



Attachments

9.2 **MANAGER OF CORPORATE SERVICES**

- 9.2.1 List of Accounts
- 9.2.2 Financial Reports
- 9.2.3 Email request from Ratepayer

9.4 **CHIEF EXECUTIVE OFFICER**

- 9.4.2 Discussion Paper with comments
- 9.4.3 Email from Kondinin Art Group

9.5 **COMMUNITY DEVELOPMENT OFFICER**

- 9.5.1 Community Grant Program Policy- COM002

April 2024

9.2.1 List of Accounts

17th April 2024

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

The Schedule of Cheques, EFTs and Direct Debits as submitted to each Member of Council on 17th April 2024 have been checked and is fully supported by Vouchers and Invoices which have been duly certified as to the receipt of goods and rendition of services and as to prices, computations and costings and the amounts shown have been paid. Details as follows:

Municipal Account

Electronic Fund Transfers	EFT18405 - 18522	\$	602,764.88
Cheques	19391 to 19396	\$	47,388.82
Direct Debits - Transport - Hyden		\$	9,420.95
Direct Debits - Transport - Kondinin		\$	7,270.95
Direct Debits - Credit Cards	DD21030.1	\$	5,519.30
Direct Debits - Other		\$	50,954.23
EFTPOS Merchant Fees & Tyro		\$	1,830.56
Bank Fees - NAB Connect		\$	80.23
Payroll EFTs		\$	127,298.12
Total Muni		\$	852,528.04

Trust Account

Cheque/s		\$	-
Electronic Fund Transfers		\$	-
Total Trust		\$	-

TOTAL

\$ 852,528.04

Signed:



CHIEF EXECUTIVE OFFICER

List of Accounts Due & Submitted to Council 01/03/2024 to 31/03/2024

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
EFT18405	07/03/2024	Merredin Telephone	Security Monitoring Feb 24	1		\$ (35.20)
3152	01/03/2024	Merredin Telephone	Security Monitoring Feb 24	1	\$ 35.20	
EFT18406	07/03/2024	Cody Express - WAIT FAMILY TRUST	Freight for BBall towers	1		\$ (220.00)
10035	25/02/2024	Cody Express - WAIT FAMILY TRUST	Freight for BBall towers, Freight for BBall towers	1	\$ 220.00	
EFT18407	07/03/2024	Resonline Pty Ltd	Room Manager monthly fee 23-24	1		\$ (84.70)
162782	29/02/2024	Resonline Pty Ltd	Room Manager monthly fee 23-24	1	\$ 84.70	
EFT18408	07/03/2024	WILLWAY PLUMBING	Replacement of pump at hyden swimming pool	1		\$ (4,733.85)
4422	07/03/2024	WILLWAY PLUMBING	Replacement of pump at hyden swimming pool	1	\$ 4,733.85	
EFT18409	07/03/2024	Avon Waste	Domestic Rubbish	1		\$ (19,718.84)
61216	29/02/2024	Avon Waste	Domestic Rubbish, Recycling, KN WTS, HY	1	\$ 19,718.84	
EFT18410	07/03/2024	Eziway Food Stores Kondinin	Consumables	1		\$ (500.56)
FEB 24	29/02/2024	Eziway Food Stores Kondinin	Office consumables, Caravan park consumables, Event consumables, Depot consumables Gst, Pool consumables, Newspaper Feb 2024	1	\$ 500.56	
EFT18411	07/03/2024	Ilich Hardware & Rural	41 hrs hire of water cart	1		\$ (5,863.00)
107	03/03/2024	Ilich Hardware & Rural	41 hrs hire of water cart	1	\$ 5,863.00	
EFT18412	07/03/2024	K & J Motor Service	Cutter Assy Nylon	1		\$ (128.13)
55491	26/02/2024	K & J Motor Service	5ltrs of oil, Cutter Assy Nylon	1	\$ 128.13	
EFT18413	07/03/2024	Kondinin Hotel	Ordinary Council Meeting Catering- February 2024 (14 pax) Afternoon tea & dinner	1		\$ (686.00)
29293	29/02/2024	Kondinin Hotel	6x bags ice for the Triathlon	1	\$ 36.00	
29261	29/02/2024	Kondinin Hotel	Ordinary Council Meeting Catering- February 2024 (14 pax) Afternoon tea & dinner	1	\$ 550.00	
29233	29/02/2024	Kondinin Hotel	Salads for Thank a Volunteer Day	1	\$ 100.00	
EFT18414	07/03/2024	Kulin Shire Council	Half page colour advert 22/2/24	1		\$ (50.00)
19488	29/02/2024	Kulin Shire Council	Half page colour advert 22/2/24	1	\$ 50.00	
EFT18415	07/03/2024	Titan Engineering	Repair drain grate	1		\$ (561.00)
2037	29/02/2024	Titan Engineering	Repair drain grate	1	\$ 561.00	
EFT18416	07/03/2024	Landgate	Mining Tenements M2024/02	1		\$ (44.00)
391746	28/02/2024	Landgate	Mining Tenements M2024/02	1	\$ 44.00	
EFT18417	07/03/2024	WesTrac Equipment	Carry out repairs	1		\$ (67,325.76)
1750871	28/02/2024	WesTrac Equipment	Carry out repairs	1	\$ 67,325.76	
EFT18418	07/03/2024	Liberty Rural	DIESEL - KONDININ & HYDEN DEPOTS	1		\$ (18,710.00)
F1320000683	27/02/2024	Liberty Rural	DIESEL - KONDININ & HYDEN DEPOTS	1	\$ 18,710.00	
EFT18419	07/03/2024	Fred IT GROUP PTY LTD	Subscription for 1/3/24 - 31/5/24	1		\$ (1,062.60)
158676	01/03/2024	Fred IT GROUP PTY LTD	Subscription for 1/3/24 - 31/5/24	1	\$ 1,062.60	
EFT18420	07/03/2024	Kondinin Country Club - Now KCRC	Reimbursement for payment made in error to the Shire	1		\$ (2,344.98)
REIMBURSEME NT	07/03/2024	Kondinin Country Club - Now KCRC	Reimbursement for payment made in error to the Shire	1	\$ 2,344.98	
EFT18421	07/03/2024	Perfect Computer Solutions Pty Ltd	Fix internet issues and BP error	1		\$ (977.50)
28586	29/02/2024	Perfect Computer Solutions Pty Ltd	Fix internet issues and BP error	1	\$ 510.00	
28585	29/02/2024	Perfect Computer Solutions Pty Ltd	Fix various issues in Hyden remove emails redirt help with instance survey, Daly monitoring fee	1	\$ 467.50	
EFT18422	07/03/2024	HYDEN AUTO ELECTRICS	Diagnose and repair transmission fault - KN65 Grader	1		\$ (399.30)
4891	05/02/2024	HYDEN AUTO ELECTRICS	Diagnose and repair transmission fault - KN65 Grader	1	\$ 399.30	
EFT18423	07/03/2024	Symbion Pharmacy Services Pty Ltd	February Purchases	1		\$ (141.63)
202812879	28/02/2024	Symbion Pharmacy Services Pty Ltd	February Purchases	1	\$ 141.63	
EFT18424	07/03/2024	Lake Varley & Dist. Progress Association	Electrcity 1/3 radio retransmission	1		\$ (832.38)
23	03/03/2024	Lake Varley & Dist. Progress Association	Electrcity 1/3 radio retransmission, insurance 1/3 radio retransmission	1	\$ 832.38	
EFT18425	07/03/2024	AJ Rendell	487 tonne of sand and 55 tonne of gravel	1		\$ (4,769.60)
155	21/02/2024	AJ Rendell	487 tonne of sand and 55 tonne of gravel	1	\$ 4,769.60	
EFT18426	07/03/2024	FEGAN BUILDING SURVEYING	Building Services 23/24	1		\$ (792.00)
1096	01/03/2024	FEGAN BUILDING SURVEYING	Building Services 23/24	1	\$ 792.00	
EFT18427	07/03/2024	THE AG SHOP	Diesel Pump	1		\$ (6,836.41)
10011075	06/02/2024	THE AG SHOP	Diesel Pump	1	\$ 5,558.30	

List of Accounts Due & Submitted to Council 01/03/2024 to 31/03/2024

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
10011160	09/02/2024	THE AG SHOP	Nuts , bolts and washers	1	\$ 1.98	
10011611	28/02/2024	THE AG SHOP	Grease gun, grease and truckwash, Gas Bottle	1	\$ 842.09	
10011736	05/03/2024	THE AG SHOP	Clothing for staff	1	\$ 434.04	
EFT18428	07/03/2024	PROMPT SAFETY SOLUTIONS	Bi - Monthly Meeting	1		\$ (1,210.00)
712	29/02/2024	PROMPT SAFETY SOLUTIONS	Bi - Monthly Meeting	1	\$ 1,210.00	
EFT18429	07/03/2024	Talis Consultants	Advice on liquid waste facility	1		\$ (3,055.25)
30945	29/02/2024	Talis Consultants	Advice on liquid waste facility	1	\$ 3,055.25	
EFT18430	07/03/2024	Mc Pest Control	Baiting and spraying Hyden Tennis Club	1		\$ (385.00)
2159	25/02/2024	Mc Pest Control	Baiting and spraying Hyden Tennis Club	1	\$ 385.00	
EFT18431	07/03/2024	PERITUS TECHNOLOGY	Web Office Basic & Card transaction Fee 23-24	1		\$ (234.60)
103627	06/03/2024	PERITUS TECHNOLOGY	Web Office Basic & Card transaction Fee 23-24	1	\$ 234.60	
EFT18432	07/03/2024	ISWEEP	Street sweeping	1		\$ (4,620.00)
4934	28/02/2024	ISWEEP	Street sweeping	1	\$ 4,620.00	
EFT18433	07/03/2024	WE WILL DO CLEANING SERVICE	Cleaning Services	1		\$ (2,057.00)
35 23/24	26/02/2024	WE WILL DO CLEANING SERVICE	Cleaning Services	1	\$ 2,057.00	
EFT18434	07/03/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Parts for repair and service - KN65 Grader	1		\$ (6,210.64)
2810968	01/02/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Parts for repair and service - KN65 Grader	1	\$ 6,210.64	
EFT18435	07/03/2024	NEWGROUND WATER SERVICES PTY LTD	Supply and install pumps	1		\$ (77,499.08)
1161903	28/02/2024	NEWGROUND WATER SERVICES PTY LTD	Supply and install pumps	1	\$ 76,179.08	
1162043	29/02/2024	NEWGROUND WATER SERVICES PTY LTD	Retic service at Hyden and Kondinin Ovals and Hockey Ovals	1	\$ 1,320.00	
EFT18436	07/03/2024	CLOUD COLLECTIONS	Debt collection on rates	1		\$ (143.00)
5017	01/03/2024	CLOUD COLLECTIONS	Debt collection on rates	1	\$ 143.00	
EFT18437	07/03/2024	Rural South Coast RAY WHITE	CEO Rent of House 11/3/24 - 24/3/24	1		\$ (800.00)
RENT	05/03/2024	Rural South Coast RAY WHITE	CEO Rent of House 11/3/24 - 24/3/24	1	\$ 800.00	
EFT18438	07/03/2024	RHIANNON INGLIS	Reimbursement for Police Clearance Check	1		\$ (58.70)
REIMBURSEMEN	06/03/2024	RHIANNON INGLIS	Reimbursement for Police Clearance Check	1	\$ 58.70	
EFT18439	07/03/2024	Kheldar Pty Ltd	Thank a volunteer day Hyden	1		\$ (450.49)
155284	16/02/2024	Kheldar Pty Ltd	Thank a volunteer day Hyden	1	\$ 12.41	
155280	16/02/2024	Kheldar Pty Ltd	Thank a volunteer day Hyden	1	\$ 265.65	
155348	16/02/2024	Kheldar Pty Ltd	Thank a volunteer day Hyden	1	\$ 6.99	
155282	16/02/2024	Kheldar Pty Ltd	Thank a volunteer day Hyden	1	\$ 75.65	
155567	20/02/2024	Kheldar Pty Ltd	Tissue, coffee pods, notepad and bin	1	\$ 89.79	
EFT18440	07/03/2024	BCE Surveying	Survey for KN Cemetery wall	1		\$ (1,387.65)
15038	28/02/2024	BCE Surveying	Survey for KN Cemetery wall	1	\$ 1,387.65	
EFT18441	07/03/2024	Filter Plus	Filter order	1		\$ (204.51)
211838-D01	26/02/2024	Filter Plus	Filter order	1	\$ 204.51	
EFT18442	07/03/2024	Kondinin Trish's Cleaning Service	Cleaning Services	1		\$ (1,728.87)
1027	26/02/2024	Kondinin Trish's Cleaning Service	Cleaning Services	1	\$ 1,728.87	
EFT18443	07/03/2024	Workwear & Safety Solutions Pty Ltd	Local Government Uniform- Office staff	1		\$ (186.88)
355003	10/11/2023	Workwear & Safety Solutions Pty Ltd	Local Government Uniform- Office staff	1	\$ 186.88	
EFT18444	07/03/2024	Hyden Delta Agribusiness	Seed blend and lawn couch	1		\$ (110.80)
DI5902158	29/02/2024	Hyden Delta Agribusiness	2 x replacement plugs	1	\$ 30.80	
DI5902175	01/03/2024	Hyden Delta Agribusiness	Seed blend and lawn couch	1	\$ 80.00	
EFT18445	08/03/2024	Firetail Resources Ltd	Rates refund for assessment A2273 LOT E77/02561 TENGRAPH MT	1		\$ (1,363.33)
A2196	07/03/2024	Firetail Resources Ltd	Rates refund for assessment A2196 LOT E74/00592 TENGRAPH MT FORRESTANIA	1	\$ 272.55	
A2273	07/03/2024	Firetail Resources Ltd	Rates refund for assessment A2273 LOT E77/02561 TENGRAPH MT	1	\$ 1,090.78	
EFT18446	12/03/2024	HOWARD PORTER	Purchase of Side tipper 1TZT597	1		\$ (147,009.00)
34648	15/02/2024	HOWARD PORTER	Purchase of Side tipper 1TZT597	1	\$ 147,009.00	
EFT18447	12/03/2024	Kondinin Social Club	Payroll deductions	1		\$ (60.00)
DEDUCTION	10/03/2024	Kondinin Social Club	Payroll deductions	1	\$ 60.00	
EFT18448	12/03/2024	Australian Services Union	Payroll deductions	1		\$ (53.00)
DEDUCTION	10/03/2024	Australian Services Union	Payroll deductions	1	\$ 53.00	

List of Accounts Due & Submitted to Council 01/03/2024 to 31/03/2024

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
EFT18449	12/03/2024	Eziway Food Stores	Payroll deductions	1		\$ (105.00)
DEDUCTION	10/03/2024	Eziway Food Stores	Payroll deductions	1	\$ 105.00	
EFT18450	12/03/2024	Kondinin Trust Fund	Payroll deductions	1		\$ (1,780.00)
DEDUCTION	10/03/2024	Kondinin Trust Fund	Payroll deductions	1	\$ 1,780.00	
EFT18451	12/03/2024	Child Support Agency	Payroll deductions	1		\$ (631.63)
DEDUCTION	10/03/2024	Child Support Agency	Payroll deductions	1	\$ 631.63	
EFT18452	14/03/2024	Raw Creative	Shire tear drop banners	1		\$ (1,210.00)
4055	07/03/2024	Raw Creative	Shire tear drop banners	1	\$ 1,210.00	
EFT18453	14/03/2024	Australian Taxation Office	Business Activity Statement - February 2024 - Amount Owing to ATO	1		\$ (77,208.00)
BAS/FEB2024	13/03/2024	Australian Taxation Office	Gst on Sales, Gst on Purchases, Payroll PAYG, Fuel Rebate Claim, Rounding	1	\$ 77,208.00	
EFT18454	14/03/2024	Corrigin Shire Council	EHO Services Feb 24	1		\$ (4,154.70)
17998	11/03/2024	Corrigin Shire Council	EHO Services Feb 24	1	\$ 4,154.70	
EFT18455	14/03/2024	Kondinin Tyre & Battery Service	Tyres & Fitting	1		\$ (4,598.00)
32831	29/02/2024	Kondinin Tyre & Battery Service	Tyres & Fitting - KN0, KN2107, KN2108 & KN2418	1	\$ 4,598.00	
EFT18456	14/03/2024	Telstra Limited	MOBILE PHONE USAGE	1		\$ (1,301.28)
4915073318	02/03/2024	Telstra Limited	TIM system	1	\$ 299.60	
2955043969	13/03/2024	Telstra Limited	WAVE ROCK TICKET MACHINE DATA PLAN, TORY YOUNG MOBILE, BRIAN LUCAS MOBILE, SECURITY CAMERA DATA PLAN, SECURITY CAMERA DATA PLAN, MOW MOBILE, KONDININ MEDICAL CENTRE MOBILE, HYDEN PHONE, KONDININ MEDICAL CENTRE DATA PLAN - HYDEN INTERNET, CEO MOBILE , STAFF MOBILE PHONES	1	\$ 1,001.68	
EFT18457	14/03/2024	Liberty Rural	DIESEL - KONDININ & HYDEN DEPOTS	1		\$ (14,752.00)
FI320000694	08/03/2024	Liberty Rural	DIESEL - KONDININ & HYDEN DEPOTS	1	\$ 14,752.00	
EFT18458	14/03/2024	Hyden Community Resource Centre	Advertising	1		\$ (722.00)
34573	31/01/2024	Hyden Community Resource Centre	Advertising	1	\$ 262.50	
34655	29/02/2024	Hyden Community Resource Centre	Advertising, Sign for Hyden Office, Venue Hire	1	\$ 442.00	
34650	29/02/2024	Hyden Community Resource Centre	Advertising for Medical centre Receptionist	1	\$ 17.50	
EFT18459	14/03/2024	Perfect Computer Solutions Pty Ltd	Fix and update exchange services, fix cso synergy login issue	1		\$ (722.50)
28611	07/03/2024	Perfect Computer Solutions Pty Ltd	Fix and update exchange services, fix cso synergy login issue	1	\$ 552.50	
28612	07/03/2024	Perfect Computer Solutions Pty Ltd	Upgrade BP and SP1 Rev 1	1	\$ 170.00	
EFT18460	14/03/2024	Waveline Tyres	supply and fit 4 tyres	1		\$ (1,709.95)
051996	05/02/2024	Waveline Tyres	Chainsaw oil and activ	1	\$ 59.95	
52221	19/02/2024	Waveline Tyres	supply and fit 4 tyres	1	\$ 1,650.00	
EFT18461	14/03/2024	Kondinin Bowling Club	Sponsorship for Men's Open day	1		\$ (500.00)
67	12/03/2024	Kondinin Bowling Club	Sponsorship for Men's Open day	1	\$ 500.00	
EFT18462	14/03/2024	SHAUN & ANN FRANICH	POOL MANAGEMENT SERVICES KONDININ - February 2024	1		\$ (21,389.26)
14	10/03/2024	SHAUN & ANN FRANICH	POOL MANAGEMENT SERVICES KONDININ - February 2024, POOL MANAGEMENT SERVICES HYDEN Relief 20 February 2024 - 01 March 2024., Webscorer subscription for timing of system at the pool., Boost Recharge for security system at pool., CPR chart display at pool	1	\$ 21,389.26	
EFT18463	14/03/2024	ABLE SALES	Filter and freight	1		\$ (545.00)
840014	06/03/2024	ABLE SALES	Filter and freight	1	\$ 545.00	
EFT18464	14/03/2024	WE WILL DO CLEANING SERVICE	Cleaning Services - 04/03/2024 to 10/03/2024	1		\$ (2,057.00)
36 23/24	04/03/2024	WE WILL DO CLEANING SERVICE	Cleaning Services - 04/03/2024 to 10/03/2024	1	\$ 2,057.00	
EFT18465	14/03/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Mirror, step and bolts	1		\$ (2,209.05)
2821274	08/03/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Oil and Coolant, Oil 30L	1	\$ 681.70	
2821016	08/03/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Mirrors x 2, Mirror, step and bolts	1	\$ 1,527.35	

