Pl, Casuarina - road resurfacing	63,000	63,000	0	0	0	
█	210573 Muni-Casella Pl, Wandi - road resurfacing	35,000	35,000	0	0	0	
█	210574 Muni-Sherwin Pl, Wandi - road resurfacing	35,000	35,000	0	0	0	
█	210575 Muni-Sawyer Road, Calista - road resurfacing, replacing kerb and relocating the footpath to opposite side	304,445	0	0	0	0	
	Road To Recovery - Road Reseal						
█	210576 R2R-Pace Road, Medina	425,000	925,000	0	0	0	
█	210577 R2R-Maydwell Way, Calista	471,000	0	0	0	0	
█	210578 R2R-Woodley Way, Parmelia	345,000	400,445	0	0	0	
█	210579 R2R-Newstead Cr, Parmelia	305,000	365,000	0	0	0	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

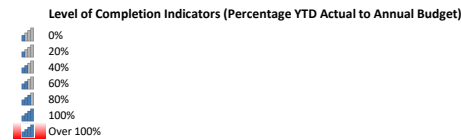
INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS (CONTINUED)



	Capital Expenditure	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
		\$	\$	\$	\$	\$	
	Traffic Safety Projects	0					
210438	24/25 C/F - Traffic safety - Christmas Ave Traffic Calming	0	0	0	831	831	Additional 24/25 C/F. Budget amended in Q1BR. Project works in progress.
210390	24/25 C/F - Traffic calming projects	0	0	0	0	0	Additional 24/25 C/F. Budget amended in Q1BR.
210580	Traffic safety - Christmas Ave and Little More Road	35,000	35,000	0	0	0	
210581	Traffic safety - Wellard Village School - Children's crossing - Brentford Pde	10,000	10,000	0	0	0	
210582	Traffic safety - Wellard Village School - Children's crossing - Lambeth Circle	10,000	10,000	0	0	0	
210583	Traffic safety - Bertram Primary School - Parking management plan	10,000	10,000	0	0	0	
210584	Traffic safety - Leda Blvd and Blacksmith Drive - Intersection safety	42,432	42,432	0	0	0	
Roads Total		6,767,171	6,767,171	594,476	31,906	(562,571)	
	Street Lighting						
210586	Lyon Road Street Light Upgrade	55,000	55,000	0	0	0	Purchase orders raised.
210587	Street Lighting Renewal per Asset Management Plan	38,221	38,221	22,221	0	(22,221)	Project works in progress.
Street Lighting Total		93,221	93,221	22,221	0	(22,221)	
	Bus Shelter Construction						
210336	24/25 C/F - Bus Shelters Renewal	0	0	0	21,454	21,454	Additional 24/25 C/F. Budget amended in Q1BR. Project works in progress.
210503	Bus Shelter - New/ Upgrade	7,231	7,231	0	0	0	
210504	Bus Shelters Renewal	35,122	35,122	16,000	0	(16,000)	Project works in progress.
Bus Shelter Construction Total		42,353	42,353	16,000	21,454	5,454	
	Footpath Construction						
210515	Footpath - Bertram Road, Bertram	60,000	60,000	30,000	1,412	(28,588)	Project works in progress.
210516	Footpath-Repair and/Replace Damaged Footpath	182,841	72,841	0	0	0	
210602	Footpath - Thomas Road	0	26,000	0	0	0	
210603	Footpath - Peter Carnley School	0	20,000	0	0	0	
210606	Footpath- Henley Blvd	0	25,000	0	0	0	
210607	Footpath - Parmelia Ave - Near Dog Park	0	35,000	0	0	0	
Footpath Construction Total		242,841	238,841	30,000	1,412	(28,588)	
	Drainage Construction						
210257	24/25 C/F - Pace Road car park drainage upgrade	0	0	0	0	0	Additional 24/25 C/F. Budget amended in Q1BR.
210507	Drainage - Feilman Road, Leda	40,000	40,000	0	0	0	
210508	Drainage - Henry Street, Hope Valley	50,000	50,000	0	0	0	
210509	Drainage - Nicolas Drive East, Wellard	30,000	30,000	0	0	0	
210510	Drainage - Woolcott, Wellard	30,000	30,000	0	0	0	
210511	Drainage - Munday Way, Medina	50,000	50,000	0	0	0	
210513	Drainage Renewals - 56 Dalrymple Dr	4,000	4,000	0	0	0	Project completed in 24/25. Budget to be removed in the Q1BR.
210593	Drainage Renewals - Challenger Ave	6,000	6,000	0	0	0	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS (CONTINUED)