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Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
EFT18466	14/03/2024	KONDININ ROADHOUSE MOTEL	Replenish Fuel account	1		\$ (1,584.77)
PREPAY	13/03/2024	KONDININ ROADHOUSE MOTEL	Replenish Fuel account	1	\$ 1,584.77	
EFT18467	14/03/2024	WA Contract Ranger Services Pty Ltd	Ranger Services 2023-2024	1		\$ (2,033.63)
5368	09/03/2024	WA Contract Ranger Services Pty Ltd	Ranger Services 2023-2024	1	\$ 2,033.63	
EFT18468	14/03/2024	RHIANNON INGLIS	9x meals Licensing Training	1		\$ (165.13)
REIMBURSEME	12/03/2024	RHIANNON INGLIS	9x meals Licensing Training	1	\$ 165.13	
EFT18469	14/03/2024	AUSTRALIA POST - GATEWAY	Commisson Kondinin Caravan Park Booking Payments	1		\$ (270.00)
V306145	12/03/2024	AUSTRALIA POST - GATEWAY	Commisson Kondinin Caravan Park Booking Payments	1	\$ 270.00	
EFT18470	14/03/2024	Veris Australia Pty Ltd	Easement for accessway between Lynch Street and Coronation Park in Hyden	1		\$ (3,389.08)
VI086229	05/03/2024	Veris Australia Pty Ltd	Easement for accessway between Lynch Street and Coronation Park in Hyden	1	\$ 3,389.08	
EFT18471	14/03/2024	Kondinin Trish's Cleaning Service	Cleaning Services - 04/03/2024 to 10/03/2024	1		\$ (2,059.91)
1028	04/03/2024	Kondinin Trish's Cleaning Service	Cleaning Services - 04/03/2024 to 10/03/2024	1	\$ 2,059.91	
EFT18472	14/03/2024	Kondinin Rural Supplies Pty Ltd	Various consumables	1		\$ (102.55)
DEC 23	12/03/2024	Kondinin Rural Supplies Pty Ltd	Various consumables, Cable Ties x2	1	\$ 102.55	
EFT18473	14/03/2024	Precision Mobile Steelwork (Adele Paris)	Repairs to toolbox	1		\$ (846.50)
120	13/03/2024	Precision Mobile Steelwork (Adele Paris)	Repairs to toolbox	1	\$ 846.50	
EFT18474	21/03/2024	Coljac Farms Pty Ltd	ANZAC DAY - Wreaths Hyden & Kondinin	1		\$ (360.00)
75	12/03/2024	Coljac Farms Pty Ltd	ANZAC DAY - Wreaths Hyden & Kondinin	1	\$ 360.00	
EFT18475	21/03/2024	Raw Creative	Update & reprint of the Shire town maps	1		\$ (1,516.00)
4060	14/03/2024	Raw Creative	Update & reprint of the Shire town maps	1	\$ 1,516.00	
EFT18476	21/03/2024	Kondinin Shire Secure Pay Account	Payment to bring account to zero	1		\$ (135.00)
RESTOCK	19/03/2024	Kondinin Shire Secure Pay Account	Payment to bring account to zero	1	\$ 135.00	
EFT18477	21/03/2024	Rubek Automatic Doors	Conversion to automatic sliding door at kondinin medical centre	1		\$ (11,319.00)
40974	19/12/2023	Rubek Automatic Doors	Conversion to automatic sliding door at kondinin medical centre	1	\$ 11,319.00	
EFT18478	21/03/2024	Abco	Cleaning Products	1		\$ (1,676.20)
933699	12/03/2024	Abco	Cleaning Products	1	\$ 1,676.20	
EFT18479	21/03/2024	Team Global Express Pty Ltd	BOC	1		\$ (305.99)
0609	11/02/2024	Team Global Express Pty Ltd	PCS, Slater Gratrell	1	\$ 98.36	
0610	18/02/2024	Team Global Express Pty Ltd	PCS, BOC	1	\$ 207.63	
EFT18480	21/03/2024	Kondinin Building Service - Building Dept	Hire of generator and leads for Gourmet in the Garden	1		\$ (407.00)
926	18/03/2024	Kondinin Building Service - Building Dept	Hire of generator and leads for Gourmet in the Garden	1	\$ 407.00	
EFT18481	21/03/2024	Recharge-It	Ink Cartridge	1		\$ (230.60)
1620103	18/03/2024	Recharge-It	Ink Cartridge	1	\$ 230.60	
EFT18482	21/03/2024	Kleenheat Gas	2x Gas bottles	1		\$ (225.50)
4567810	13/03/2024	Kleenheat Gas	1x Gas bottle - No. 46 Graham St house KN	1	\$ 25.30	
4567771	13/03/2024	Kleenheat Gas	2x Gas bottles - No. 35 Smith Loop house	1	\$ 100.10	
4567773	13/03/2024	Kleenheat Gas	2x Gas Bottles - No. 34 Hynes St house, Hy	1	\$ 100.10	
EFT18483	21/03/2024	Kondinin Community Resource Centre	Facilitate Better Beginings 1/2/24 -31/01/25	1		\$ (277.76)
478313	29/02/2024	Kondinin Community Resource Centre	Facilitate Better Beginings 1/2/24 -31/01/25	1	\$ 277.76	
EFT18484	21/03/2024	Perfect Computer Solutions Pty Ltd	fix hy pool laptop install software for fuelon debs system and fix synergy freeze	1		\$ (382.50)
28628	14/03/2024	Perfect Computer Solutions Pty Ltd	fix hy pool laptop install software for fuelon debs system and fix synergy freeze	1	\$ 255.00	
28629	14/03/2024	Perfect Computer Solutions Pty Ltd	fix email address and BP medical	1	\$ 127.50	
EFT18485	21/03/2024	HYDEN AUTO ELECTRICS	Repair aircon and flashings	1		\$ (3,689.95)

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Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
4892	05/02/2024	HYDEN AUTO ELECTRICS	Repair aircon and flashings - KN58 Prime Mover	1	\$ 2,579.50	
4904	08/02/2024	HYDEN AUTO ELECTRICS	Replace and fit batteries - KN81 Grader	1	\$ 1,110.45	
EFT18486	21/03/2024	HYDEN TRANSPORT	Cartage of approx. 60 tonne of blue metal	1		\$ (2,274.13)
795	13/09/2023	HYDEN TRANSPORT	Cartage of approx. 60 tonne of blue metal	1	\$ 2,274.13	
EFT18487	21/03/2024	Dr Alain Mackie T/A Weerakoon Pty Ltd	DOCTOR'S SERVICES - KONDININ MEDICAL PRACTICE Feb 24 5 days	1		\$ (6,600.00)
2	18/03/2024	Dr Alain Mackie T/A Weerakoon Pty Ltd	DOCTOR'S SERVICES - KONDININ MEDICAL PRACTICE Feb 24 5 days	1	\$ 6,600.00	
EFT18488	21/03/2024	FEGAN BUILDING SURVEYING	Building Services 23/24	1		\$ (792.00)
1104	16/03/2024	FEGAN BUILDING SURVEYING	Building Services 23/24	1	\$ 792.00	
EFT18489	21/03/2024	Grants Empire	Development of Project Plans and Partnership Programs for Discovery Centre Planning	1		\$ (3,234.00)
2293	11/03/2024	Grants Empire	Development of Project Plans and Partnership Programs for Discovery Centre Planning	1	\$ 3,234.00	
EFT18490	21/03/2024	ECOWATER SERVICES	Routine Service	1		\$ (664.80)
J2793	12/03/2024	ECOWATER SERVICES	Routine Service	1	\$ 386.80	
J2790	12/03/2024	ECOWATER SERVICES	Routine Service	1	\$ 278.00	
EFT18491	21/03/2024	Mc Pest Control	Pest Control for Hyden Railway Barracks	1		\$ (495.00)
2169	14/03/2024	Mc Pest Control	Pest Control for Hyden Railway Barracks	1	\$ 495.00	
EFT18492	21/03/2024	WE WILL DO CLEANING	Cleaning Services	1		\$ (1,936.00)
37 23/24	19/03/2024	WE WILL DO CLEANING	Cleaning Services	1	\$ 1,936.00	
EFT18493	21/03/2024	Rural South Coast RAY WHITE	CEO Rent of House 25/3/24-7/4/24	1		\$ (800.00)
RENT	20/03/2024	Rural South Coast RAY WHITE	CEO Rent of House 25/3/24-7/4/24,	1	\$ 800.00	
EFT18494	21/03/2024	CRISP WIRELESS PTY LTD	KN Office	1		\$ (634.00)
202401002030	14/03/2024	CRISP WIRELESS PTY LTD	KN Office, HY Office, KN Med Centre, HY Med Centre, KN Depot, 6 Hinck St	1	\$ 634.00	
EFT18495	21/03/2024	Filter Plus	Air filters	1		\$ (168.31)
213052-D01	12/03/2024	Filter Plus	Air filters, Air filters	1	\$ 42.08	
213124-D01	13/03/2024	Filter Plus	Air filters, Air filters	1	\$ 126.23	
EFT18496	21/03/2024	Kondinin Trish's Cleaning Service	Cleaning Services	1		\$ (2,012.01)
1029	11/03/2024	Kondinin Trish's Cleaning Service	Cleaning Services	1	\$ 2,012.01	
EFT18497	21/03/2024	Hyden Delta Agribusiness	Steel blue boots	1		\$ (276.90)
DI5902311	12/03/2024	Hyden Delta Agribusiness	Steel blue boots	1	\$ 238.00	
DI5902301	12/03/2024	Hyden Delta Agribusiness	Fan rake	1	\$ 38.90	
EFT18498	21/03/2024	Booth Mechanical Services Pty Ltd	Diaognose and repair faults	1		\$ (6,101.70)
160	19/03/2024	Booth Mechanical Services Pty Ltd	Diaognose and repair faults - KN2107 Water Tanker	1	\$ 6,101.70	
EFT18499	21/03/2024	Darren Thomas	Replace Settop box Chalet 3	1		\$ (450.00)
4196036	01/03/2024	Darren Thomas	Replace Settop box Chalet 3	1	\$ 450.00	
EFT18500	21/03/2024	Desiree Waters	Wine for the Chef Gourmet in the Garden	1		\$ (187.56)
REIMBURSEMENT	19/03/2024	Desiree Waters	Reimbursement Gourmet in the Garden	1	\$ 67.20	
REIMBURSEMENT	19/03/2024	Desiree Waters	Everlasting Seeds	1	\$ 120.36	
EFT18501	26/03/2024	Kondinin Social Club	Payroll deductions	1		\$ (65.00)
DEDUCTION	24/03/2024	Kondinin Social Club	Payroll deductions		\$ 65.00	
EFT18502	26/03/2024	Australian Services Union	Payroll deductions	1		\$ (53.00)
DEDUCTION	24/03/2024	Australian Services Union	Payroll deductions		\$ 53.00	
EFT18503	26/03/2024	Eziway Food Stores Kondinin	Payroll deductions	1		\$ (110.00)
DEDUCTION	24/03/2024	Eziway Food Stores Kondinin	Payroll deductions		\$ 110.00	
EFT18504	26/03/2024	Kondinin Trust Fund	Payroll deductions	1		\$ (1,920.00)
DEDUCTION	24/03/2024	Kondinin Trust Fund	Payroll deductions	1	\$ 1,780.00	
DEDUCTION	24/03/2024	Kondinin Trust Fund	Payroll deductions	1	\$ 140.00	
EFT18505	26/03/2024	Child Support Agency	Payroll deductions	1		\$ (631.63)
DEDUCTION	24/03/2024	Child Support Agency	Payroll deductions	1	\$ 631.63	
EFT18506	28/03/2024	Merredin Refrigeration & Air Conditioning	repair of aircons at house	1		\$ (870.84)
20158	25/03/2024	Merredin Refrigeration & Air Conditioning	repair of aircons at house	1	\$ 738.84	

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Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
20159	25/03/2024	Merredin Refrigeration & Air Conditioning	Fix the drink fridge	1	\$ 132.00	
EFT18507	28/03/2024	WILLWAY PLUMBING	Inspection of hot water units at Hyden Pavilion	1		\$ (405.90)
4436	19/03/2024	WILLWAY PLUMBING	Inspection of hot water units at Hyden Pavilion	1	\$ 405.90	
EFT18508	28/03/2024	DIRECT ELECTRICAL SERVICES	Fix light at Hyden Day Care	1		\$ (383.90)
132	18/03/2024	DIRECT ELECTRICAL SERVICES	Fix light at Hyden Day Care, Fix BBQ at McCann's Rock	1	\$ 383.90	
EFT18509	28/03/2024	Team Global Express Pty Ltd	Afgri	1		\$ (113.63)
0612	24/03/2024	Team Global Express Pty Ltd	Pathwest, Afgri	1	\$ 113.63	
EFT18510	28/03/2024	Kondinin Building Service - Contract	Maintenance	1		\$ (1,242.09)
921	25/03/2024	Kondinin Building Service - Contract	Maintenance	1	\$ 1,242.09	
EFT18511	28/03/2024	DR & JR McCubbing	Earthmoving services	1		\$ (6,534.00)
16832	29/02/2024	DR & JR McCubbing	Earthmoving services	1	\$ 2,178.00	
16850	08/03/2024	DR & JR McCubbing	Earthmoving services	1	\$ 4,356.00	
EFT18512	28/03/2024	A & M Nelson	carry out 30000km service - 0KN	1		\$ (382.25)
7032	13/03/2024	A & M Nelson	carry out 30000km service - 0KN	1	\$ 382.25	
EFT18513	28/03/2024	Recharge-It	2x SP3710DN/SF black toner	1		\$ (474.50)
1620111	21/03/2024	Recharge-It	2x SP3710DN/SF black toner	1	\$ 474.50	
EFT18514	28/03/2024	Telstra Limited	PHONE & INTERNET USAGE	1		\$ (2,108.47)
1214778000	27/03/2024	Telstra Limited	HYDEN SWIMMING POOL, HYDEN DEPOT, HYDEN LICENSIN, HYDEN LIBRARY, KONDININ OFFICE, DOCTOR 30 REPACHOLI, KONDININ AQUATIC CENTRE, HARVEST BAN LINE, REPACHOLI INTERNET.	1	\$ 2,108.47	
EFT18515	28/03/2024	Best Office Systems	b & W 2202 Colour 2187	1		\$ (352.41)
629012	21/03/2024	Best Office Systems	b & W 2202 Colour 2187	1	\$ 352.41	
EFT18516	28/03/2024	Perfect Computer Solutions Pty Ltd	Install brother printer fix multiple issues for kulin setup	1		\$ (467.50)
28638	21/03/2024	Perfect Computer Solutions Pty Ltd	Install brother printer fix multiple issues for kulin setup	1	\$ 255.00	
28637	21/03/2024	Perfect Computer Solutions Pty Ltd	fix internet teltonkia and emails for tory	1	\$ 212.50	
EFT18517	28/03/2024	ELGAS LIMITED	GAS BOTTLES FOR ABLUTION BLOCK	1		\$ (512.16)
1611054095	25/03/2024	ELGAS LIMITED	GAS BOTTLE FOR CHALET 1, GAS BOTTLES FOR ABLUTION BLOCK	1	\$ 512.16	
EFT18518	28/03/2024	THE AG SHOP	Carton of grease	1		\$ (177.45)
10011878	08/03/2024	THE AG SHOP	3 inch socket	1	\$ 55.34	
10011936	12/03/2024	THE AG SHOP	Pack of thread tape	1	\$ 9.84	
10012036	15/03/2024	THE AG SHOP	Carton of grease	1	\$ 112.27	
EFT18519	28/03/2024	WE WILL DO CLEANING SERVICE	Cleaning Services	1		\$ (1,936.00)
38 23/24	18/03/2024	WE WILL DO CLEANING SERVICE	Cleaning Services	1	\$ 1,936.00	
EFT18520	28/03/2024	WA Contract Ranger Services Pty Ltd	Ranger Services 2023-2024	1		\$ (2,150.50)
5397	26/03/2024	WA Contract Ranger Services Pty Ltd	Ranger Services 2023-2024	1	\$ 2,150.50	
EFT18521	28/03/2024	Kondinin Trish's Cleaning Service	Cleaning Services	1		\$ (1,638.06)
1030	24/03/2024	Kondinin Trish's Cleaning Service	Cleaning Services	1	\$ 1,638.06	
EFT18522	28/03/2024	GleamCo Pty Ltd T/A LAMPARTS WA	Replacement light globes for Kondinin Sporting Precinct	1		\$ (1,391.50)
935	21/03/2024	GleamCo Pty Ltd T/A LAMPARTS WA	Replacement light globes for Kondinin Sporting Precinct	1	\$ 1,391.50	
19391	07/03/2024	Synergy	KONDININ ELECTRICITY BILLS	1		\$ (12,129.18)
KONDININ E	07/03/2024	Synergy	KONDININ E	1	\$ 6,129.49	
HYDEN ELEC	07/03/2024	Synergy	HYDEN ELEC	1	\$ 4,892.65	

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Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
BORES & MISC	07/03/2024	Synergy	198 589 350 KONDININ AQUATIC CENTRE SERVICE CHARGE & USAGE (kWh);, 594 628 910 AIRSTRIP SERVICE CHARGE & USAGE (kWh);, 367 315 280 KN Info Bay SERVICE CHARGE & USAGE (kWh);, 321 573 390 Marshall St STP SERVICE CHARGE & USAGE (kWh);, 376 772 240 Nurses SERVICE CHARGE & USAGE (kWh):	1	\$ 1,107.04	
19392	12/03/2024	Kondinin Shire	Payroll deductions	1		\$ (350.00)
DEDUCTION	10/03/2024	Kondinin Shire	Payroll deductions		\$ 350.00	
19393	14/03/2024	Synergy	KONDININ ELECTRICITY BILLS	1		\$ (5,850.51)
KONDININ E	13/03/2024	Synergy	STAFF RECORD - 172 948 820 Mackie HOUSE SERVICE CHARGE & USAGE (kWh);, *903 011 310 PAVILLION (1/3) SERVICE CHARGE & USAGE (kWh);, TO BILL - *903 011 310 COUNTRY CLUB (2/3) SERVICE CHARGE & USAGE (kWh);, 069 319 900 MEDICAL CENTRE SERVICE CHARGE & USAGE (kWh);, STAFF RECORD - 151 792 520 BUGNA SERVICE CHARGE & USAGE (kWh);, 418 967 950 LIONS/AGED SERVICE CHARGE & USAGE (kWh):	1	\$ 3,976.74	
BORES & MISC	13/03/2024	Synergy	724 880 100 HYDEN PAVILION SERVICE CHARGE & USAGE (kWh);, 146 909 270 WESTS BORE SERVICE CHARGE & USAGE (kWh);, TO BILL KULIN 50% - 548 297 510 STANDPIPE LA SERVICE CHARGE & USAGE (kWh);, 101 965 630 GOLF CLUB BORE SERVICE CHARGE & USAGE (kWh);, TO BILL KULIN 50% - 736 561 830 STANDPIPE LA SERVICE CHARGE & USAGE (kWh):	1	\$ 1,873.77	
19394	26/03/2024	Kondinin Shire	Payroll deductions	1		\$ (350.00)
DEDUCTION	24/03/2024	Kondinin Shire	Payroll deductions	1	\$ 350.00	
19395	28/03/2024	Synergy	606 740 590 Electricity usage	1		\$ (5,054.24)
2078054048	13/03/2024	Synergy	724 880 100 Electricity Usage	1	\$ 1,689.11	
2074053892	14/03/2024	Synergy	606 740 590 Electricity usage	1	\$ 3,243.22	
2030082868	21/03/2024	Synergy	429 653 330 electricity usage 51 Jones St	1	\$ 121.91	
19396	28/03/2024	Water Corporation	KONDININ WATER	1		\$ (23,654.89)
STANDPIPES	28/03/2024	Water Corporation	9014384632 - STANDPIPE LA MELBA STREET SERVICE CHARGE & USAGE (kWh);, 9007808775 - STANDPIPE LA HUMPS SERVICE CHARGE & USAGE (kWh);, 9007772688 - STANDPIPE LA FEDERAL STREET RESERVE SERVICE CHARGE & USAGE (kWh);, 9007771597 - STANDPIPE CNR GRAHAM-KONDININ LADE ROAD RESERVE SERVICE CHARGE & USAGE (kWh);, 9007773437 - HYDEN PAVILLION LOT 151 RESERVE SERVICE CHARGE & USAGE (kWh);, 9007773496 - HYDEN DAYCARE MCPHERSON ST SERVICE CHARGE & USAGE (kWh);, ***9009779787 - STAFF HOUSING HALLIDAY 37 RADBOURNE DR SERVICE CHARGE & USAGE (kWh);, 9011086621 - INFORMATION BAY LOT 45 SERVICE CHARGE & USAGE (kWh);, 9007770033 - ***4/5 OFFICES GORDON STREET LOT 1 SERVICE CHARGE & USAGE (kWh);, 9007770033 - ***1/5 OFFICES GORDON STREET LOT 1 SERVICE CHARGE & USAGE SHARED, 9007770076 - ***1/4 TOILETS 27 JONES ST HALL SERVICE CHARGE & USAGE (kWh);, 9007770076 - ***3/4 TOILETS 27 JONES ST HALL USAGE SHARED, 9007770076 - COMMUNITY	1	\$ 5,339.43	
HYDEN/KARL	28/03/2024	Water Corporation	9007773437 - HYDEN PAVILLION LOT 151 RESERVE SERVICE CHARGE & USAGE (kWh);, 9007773496 - HYDEN DAYCARE MCPHERSON ST SERVICE CHARGE & USAGE (kWh);, ***9009779787 - STAFF HOUSING HALLIDAY 37 RADBOURNE DR SERVICE CHARGE & USAGE (kWh);, 9011086621 - INFORMATION BAY LOT 45 SERVICE CHARGE & USAGE (kWh);, 9007770033 - ***4/5 OFFICES GORDON STREET LOT 1 SERVICE CHARGE & USAGE (kWh);, 9007770033 - ***1/5 OFFICES GORDON STREET LOT 1 SERVICE CHARGE & USAGE SHARED, 9007770076 - ***1/4 TOILETS 27 JONES ST HALL SERVICE CHARGE & USAGE (kWh);, 9007770076 - ***3/4 TOILETS 27 JONES ST HALL USAGE SHARED, 9007770076 - COMMUNITY	1	\$ 7,048.52	
KONDININ	28/03/2024	Water Corporation	9007770033 - ***4/5 OFFICES GORDON STREET LOT 1 SERVICE CHARGE & USAGE (kWh);, 9007770033 - ***1/5 OFFICES GORDON STREET LOT 1 SERVICE CHARGE & USAGE SHARED, 9007770076 - ***1/4 TOILETS 27 JONES ST HALL SERVICE CHARGE & USAGE (kWh);, 9007770076 - ***3/4 TOILETS 27 JONES ST HALL USAGE SHARED, 9007770076 - COMMUNITY	1	\$ 11,266.94	
DD21019.1	01/03/2024	Transport	Hyden Licensing	1		\$ (1,363.25)
1/3/2024HYD	01/03/2024	Transport	Hyden Licensing	1	\$ 1,363.25	
DD21024.1	05/03/2024	Transport	Hyden Licensing	1		\$ (419.25)
HYD05/03/202	05/03/2024	Transport	Hyden Licensing	1	\$ 419.25	
DD21032.1	06/03/2024	Transport	Hyden Licensing	1		\$ (18.90)
HYD06/03/202	06/03/2024	Transport	Hyden Licensing	1	\$ 18.90	
DD21039.1	07/03/2024	Transport	Hyden Licensing	1		\$ (1,320.60)
HYL 7/3/24	07/03/2024	Transport	Hyden Licensing	1	\$ 1,320.60	

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Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
DD21050.1	12/03/2024	Transport	Hyden Licensing	1		\$ (449.40)
HYD12/03/202	12/03/2024	Transport	Hyden Licensing	1	\$ 449.40	
DD21057.1	13/03/2024	Transport	Hyden Licensing	1		\$ (235.50)
HYD13/03/202	13/03/2024	Transport	Hyden Licensing	1	\$ 235.50	
DD21065.1	14/03/2024	Transport	Hyden Licensing	1		\$ (2,561.60)
HYL 14-3-	14/03/2024	Transport	Hyden Licensing	1	\$ 2,561.60	
DD21076.1	19/03/2024	Transport	Hyden Licensing	1		\$ (454.80)
19/03/24HYD	19/03/2024	Transport	Hyden Licensing	1	\$ 454.80	
DD21083.1	21/03/2024	Transport	Hyden Licensing	1		\$ (165.75)
HYLEFT	21/03/2024	Transport	Hyden Licensing	1	\$ 165.75	
DD21086.1	25/03/2024	Transport	Hyden Licensing	1		\$ (294.00)
HYD	25/03/2024	Transport	Hyden Licensing	1	\$ 294.00	
DD21095.1	22/03/2024	Transport	Hyden Licensing	1		\$ (327.00)
HYD22/03/202	22/03/2024	Transport	Hyden Licensing	1	\$ 327.00	
DD21097.1	26/03/2024	Transport	Hyden Licensing	1		\$ (163.50)
HYD26/03/202	26/03/2024	Transport	Hyden Licensing	1	\$ 163.50	
DD21102.1	27/03/2024	Transport	Hyden Licensing	1		\$ (1,475.00)
HYD27/03/202	27/03/2024	Transport	Hyden Licensing	1	\$ 1,475.00	
DD21110.1	28/03/2024	Transport	Hyden Licensing	1		\$ (172.40)
HYD LIC 28-3-	28/03/2024	Transport	Hyden Licensing	1	\$ 172.40	
DD21021.1	01/03/2024	Transport	Kondinin Licensing	1		\$ (16.35)
KND01/03/202	01/03/2024	Transport	Kondinin Licensing	1	\$ 16.35	
DD21026.1	05/03/2024	Transport	Kondinin Licensing	1		\$ (97.30)
KND05/03/202	05/03/2024	Transport	Kondinin Licensing	1	\$ 97.30	
DD21034.1	06/03/2024	Transport	Kondinin Licensing	1		\$ (160.55)
KND06/03/202	06/03/2024	Transport	Kondinin Licensing	1	\$ 160.55	
DD21042.1	08/03/2024	Transport	Kondinin Licensing	1		\$ (236.70)
KND08/03/202	08/03/2024	Transport	Kondinin Licensing	1	\$ 236.70	
DD21052.1	12/03/2024	Transport	Kondinin Licensing	1		\$ (2,459.25)
KND12/03/202	12/03/2024	Transport	Kondinin Licensing	1	\$ 2,459.25	
DD21059.1	13/03/2024	Transport	Kondinin Licensing	1		\$ (1,202.15)
KND13/03/202	13/03/2024	Transport	Kondinin Licensing	1	\$ 1,202.15	
DD21067.1	14/03/2024	Transport	Kondinin Licensing	1		\$ (31.10)
KND14/03/202	14/03/2024	Transport	Kondinin Licensing	1	\$ 31.10	
DD21073.1	18/03/2024	Transport	Kondinin Licensing	1		\$ (59.90)
KND18/03/202	18/03/2024	Transport	Kondinin Licensing	1	\$ 59.90	
DD21078.1	20/03/2024	Transport	Kondinin Licensing	1		\$ (75.40)
KND20/03/202	20/03/2024	Transport	Kondinin Licensing	1	\$ 75.40	
DD21082.1	21/03/2024	Transport	Kondinin Licensing	1		\$ (624.55)
KND21/03/202	21/03/2024	Transport	Kondinin Licensing	1	\$ 624.55	
DD21088.1	25/03/2024	Transport	Kondinin Licensing	1		\$ (591.85)
KND25/03/202	25/03/2024	Transport	Kondinin Licensing	1	\$ 591.85	
DD21099.1	26/03/2024	Transport	Kondinin Licensing	1		\$ (73.20)
KND26/03/202	26/03/2024	Transport	Kondinin Licensing	1	\$ 73.20	
DD21104.1	27/03/2024	Transport	Kondinin Licensing	1		\$ (1,476.70)
KND27/03/202	27/03/2024	Transport	Kondinin Licensing	1	\$ 1,476.70	
DD21108.1	28/03/2024	Transport	Kondinin Licensing	1		\$ (165.95)
KND28/03/202	28/03/2024	Transport	Kondinin Licensing	1	\$ 165.95	
DD21030.1	04/03/2024	National Australia Bank	Credit card caharges for the month of February 2024	1		\$ (5,519.30)
ceo's cc	04/03/2024	National Australia Bank	CEO's Credit Card charges: Identity Verification PO \$98.00, J Bennell MDL \$46.85, monthly card fee \$9.00	1	\$ 153.85	
mcs's cc	04/03/2024	National Australia Bank	MCS's Credit card charges: Seed packets for Community Garden \$23.38, Liquid Nitrogen for MedicalCentre \$1,614.00, Gourmet in the Garden Stickers \$110.40, KN04 fuel \$247.41, Vinyl adhesive for No. 84 Graham St house \$57.90, efax Medical Centre \$11.33, monthly card fee \$9.00	1	\$ 2,073.42	
mow's cc	04/03/2024	National Australia Bank	MOW's Credit card charges: KN62 Prime Mover Parts \$2,972.53, KN0 fuel \$180.05, monthly card fee \$9.00	1	\$ 3,161.58	
mpa's cc	04/03/2024	National Australia Bank	MPA's Credit card charges: Community Garden flowers \$74.60, E Kraouker MDL \$46.85, monthly card fee \$9.00	1	\$ 130.45	
DD21028.3	01/03/2024	Westnet Pty Ltd	INTERNET	1		\$ (89.95)
FEB 24	16/02/2024	Westnet Pty Ltd	INTERNET	1	\$ 89.95	

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DD21046.1	10/03/2024	WA Local Government Superannuation Plan	Payroll deductions	1		\$ (8,496.04)
SUPER	10/03/2024	WA Local Government Superannuation Plan	Superannuation contributions	1	\$ 7,130.23	
DEDUCTION	10/03/2024	WA Local Government Superannuation Plan	Payroll deductions	1	\$ 535.89	
DEDUCTION	10/03/2024	WA Local Government Superannuation Plan	Payroll deductions	1	\$ 20.00	
DEDUCTION	10/03/2024	WA Local Government Superannuation Plan	Payroll deductions	1	\$ 128.18	
DEDUCTION	10/03/2024	WA Local Government Superannuation Plan	Payroll deductions	1	\$ 181.62	
DEDUCTION	10/03/2024	WA Local Government Superannuation Plan	Payroll deductions	1	\$ 200.00	
DEDUCTION	10/03/2024	WA Local Government Superannuation Plan	Payroll deductions	1	\$ 152.01	
DEDUCTION	10/03/2024	WA Local Government Superannuation Plan	Payroll deductions	1	\$ 148.11	
DD21046.2	10/03/2024	Prime Super	Superannuation contributions	1		\$ (360.76)
DEDUCTION	10/03/2024	Prime Super	Payroll deductions	1	\$ 100.00	
SUPER	10/03/2024	Prime Super	Superannuation contributions	1	\$ 260.76	
DD21046.3	10/03/2024	YourChoice Super	Superannuation contributions	1		\$ (294.32)
SUPER	10/03/2024	YourChoice Super	Superannuation contributions	1	\$ 294.32	
DD21046.4	10/03/2024	Australian Super	Superannuation contributions	1		\$ (1,114.46)
SUPER	10/03/2024	Australian Super	Superannuation contributions	1	\$ 1,114.46	
DD21046.5	10/03/2024	Q SUPER	Superannuation contributions	1		\$ (526.10)
SUPER	10/03/2024	Q SUPER	Superannuation contributions	1	\$ 526.10	
DD21046.6	10/03/2024	Host Plus	Superannuation contributions	1		\$ (655.80)
SUPER	10/03/2024	Host Plus	Superannuation contributions	1	\$ 655.80	
DD21046.7	10/03/2024	MLC Nominees Pty Ltd	Superannuation contributions	1		\$ (54.29)
SUPER	10/03/2024	MLC Nominees Pty Ltd	Superannuation contributions	1	\$ 54.29	
DD21046.8	10/03/2024	MERCER SMART SUPER	Superannuation contributions	1		\$ (67.73)
SUPER	10/03/2024	MERCER SMART SUPER	Superannuation contributions	1	\$ 67.73	
DD21046.9	10/03/2024	cBus Super Administration	Superannuation contributions	1		\$ (271.54)
SUPER	10/03/2024	cBus Super Administration	Superannuation contributions	1	\$ 271.54	
DD21063.1	22/03/2024	Western Australian Treasury Corporation	Loan No. 139 Repayment - Sewerage Construction Hyden	1		\$ (26,699.15)
139	22/03/2024	Western Australian Treasury Corporation	Loan No. 139 Repayment - Sewerage Construction Hyden	1	\$ 26,699.15	
DD21071.1	15/03/2024	HotDoc ONLINE PTY LTD	MONTHLY ONLINE BOOKING FEE - FEBRUARY 2024	1		\$ (178.20)
INV-198395	01/03/2024	HotDoc ONLINE PTY LTD	MONTHLY ONLINE BOOKING FEE - FEBRUARY 2024	1	\$ 178.20	
DD21090.1	24/03/2024	Australia Post	POSTAGE - KONDININ, HYDEN OFFICES & MEDICAL CENTRE	1		\$ (215.09)
1013073048	03/03/2024	Australia Post	POSTAGE - KONDININ, HYDEN OFFICES & MEDICAL CENTRE	1	\$ 215.09	
DD21093.1	24/03/2024	WA Local Government Superannuation Plan	Payroll deductions	1		\$ (8,588.41)
SUPER	24/03/2024	WA Local Government Superannuation Plan	Superannuation contributions	1	\$ 7,232.15	
DEDUCTION	24/03/2024	WA Local Government Superannuation Plan	Payroll deductions	1	\$ 526.34	
DEDUCTION	24/03/2024	WA Local Government Superannuation Plan	Payroll deductions	1	\$ 20.00	
DEDUCTION	24/03/2024	WA Local Government Superannuation Plan	Payroll deductions	1	\$ 128.18	
DEDUCTION	24/03/2024	WA Local Government Superannuation Plan	Payroll deductions	1	\$ 181.62	
DEDUCTION	24/03/2024	WA Local Government Superannuation Plan	Payroll deductions	1	\$ 200.00	
DEDUCTION	24/03/2024	WA Local Government Superannuation Plan	Payroll deductions	1	\$ 152.01	
DEDUCTION	24/03/2024	WA Local Government Superannuation Plan	Payroll deductions	1	\$ 148.11	
DD21093.2	24/03/2024	Prime Super	Superannuation contributions	1		\$ (449.08)
DEDUCTION	24/03/2024	Prime Super	Payroll deductions	1	\$ 100.00	
SUPER	24/03/2024	Prime Super	Superannuation contributions	1	\$ 349.08	
DD21093.3	24/03/2024	YourChoice Super	Superannuation contributions	1		\$ (308.11)
SUPER	24/03/2024	YourChoice Super	Superannuation contributions	1	\$ 308.11	

List of Accounts Due & Submitted to Council 01/03/2024 to 31/03/2024

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
DD21093.4	24/03/2024	MLC Nominees Pty Ltd	Superannuation contributions	1		\$ (74.30)
DEDUCTION	24/03/2024	MLC Nominees Pty Ltd	Payroll deductions	1	\$ 4.27	
SUPER	24/03/2024	MLC Nominees Pty Ltd	Superannuation contributions	1	\$ 70.03	
DD21093.5	24/03/2024	Australian Super	Superannuation contributions	1		\$ (1,114.47)
SUPER	24/03/2024	Australian Super	Superannuation contributions	1	\$ 1,114.47	
DD21093.6	24/03/2024	Q SUPER	Superannuation contributions	1		\$ (393.11)
SUPER	24/03/2024	Q SUPER	Superannuation contributions	1	\$ 393.11	
DD21093.7	24/03/2024	Host Plus	Superannuation contributions	1		\$ (649.77)
SUPER	24/03/2024	Host Plus	Superannuation contributions	1	\$ 649.77	
DD21093.8	24/03/2024	MERCER SMART SUPER	Superannuation contributions	1		\$ (67.73)
SUPER	24/03/2024	MERCER SMART SUPER	Superannuation contributions	1	\$ 67.73	
DD21093.9	24/03/2024	cBus Super Administration	Superannuation contributions	1		\$ (285.82)
SUPER	24/03/2024	cBus Super Administration	Superannuation contributions	1	\$ 285.82	
DD21028.1	01/03/2024	BankWest	FDMSA FEE - 1712 - HYDEN EFTPOS - FEBRUARY 2024	1		\$ (1,085.26)
FDMSA - FEB	01/03/2024	BankWest	FDMSA FEES - 1704 - KONDININ EFTPOS	1	\$ 774.40	
FDMSA - HYD FEB 24	01/03/2024	BankWest	FDMSA FEE - 1712 - HYDEN EFTPOS - FEBRUARY 2024	1	\$ 310.86	
DD21028.2	01/03/2024	TYRO	TYRO FEES - FEBRUARY 2024	1		\$ (260.44)
FEB 24	01/03/2024	TYRO	TYRO FEES - FEBRUARY 2024	1	\$ 260.44	
DD21069.1	14/03/2024	TYRO	TYRO FEES - FEBRUARY 2024 - HYDEN POOL	1		\$ (99.24)
HYPOOL FEB 24	14/03/2024	TYRO	TYRO FEES - FEBRUARY 2024 - HYDEN POOL	1	\$ 99.24	
DD21112.1	28/03/2024	BankWest	MERCHANT FEES - MARCH 2024	1		\$ (385.62)
MERFEE -	28/03/2024	BankWest	MERCHANT FEES - MARCH 2024	1	\$ 385.62	
DD21112.2	28/03/2024	National Australia Bank	AKF ACCOUNT FEES - MUNICIPAL ACCOUNT	1		\$ (80.23)
NAB	28/03/2024	National Australia Bank	NAB CONNECT FEE ACCESS & USAGE	1	\$ 60.23	
AKF TRUST	28/03/2024	National Australia Bank	AKF ACCOUNT FEES - TRUST ACCOUNT	1	\$ 10.00	
AKF MUNI	28/03/2024	National Australia Bank	AKF ACCOUNT FEES - MUNICIPAL ACCOUNT	1	\$ 10.00	
PAY	10/03/2024	Payroll Direct	Payroll Direct Debit Of Net Pays	1		\$ (63,746.25)
PAY	10/03/2024	Payroll Direct	Payroll Direct Debit Of Net Pays	1	\$ 63,746.25	
PAY	24/03/2024	Payroll Direct	Payroll Direct Debit Of Net Pays	1		\$ (63,551.87)
PAY	24/03/2024	Payroll Direct	Payroll Direct Debit Of Net Pays	1	\$ 63,551.87	
Total						\$ (852,528.04)

9.2.2 Financial Reports



SHIRE OF KONDININ

MONTHLY FINANCIAL REPORT

(Containing the required Statement of Financial Activity and Statement of Financial Position)

FOR THE PERIOD ENDED 31 MARCH 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF KONDININ
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

Note	Original Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
	3,567,129	3,583,930	3,583,568	3,574,212	(9,356)	(0.26%)	
	310,981	454,093	394,390	419,153	24,763	6%	▲
15	729,850	793,885	620,679	768,689	148,010	24%	▲
	0	0	0	0	0		
	175,252	281,110	159,322	173,601	14,279	9%	▲
	525,189	552,748	313,259	254,527	(58,732)	(19%)	▼
	43,808	61,546	50,558	40,356	(10,202)	(20%)	▼
9	0	0	0	1,261	1,261		
	5,352,209	5,727,312	5,121,775	5,231,798			
Expenditure from operating activities							
	(2,348,132)	(2,348,132)	(1,832,839)	(1,539,820)	293,019	16%	▲
	(2,525,046)	(2,579,347)	(1,663,936)	(1,337,903)	326,033	20%	▲
	(333,350)	(333,350)	(228,349)	(261,104)	(32,755)	(14%)	▼
	(3,400,345)	(7,653,389)	(5,734,480)	(7,305,125)	(1,570,645)	(27%)	▼
	(174,500)	(174,501)	(47,352)	(47,411)	(59)	(0%)	
	(286,057)	(289,321)	(289,295)	(282,800)	6,495	2%	
	(320,933)	(320,933)	(204,849)	(103,482)	101,367	49%	▲
	(156,554)	(156,554)	(78,569)	0	78,569	100%	▲
	(9,544,917)	(13,855,527)	(10,079,670)	(10,877,645)			
	3,513,091	7,748,397	5,762,491	7,263,508	1,501,017	26%	▲
2	(679,617)	(379,818)	804,596	1,617,661			
Non-cash amounts excluded from operating activities							
Amount attributable to operating activities							
	4,468,522	4,650,110	3,512,399	3,828,491	316,092	9%	▲
16	289,000	289,000	212,686	202,727	(9,959)	(5%)	
9	77,886	77,886	20,615	20,617	2	0%	
13	4,835,408	5,016,996	3,745,700	4,051,835			
Outflows from investing activities							
	(4,180,116)	(4,406,681)	(1,551,937)	(868,796)	683,142	44%	▲
8	(5,372,787)	(5,542,544)	(4,691,793)	(4,842,889)	(151,096)	(3%)	▼
	0	0	0	0	0		
	(9,552,903)	(9,949,225)	(6,243,730)	(5,711,685)			
	0	0	0	0	0		
	(4,717,495)	(4,932,229)	(2,498,030)	(1,659,851)			
Non-cash amounts excluded from investing activities							
Amount attributable to investing activities							
FINANCING ACTIVITIES							
Inflows from financing activities							
	1,800,000	1,800,000	0	0	0		
13	900,000	900,000	0	0	0		
7	2,700,000	2,700,000	0	0	0		
Outflows from financing activities							
	(215,870)	(215,870)	(109,987)	(109,987)	0	0.000%	
13	(900,000)	(900,000)	0	0	0		
13	(508,495)	(574,353)	(454,604)	(454,604)	0	0%	
7	(1,624,365)	(1,690,223)	(564,592)	(564,592)	0	0%	
	1,075,636	1,009,778	(564,592)	(564,592)			
Amount attributable to financing activities							
MOVEMENT IN SURPLUS OR DEFICIT							
	4,321,476	4,314,223	4,314,223	4,314,223	(0)	0.000%	
	(679,617)	(379,818)	804,596	1,617,661	813,065	(101.053%)	▲
	(4,717,495)	(4,932,229)	(2,498,030)	(1,659,851)	838,180	33.554%	▲
	1,075,636	1,009,778	(564,592)	(564,592)	0	0.000%	
	0	11,955	2,056,197	3,707,441	1,651,244	80%	▲