	Capital Expenditure	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
		\$	\$	\$	\$	\$	
	210594 Drainage Renewals - Beach St	4,500	0	0	0	0	
	210595 Drainage Renewals - Beard St & Morley St	6,000	6,000	0	0	0	
	210596 Drainage Renewals - GILMORE & SULPHUR	4,000	4,000	0	0	0	
	210597 Drainage Renewals - FENNAGER WAY	3,500	0	0	491	491	Project in the design phase.
	210598 Drainage Renewals - Edmund Way	3,500	3,500	0	0	0	
	210605 Runnymede/Coleford Drainage Repair	0	12,000	12,000	4,664	(7,336)	Project works in progress.
	Drainage Construction Total	231,500	235,500	12,000	5,155	(6,845)	
	Car Park Construction						
	210061 23/24 C/F - Carpark - Pace Road LRCI 4	0	0	0	0	0	Additional 24/25 C/F. Budget amended in Q1BR.
	210506 Car Park Renewal - Civic Admin centre	150,000	150,000	0	0	0	
	Car Park Construction Total	150,000	150,000	0	0	0	
	Other Infrastructure						
	210418 24/25 C/F - Kwinana Tennis Club Lighting Project	12,000	12,000	0	10,000	10,000	Project works in progress. The \$12K C/F budget was utilised in 24/25 and amended in Q1BR. Additional budget of \$10K added in Q1BR.
	210589 Administration staff carpark - EV Chargers	25,000	25,000	0	0	0	Purchase orders raised.
	210590 Recquatic - Pool Inflatable Purchase	7,700	7,700	7,700	0	(7,700)	Budget phasing will be adjusted in Q1BR.
	210591 Recquatic - Motorised Basketball Backboards	17,831	17,831	17,831	10,345	(7,486)	Project works in progress.
	Other Infrastructure Total	62,531	62,531	25,531	20,345	(5,186)	
	Capital Expenditure Total	35,777,857	35,908,857	6,065,179	2,567,840	(3,497,339)	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

FINANCING ACTIVITIES

NOTE 6

BORROWINGS

Repayments - borrowings

Information on borrowings

Particulars	Finalisation of Loan	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2025	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance										
Administration building Upgrade / Renewal	TBC	0	0	6,800,000	0	200,927	0	6,599,073	0	354,891
Education and welfare										
Loan 100 - Youth Specific Space	2027/28	532,115	0	0	0	169,250	532,115	362,865	0	26,905
Recreation and culture										
Loan 102 - Library & Resource Cen	2028/29	3,372,781	0	0	0	787,293	3,372,782	2,585,488	0	168,560
Loan 104 - Recquatic Refurbishme	2029/30	1,842,340	0	0	0	339,528	1,842,341	1,502,812	0	83,498
Loan 105 - Bertram Community Ce	2029/30	668,365	0	0	32,674	132,298	635,691	536,067	5,431	24,728
Loan 106 - Destination Park - Calis	2030/31	776,399	0	0	0	119,534	776,399	656,865	0	28,660
Transport										
Loan 101B - City Centre Redevelop	2031/32	1,662,439	0	0	122,855	246,529	1,539,583	1,415,910	11,056	32,068
		8,854,439	0	6,800,000	155,529	1,995,359	8,698,911	13,659,080	16,487	719,310
Self supporting loans										
Recreation and culture										
Loan 103B - Golf Club Refurbishme	2031/32	157,652	0	0	0	20,359	157,652	137,293	0	6,126
		157,652	0	0	0	20,359	157,652	137,293	0	6,126
Total		9,012,091	0	6,800,000	155,529	2,015,718	8,856,563	13,796,373	16,487	725,436
		2,015,718					1,659,261			
		6,996,373					7,197,302			
		9,012,091					8,856,563			