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

SHIRE OF KONDININ
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MARCH 2024

	NOTE	31 March 2024	31 March 2023
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	6	8,142,703	6,646,313
Trade and other receivables		399,673	504,157
Other financial assets	11	20,961	20,278
Inventories	11	36,609	18,624
Other assets		(349)	159
TOTAL CURRENT ASSETS		8,599,598	7,189,531
NON-CURRENT ASSETS			
Trade and other receivables		63,166	62,754
Other financial assets		115,433	157,010
Investment in associate		42,199	48,097
Property, plant and equipment		31,627,071	26,567,625
Infrastructure		231,205,768	135,435,178
TOTAL NON-CURRENT ASSETS		263,053,637	162,270,663
TOTAL ASSETS		271,653,235	169,460,194
CURRENT LIABILITIES			
Trade and other payables		186,428	148,709
Other liabilities	14	387,794	318,801
Borrowings		55,922	(143,076)
Employee related provisions	14	441,332	418,002
TOTAL CURRENT LIABILITIES		1,071,476	742,436
NON-CURRENT LIABILITIES			
Borrowings		2,150,403	2,513,375
Employee related provisions		96,727	68,904
TOTAL NON-CURRENT LIABILITIES		2,247,130	2,582,279
TOTAL LIABILITIES		3,318,606	3,324,714
NET ASSETS		268,334,629	166,135,479
EQUITY			
Retained surplus		30,810,239	30,610,640
Reserves accounts		3,858,260	3,310,291
Revaluation surplus		233,666,131	132,214,548
TOTAL EQUITY		268,334,629	166,135,479

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

SHIRE OF KONDININ
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

Judgements and estimates

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

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

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

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

SIGNIFICANT ACCOUNTING POLICIES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared. All known transactions up to 10 April 2024.

SHIRE OF KONDININ
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

		Last Year Closing 30 June 2023	This Time Last Year 31 March 2023	Year to Date 31 March 2024
	Note	\$	\$	\$
(a) Net current assets used in the Statement of Financial Activity				
Current Assets				
Cash and cash equivalents		9,014,350	6,646,313	8,142,703
Trade and other receivables		436,060	504,157	399,673
Other financial assets		41,577	20,278	20,961
Inventories		12,264	18,624	36,609
Other assets		10,335	159	(349)
		9,514,587	7,189,531	8,599,598
Less: Current liabilities				
Trade and other payables		691,750	148,709	186,428
Other liabilities		624,668	318,801	387,794
Borrowings		165,909	(143,076)	55,922
Employee related provisions		441,332	418,002	441,332
		1,923,658	742,435	1,071,476
Net current assets		7,590,929	6,447,096	7,528,122
Less: Total adjustments to net current assets	2(c)	(3,276,707)	(3,473,644)	(3,820,681)
Closing funding surplus / (deficit)		4,314,223	2,973,452	3,707,441

(b) Non-cash amounts excluded from operating activities

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

	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	(61,546)	(50,558)	(40,356)
Less: Fair value adjustments to financial assets at fair value	0	0	(1,261)
Less: Fair value adjustments to investment in associate	0	0	0
Movement in employee benefit provisions (non-current)	0	0	0
Movement in trade and other receivables	0	0	0
Add: Loss on disposal of assets	156,554	78,569	0
Add: Depreciation of assets	7,653,389	5,734,480	7,305,125
Non cash amounts excluded from operating activities	7,748,397	5,762,492	7,263,508

(c) Current assets and liabilities excluded from budget deficiency

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

	30 June 2023 Carried Forward)	This Time Last Year 31 March 2023	Year to Date 31 March 2024
	\$	\$	\$
Adjustments to net current assets			
Less: Reserves - restricted cash	(3,401,039)	(3,310,291)	(3,855,643)
Less: Financial assets at amortised cost - self supporting loans	(41,577)	(20,278)	(20,961)
Add: Current portion of long-term borrowings	165,909	(143,076)	55,922
Add: Current portion of employee benefit provisions held in reserve	0	0	0
Total adjustments to net current assets	(3,276,707)	(3,473,644)	(3,820,681)

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF KONDININ
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.
the material variance adopted by Council for the 2023-24 year is \$10,000 and 10% whichever is the greater.

Description	Note	Original Annual Budget \$	Amended Annual Budget \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ \$	Var. % %	
Revenue from operating activities								
Grants, subsidies and contributions		310,981	454,093	394,390	419,153	24,763	6%	▲
Higher fuel subsidies to date.						Timing		
Fees and charges		729,850	793,886	620,679	768,689	148,010	24%	▲
Wave Rock Precinct Income, Kondinin Caravan Park income and Medical centre income higher to date than estimated.						Timing	Permanent	
Service charges		0	0	0	0	0		
Interest revenue		175,252	281,110	159,322	173,601	14,279	9%	▲
Penalty interest raised on Rates higher to date than expected.							Permanent	
Other revenue		525,189	552,748	313,259	254,527	(58,732)	(19%)	▼
Private works income and workers compensation reimbursement lower this year than anticipated.							Permanent	
Profit on asset disposals		43,808	50,558	50,558	40,356	(10,202)	(20%)	▲
Lower profit on asset disposals due to delayed acquisitions.						Timing		
Expenditure from operating activities								
Employee costs		(2,348,132)	(2,348,132)	(1,832,839)	(1,539,820)	293,019	16%	▲
Operating employee costs to date lower due to outside workforce more on capital program this time of the year.						Timing		
Materials and contracts		(2,525,046)	(2,525,046)	(1,663,936)	(1,337,903)	326,033	20%	▲
Lower to date roads maintenance as most works carried out for capital program.						Timing		
Utility charges		(333,350)	(333,350)	(228,349)	(261,104)	(32,755)	(14%)	▼
Upgrade to standpipe controllers and aggregate minor differences on utilities to date.						Timing	Permanent	
Depreciation		(3,400,345)	(7,653,389)	(5,734,480)	(7,305,125)	(1,570,645)	(27%)	▼
Higher to date actual due to increased road valuation in June 2023.						Timing		
Other expenditure		(320,933)	(320,933)	(204,849)	(103,482)	101,367	49%	▲
Community (grant) contributions paid and Medical Centre Expenses lower to date than anticipated.						Timing		
Loss on asset disposals		(156,554)	(156,554)	(78,569)	0	78,569	100%	▲
Disposal of Road plant is yet to take place due to supply timing.								
		(9,544,917)	(13,801,225)	(10,079,670)	(10,877,645)			
INVESTING ACTIVITIES								
Inflows from investing activities								
Capital grants, subsidies and contributions		4,468,522	4,650,110	3,512,399	3,828,491	316,092	9%	▲
RRG & RRUPP Capital Grants higher to date than anticipated.						Timing		
Outflows from investing activities								
Purchase of property, plant and equipment		(4,180,116)	(4,406,681)	(1,551,937)	(868,796)	683,142	44%	▼
Plant acquisitions and staff housing project to date lower than anticipated.						Timing		
Purchase and construction of infrastructure		(5,372,787)	(5,542,544)	(4,691,793)	(4,842,889)	(151,096)	(3%)	▼
RRG, and R2R Roads construction to date higher than anticipated.						Timing		

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

SHIRE OF KONDININ
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MARCH 2024

4 KEY INFORMATION

Overview

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

Statement of Financial Activity

Is presented on page 2 and shows a surplus as at March 2024 of \$ 3,707,441

Items of Significance

The material variance adopted by the Shire of Kondinin for the 2023/24 year is \$10,000 or 10% whichever is the greater. A full listing and explanation of all items considered of material variance is disclosed in Note 3.

		Amended		
	%	Annual Budget	YTD Budget	YTD Actual
Capital Projects	Completed			
Roadworks	92%	\$ 5,083,945	\$ 4,301,299	\$ 4,655,026
Plant and Equipment	62%	\$ 1,075,237	\$ 789,879	\$ 665,239
Land and Buildings	5.7%	\$ 3,311,444	\$ 747,238	\$ 188,737
Other Infrastructure	41%	\$ 458,599	\$ 390,494	\$ 187,863
	<i>(Details on Note 8)</i>			
Grants, Subsidies and Contributions	Collected			
Operating Grants, Subsidies and Contributions	92%	\$ 454,093	\$ 394,390	\$ 419,153
Capital Grants, Subsidies and Contributions	82%	\$ 4,650,110	\$ 3,512,399	\$ 3,828,491
	<i>(Details on Notes 15 & 16)</i>	\$ 5,104,203	\$ 3,906,789	\$ 4,247,644
	Levied			
Rates <i>(% collected on Note 10)</i>	99.73%	\$ 3,583,930	\$ 3,583,568	\$ 3,574,212

% Compares current ytd actuals to annual budget

		Last Year 31 Mar 2023	Current Year 31 Mar 2024
Financial Position			
Adjusted Net Current Assets	117%	\$ 6,447,096	\$ 7,528,122
Cash and Equivalent - Unrestricted	129%	\$ 3,336,022	\$ 4,287,060
Cash and Equivalent - Restricted	116%	\$ 3,310,291	\$ 3,855,643
Receivables - Rates	147%	\$ 187,063	\$ 274,099
Receivables - Other	49%	\$ 300,909	\$ 146,186
Payables	43%	\$ 1,482,327	\$ 630,144
Current Ratio =	<u>current assets minus restricted assets</u>	5.26	4.44
	current liabilities minus liabilities associated with restricted assets		

Preparation

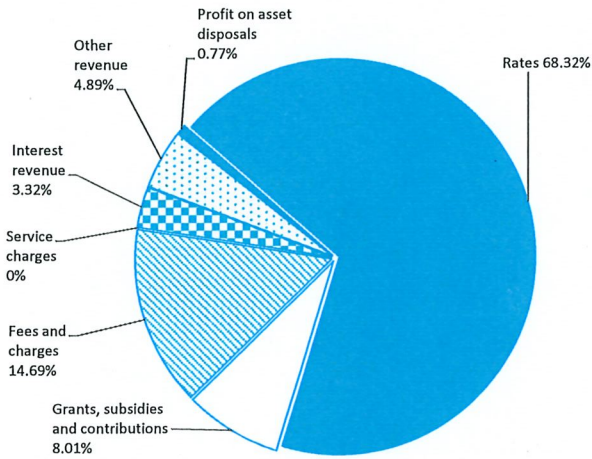
Prepared by: mcs

Reviewed by: ceo

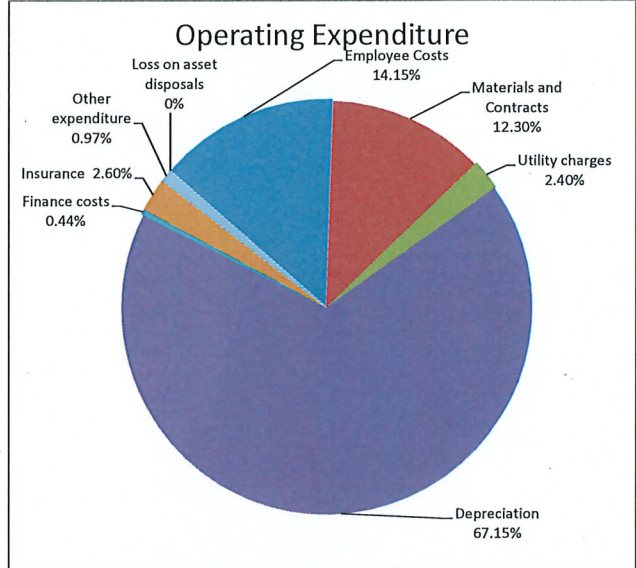
Date prepared: 10/04/2024

5. KEY INFORMATION - GRAPHICAL

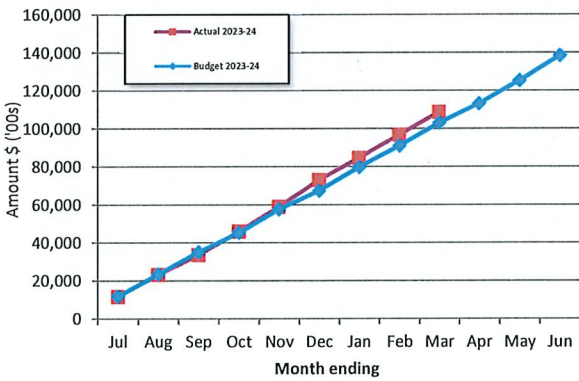
Operating Revenue



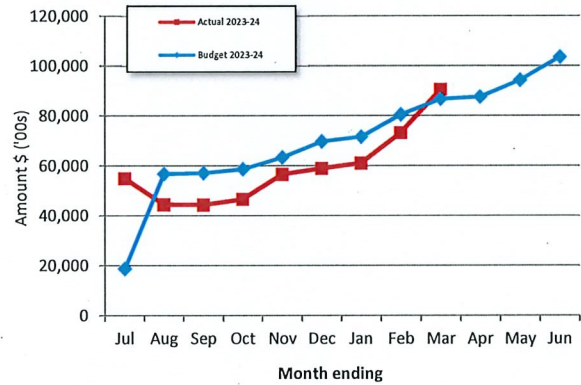
Operating Expenditure



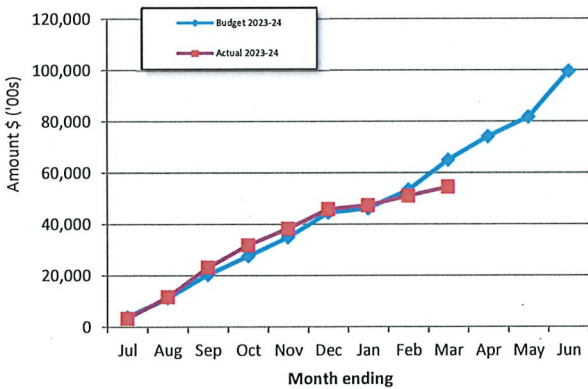
Budget Operating Expenses -v- YTD Actual



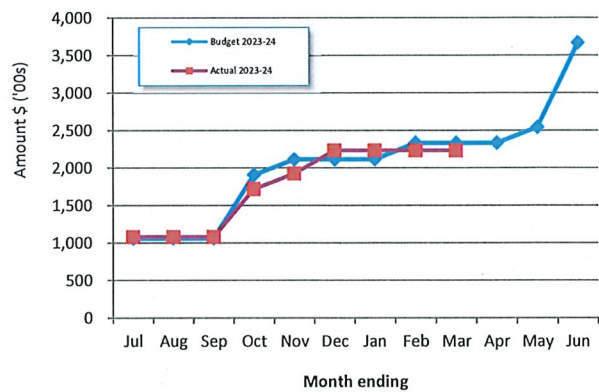
Budget Operating Revenues -v- YTD Actual



Budget Capital Expenses -v- Actual



Budget Capital Revenue -v- Actual



SHIRE OF KONDININ
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

6 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
(a) Cash Deposits								
Petty Cash & Float	Cash and cash equivalents	1,200	0	1,200		N/A	Nil	On Hand
Municipal Bank Account	Cash and cash equivalents	2,589,088	0	2,589,088		NAB	Variable	Cheque Acc
Overnight Cash Deposit Facility	Cash and cash equivalents	6,317	0	6,317		WATC	4.30%	At Call
Trust Bank Account	Cash and cash equivalents	0	0	0	19,290	NAB	Variable	Cheque Acc.
(b) Term Deposits								
Plant Replacement Reserve	Financial assets at amortised cost	0	811,961	811,961		NAB	5.05%	18-Jun-24
Housing Reserve	Financial assets at amortised cost	0	521,782	521,782		NAB	5.05%	11-Jun-24
Employee Liability Reserve	Financial assets at amortised cost	0	435,230	435,230		NAB	5.20%	24-Jun-24
Tourism Development Reserve	Financial assets at amortised cost	0	197,042	197,042		NAB	5.15%	18-Jun-24
Water Infrastructure Reserve	Financial assets at amortised cost	0	53,737	53,737		NAB	5.10%	07-Jun-24
Community Bus Reserve	Financial assets at amortised cost	0	54,407	54,407		NAB	5.20%	27-Jun-24
Radio Reserve	Financial assets at amortised cost	0	26,693	26,693		NAB	5.20%	27-Jun-24
Landfill Reserve	Financial assets at amortised cost	0	130,150	130,150		NAB	5.10%	07-Jun-24
SJA Capital Upgrade Reserve	Financial assets at amortised cost	0	106,538	106,538		NAB	5.05%	11-Jun-24
Medical Services Reserve	Financial assets at amortised cost	0	81,592	81,592		NAB	5.15%	04-Jun-24
Hyden Recr Facilities Reserve	Financial assets at amortised cost	0	402,455	402,455		NAB	5.20%	24-Jun-24
Roads Reserve	Financial assets at amortised cost	0	313,375	313,375		NAB	5.15%	11-Jun-24
Discovery Centre Reserve	Financial assets at amortised cost	0	671,212	671,212		NAB	5.20%	24-Jun-24
Office Equipment Reserve	Financial assets at amortised cost	0	52,084	52,084		NAB	5.10%	07-Jun-24
(c) Investments								
Term Deposit	Cash and cash equivalents	1,638,486	0	1,638,486		NAB	4.60%	12-Apr-24
Hyden LCDC Fund	Financial assets at amortised cost	0	49,352	49,352		NAB	5.20%	24-Jun-24
Total		4,235,091	3,907,612	8,142,703	19,290			
Comprising								
Cash and cash equivalents		4,235,091	0	4,235,091	19,290			
Financial assets at amortised cost		0	3,907,612	3,907,612	0			
		4,235,091	3,907,612	8,142,703	19,290			

KEY INFORMATION

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

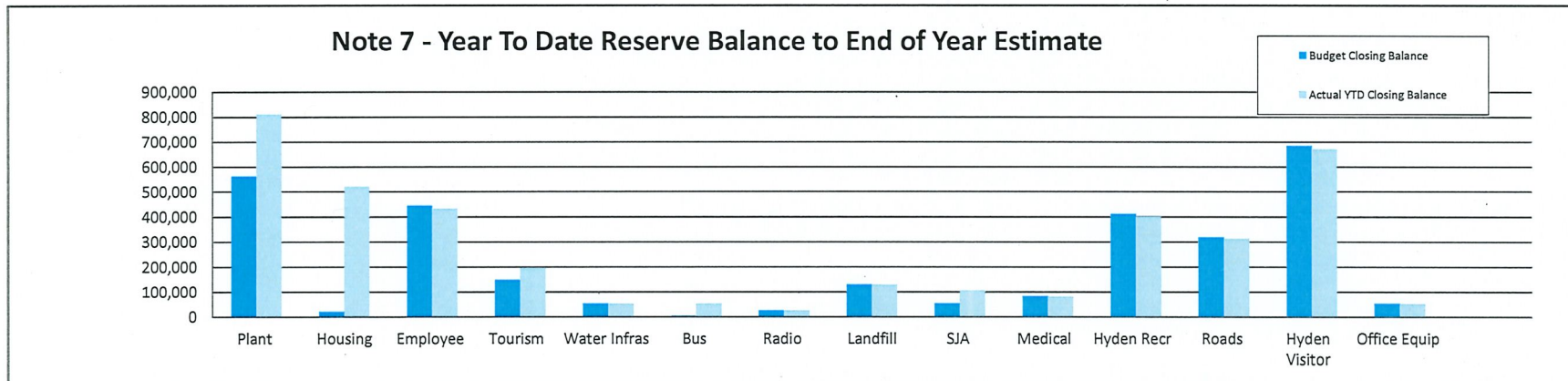
The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

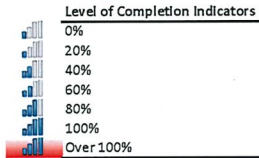
SHIRE OF KONDININ
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MARCH 2024

7 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Amended	Original Budget	Amended	Original	Amended	Budget	Amended	Actual	Actual	Actual	Actual	Actual YTD
	Opening	Interest	Budget	Transfers In (+)	Budget	Budget	Transfers	Transfers	Closing					
	Balance	Earned	Interest	Transfers In (+)	Transfers In (+)	Out (-)	Out (-)	Balance	Balance	Balance	Earned	Transfers In (+)	Transfers Out	Balance
	\$	\$		\$		\$	\$	\$		\$	\$	\$	\$	\$
Plant	783,063	30,539	0	0	0	(250,000)	0	563,602	0	783,063	28,899	0	0	811,961
Housing	503,000	19,617	0	0	0	(500,000)	0	22,617	0	503,000	18,782	0	0	521,782
Employee	429,760	16,760	0	0	0	0	0	446,520	0	429,760	5,470	0	0	435,230
Tourism	157,255	6,133	0	37,984	0	(50,000)	0	151,372	0	157,255	1,803	37,984	0	197,042
Water Infrs	53,095	2,071	0	0	0	0	0	55,166	0	53,095	642	0	0	53,737
Bus	52,458	2,046	0	0	0	(50,000)	0	4,504	0	52,458	1,949	0	0	54,407
Radio	25,737	1,004	0	0	0	0	0	26,741	0	25,737	956	0	0	26,693
Landfill	37,438	1,460	0	92,259	0	0	0	131,157	0	37,438	452	92,259	0	130,150
SJA	53,278	2,078	0	50,000	0	(50,000)	0	55,356	0	53,278	3,261	50,000	0	106,538
Medical	80,637	3,145	0	0	0	0	0	83,782	0	80,637	955	0	0	81,592
Hyden Recr	397,451	15,500	0	0	0	0	0	412,951	0	397,451	5,004	0	0	402,455
Roads	311,051	7,800	0	0	0	0	0	318,851	0	311,051	2,325	0	0	313,375
Hyden Visitor	465,353	18,149	0	200,000	0	0	0	683,502	0	465,353	5,859	200,000	0	671,212
Office Equip	51,463	1,950	0	0	0	0	0	53,413	0	51,463	622	0	0	52,084
	3,401,039	128,252	0	380,243	0	(900,000)	0	3,009,534	0	3,401,039	76,978	380,243	0	3,858,260



8 CAPITAL ACQUISITIONS

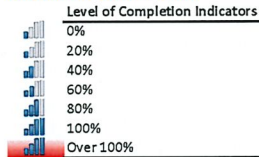


Percentage Year to Date Actual to Budget expenditure where the expenditure over budget highlighted in red.

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

%	Assets	Account	Original Budget	Amended Budget	YTD Budget	YTD Actual	YTD Variance	Source of Funding				Total
								Grants & Contributions	Cash Backed Reserves	Sale of Assets	Council Contribution & Loans	
			\$		\$	\$	\$					
	Land and Buildings											
	Housing											
0.43	Sliding Doors (Medical Centre)	07781	25,000	25,000	25,000	10,698	14,302	25,000	-	-	-	25,000
0.00	Staff Housing (4x2)	09181	500,000	500,000	276,000	0	276,000	-	500,000	-	-	500,000
0.00	Purchase Land (Hyden)	09181	26,000	26,000	0	0	0	-	-	-	26,000	26,000
0.00	WACHS Housing	09281	900,000	900,000	250,000	0	250,000	-	-	-	900,000	900,000
	Housing Total		1,451,000	1,451,000	551,000	10,698	540,302	25,000	500,000	0	926,000	1,451,000
	Public Facilities/Halls											
2.88	Hyden S/Pool Building Retrofit	11281	60,000	172,786	172,786	172,786	(0)	-	-	-	172,786	172,786
0.00	Dog pound Upgrade	12181	10,000	10,000	10,000	0	10,000	-	-	-	10,000	10,000
	Public Halls Total		70,000	182,786	182,786	172,786	10,000	0	0	0	182,786	182,786
	Recreation And Culture											
0.00	Kondinin Sports Pavilion Upgrade	11381	1,464,116	1,464,206	5,000	0	5,000	1,264,116	-	-	200,090	1,464,206
1.00	Land (Transfer Cost), 46 & 50 Federal St, Karlgarin	11381	0	3,452	3,452	3,452	0	-	-	-	-	-
0.01	Hyden Tennis Club Building Re-roofing (HTC)	11381	210,000	210,000	5,000	1,800	3,200	150,000	-	-	60,000	210,000
	Recreation And Culture Total		1,674,116	1,677,658	13,452	5,252	8,200	1,414,116	0	0	260,090	1,674,206
0.06	Land and Buildings Total		3,195,116	3,311,444	747,238	188,737	558,502	1,439,116	500,000	0	1,368,876	3,307,992
	Furniture & Office Equip.											
	Housing											
1.00	Furniture Fit out-#6 Hinck St Kondinin (Dr's House	09182	0	20,000	14,820	14,820	0	-	-	-	-	-
	Governance Total		0	20,000	14,820	14,820	0	0	0	0	0	0
	Plant, Equip. & Vehicles											
	Governance											
1.07	Toyota Prado (OKN) replacement	04283	60,000	60,000	60,000	64,072	(4,072)	-	-	54,000	6,000	60,000
1.00	Subaru Outback (KN04) replacement	04283	40,000	40,000	40,000	39,889	111	-	-	26,000	14,000	40,000
0.97	Subaru Outback (KN52) replacement	04283	40,000	40,000	40,000	38,802	1,198	-	-	26,000	14,000	40,000
	Governance Total		140,000	140,000	140,000	142,763	(2,763)	0	0	106,000	34,000	140,000

8 CAPITAL ACQUISITIONS

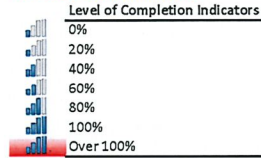


Percentage Year to Date Actual to Budget expenditure where the expenditure over budget highlighted in red.

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

%	Assets	Account	Original Budget	Amended Budget	YTD Budget	YTD Actual	YTD Variance	Source of Funding				Total
								Grants & Contributions	Cash Backed Reserves	Sale of Assets	Council Contribution & Loans	
Fire Prevention												
1.00	Fire Fighting Equipment	05183	0	5,358	5,358	5,358	0	-	-	-	-	-
	Fire Prevention Total		0	5,358	5,358	5,358	0	0	0	0	0	0
Health												
1.00	Subaru Outback (KN54) replacement	07783	40,000	40,000	40,000	39,859	141	-	-	26,000	14,000	40,000
	Health Total		40,000	40,000	40,000	39,859	141	0	0	26,000	14,000	40,000
Transport												
0.00	Mitsubishi Tray Top (KN60) replacement	12383	70,000	70,000	70,000	0	70,000	-	-	5,000	65,000	70,000
0.00	Prime Mover (KN58) replacement	12383	260,000	260,000	260,000	0	260,000	-	200,000	60,000	-	260,000
0.95	Side Tipper (KN2111) replacement	12383	140,000	140,000	0	133,650	(133,650)	-	50,000	30,000	60,000	140,000
	Community Bus (KN79) replacement	12383	140,000	140,000	0	0	0	-	50,000	10,000	80,000	140,000
	Skid Steer (with Attachments)	12383	135,000	135,000	135,000	111,500	23,500	-	-	-	135,000	135,000
	Road Traffic Counters	12383	0	21,310	21,310	21,310	0	-	-	-	-	-
	Transport Total		745,000	766,310	486,310	266,460	219,850	0	300,000	105,000	340,000	745,000
Other Economic Services												
1.00	Water Tank (DWER Grant Extn)	13683	0	59,497	59,497	146,727	(87,230)	-	-	-	59,497	59,497
	Other Economic Services Total		0	59,497	59,497	146,727	(87,230)	0	0	0	59,497	59,497
Other Property & Services												
1.07	Toyota Prado (KN0) replacement	14283	60,000	64,072	64,072	64,072	(0)	-	-	52,000	8,000	60,000
	Other Prop & Services Total		60,000	64,072	64,072	64,072	(0)	0	0	52,000	8,000	60,000
0.68	Plant, Equip. & Vehicles Total		985,000	1,075,237	789,879	665,239	129,998	0	300,000	289,000	455,497	1,044,497
Roads (Construction/Resheeting)												
Transport												
0.00	Notting-Karlgarin Road - RCC006	12100	45,595	45,595	45,595	0	45,595	-	-	-	45,595	45,595
1.02	Roe Road - RCC053	12100	112,490	112,490	0	115,267	(115,267)	-	-	-	112,490	112,490
0.83	Karlgarin Lake Road - RCC056	12100	16,520	16,520	0	13,727	(13,727)	-	-	-	16,520	16,520
0.00	Bates Road - RCC068	12100	70,470	70,470	0	0	0	-	-	-	70,470	70,470
0.00	Sedgwick Road - RCC071	12100	112,220	112,220	0	0	0	-	-	-	112,220	112,220
0.87	Modesty Rock East Road - RCC088	12100	72,400	72,400	72,400	63,227	9,173	-	-	-	72,400	72,400
0.77	Holland Track Road - RCC089	12100	100,590	100,590	10,000	77,227	(67,227)	-	-	-	100,590	100,590
0.86	Higgins Road - RCC092	12100	80,440	80,440	80,440	69,515	10,925	-	-	-	80,440	80,440
0.00	Clayton Street - RCC126	12100	29,285	29,285	29,285	0	29,285	-	-	-	29,285	29,285

8 CAPITAL ACQUISITIONS



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

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

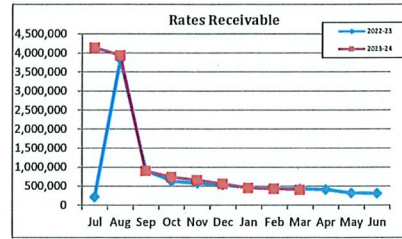
%	Assets	Account	Original Budget	Amended Budget	YTD Budget	YTD Actual	YTD Variance	Source of Funding				Total
								Grants & Contributions	Cash Backed Reserves	Sale of Assets	Council Contribution & Loans	
1.07	Lovering Road - RRG004	12110	604,900	604,900	300,000	648,413	(348,413)	403,267	-	-	201,633	604,900
0.61	Hyden Norseman Road - LRC032	12120	100,000	100,000	100,000	60,980	39,020	100,000	-	-	-	100,000
0.98	East Hyden Bin Road - LRC140	12120	213,324	213,324	213,324	208,792	4,532	213,324	-	-	-	213,324
0.94	Bendering Road - R2R010	12130	28,850	28,850	28,850	27,163	1,687	28,850	-	-	-	28,850
1.18	Tolland Road - R2R011	12130	132,030	132,030	88,000	155,832	(67,832)	132,030	-	-	-	132,030
0.96	Bendering East Road - R2R014	12130	62,852	62,852	31,426	60,571	(29,145)	62,852	-	-	-	62,852
1.25	Billericay East Road - R2R020	12130	111,244	111,244	111,244	138,731	(27,487)	111,244	-	-	-	111,244
0.00	Whyte Road - R2R035	12130	34,950	34,950	34,950	0	34,950	34,950	-	-	-	34,950
0.43	Worland Road - R2R054	12130	136,490	136,490	136,490	59,133	77,357	136,490	-	-	-	136,490
1.06	Hyden Norseman Road - RUP032	12140	2,694,168	2,845,425	2,845,425	2,856,242	(10,817)	1,696,399	-	-	997,769	2,694,168
0.58	Truck Carpark Hyden (Drainage...Seal)	12160	173,870	173,870	173,870	100,206	73,664	-	-	-	173,870	173,870
	Transport Total		4,932,688	5,083,945	4,301,299	4,655,026	(353,727)	2,919,406	0	0	2,013,282	4,932,688
0.94	Roadworks Total		4,932,688	5,083,945	4,301,299	4,655,026	(353,727)	2,919,406	0	0	2,013,282	4,932,688
	Public Facilities / Other Infrastructure											
	Community Amenities											
0.06	Cemetery Entrance & Carpark (KN)	10785	92,545	92,545	92,545	5,961	86,584	-	-	-	92,545	92,545
	Community Amenities Total		92,545	92,545	92,545	5,961	86,584	0	0	0	92,545	92,545
	Other Sports & Recreation											
1.00	Swimming Pool Blocks	11285	0	18,500	18,500	0	18,500	-	-	-	18,500	18,500
0.00	Carpark Hockey (Hyden)	11385	22,832	22,832	22,832	0	22,832	-	-	-	22,832	22,832
	Other Sports & Recreation Total		22,832	41,332	41,332	0	41,332	0	0	0	41,332	41,332
	Parks & Gardens											
0.87	Hockey Field Reticulation (Hyden)	11387	120,000	120,000	120,000	104,790	15,210	-	-	-	120,000	120,000
0.00	Memorial Garden Footpath (Kondinin)	11388	15,000	15,000	15,000	53	14,947	9,000	-	-	6,000	15,000
0.68	Water Fountains (Hyden)	11388	30,000	30,000	30,000	20,428	9,572	-	-	-	30,000	30,000
	Parks & Gardens Total		165,000	165,000	165,000	125,271	39,729	9,000	0	0	156,000	165,000

9 DISPOSAL OF ASSETS

Asset Number	Asset Description	Budget				Actual			
		Net Book Value	Proceeds	Profit	(loss)	Net Book Value	Proceeds	Profit	(loss)
PLANT & EQUIPMENT									
<i>Governance</i>									
21011	Toyota Prado (0KN)	41,271	54,000	12,729	0	42,274	56,364	14,090	0
22006	Subaru Outback (KN04)	26,195	26,000	0	(195)	25,412	30,909	5,497	0
22008	Subaru Outback (KN52)	26,195	26,000	0	(195)	29,530	32,727	3,197	0
<i>Other Health</i>									
20007	Subaru Forester (KN54)	26,195	26,000	0	(195)	23,227	30,909	7,683	0
<i>Road Plant</i>									
141503	Mitsubishi Tray Top Dual Cab (KN60)	24,023	5,000	0	(19,023)	0	0	0	0
161701	John Deere 670G Grader (KN64)	180,471	60,000	0	(120,471)	0	0	0	0
2111	Side Tipper (KN2111)	10,992	30,000	19,008	0			0	0
283	Community Bus (KN79)	26,475	10,000	0	(16,475)			0	0
<i>Other Property & Services</i>									
21010	Toyota Prado (KN0)	39,929	52,000	12,071	0	41,929	51,818	9,890	0
		401,746	289,000	43,808	(156,554)	162,371	202,727	40,356	0
				BUDGET					
				2023/2024					
Summary				Profit on Asset Disposals		40,356			
				Loss on Asset Disposals		0			
				(112,746)		40,356			

10 RECEIVABLES

Rates receivable	Current	30-Jun-23
	\$	\$
Opening Arrears Previous Years	394,766	302,699
Rates Levied this year	3,720,200	3,589,271
Less Collections to date	(3,682,434)	(3,497,204)
Equals Current Outstanding	432,531	394,766
Net Rates Collectable	432,531	394,766
% Collected	89%	90%



Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	
Receivables-general	(647)	8,142	10,206	0	15,047	32,748
Percentage	-1.98%	24.86%	31.17%	0.00%	45.95%	
Balance per Trial Balance						32,748
Sundry receivables						52,423
GST receivable						(4,224)
Allowance for impairment of receivables from contract with customers						
Total Receivables General Outstanding						80,947

Amounts shown above include GST (where applicable)

KEY INFORMATION

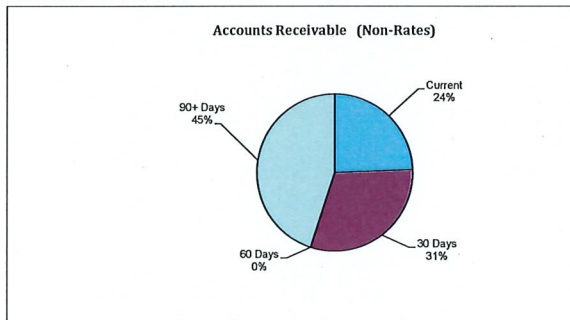
Trade and other receivables include amounts due from ratepayers for unpaid rates and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



SHIRE OF KONDININ
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MARCH 2024

11 OTHER CURRENT ASSETS

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 March 2024
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	41,577	0	(20,617)	20,961
Inventory				
Fuel and materials	12,264	321,487	(297,142)	36,609
Contract assets				
Contract assets	0	0	0	0
Total other current assets	53,841	321,487	(317,758)	57,570

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

Contract assets

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

SHIRE OF KONDININ
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MARCH 2024

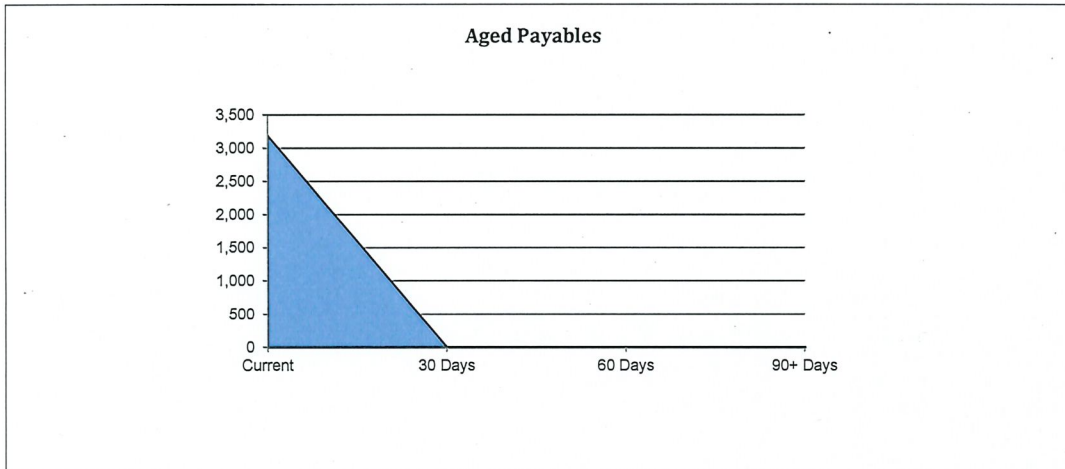
12 PAYABLES

Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
Payables - general	0	\$ 3,193	\$ 0	\$ 0	\$ 0	3,193
Percentage	0%	100.0%	0.0%	0.0%	0%	
Balance per Trial Balance						
Sundry creditors						3,193
Other payables						183,235
Total payables general outstanding						186,428

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



SHIRE OF KONDININ
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MARCH 2024