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

OPERATING ACTIVITIES
NOTE 7
RESERVE ACCOUNTS

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual Closing Balance
Municipal Reserves	\$	\$	\$	\$	\$	\$	\$	\$	\$
Aged Persons Units Reserve	817,597	19,100	8,271	158,497	0	0	0	995,194	825,867
Asset Management Reserve	5,112,017	221,565	0	1,500,944	0	(6,505,015)	0	329,511	5,112,017
Banksia Park Reserve	489,172	19,796	4,887	0	0	0	0	508,968	494,059
City Infrastructure Reserve	298,454	0	0	0	0	(36,646)	0	261,808	298,454
Community Services & Emergency Relief Reserve	380,583	11,102	3,840	0	0	0	0	391,685	384,424
Contiguous Local Authorities Group Reserve	288,768	8,491	0	36,000	0	(58,900)	0	274,359	288,768
Employee Leave Reserve	3,271,017	85,206	33,005	0	0	(300,000)	0	3,056,223	3,304,022
Employee Vacancy Reserve	599,006	17,472	6,173	0	0	0	0	616,478	605,179
Golf Course Cottage Reserve	34,049	1,157	344	0	0	0	0	35,206	34,392
Golf Club Maintenance Reserve	39,645	993	398	4,500	0	(4,500)	0	40,638	40,044
Information Technology Reserve	582,973	33,046	5,828	120,000	0	(730,000)	0	6,019	588,801
Plant and Equipment Replacement Reserve	1,175,316	51,592	0	575,000	0	(1,373,500)	0	428,408	1,175,316
Public Art Reserve	468,102	7,886	0	0	0	0	0	475,988	468,102
Public Open Space	367,688	10,725	3,710	0	0	(103,500)	0	274,913	371,398
Refuse Reserve	6,179,451	130,039	0	450,634	0	(215,000)	0	6,545,124	6,179,451
Renewable Energy Efficiency Reserve	67,121	5,279	686	0	0	(150,125)	0	(77,725)	67,808
Restricted Grants & Contributions Reserve	934,364	0	0	0	0	(956,916)	0	(22,552)	934,363
Settlement Agreement Reserve	329,703	9,592	0	0	0	0	0	339,295	329,703
Strategic Property Reserve	1,004,338	56,181	0	0	0	0	0	1,060,519	1,004,338
Workers Compensation Reserve	634,971	15,964	0	0	0	0	0	650,935	634,971
Strategic Initiative Reserve	493,812	14,585	0	0	0	(37,000)	0	471,397	493,812
Election Expense Reserve	91,984	5,154	0	85,000	0	(174,360)	0	7,778	91,984
Valuation Expense Reserve	89,196	5,075	0	85,000	0	(175,000)	0	4,271	89,196
Bio Diversity Reserve	0	0	0	12,689	0	0	0	12,689	0
Kwinana Recquatic Reserve	0	0	0	2,556,644	0	0	0	2,556,644	0
Sub-Total Municipal Reserves	23,749,327	730,000	67,143	5,584,908	0	(10,820,462)	0	19,243,773	23,816,468
Developer Contribution Reserves									
DCA 1 - Hard Infrastructure - Bertram	3,130,944	106,354	0	100,000	0	(14,398)	0	3,322,900	3,130,945
DCA 2 - Hard Infrastructure - Wellard	1,923,085	68,602	0	100,000	0	(14,398)	0	2,077,289	1,923,085
DCA 3 - Hard Infrastructure - Casuarina	85,131	5,750	0	100,000	0	(14,398)	0	176,483	85,131
DCA 4 - Hard Infrastructure - Anketell	2,705,757	81,474	0	100,000	0	(14,398)	0	2,872,833	2,705,757
DCA 5 - Hard Infrastructure - Wandl	3,320,867	98,836	0	100,000	0	(220,507)	0	3,299,196	3,320,867
DCA 6 - Hard Infrastructure - Mandogalup	10,055,933	346,936	0	100,000	0	(14,398)	0	10,488,471	10,055,934
DCA 7 - Hard Infrastructure - Wellard West	162,474	8,368	0	100,000	0	(14,398)	0	256,444	162,474
DCA 8 - Soft Infrastructure - Mandogalup	2,586,220	91,534	0	100,000	0	(14,398)	0	2,763,356	2,586,220
DCA 9 - Soft Infrastructure - Wandl/Anketell	9,833,500	339,514	0	100,000	0	(14,398)	0	10,258,616	9,833,500
DCA 10 - Soft Infrastructure - Casuarina/Anketell	206,569	10,082	0	100,000	0	(14,398)	0	302,253	206,569
DCA 11 - Soft Infrastructure - Wellard East	2,616,612	92,578	0	100,000	0	(14,398)	0	2,794,792	2,616,612
DCA 12 - Soft Infrastructure - Wellard West	9,855,440	302,038	0	100,000	0	(5,177,632)	0	5,079,846	9,855,440
DCA 13 - Soft Infrastructure - Bertram	255,120	11,748	0	100,000	0	(14,398)	0	352,470	255,120
DCA 14 - Soft Infrastructure - Wellard/Leda	624,037	24,370	0	100,000	0	(818,079)	0	(69,672)	624,037
DCA 15 - Soft Infrastructure - City Site	257,081	11,816	0	100,000	0	(276,721)	0	92,176	257,081
Sub-Total Developer Contribution Reserves	47,618,771	1,600,000	0	1,500,000	0	(6,651,317)	0	44,067,454	47,618,773
Total Reserves	71,368,097	2,330,000	67,143	7,084,908	0	(17,471,779)	0	63,311,226	71,435,241

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

NOTE 8
GRANTS, SUBSIDIES AND CONTRIBUTIONS

Grants, subsidies and contributions	Contract	Current Budget	Budget	Actual	
Provider	Liability	Revenue	YTD Revenue	YTD Revenue	Comments
	\$	\$		\$	
General purpose funding					
Local Government General Purpose Grant	0	200,000	50,000	181,966	FY 2026 allocation confirmed. Budget will be adjusted in October budget review.
Local Government General Purpose Grant - Roads	0	100,000	25,000	103,354	FY 2026 allocation confirmed. Budget will be adjusted in October budget review.
Law, order, public safety					
Department Fire and Emergency Services - ESL - Kwinana South Brigade	0	97,565	24,391	27,271	
Department Fire and Emergency Services - ESL - Mandogalup Brigade	0	97,565	24,391	27,271	
DFES Mitigation Activity Fund Grant	27,878	70,000	0	0	
Health					
Mosquito Management Contributions (CLAG)	0	36,000	9,000	22,913	Variable phasing due to staging of development areas.
Department of Health - Larvicide	0	2,500	0	0	
Education and welfare					
Banksia Park Operating Cost Contribution	0	404,358	101,090	99,294	
Aboriginal Resource Worker - Subsidy - National Indigenous Australians Agency	0	32,624	16,312	16,312	
NGALA My Time Program	0	13,376	3,344	2,508	
Moorditj Kulung - Dept of Communities (DLG) - Safety & Wellbeing	10,609	20,000	0	0	
Youth Social Justice Program	0	243,901	52,875	58,687	Increase in approved funding. Budget will be adjusted in October budget review.
Youth Leadership and Development LYRIK (Alcoa Grant)	0	10,000	0	0	
Youth Leadership and Development LYRIK Sponsorships	0	45,000	0	0	
Youth for Change - Eclipse Soils	0	15,000	0	0	
Community Services & Partnerships - Service Gap Analysis - Dept of Communities (DLG) - Safety & Wellbeing	30,000	0	0	0	0 \$30k held as contract liability; will be recognised upon meeting performance obligations.
The ArcLight Initiative - Dept of Communities	175,059	280,000	60,222	10,371	Expenditure to date less than expected. Budget phasing will be adjusted in October budget review.
The ArcLight Initiative - WA Police Force	250,000	250,000	0	0	0 \$250k held as contract liability; will be recognised upon meeting performance obligations.
ArcLight Youth Engagement - Dept of Communities (DLG) - Safety & Wellbeing	7,813	0	0	0	0 \$7.8k held as contract liability; will be recognised upon meeting performance obligations.
Youth Forum - Outcare	30,000	0	0	0	0 \$30k held as contract liability; will be recognised upon meeting performance obligations.
Youth Forum - Eclipse Soils	0	30,000	0	0	
Dept Communities - Early Years (Early Development Census Grant)	55,573	57,500	0	0	0 \$55.5k held as contract liability; will be recognised upon meeting performance obligations.
Dept Communities - Kwinana Beats Studio Upgrade	30,000	0	0	0	0 \$30k held as contract liability; will be recognised upon meeting performance obligations.
Community amenities					
PTA Bus Shelter Subsidy	0	11,000	0	0	
Depart of Transport - Active Travel Officer	0	18,750	0	0	
Coastal Adaptation Plan Consultancy - DPLH/WAPC	91,000	0	0	0	0 \$91k held as contract liability; will be recognised upon meeting performance obligations.
The Wedge, Bertram tree planting - Developer Contribution	18,646	0	0	0	0 \$18k held as contract liability; will be recognised upon meeting performance obligations.
Recreation and culture					
Shared Use Agreement - Wellard Oval	0	41,892	41,892	43,065	
Shared Use Agreement - Bertram Oval	0	18,000	0	0	
Shared Use Agreement - Gilmore College - Senior Oval	0	17,000	0	0	
Shared Use Agreement - Gilmore College - Hockey Oval	0	14,000	0	0	
Shared Use Agreement - Wellard Pavilion	0	29,111	29,111	29,926	
Shared Use Agreement - Honeywood Oval	0	0	0	12,858	Omitted from adopted budget. Budget will be added in October budget review.
Shared Use Agreement - McWhirter Oval	0	0	0	26,090	Omitted from adopted budget. Budget will be added in October budget review.
Koorliny Arts Centre Management - Misc Grants	0	30,000	0	4,000	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