13 BORROWINGS

Repayments - Borrowings

Information on Borrowings Particulars	Maturity Date	Principal 1-Jul-23	New Loans	Principal Repayments			Principal Outstanding			Interest Repayments		
				Original Budget	Amended Budget	Actual	Original Budget	Amended Budget	Actual	Original Budget	Amended Budget	Actual
				\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing												
Loan #143 - WACHS Housing (20)		0	900,000	13,651	0	0	0	0	900,000	35,873	0	0
Community Amenities												
Loan #139 - Hyden Sewerage (20)	03/34	438,099	0	30,278	0	30,278	407,821	0	407,821	32,123	0	17,829
Loan #142 - Townsite Drainage (20)	10/38	1,417,641	0	69,291	0	34,330	1,348,350	0	1,383,311	60,899	0	19,169
Recreation & Culture												
Loan #136 - Kondinin Pool Redevelopment (20)	01/33	303,561	0	24,763	0	24,763	278,798	0	278,798	14,643	0	8,044
		2,159,301	900,000	137,983	0	89,371	2,034,969	0	2,969,930	107,664	0	45,042
Self supporting Loans												
Health												
Loan #141 - Kondinin Community Recr Committee***		0	900,000	36,309	0	0	863,691	0	900,000	32,384	0	0
Recreation & Culture												
Loan #131A - Kondinin Community Recr Committee*** (10)	05/24	10,774	0	10,774	0	5,331	0	0	5,443	330	0	230
Loan #134A Hyden Progress Association*** (10)	11/27	146,236	0	30,803	0	15,285	115,433	0	130,951	5,173	0	2,140
		157,010	900,000	77,886	0	20,617	979,124	0	1,036,394	37,887	0	2,370
Totals		2,316,312	1,800,000	215,870	0	109,987	3,014,093	0	4,006,324	145,551	0	47,411
Current borrowings		215,870							105,883			
Non-current borrowings		2,100,442							3,900,441			
		2,316,312							4,006,324			

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

KEY INFORMATION

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

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

14 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023 \$	Liability transferred from (to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 31 March 2024 \$
Other current liabilities						
Other liabilities						
- Capital grant/contributions liabilities		624,668	0	2,755,303	(2,992,177)	387,794
Total other liabilities		624,668	0	2,755,303	(2,992,177)	387,794
Employee benefit provisions						
Annual leave		266,652	0	0	0	266,652
Long service leave		174,680	0	0	0	174,680
		441,332	0	0	0	441,332
Total other current liabilities		1,066,000	0	2,755,303	(2,992,177)	829,126

Amounts shown above include GST (where applicable)

KEY INFORMATION

Provisions

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

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

Employee Related Provisions

Short-term employee benefits

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

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

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

Other long-term employee benefits

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

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

SHIRE OF KONDININ
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MARCH 2024

15 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue			
	Liability 1-Jul	Increase in Liability	Liability Reduction (As Revenue)	Liability 31-Mar	Current Liability 31-Mar	Original Annual Budget Revenue	YTD Budget	Amended Annual Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies									
General Purpose Funding									
Grants Commission - General	0	0	0	0	0	0	59,203	78,937	59,203
Grants Commission - Road Funds	0	0	0	0	0	0	37,448	49,931	37,448
Governance									
Law, Order and Public Safety									
DFES - LGGS Operating	0	0	0	0	0	14,728	11,046	14,728	10,843
Landgate - ESL Administration Fee	0	0	0	0	0	4,000	4,000	4,000	4,000
Recreation and Culture									
National Backyard Cricket	1,500	0	0	0	1,500	0	0	0	0
Department of Veterans' Affairs	9,000	0	0	0	9,000	0	0	0	0
Lottery West (Hyden Mural)	10,000	0	0	0	10,000	0	0	0	0
Meerilinga Children Grant	0	0	0	0	0	0	0	0	1,000
Bike Week Grant	0	0	0	0	0	0	0	0	917
MD - Local Hero	0	0	0	0	0	0	0	0	182
Transport									
MRWA - Anywhere Road - Mtce	0	0	0	0	0	237,753	242,497	242,497	242,497
MRWA - Street Lighting Subsidy	0	0	0	0	0	4,500	0	4,500	0
Economic Services									
IGO Limited - Gourmet in the Garden	0	0	0	0	0	0	7,000	7,000	7,000
Kulin Community Bank - Gourmet in the Garden	0	0	0	0	0	0	2,500	2,500	2,500
Other Property & Services									
ATO - Diesel Fuel Rebate/Subsidies	0	0	0	0	0	50,000	30,695	50,000	53,563
TOTALS	20,500	0	0	0	20,500	310,981	394,390	454,093	419,153

16 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Capital grants, subsidies and contributions revenue			
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As Revenue)	Liability 31-Mar	Current Liability 31-Mar	Original Annual Budget Revenue	YTD Budget	Amended Annual Budget	YTD Actual Revenue
		\$	\$	\$	\$	\$	\$	\$	\$
Capital grants, Subsidies and Contributions									
Governance									
LRCI-3 Program Grant (CCTV)	110,000	0	110,000	0	0	110,000	110,000	110,000	110,000
Health									
Primary Health Alliance (Medical Centre Sliding Door)	0	0	0	0	0	25,000	25,000	25,000	25,000
Community Amenities									
Recreation and Culture									
LRCI-4(A) Grant Kondinin Sports Pavilion	0	325,941	0	0	325,941	543,234	0	543,234	0
Department of Sports and Recreation	0	0	0	0	0	420,882	0	420,882	0
Kondinin Community Recreation Committee	0	0	0	0	0	300,000	0	300,000	0
LRC-3 Grant Hyden Tennis Court	0	41,353	0	0	41,353	150,000	557,058	150,000	0
Transport									
LRCI-4(B) Nominated Roads	0	188,010	188,010	0	0	313,324	313,324	313,324	188,010
RRG Grants - Capital Projects	0	0	0	0	0	403,267	322,614	403,267	403,266
R2R Grants - Capital Projects	0	0	0	0	0	506,416	306,416	506,416	369,926
Grant - Remote Road Upgrade Pilot Program	494,168	2,200,000	2,694,168	0	0	1,696,399	1,847,656	1,847,656	2,694,168
Economic Services									
DWER Grant - CBH Infrastructure	0	0	0	0	0	0	30,331	30,331	38,121
TOTALS	604,168	2,755,303	2,992,177	0	367,294	4,468,522	3,512,399	4,650,110	3,828,491

SHIRE OF KONDININ
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MARCH 2024

17 TRUST FUND

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

Description	Opening Balance 01 Jul 2023	Amount Received	Amount Paid	Closing Balance 31 Mar 2024
	\$	\$	\$	\$
Election Deposits	0	500	(400)	100
Staff Christmas Funds	14,530	31,200	(33,140)	12,590
Housing Bonds	5,540	140	(380)	5,300
Other Bonds	0	0	0	0
Miscellaneous Funds	1,300	0	0	1,300
	21,370	31,840	(33,920)	19,290

SHIRE OF KONDININ
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MARCH 2024

18 BUDGET AMENDMENTS

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption	4288	Opening Surplus(Deficit)			(7,253)	(7,253)
03106	Debt Collection/Legal Costs	4288	Operating Expenses			(27,340)	(34,593)
03130	Rates discount	4288	Operating Revenue		10,526		(24,067)
03135	Ex-Gratia Rates Received	4288	Operating Revenue		6,275		(17,792)
03152	Legal Fees Relating to Rates	4288	Operating Revenue		37,100		19,308
03201	Grants Commission Grant Received - General	4288	Operating Revenue		78,937		98,245
03202	Grants Commission Grant Received - Roads	4288	Operating Revenue		49,931		148,176
03210	Interest Received in Reserves	4288	Operating Revenue		65,858		214,034
03212	Interest Received on Investments	4288	Operating Revenue		40,000		254,034
04202	Workers Compensation - Insurance Premiums	4288	Operating Expenses			(3,264)	250,770
04272	Profit on Asset Disposal	4288	Non Cash Item	10,055			250,770
04277	Insurance Rebate	4288	Operating Revenue		7,559		258,329
05183	Purchase Plant - Fire Prevention	4288	Capital Expenses			(5,358)	252,971
07711	Profit on Asset Disposal	4288	Non Cash Item	7,683			252,971
07796	Transfer from Medical Services Reserve	4288	Capital Revenue		20,000		272,971
09182	Purchase Furniture & Equipment - Staff Housing	4288	Capital Expenses			(20,000)	252,971
10170	Domestic & Commercial Bin Charges	4288	Operating Revenue		20,681		273,652
10200	Other Sanitation Expenses	4288	Operating Expenses			(6,961)	266,691
10670	Income Relating to Town Planning & Regional Developm	4288	Operating Revenue		6,255		272,946
11281	Purchase Land & Buildings - Swimming Areas and Beach	4288	Capital Expenses			(112,786)	160,160
11285	Purchase other Infrastructure - Swimming Areas and Beaches	4288	Capital Expenses			(18,500)	141,660
11320	Kondinin Sporting Precinct	4288	Operating Expenses			(25,000)	116,660
11321	Hyden sporting Precinct	4288	Operating Expenses			(25,000)	91,660
11354	Community Mural Expenses	4288	Operating Expenses			(20,000)	71,660
11381	Purchase Land & Buildings - Other Rec & Sports	4288	Capital Expenses			(3,542)	68,118
12277	Grant - Remote Road Upgrade Program	4288	Operating Revenue		151,257		219,375
12140	Remote road Upgrade Pilot Program	4288	Capital Expenses			(151,257)	68,118
12200	Road Maintenance	4288	Operating Expenses		50,000		118,118
12266	Depreciation Roads	4288	Non Cash Item	(4,191,244)			118,118
12267	Depreciation Other Infrastructure	4288	Non Cash Item	(25,000)			118,118
12272	Grant - MRWA Direct	4288	Operating Revenue		4,744		122,862
12383	Purchase Plant & Equipment - Road Plant Purchases	4288	Capital Expenses			(21,310)	101,552
12650	Depreciation Expense - Aerodromes	4288	Non Cash Item	(39,800)			101,552
13179	Grants, Subsidies and Contributions	4288	Operating Revenue		9,500		111,052
13260	Depreciation Expense - Tourism & Area Promotion	4288	Non Cash Item	12,500			111,052
13650	Depreciation Expens - Other Eco Serv	4288	Non Cash Item	(9,500)			111,052
13679	Grant and Contributions - Other Eco Serv	4288	Operating Revenue		30,331		141,383
13683	Purchase Plant & Equipment - Other Eco Serv	4288	Capital Expenses			(59,498)	81,885
14283	Purchase Plant - Public Works Overhead	4288	Capital Expenses			(4,072)	77,813
70102	Transfer to Reserves	4288	Capital Expenses			(65,858)	11,955
Closing Funding Surplus (Deficit)				(4,235,306)	588,953	(576,997)	11,955

9.2.3 Email request from Ratepayer

From: [William Witham](#)
To: [Executive Support Officer](#)
Subject: Re: A2409- E70/06461// ENERGY SMART METALS PTY LTD
Date: Friday, 8 March 2024 2:19:43 PM

William Witham
52 Shenton Road
Swanbourne WA 6010
Witham.william@gmail.com
0417097172

8th March 2024

To: Shire of Kondinin - Councillors
11 Gordon Street (PO Box 7)
Kondinin WA 6367

Dear Councillors of the Shire of Kondinin ,

I am writing to respectfully request the council's consideration for the write-off of the remaining outstanding balance of rates owed (\$89.83) on my now surrendered exploration Licence E70/6461. I understand that this request will be referred to the upcoming 20th March Council Meeting for your deliberation and approval.

As a WA-based mineral explorer, I recognize the importance of supporting local government and usually pay all my rates, when I can, up front.

However, due to the sudden lack of funding for exploration, circumstances have meant that I have had to surrender many tenements of late resulting in large personal financial losses.

I would be grateful if you could include this matter on the agenda for the upcoming Council Meeting on 20th March. I am available to provide any further information or clarification that the council may require in order to reach a decision.

Thank you for your attention to this matter. I look forward to a favorable resolution and the opportunity to continue contributing positively to our WA community.

Yours sincerely,

William Witham
for
Energy Smart Metals Pty Ltd

On Fri, 8 Mar 2024 at 08:22, Executive Support Officer <eso@kondinin.wa.gov.au> wrote:

|

9.4.2 Discussion Paper with comments



Department of
**Local Government, Sport
and Cultural Industries**

Local Government Reform

Consultation Paper

Standardised Meeting Procedures

February 2024



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Privacy statement

Submissions will be treated as public documents unless explicitly requested otherwise.

If you do not consent to your submission being treated as a public document, you should mark it as confidential or specifically identify the confidential information, and include an explanation.

Even if your submission is treated as confidential, it may still be required to be disclosed in accordance with the requirements of the [Freedom of Information Act 1992](#) (WA) or any other applicable written law.

The Department of Local Government, Sport and Cultural Industries reserves the right to redact any content that could be regarded as racially vilifying, derogatory or defamatory to an individual or an organisation.

Introduction

The State Government is implementing a number of reforms to the [Local Government Act 1995](#) (the Act) to improve transparency and accountability in local government in Western Australia and deliver benefits to ratepayers and residents.

Standardising council and committee procedures is part of these reforms. Establishing a consistent approach to all local government council and committee meetings will make it easier and simpler for people to participate in and observe council meetings, wherever they are held.

Establishing one standard is expected to simplify and improve training for council members and local government staff. It can also strengthen the enforcement of breaches of meeting procedures (for instance, if a person repeatedly and unreasonably disrupts a meeting).

Currently, it is usual practice for local governments to have local laws and policies in place to govern the conduct of council meetings. However, this approach means that there can be variation in how members of the public can engage with council meetings.

The [Local Government Amendment Act 2023](#) inserts section 5.33A, to allow standardised meeting procedures for all local governments to be made in the form of Regulations or model provisions.

The State Government intends under section 5.33A to make Regulations that apply to all local governments and an order of the Governor under section 3.17 of the Act to repeal all existing local government meetings procedures, standing orders or council meeting local laws.

It is intended that the new standard meeting procedures (also known as “standing orders”) apply to all council and committee meetings held by local governments. It is also intended that Regulations will contain consistent rules for how meetings are held.

It is envisaged that relevant elements of Parts 2 and 3 of the [Local Government \(Administration\) Regulations 1996](#) (the Regulations) would be incorporated into the new standardised meeting procedures.

The Department of Local Government, Sport and Cultural Industries (DLGSC) will also develop reference materials for council members, local government staff and communities to assist in ensuring consistency throughout the sector.

Note: Unless otherwise specified in this paper, the word **meeting** refers to both a council or a committee meeting and the word **member** refers to both a council and a committee member.

Consultation process

You may choose to answer all or some of the questions in the consultation paper, and/or provide a submission that raises related matters not included in this consultation paper.

The DLGSC invites local governments, council members, Chief Executive Officers (CEOs), local government employees, groups and associations, and members of the community to consider the proposals and provide feedback.

Our preferred method for providing a submission is our [online feedback form](#).

Specific questions have been targeted to certain meeting procedure topics to better understand the variety of existing approaches currently used by the sector. The DLGSC is interested in learning more about how existing approaches work well in practice; and how reforms can be structured to improve transparency and public involvement, simplify the way meetings are conducted, and promote uniformity throughout the sector.

Although it is preferred that the feedback form is used to guide responses, general submissions and suggestions on any relevant topic can be provided via email to actreview@dlgsc.wa.gov.au

Part 1: General meeting process

1. Calling meetings

The calling of council meetings is outlined in sections 5.5 to 5.7 of the Act, and in existing regulations 12 to 14. Amendments are proposed to add new requirements for the oversight of special council meetings that are held at short notice and prevent any meeting from being held at an unreasonable time of day. It is important that special meetings are only convened in appropriate circumstances. Regulations are proposed to require:

- a minimum of 24 hours' notice to convene a special council meeting
- that notice to convene a special council meeting may be done with less than 24 hours' notice if an absolute majority of council members call the meeting
- that a meeting cannot commence any earlier than 8 am or later than 8 pm.

1. Is it suitable to allow for a special council meeting to be convened with less than 24 hours' notice if an absolute majority of council members call the meeting? Yes / No

(a) If no, please provide a suggested alternative.

2. Are there any circumstances where meetings must start earlier than 8 am or later than 8 pm? Yes / No

(a) If yes, please provide examples and the suggested alternative.

2. Agendas and order of business

It is proposed to broadly retain existing requirements for local governments to publish meeting agendas.

It is proposed that the general order of meetings be outlined in the Regulations for consistency across the local government sector. However, a council or committee may decide to consider business in a different order, provided that the other requirements of the Regulations (such as public question time being held before any decisions are made) are still met.

Regulations are proposed to outline the following order of business:

- opening (local governments will still be able to continue their own practices for opening meetings, such as making acknowledgements, prayers, opening statements, etc.)
- recording attendance
- public question time (see section 6)
- public presentations and petitions (see sections 7 and 8)
- members' question time (see section 12)
- confirmation of previous minutes (see section 15)
- reports from committees and the CEO
- motions from members
- urgent business
- matters for which the meeting may be closed
- closure.

3. Is the proposed order of business suitable? Yes / No

(a) If no, please provide a suggested alternative.

3. Urgent business

Currently, individual local governments' meeting local laws and policies may vary in how urgent business is raised at a meeting. Existing local laws and policies provide various procedures for urgent business to be considered at a council meeting. Broadly, these procedures seek to limit the use of urgent business to only the most exceptional circumstances.

Regulations are proposed to allow the CEO to introduce an item without notice in cases of urgency if:

- an absolute majority of the council resolve to hear the matter at the meeting, and
- the item is clearly marked as urgent business.

It is proposed that DLGSC must be notified each time this occurs, within 7 calendar days, to ensure this process is only used in exceptional circumstances.

Urgent business may only be heard after public question time (see section 6).

4. Are the proposed requirements for urgent business suitable? Yes / No

(a) If no, please provide a suggested alternative.

4. Quorum

Existing regulation 8 addresses the process for when there isn't a quorum at a meeting.

Amendments are proposed to provide for the following where a quorum is lost or not present:

- if no quorum is present within 30 minutes of the time set for the meeting, the meeting lapses
- where quorum is lost during a meeting:
 - the meeting proceeds to the next item of business if it is due to members leaving because of a financial or proximity interest
 - the meeting is adjourned for 15 minutes for any other reason and if quorum cannot be reformed, the meeting is closed
- where quorum is lost, the names of the members then present are to be recorded in the minutes.

5. Are the proposed requirements for when a quorum is not present or lost suitable? Yes / No

(a) If no, please explain why and the suggested alternative, if any.

5. Adjourning a meeting

Currently, individual local governments' meeting local laws or policies may contain processes for adjourning a meeting. It is intended to adopt similar rules, while also addressing concerns regarding meetings of council that run late. Regulations are proposed to provide that:

- council may decide to adjourn a meeting to another day, time and place to resume from the point it adjourned
- a presiding member may adjourn a meeting for 15 minutes to regain order of a meeting that has been disrupted
- if a meeting is adjourned for a second time due to disruption, a presiding member must adjourn the meeting to another day, time or place (not on the same day), with notice being published on the local government's website.

It is also proposed that if a meeting is continuing and it reaches 10:45 pm:

- the council or committee may decide to either extend the meeting for a further 15 minutes to allow for any remaining business to be concluded or determine to adjourn the meeting

- if any business remains at 11 pm, the meeting must adjourn to a day and time which is at least 10 hours later to deal with any outstanding agenda items and a notice must be published on the local government's website listing when the meeting will resume.

6. Is 11 pm an appropriate time for when a meeting must be adjourned? Yes / No

(a) If no, what is the suggested alternative?

Part 2: Public participation

6. Public question time

Currently, the Act and Regulations require that public question time is to be made available at every council meeting and certain committee meetings.

Regulation 6 requires that at least 15 minutes is to be made available for public questions at those meetings. However, question time may be extended if there are further questions; the time may also be used for other business if there are no further questions.

Regulation 7 also provides that question time must be held before substantive decisions are made at that meeting.

Currently, the practice at many local governments is that a person who wishes to ask a question attends the meeting (either physically in-person or by electronic means) to ask their question. However, it is proposed that regulations allow for a personal representative of a person to ask a question. This provides an alternative avenue for someone who may be unable to attend a meeting to have their question raised.

Currently, individual local governments meeting local laws and policies may contain processes for members of the public to raise questions. Some requirements, such as rules requiring a person to lodge a question in writing before a meeting, may prevent a person who is not familiar with those requirements from being able to ask a question.

New standardised requirements are proposed to expand the existing Regulations to require that:

- a member of the public only needs to provide their name and suburb/locality (and not any other information) before asking a question
- a person is not required to lodge a question in writing in advance of a meeting (although a person may choose to do so, for instance if they have a very specific or technical question)
- a local government may still require a person, or their personal representative, to attend a meeting to ask a question lodged in writing in advance of the meeting for it to be addressed at that meeting
- questions must not take more than 2 minutes to ask, including a relevant preamble, unless the presiding member grants an extension of time
- if other people are waiting to ask questions, the presiding member will seek to provide equal opportunity for people to ask questions (for instance, by moving to the next person waiting after someone has asked 3 questions, and returning to the first person if time allows)
- any questions are to be answered by the presiding member, or a relevant member (nominated by the presiding member), the CEO, or an employee nominated by the CEO
- if a question, or a question of a similar nature, was asked and answered in the previous 6 months, the presiding member may direct the member of the public to the minutes of the meeting that contains the question and answer
- no debate of a question or answer is to take place
- questions may be taken on notice by the person who is answering the question
- when a question is taken on notice, a response is to be given to the member of the public in writing and a copy of the answer is to be included in the agenda of the next ordinary meeting
- the presiding member may reject questions that contain offensive language or reflect adversely on others but must provide opportunities for the question to be rephrased.

- 7. Is the existing minimum allocation of 15 minutes for public question time sufficient? Yes / No**
(a) If no, what minimum time limit do you suggest?
- 8. Is 2 minutes enough time for a member of the public to ask a question? Yes / No**
(a) If no, what time limit or other method of allocating questions do you suggest?
- 9. Should any other standard requirements for public question time be established? Yes / No**
(a) If yes, please provide details.
- 10. Should a personal representative be able to ask a question on behalf of another person? Yes / No**
(a) If no, please provide your reasons.

7. Presentations at council

Local governments commonly allow for presentations (also known as deputations) to be made to inform council decisions. Councils may set a policy for whether they hear presentations at council meetings and/or committee meetings, or at other meetings, and the circumstances in which a presentation may be heard.

It is proposed that local governments will continue to have discretion to choose whether and when to hear presentations.

To allow for a decision to be made in advance of the meeting, it is proposed that either the presiding member or CEO will make the decision on whether a presentation is heard at a meeting, based on any policy established by the council.

Accordingly, it is proposed that a council may establish a policy that determines:

- the types of meetings at which presentations may be heard
- whether the responsibility for making decisions on presentation requests sits with either the presiding member or CEO
- any other matters to guide the presiding member or CEO's decision making towards requests.

New Regulations are also proposed to:

- allow a person, or group of people, to lodge a request in accordance with the council's policy to provide a presentation at least 48 hours before the meeting
- require the presiding member or CEO to decide and provide a response to the person requesting the presentation by 12 noon the day of the meeting
- provide that if the presiding member or CEO refuses an application, they are to provide their reasons to the applicant and advise of the refusal at the meeting
- limit presentations to 5 minutes (not including questions) unless there is a resolution to extend the time limit
- allow council and committee members to ask questions of presenters.

- 11. Should the Regulations specify that a request to make a presentation must relate to an item on the agenda for the relevant meeting? Yes / No**
(a) If no, please provide reasons.
- 12. Is 48 hours of notice sufficient to administer an application from a member of the public to present to a meeting? Yes / No**
(a) If no, please provide reasons and suggest an alternative.

13. Should a standard time limit be set for public presentations? Yes / No

(a) If no, please provide reasons.

14. Would 5 minutes be a suitable time limit for public presentations? Yes / No

(a) If no, please provide reasons and suggest an alternative.

8. Petitions

Many local governments have a tradition of accepting petitions, mirroring the practice of Parliament.

Regulations are proposed to:

- enable any person to petition a local government by lodging a petition to the council on any matter, including petitions which may be critical of actions or decisions of the local government
- require the lead petitioner to provide their contact details
- require any person signing a petition to state their suburb/town, and declare whether they are residents and/or electors of the district
- require the petitioner to tally the number of signatories
- limit rejection of a petition to only when it is not in the prescribed form
- require that the council is to consider each petition and must determine how it is to respond, such as by seeking a report from the CEO
- allow local governments to establish an electronic petitioning system if they wish
- require all petitions received and outcomes from petitions to be summarised in a report to the annual meeting of electors.

15. Do the proposed regulations provide an effective system for managing petitions? Yes / No

(a) If no, please provide reasons and suggested alternatives.

Part 3: Conduct of debate

9. Orderly conduct of meetings

New Regulations are proposed to create a duty for all people present at a meeting to:

- ensure that the business of the meeting is attended to efficiently and without delay
- conduct themselves courteously at all times
- allow opinions to be heard within the requirements of the meetings procedures.

It is also proposed that the Regulations:

- allow members to raise points of order to bring the presiding member's attention to a departure from procedure
- provide that it is a minor breach for a presiding member to preside in a manner which is unreasonable or contravenes the requirements of the Act or Regulations
- empower the presiding member to call a person to order and:
 - should a member not comply with a third call to order, the presiding member may direct them to speak no further (but they may continue to cast their vote) for the remainder of the meeting, with failure to adhere to the direction being a minor breach

- if any other person does not comply with one call to order, the presiding member may direct them to leave the meeting, with failure to do so being an offence
- provide that a council may vote to rescind a direction made by a presiding member for a member to not speak further during a meeting
- provide that a member who has had a direction made against them to not speak further cannot move or second a motion that attempts to rescind the decision.

16. Do these measures provide a suitable framework to maintain order in meetings? Yes / No

(a) If no, what are the suggested changes?

10. Motions and amendments

Existing meeting procedures address many matters relating to the processes of decision making. This includes motions and amendments (including foreshadowed and alternate motions), notices of motion by members, reasons for changes to the CEO's recommended motion, passing motions "en bloc", and how voting occurs. The existing system of motions (including foreshadowed, amendment, alternate and revocation motions) are proposed to be broadly maintained.

Council members may raise motions that are not part of the agenda of a meeting to recommend a proposal for consideration. For instance, a motion might propose a new policy or decision.

Local governments commonly require notice of a motion to be provided in advance of a council meeting. This is to allow council members time to review the motion and for the CEO and administration to provide advice needed to assist council members with making a decision on a motion.

Providing notice to other council members, the CEO and administration can support a more fulsome consideration of the motion.

Regulations are proposed to require council members to provide written notice of motions at least 1 calendar week before the council meeting commences. This would generally allow those motions to be included in the meeting agenda, which must be published 72 hours before the commencement of the meeting.

It is proposed that council members will still be able to move amendments and alternative motions during debate on agenda items without providing written notice in advance of the meeting. This provides for members to be able to consider all options and suggestions for an item included in the agenda of a meeting.

It is proposed that reasons for notices of motion, amendments and other decisions that are changed at a meeting would still be required.

17. Is a period of 1 calendar week an appropriate notice period for motions? Yes / No

(a) If no, what is your suggested alternative?

18. Are these proposals for motions suitable? Yes / No

(a) If no, please provide reasons.

11. Debate on a motion

The practice of motions being moved and seconded and debate alternating between speakers for and against the motion is used in meeting procedures statewide.

Some local governments have a further requirement where if a motion is not opposed, no debate occurs, and the motion is recorded as passing unanimously.

Regulations are proposed to provide for the following rules for formal debate on a motion or amendment:

- any motion must be seconded before it may be debated (or carried without debate)
- a motion is carried without debate if no member is opposed to the motion

- if a member is opposed, the mover and seconder may speak and are followed by alternating speakers against and for the motion, with a final right of reply for the mover
- speeches must be relevant to the motion under debate and no member must speak twice – except for the mover’s right of reply, or if the council decides to allow further debate
- no member can speak for longer than 5 minutes without the approval of the meeting.

19. Do you support these rules for formal debate on a motion or amendment? Yes / No

(a) If no, what is your suggested alternative?

20. Is 5 minutes a suitable maximum speaking time during debate? Yes / No

(a) If no, what should be the default maximum speaking time?

21. Is a general principle against speaking twice on the same motion suitable? Yes / No

(a) If no, please provide reasons.

12. Questions by members

The current practices for members asking formal questions at meetings varies throughout the sector. Some local governments have a “questions from council members” period; other local governments allow members to place questions on notice for future meetings.

Regulations are proposed to provide that:

- council members can ask the CEO questions related to any item on an agenda by providing the question in writing by 12 noon the day before the meeting
- council member questions are to be answered during the “questions from council members” agenda item
- council members must seek permission from the presiding member to ask the CEO clarifying questions during debate.

22. Should the new standardised provisions include a maximum time limit for the “questions from council members” agenda item? Yes / No

(a) If no, please provide details.

23. Is 1 day of notice for a question from a council member sufficient? Yes / No

(a) If no, what is your suggested alternative and why?

24. Is it appropriate for the presiding member to consider whether to allow a member to ask clarifying questions during debate? Yes / No

(a) If no, what is your suggested alternative and why?

13. Procedural motions

Various procedural motions are provided for in each local governments’ meeting procedures. They help with managing a meeting effectively and democratically.

Regulations are proposed to provide for the following procedural motions to be put without debate:

- a motion to vary the order of business (e.g. to move a report in the order of business so it is considered earlier)
- a motion to adjourn debate to another time
- a motion to adjourn the meeting
- a motion to put the question (close debate)

- a motion to extend a member’s speaking time
- a motion to extend public question time
- a motion to extend the time for a public presentation
- a motion to refer a motion to a committee or for the CEO to provide a new or updated report to a future meeting
- a motion of dissent in the presiding member’s ruling (for example, to overturn the presiding member’s direction that a member does not speak further)
- a motion to close a meeting to the public in accordance with the Act.

25. Should any of these procedural motions not be included? Yes / No

(a) If yes, please identify which motions and why they should not be included.

26. Are any additional procedural motions needed? Yes / No

(a) If yes, please provide suggestions and explain why.

14. Adverse reflection

In addition to aspects of the model code of conduct, existing meeting procedures seek to prevent inappropriate language and adverse reflections from occurring at meetings.

Regulations are proposed to provide that:

- a person, including a member, cannot reflect adversely on the character of members, employees or other persons – if they do so they must withdraw their remark
- members cannot adversely reflect on the decisions of the council, except in making a motion to revoke or change a decision
- failure to withdraw adverse reflection is to be dealt with as disorderly conduct (including as a potential minor breach)
- a member who is concerned about a remark that may be an adverse reflection may raise a point of order with the presiding member.

27. Are there any circumstances where a person should be able to adversely reflect on another council member, an employee or a decision of the local government? Yes / No

(a) If yes, please provide more information to explain the circumstances.

Part 4: Other matters

15. Meeting minutes and confirmation

Existing meeting procedures provide for the method of confirmation of the minutes. It is proposed to amend the Regulations to provide a clear process for correcting minutes by:

- allowing a member who identifies errors with unconfirmed minutes to provide a CEO with any proposed corrections by 12 noon the day before a meeting at which the minutes are to be confirmed
- requiring any proposed corrections to the minutes to be presented to council for a decision with a recommendation from the CEO
- Requiring DLGSC to be notified if a local government fails to adopt or defers confirmation of the minutes of a meeting.

28. Is 1 day sufficient notice for a proposed correction to the minutes? Yes / No

(a) If no, how much notice should be required and why?

16. Electronic meetings and attendance

In 2020, Regulations were introduced in response to the COVID-19 pandemic to enable councils to hold meetings electronically and for council members to attend using electronic means. This allowed councils to continue making critical decisions during the pandemic. The use of videoconferencing and the adoption of livestreaming has also encouraged public access and participation in local government.

On 9 November 2022, the [Local Government \(Administration\) Amendment Regulations 2022](#) took effect, meaning local governments could conduct council and committee meetings electronically outside of emergency situations and that council and committee members could attend in-person meetings using electronic means, such as videoconferencing.

The State Government committed to a public consultation process to gain feedback on the effect of these changes following 12 months of operation.

29. Has the change to enable electronic meetings to occur outside of emergency situations been helpful? Yes / No / Unsure or unable to comment

(a) If no, please explain why.

30. Has the ability for individual members to attend meetings electronically been beneficial? Yes / No / Unsure or unable to comment

(a) If no, please explain why.

31. Do you think any changes to electronic meetings or electronic attendance are required? Yes / No / Unsure or unable to comment

(a) If yes, please provide details of the changes and explain why they are needed.

17. Council committees

Sections 5.8 to 5.18 of the Act provide for the establishment of committees that may assist with decision-making. Section 7.1A provides for the establishment of an audit committee. The standardised meeting procedures will only apply to those committees established under sections 5.8 and 7.1A.

It is proposed that provisions for committees be similar to requirements for council meetings. Committees may need to provide a more flexible meeting environment, in terms of time limitations and procedure, to facilitate the consideration of issues in detail. This is reflected in meeting procedures across the State.

Regulations are proposed to provide that:

- a committee meeting is to be called when requested by the presiding member of the committee, the mayor or president, or a third of the committee's members
- certain meeting procedures such as the order of debate, speaking twice and time limits do not apply to a committee
- a committee is answerable to the council and must provide at least 1 report to council on its activities each year.

32. Are any other modifications needed for committee meetings? Yes / No

(a) If yes, please provide details of the modifications and explain why.

18. Meetings of electors

The Act establishes that the mayor or president is to preside at electors' meetings, and any resolutions passed by an electors' meeting are considered at a following council meeting.

As electors' meetings are quite different to council meetings, comment is sought about whether parts of the proposed standard should apply for electors' meetings.

33. Should parts of the proposed standard apply at electors' meetings? Yes / No

(a) If yes, please explain what may be required.

19. Any other matters

Feedback is welcome on any other element of local government meetings for consideration in the further development of the new Regulations.

34. Do you have any other comments or suggestions for the proposed new Regulations?

(a) If yes, please explain what may be required.

Appendix: Example timeline for an ordinary council meeting

For this example, the local government holds its ordinary council meetings on the second Tuesday of every month. March 2024 has been used as an example.

Day/time	Task	Requirements
Tue 5 March 6 pm	Deadline for council members to provide written notice of motions.	<ul style="list-style-type: none"> Council members must provide written notice of motions at least 1 calendar week before the day of an ordinary council meeting.
Sat 9 March 6 pm	Deadline for publishing ordinary council meeting agenda. In practice, the local government publishes the agenda prior to close of business Friday.	<ul style="list-style-type: none"> An ordinary council meeting agenda must be published at least 72 hours before the commencement of a meeting.
Sun 10 March 6 pm	Deadline for member of the public to lodge a request to present on an agenda item.	<ul style="list-style-type: none"> A person or group of people can lodge a request with the CEO to provide a presentation on an agenda item but must do so at least 48 hours before the meeting.
Mon 11 March 12 noon	Deadline for council members to provide written notice of questions that will be asked about agenda items at the ordinary council meeting.	<ul style="list-style-type: none"> Council members must submit questions about agenda items to the CEO in writing by 12 noon the day before the meeting.
Tue 12 March 12 noon	Presiding member or CEO (in accordance with policy) to decide whether members of the public can present on agenda items and provide a response to people making requests.	<ul style="list-style-type: none"> The presiding member or CEO must decide and provide a response to a person requesting to make a presentation on an agenda item by 12 noon the day of the meeting. If an application is refused, the presiding member or CEO must provide their reasons and advise of the refusal at the meeting.
Tue 12 March 6 pm	Ordinary council meeting.	<ul style="list-style-type: none"> Meeting must finish by 11 pm.
Wed 13 March 9 am	Adjourned meeting can begin if scheduled meeting was adjourned due to reaching 11 pm.	<ul style="list-style-type: none"> If a meeting needs to be adjourned because it reaches 11 pm, the meeting to deal with outstanding items must be at least 10 hours after the original meeting was adjourned.
Tue 19 March 6 pm	Deadline for notifying DLGSC of any urgent business considered at the ordinary council meeting.	<ul style="list-style-type: none"> The DLGSC must be notified within 7 calendar days each time urgent business is considered at an ordinary council meeting.
Sat 6 April 6 pm	Responses to questions on notice included in agenda for next ordinary council meeting.	<ul style="list-style-type: none"> When a question is taken on notice, a response is to be given to members of the public in writing and the answer is to be included in the agenda of the next ordinary council meeting. An ordinary council meeting agenda must be published at least 72 hours before the commencement of a meeting.
Mon 8 April 12 noon	Deadline for council members dissatisfied with unconfirmed minutes to provide the CEO with corrected wording.	<ul style="list-style-type: none"> A council member dissatisfied with unconfirmed minutes can provide a CEO with corrected wording by 12 noon the day before a meeting at which the minutes are to be confirmed.
Tue 9 April 6 pm	Ordinary council meeting	<ul style="list-style-type: none"> Meeting must finish by 11 pm.



Standardised Meeting Procedures

WALGA DISCUSSION PAPER

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PURPOSE OF WALGA DISCUSSION PAPER

WALGA is conscious that Local Government consultation leading to the development of the *Local Government Amendment Act 2023* evidenced broad sector support for standardisation of meeting procedures.

WALGA is equally aware that while many current Meeting Procedures / Standing Orders Local Laws include a solid core of common provisions, there is also some diversity across a range of Local Laws content.

We therefore recognise the challenge inherent in developing standardised meeting procedures and the potential they may differ significantly from, or even exclude, well-entrenched Local Law practices and procedures applied at Council and Committee meetings. Participating in the consultation process is therefore crucial to developing workable standardised meeting procedures.

The WALGA Discussion Paper is developed with a view to being read in conjunction with the Department of Local Government, Sport and Cultural Industries Standardised Meeting Procedures Consultation Paper, released in February 2024.

Our Discussion Paper melds the Consultation Paper content with WALGA Comment that is intended to provoke thought and lead to a considered response to the 34 questions posed by the Department. It is WALGA's recommendation that Local Government administrators and Council Members work collaboratively in determining a response to the Consultation Paper. This can be facilitated through informal workshops or a more formal approach at a Council meeting.

WALGA would greatly appreciate receiving your formal response by close of business Monday 29 April 2024. This is a different timeframe to the Department's Consultation Paper closing date of 29 May 2024, however it is necessary to facilitate development of a consolidated advocacy position that reflects the aggregated views of the sector on standardised meeting procedures.

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PART 1 – GENERAL MEETING PROCESS

DLGSCI Consultation Paper

1. Calling meetings

The calling of council meetings is outlined in sections 5.5 to 5.7 of the Act, and in existing regulations 12 to 14. Amendments are proposed to add new requirements for the oversight of special council meetings that are held at short notice and prevent any meeting from being held at an unreasonable time of day. It is important that special meetings are only convened in appropriate circumstances. Regulations are proposed to require:

- a minimum of 24 hours' notice to convene a special council meeting
- that notice to convene a special council meeting may be done with less than 24 hours' notice if an absolute majority of council members call the meeting
- that a meeting cannot commence any earlier than 8 am or later than 8 pm.

WALGA Comment

Currently there is no time-based provision relating to calling a Special Council Meeting, with start times based on availability of attendees, identified urgency of a matter and adopting a common-sense approach. In recognition of exceptional circumstances, consider:

- Will an absolute majority of Council Members always be available/contactable if an emergency situation necessitates a special meeting? **Should be**
- Should the Mayor or President be empowered to call a Special Council Meeting during an emergency, public health emergency or state of emergency, similar to emergency powers under section 6.8(1)(c) of the Act? **Yes, in case of emergency.**

1. Is it suitable to allow for a special council meeting to be convened with less than 24 hours' notice if an absolute majority of council members call the meeting? **Yes / No**
 - (a) If no, please provide a suggested alternative.
2. Are there any circumstances where meetings must start earlier than 8 am or later than 8 pm? **Yes / No**
 - (a) If yes, please provide examples and the suggested alternative.

DLGSCI Consultation Paper

2. Agendas and order of business

It is proposed to broadly retain existing requirements for local governments to publish meeting agendas.

It is proposed that the general order of meetings be outlined in the Regulations for consistency across the local government sector. However, a council or committee may decide to consider business in a different order, provided that the other requirements of the Regulations (such as public question time being held before any decisions are made) are still met.

Regulations are proposed to outline the following order of business:

- opening (local governments will still be able to continue their own practices for opening meetings, such as making acknowledgements, prayers, opening statements, etc.)
- recording attendance
- public question time (see section 6)
- public presentations and petitions (see sections 7 and 8)
- members' question time (see section 12)
- confirmation of previous minutes (see section 15)
- reports from committees and the CEO
- motions from members
- urgent business
- matters for which the meeting may be closed
- closure.

WALGA Comment

Some Meeting Procedures / Standing Orders Local Laws have dispensed with the Order of Business; is it necessary to regulate an Order of Business? Keeps all LG's to a similar format.

If the Order of Business is to be regulated, should the Regulations provide some flexibility for Local Governments to change their Order of Business; for example, bringing forward a matter of public interest is current common practice. Yes, flexibility is required.

3. Is the proposed order of business suitable? Yes / No

(a) If no, please provide a suggested alternative

DLGSCI Consultation Paper

3. Urgent business

Currently, individual local governments' meeting local laws and policies may vary in how urgent business is raised at a meeting. Existing local laws and policies provide various procedures for urgent business to be considered at a council meeting. Broadly, these procedures seek to limit the use of urgent business to only the most exceptional circumstances.