NOTE 8
GRANTS, SUBSIDIES AND CONTRIBUTIONS

Grants, subsidies and contributions		Contract	Current Budget	Budget	Actual	Comments
Provider	Liability	Revenue	YTD Revenue	YTD Revenue	YTD Revenue	
	\$	\$			\$	
Koorliny Arts Centre Management - Sponsorships	0	15,000	7,500		3,273	Journal processed; actuals will come in when data refreshed
Library - Miscellaneous program contributions	0	0	0		5,703	Unforeseen contributions not budgeted. Budget will be added in October budget review.
Event Sponsorship - OMG	0	85,000	0		0	
Event Sponsorship - Children Festival	0	55,000	0		0	
Event Sponsorship - Lolly Run	0	10,000	0		0	
Community Development Fund - Kwinana	0	20,000	0		0	
Community Chest						
Kwinana Club Network Scheme - Dept of Local Government	10,000	10,000	0		0	
KidSport Contract for Service - Dept of Local Government	9,091	0	0		0	\$9k held as contract liability to be utilised in FY 2026.
Recquatic - Royal Lifesavings Sponsorship	0	10,000	2,500		2,600	
Transport						
Main Roads Annual Direct Grant	0	303,033	303,033		293,844	Allocation less than prior year. Budget amount and phasing will be adjusted in October budget review.
Main Roads Street Light Subsidy	0	13,769	0		0	
Main Roads Verge Maintenance Contribution	0	137,842	0		0	
TOTALS	745,670	2,844,786	750,661		971,305	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

NOTE 9
CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Capital grants, subsidies and contributions Provider	Unspent Funding Liability	Current Budget Revenue	Budget YTD Revenue	Actual YTD Revenue	Comments
	\$	\$		\$	
Recreation and culture					
Recquatic Upgrade - Thriving Suburbs program	1,500,000	1,033,000	0	0	\$1.5M held as contract liability. Revenue to be recognised upon meeting performance obligation.
DCITS - Kwinana Loop Trail	462,112	3,448,436	0	8,069	\$462k held as contract liability. Revenue to be recognised upon meeting performance obligation.
DPLH - Kwinana Loop Trail - interpretation & design	0				
Dept of Infr & Reg Dev - Thomas Oval Facilities Upgrade	0	1,658,756	458,756	720,000	Progress report submitted. Budget phasing will be adjusted in October budget review.
Cash in lieu of Public Art	538,700				Funds held as contract liability. Revenue to be recognised upon meeting performance obligation.
Transport					
Main Roads MRRG Funding					
MRRG - Wellard Rd (A), Kwinana Beach	0	302,425	0	120,970	
MRRG - Medina Ave, Medina	0	345,517	0	138,207	
MRRG - Mandurah Rd, Kwinana Beach	0	217,630	0	87,052	1st 40% claimed. Budget phasing will be adjusted in October
MRRG - Wellard Rd (B), Wellard	0	144,283	0	57,713	budget review.
MRRG - Henley Blvd, Wellard	0	84,370	0	33,748	
MRRG - Gilmore Ave (A), Medina	0	205,627	0	82,251	
Roads to Recovery					
R2R - Road Reseal Pace Road, Medina	0	250,000	0	0	
R2R - Road Reseal Maydwell Way, Calista	0	0	0	0	
R2R - Road Reseal Woodley Way, Parmelia	0	250,000	0	0	
R2R - Road Reseal Newstead Cr, Parmelia	0	300,000	0	0	
Blackspot					
Blackspot - Wellard Rd & Henley Blvd Roundabout (Stage 1)	106,328	145,755	0	0	\$106k held as contract liability. Revenue to be recognised upon meeting performance obligation.
Blackspot - Wellard Rd & Henley Blvd Roundabout (Stage 2)	0	728,000	0	291,200	1st 40% claimed. Budget phasing will be adjusted in October
Blackspot - Runnymede Gate Traffic calming (Stage 1)	0	73,000	0	29,200	budget review.
WA Government Grants for workplace electric vehicle charging infrastructure	0				
EV charger - Administration Building - Staff Carpark	0	10,000	0	0	
Community Amenities					
City Centre Precinct Upgrade - Thriving Suburbs program	105,000	258,250	0	0	\$105k held as contract liability. Revenue to be recognised upon meeting performance obligation.
DCA 1 - Hard Infrastructure - Bertram	2,964,640	14,398	0	0	
DCA 2 - Hard Infrastructure - Wellard	1,583,484	14,398	0	0	
DCA 3 - Hard Infrastructure - Casuarina	67,747	14,398	0	0	
DCA 4 - Hard Infrastructure - Anketell	3,900,274	14,398	0	0	
DCA 5 - Hard Infrastructure - Wandi	2,752,723	220,507	0	0	
DCA 6 - Hard Infrastructure - Mandogalup	9,109,828	14,398	0	0	
DCA 7 - Hard Infrastructure - Mandogalup (west)	218,182	14,398	0	0	Revenue is recognised upon meeting performance obligations (in-line with expenditure on DCA infrastructure).
DCA 8 - Soft Infrastructure - Mandogalup	2,410,562	14,398	0	0	
DCA 9 - Soft Infrastructure - Wandi / Anketell	6,536,299	14,398	0	0	
DCA 10 - Soft Infrastructure - Casuarina/Anketell	361,792	14,398	0	0	
DCA 11 - Soft Infrastructure - Wellard East	1,347,859	14,398	0	0	
DCA 12 - Soft Infrastructure - Wellard West	7,804,238	5,177,632	0	0	
DCA 13 - Soft Infrastructure - Bertram	126,860	14,398	0	0	
DCA 14 - Soft Infrastructure - Wellard / Leda	478,173	818,079	0	0	
DCA 15 - Soft Infrastructure - Townsite	345,644	276,721	0	0	
TOTALS	42,720,446	16,106,366	458,756	1,568,410	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**NOTE 10
TRUST FUND**

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

Description	Opening Balance 1 July 2025	Amount Received	Amount Paid	Closing Balance 30 Sep 2025
	\$	\$	\$	\$
APU Security Bonds	20,814	0	(510)	20,304
Contiguous Local Authorities Group CLAG	8,288	0	0	8,288
Uncollected Vehicles	27,001	2,355	0	29,356
	56,103	2,355	(510)	57,948

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

**NOTE 11
BUDGET VARIATIONS**

Internal budget amendments relating to budget reallocation. All other budget amendments are included within the relevant budget reviews.

Date	Description	Classification	Increase / (Decrease) to Net Surplus	Amended Budget Running Balance
			\$	\$
26/06/2025	Annual Budget adoption	Opening Surplus(Deficit)	0	0
10/07/2025	Wellard & Henley Contractors Stage 1	Capital Expenses	1,092,000	
	Wellard & Henley Contractors Stage 2	Capital Expenses	(1,092,000)	
	Wellard & Henley Grant Stage 1	Capital Revenue	(728,000)	
	Wellard & Henley Grant Stage 2	Capital Revenue	728,000	0
	Combining Stage 2 with Stage 1			
10/07/2025	Footpath - Thomas Road Contractors	Capital Expenses	90,000	
	Footpath - Pete Carnley School Contractors	Capital Expenses	20,000	
	Footpath-Repair and/Replace Damaged Footpath - Contractors	Capital Expenses	(110,000)	0
	Projects identified			
10/07/2025	2025/26 Events Budget - Lolly Run	Operating Expenses	100,000	
	2025/26 Events Budget - Children's Festival	Operating Expenses	140,900	
	2025/26 Events Budget - OMG	Operating Expenses	278,600	
	2025/26 Events Budget - Summer Sounds Honeywood	Operating Expenses	52,500	
	2025/26 Events Budget - General Event	Operating Expenses	(572,000)	0
	Events identified			
4/08/2025	Muni-Postans Road, Hope Valley	Capital Expenses	160,000	
	R2R-Pace Road, Medina	Capital Expenses	500,000	
	R2R-Woodley Way, Parmelia	Capital Expenses	55,445	
	R2R-Newstead Cr, Parmelia	Capital Expenses	60,000	
	R2R-Maydwell Way, Calista	Capital Expenses	(471,000)	
	Muni-Sawyer Road, Calista	Capital Expenses	(304,445)	
	R2R-Pace Road, Medina Grant Funding	Capital Revenue	(50,000)	
	R2R-Woodley Way, Parmelia Grant Funding	Capital Revenue	(100,000)	
	R2R-Newstead Cr, Parmelia Grant Funding	Capital Revenue	(150,000)	
	R2R-Maydwell Way, Calista Grant Funding	Capital Revenue	300,000	0
	R2R projects			
4/08/2025	2025/26 Plant Replacement Program - Light Fleet	Capital Expenses	46,000	
	Parks - Landscape Maintenance	Operating Expenses	(46,000)	0
	Vehicle for the new Parks Compliance Officer			
4/08/2025	2025/26 Plant Replacement Program - Plant & Equipment	Capital Expenses	60,000	
	Proceeds from disposal of assets	Capital Revenue	(60,000)	0
	Sale of fleet - Asset and Governance Managers			
28/08/2025	Footpath - Thomas Road	Capital Expenses	(4,000)	
	Drainage Renewals - Beach St	Capital Expenses	(4,500)	
	Drainage Renewals - FENNAGER WAY	Capital Expenses	(3,500)	
	Runnymede Gate and Coleford Street - Stone Pitching and Drainage repair	Capital Expenses	12,000	0
	Reallocation of funding			
29/08/2025	Footpath- Henely Blvd	Capital Expenses	25,000	
	Footpath - Parmelia Ave - Nr Dog Park	Capital Expenses	35,000	
	Footpath - Thomas Road	Capital Expenses	(60,000)	0
	Reallocation of funding			
12/09/2025	2025/26 Plant Replacement Program - Plant & Equipment	Capital Expenses	25,000	
	Crack Sealing - Contracts - Other	Operating Expenses	(5,000)	
	Traffic management - Contracts - Other	Operating Expenses	(5,000)	
	Graffiti Removal - Contracts Other	Operating Expenses	(5,000)	
	Grinding - Contractor - Miscellaneous	Operating Expenses	(10,000)	0
	Increase in budget for the replacement infrastructure truck			
Amended Budget Surplus / (Deficit)			0	0

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

NATURE DESCRIPTIONS

REVENUE

GENERAL RATES

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

GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not capital grants.

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST REVENUE

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSALS

Excess of assets received over the net book value for assets on their disposal.

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITY CHARGES

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

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

LOSS ON ASSET DISPOSALS

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.



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