Regulations are proposed to allow the CEO to introduce an item without notice in cases of urgency if:

- an absolute majority of the council resolve to hear the matter at the meeting, and
- the item is clearly marked as urgent business.

It is proposed that DLGSC must be notified each time this occurs, within 7 calendar days, to ensure this process is only used in exceptional circumstances.

Urgent business may only be heard after public question time (see section 6).

WALGA Comment

If the CEO determines items of urgent business, is it appropriate to involve the Department in monitoring the CEO's performance given this is the role of Council?
Only if requested by Council.

Should a Council Member be permitted to introduce an urgent matter for consideration under a Notice of Motion? **Yes, however consideration would need to be given to availability of information relating to the matter.**

Should a definition of 'urgent business' be included in standardised regulations, or should this be a matter of Policy? **Yes, is this to include a 'late item'?**

4. Are the proposed requirements for urgent business suitable? Yes / No

(a) If no, please provide a suggested alternative.

DLGSCI Consultation Paper

4. Quorum

Existing regulation 8 addresses the process for when there isn't a quorum at a meeting.

Amendments are proposed to provide for the following where a quorum is lost or not present:

- if no quorum is present within 30 minutes of the time set for the meeting, the meeting lapses
- where quorum is lost during a meeting:
 - the meeting proceeds to the next item of business if it is due to members leaving because of a financial or proximity interest
 - the meeting is adjourned for 15 minutes for any other reason and if quorum cannot be reformed, the meeting is closed
- where quorum is lost, the names of the members then present are to be recorded in the minutes.

WALGA Comment

Is there potential for proposed standardised regulations to replicate existing regulation 8? **Support WALGA Position.**

Should the presiding member be empowered to set the date and time to reconvene a meeting adjourned due to lack of quorum? **Yes.**

- | |
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| <p>5. Are the proposed requirements for when a quorum is not present or lost suitable? Yes / No</p> <p>(a) If no, please explain why and the suggested alternative, if any.</p> |
|--|

DLGSCI Consultation Paper

5. Adjourning a meeting

Currently, individual local governments' meeting local laws or policies may contain processes for adjourning a meeting. It is intended to adopt similar rules, while also addressing concerns regarding meetings of council that run late. Regulations are proposed to provide that:

- council may decide to adjourn a meeting to another day, time and place to resume from the point it adjourned
- a presiding member may adjourn a meeting for 15 minutes to regain order of a meeting that has been disrupted

- if a meeting is adjourned for a second time due to disruption, a presiding member must adjourn the meeting to another day, time or place (not on the same day), with notice being published on the local government's website.

It is also proposed that if a meeting is continuing and it reaches 10:45 pm:

- the council or committee may decide to either extend the meeting for a further 15 minutes to allow for any remaining business to be concluded or determine to adjourn the meeting
- if any business remains at 11 pm, the meeting must adjourn to a day and time which is at least 10 hours later to deal with any outstanding agenda items and a notice must be published on the local government's website listing when the meeting will resume.

WALGA Comment

There are a variety of meeting starting times, therefore is the proposal to regulate that meetings must always adjourn at 11pm appropriate? Could the meeting closure time be based on a standard number of hours commencing from the opening of a meeting? **Our meetings would likely all be finished before 11pm.**

Is a procedural motion to extend time, by absolute majority, a valid option? **Not required for SOK.**

Is employee work, health and safety an equal consideration when determining the earliest a meeting can reconvene? If so, should the CEO have an active role in determining the time the meeting reconvenes? **CEO advice to Council should be taken into consideration.**

- | |
|--|
| <p>6. Is 11 pm an appropriate time for when a meeting must be adjourned? Yes / No
(a) If no, what is the suggested alternative?</p> |
|--|

PART 2 – PUBLIC PARTICIPATION

DLGSCI Consultation Paper

6. Public question time

Currently, the Act and Regulations require that public question time is to be made available at every council meeting and certain committee meetings.

Regulation 6 requires that at least 15 minutes is to be made available for public questions at those meetings. However, question time may be extended if there are further questions; the time may also be used for other business if there are no further questions.

Regulation 7 also provides that question time must be held before substantive decisions are made at that meeting.

Currently, the practice at many local governments is that a person who wishes to ask a question attends the meeting (either physically in-person or by electronic means) to ask their question. However, it is proposed that regulations allow for a personal representative of a person to ask a question. This provides an alternative avenue for someone who may be unable to attend a meeting to have their question raised.

Currently, individual local governments meeting local laws and policies may contain processes for members of the public to raise questions. Some requirements, such as rules requiring a person to lodge a question in writing before a meeting, may prevent a person who is not familiar with those requirements from being able to ask a question.

New standardised requirements are proposed to expand the existing Regulations to require that:

- a member of the public only needs to provide their name and suburb/locality (and not any other information) before asking a question
- a person is not required to lodge a question in writing in advance of a meeting (although a person may choose to do so, for instance if they have a very specific or technical question)
- a local government may still require a person, or their personal representative, to attend a meeting to ask a question lodged in writing in advance of the meeting for it to be addressed at that meeting
- questions must not take more than 2 minutes to ask, including a relevant preamble, unless the presiding member grants an extension of time
- if other people are waiting to ask questions, the presiding member will seek to provide equal opportunity for people to ask questions (for instance, by moving to the next person waiting after someone has asked 3 questions, and returning to the first person if time allows)
- any questions are to be answered by the presiding member, or a relevant member (nominated by the presiding member), the CEO, or an employee nominated by the CEO

- if a question, or a question of a similar nature, was asked and answered in the previous 6 months, the presiding member may direct the member of the public to the minutes of the meeting that contains the question and answer
- no debate of a question or answer is to take place
- questions may be taken on notice by the person who is answering the question
- when a question is taken on notice, a response is to be given to the member of the public in writing and a copy of the answer is to be included in the agenda of the next ordinary meeting
- the presiding member may reject questions that contain offensive language or reflect adversely on others but must provide opportunities for the question to be rephrased

WALGA Comment

Do the proposals provide appropriate balance between the right of the public to ask questions and the community expectation that Councils efficiently transact meeting business and make decisions? **Yes.**

The public question time provisions under section 5.24 of the Act and the Local Government (Administration) Regulations do not specify that a member of the public must identify themselves. Is it appropriate that a person will be required to identify themselves, or should this be discretionary to permit a right to privacy? **Not likely to be an issue in regional areas as the person is likely to be known to Council. Preference is for the person to identify themselves.**

Should a Council Member be permitted to act as a personal representative and ask a question on behalf of an absent member of the public? Should members of the public always be present to ask their question? **Council Members should not act as a personal representative, but should be able to present a question from a ratepayer, providing that person is identified.**

- | |
|---|
| <p>7. Is the existing minimum allocation of 15 minutes for public question time sufficient? Yes / No</p> <p>(a) If no, what minimum time limit do you suggest?</p> <p>8. Is 2 minutes enough time for a member of the public to ask a question? Yes / No</p> <p>(a) If no, what time limit or other method of allocating questions do you suggest?</p> <p>9. Should any other standard requirements for public question time be established? Yes / No</p> <p>(a) If yes, please provide details. Should be a limit on the number of questions asked i.e. 5, any more must be approved by Presiding Member.</p> |
|---|

10. Should a personal representative be able to ask a question on behalf of another person? Yes / No providing they identify the person asking the question.

(a) If no, please provide your reasons.

DLGSCI Consultation Paper

7. Presentations at council

Local governments commonly allow for presentations (also known as deputations) to be made to inform council decisions. Councils may set a policy for whether they hear presentations at council meetings and/or committee meetings, or at other meetings, and the circumstances in which a presentation may be heard.

It is proposed that local governments will continue to have discretion to choose whether and when to hear presentations.

To allow for a decision to be made in advance of the meeting, it is proposed that either the presiding member or CEO will make the decision on whether a presentation is heard at a meeting, based on any policy established by the council.

Accordingly, it is proposed that a council may establish a policy that determines:

- the types of meetings at which presentations may be heard
- whether the responsibility for making decisions on presentation requests sits with either the presiding member or CEO
- any other matters to guide the presiding member or CEO's decision making towards requests.

New Regulations are also proposed to:

- allow a person, or group of people, to lodge a request in accordance with the council's policy to provide a presentation at least 48 hours before the meeting
- require the presiding member or CEO to decide and provide a response to the person requesting the presentation by 12 noon the day of the meeting
- provide that if the presiding member or CEO refuses an application, they are to provide their reasons to the applicant and advise of the refusal at the meeting
- limit presentations to 5 minutes (not including questions) unless there is a resolution to extend the time limit
- allow council and committee members to ask questions of presenters.

WALGA Comment

Should an applicant provide details of their proposed topic and context when making a request to provide a presentation, to permit the CEO to advise Council on relevant legal, financial or other implications? **Yes.**

Should the decision to allow a presentation be made by the presiding member in consultation with the CEO, rather than being made by one or the other? **Yes, time permitting.**

11. Should the Regulations specify that a request to make a presentation must relate to an item on the agenda for the relevant meeting? Yes / No

(a) If no, please provide reasons. **The presentation may relate to a matter that will impact the community, but does not require a Council decision or may relate to a matter that will be brought to Council at a later date.**

12. Is 48 hours of notice sufficient to administer an application from a member of the public to present to a meeting? Yes / No

(a) If no, please provide reasons and suggest an alternative.

13. Should a standard time limit be set for public presentations? Yes / No

(a) If no, please provide reasons. **With Presiding Member able to allow extensions rather than Council decision.**

14. Would 5 minutes be a suitable time limit for public presentations? Yes / No

(a) If no, please provide reasons and suggest an alternative.

DLGSCI Consultation Paper

8. Petitions

Many local governments have a tradition of accepting petitions, mirroring the practice of Parliament.

Regulations are proposed to:

- enable any person to petition a local government by lodging a petition to the council on any matter, including petitions which may be critical of actions or decisions of the local government
- require the lead petitioner to provide their contact details
- require any person signing a petition to state their suburb/town, and declare whether they are residents and/or electors of the district
- require the petitioner to tally the number of signatories
- limit rejection of a petition to only when it is not in the prescribed form

- require that the council is to consider each petition and must determine how it is to respond, such as by seeking a report from the CEO
- allow local governments to establish an electronic petitioning system if they wish
- require all petitions received and outcomes from petitions to be summarised in a report to the annual meeting of electors.

WALGA Comment

Should rejection of a petition extend to cases where the petitioned action will breach a written law and related imperatives, such as a public health emergency declaration?

Yes

15. Do the proposed regulations provide an effective system for managing petitions? Yes / No

(a) If no, please provide reasons and suggested alternatives.

PART 3 – CONDUCT OF DEBATE

DLGSCI Consultation Paper

9. Orderly conduct of meetings

New Regulations are proposed to create a duty for all people present at a meeting to:

- ensure that the business of the meeting is attended to efficiently and without delay
- conduct themselves courteously at all times
- allow opinions to be heard within the requirements of the meetings procedures.

It is also proposed that the Regulations:

- allow members to raise points of order to bring the presiding member's attention to a departure from procedure
- provide that it is a minor breach for a presiding member to preside in a manner which is unreasonable or contravenes the requirements of the Act or Regulations
- empower the presiding member to call a person to order and:
 - should a member not comply with a third call to order, the presiding member may direct them to speak no further (but they may continue to cast their vote) for the remainder of the meeting, with failure to adhere to the direction being a minor breach
 - if any other person does not comply with one call to order, the presiding member may direct them to leave the meeting, with failure to do so being an offence
- provide that a council may vote to rescind a direction made by a presiding member for a member to not speak further during a meeting
- provide that a member who has had a direction made against them to not speak further cannot move or second a motion that attempts to rescind the decision.

WALGA Comment

Are the proposed presiding member powers sufficient to maintain order at meetings? Are additional powers required? **Yes. Although ordering a Member not to speak for the rest of the meeting may limit input from the member on other items. Should this be restricted to just the item at hand?**

Clause 10 of the Model Code of Conduct includes matters that must be observed by Council and Committee Members attending Council meetings, enforceable through the behavioural complaints process. Are the proposed new duties of persons present at meetings similar to the expected behaviours expressed in the Model Code? **Yes**

The proposed minor breach of the presiding member includes ‘unreasonable’ conduct; should the regulations be limited to actual contraventions of the Act, Regulations or Code of Conduct?

**16. Do these measures provide a suitable framework to maintain order in meetings?
Yes / No**

(a) If no, what are the suggested changes? **Consideration of a member to remain silent could be restricted to the item at hand, unless the behaviours continue.**

DLGSCI Consultation Paper

10. Motions and amendments

Existing meeting procedures address many matters relating to the processes of decision making. This includes motions and amendments (including foreshadowed and alternate motions), notices of motion by members, reasons for changes to the CEO’s recommended motion, passing motions “en bloc”, and how voting occurs. The existing system of motions (including foreshadowed, amendment, alternate and revocation motions) are proposed to be broadly maintained.

Council members may raise motions that are not part of the agenda of a meeting to recommend a proposal for consideration. For instance, a motion might propose a new policy or decision.

Local governments commonly require notice of a motion to be provided in advance of a council meeting. This is to allow council members time to review the motion and for the CEO and administration to provide advice needed to assist council members with making a decision on a motion.

Providing notice to other council members, the CEO and administration can support a more fulsome consideration of the motion.

Regulations are proposed to require council members to provide written notice of motions at least 1 calendar week before the council meeting commences. This would generally allow

those motions to be included in the meeting agenda, which must be published 72 hours before the commencement of the meeting.

It is proposed that council members will still be able to move amendments and alternative motions during debate on agenda items without providing written notice in advance of the meeting. This provides for members to be able to consider all options and suggestions for an item included in the agenda of a meeting.

It is proposed that reasons for notices of motion, amendments and other decisions that are changed at a meeting would still be required.

WALGA Comment

It is relatively common for Agendas to be prepared well in advance of the Council meeting so that Agenda Briefing sessions can be held. Should a notice of motion be provided within the established Agenda preparation timeframe of each Local Government? **Support.**

Should a notice of motion be received by Council resolution to indicate support prior to the Administration preparing a detailed report? **Yes. This may reduce the administration work if the motion is not supported.**

Should a CEO be empowered to reject any notice of censure motion from a Council member, given this equates to adverse reflection? **Yes, in conjunction with the Presiding Member.**

17. Is a period of 1 calendar week an appropriate notice period for motions? **Yes / No**

(a) If no, what is your suggested alternative?

18. Are these proposals for motions suitable? **Yes / No**

(a) If no, please provide reasons

DLGSCI Consultation Paper

11. Debate on a motion

The practice of motions being moved and seconded and debate alternating between speakers for and against the motion is used in meeting procedures statewide.

Some local governments have a further requirement where if a motion is not opposed, no debate occurs, and the motion is recorded as passing unanimously.

Regulations are proposed to provide for the following rules for formal debate on a motion or amendment:

- any motion must be seconded before it may be debated (or carried without debate)

- a motion is carried without debate if no member is opposed to the motion
- if a member is opposed, the mover and seconder may speak and are followed by alternating speakers against and for the motion, with a final right of reply for the mover
- speeches must be relevant to the motion under debate and no member must speak twice – except for the mover’s right of reply, or if the council decides to allow further debate
- no member can speak for longer than 5 minutes without the approval of the meeting.

WALGA Comment

Should regulations provide for Council to suspend formal debate rules to enable members to speak more than once on a specific item? **Yes.**

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| <p>19. Do you support these rules for formal debate on a motion or amendment? Yes / No
(a) If no, what is your suggested alternative?</p> <p>20. Is 5 minutes a suitable maximum speaking time during debate? Yes / No
(a) If no, what should be the default maximum speaking time?</p> <p>21. Is a general principle against speaking twice on the same motion suitable? Yes / No
(a) If no, please provide reasons.
Unless Standing Orders are suspended.</p> |
|---|

DLGSCI Consultation Paper

12. Questions by members

The current practices for members asking formal questions at meetings varies throughout the sector. Some local governments have a “questions from council members” period; other local governments allow members to place questions on notice for future meetings.

Regulations are proposed to provide that:

- council members can ask the CEO questions related to any item on an agenda by providing the question in writing by 12 noon the day before the meeting
- council member questions are to be answered during the “questions from council members” agenda item
- council members must seek permission from the presiding member to ask the CEO 0.0.0. clarifying questions during debate.

WALGA Comment

Questions from Council Members are an important part of the meeting, especially if a Local Government does not conduct Agenda Briefings in advance of ordinary Council meetings. **Our Agenda Briefings can cover this.**

Should questions from Council Members only be asked at one particular part of the meeting or be asked prior to debate on the agenda item to which the question relates?

No, just in case the member thinks of another concern later or during debate.

Could limiting questions to those provided the day before the meeting be counter productive to good decision making if the question relates to a matter on the Agenda?

Yes, Council members should be able to ask a question at any time.

With proposed new rules for public question time in mind, should questions by members also be limited by time and number in the interests of conducting efficient and effective meetings? Should the presiding member be empowered to rule on the relevance of a question? **Yes, matters should be relevant to the item.**

22. Should the new standardised provisions include a maximum time limit for the “questions from council members” agenda item? **Yes / No**

(a) If no, please provide details.

23. Is 1 day of notice for a question from a council member sufficient? **Yes / No**

(a) If no, what is your suggested alternative and why? **One days notice would be preferable, but should not preclude questions that may arise at a latter time. Questions should be able to be asked until the resolution is made.**

24. Is it appropriate for the presiding member to consider whether to allow a member to ask clarifying questions during debate? **Yes / No**

(a) If no, what is your suggested alternative and why?

DLGSCI Consultation Paper

13. Procedural motions

Various procedural motions are provided for in each local governments’ meeting procedures. They help with managing a meeting effectively and democratically.

Regulations are proposed to provide for the following procedural motions to be put without debate:

- a motion to vary the order of business (e.g. to move a report in the order of business so it is considered earlier)
- a motion to adjourn debate to another time
- a motion to adjourn the meeting

- a motion to put the question (close debate)
- a motion to extend a member's speaking time
- a motion to extend public question time
- a motion to extend the time for a public presentation
- a motion to refer a motion to a committee or for the CEO to provide a new or updated report to a future meeting
- a motion of dissent in the presiding member's ruling (for example, to overturn the presiding member's direction that a member does not speak further)
- a motion to close a meeting to the public in accordance with the Act.

WALGA Comment

Procedural motions in current Local Laws are accompanied by qualifying provisions explaining their effect; for example, a person who has spoken on a motion cannot move to close a debate on the motion; and the mover of some procedural motions can speak to the motion but cannot speak to some others.

Are some qualifying provisions still necessary to ensure fair and equal participation in the meeting? Or should all procedural motions be put without debate?

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| <p>25. Should any of these procedural motions not be included? Yes / No</p> <p>(a) If yes, please identify which motions and why they should not be included.</p> <p>26. Are any additional procedural motions needed? Yes / No</p> <p>(a) If yes, please provide suggestions and explain why.</p> |
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DLGSCI Consultation Paper

14. Adverse reflection

In addition to aspects of the model code of conduct, existing meeting procedures seek to prevent inappropriate language and adverse reflections from occurring at meetings.

Regulations are proposed to provide that:

- a person, including a member, cannot reflect adversely on the character of members, employees or other persons – if they do so they must withdraw their remark

- members cannot adversely reflect on the decisions of the council, except in making a motion to revoke or change a decision
- failure to withdraw adverse reflection is to be dealt with as disorderly conduct (including as a potential minor breach)
- a member who is concerned about a remark that may be an adverse reflection may raise a point of order with the presiding member.

WALGA Comment

With compulsory public broadcasting and audio recording of ordinary Council meetings imminent, should adverse reflection be elevated from a behavioural or minor breach to a serious breach of the Act? Depends on the severity of the comment.

**27. Are there any circumstances where a person should be able to adversely reflect on another council member, an employee or a decision of the local government?
Yes / No**

(a) If yes, please provide more information to explain the circumstances.

PART 4 – OTHER MATTERS

DLGSCI Consultation Paper

15. Meeting minutes and confirmation

Existing meeting procedures provide for the method of confirmation of the minutes. It is proposed to amend the Regulations to provide a clear process for correcting minutes by:

- allowing a member who identifies errors with unconfirmed minutes to provide a CEO with any proposed corrections by 12 noon the day before a meeting at which the minutes are to be confirmed
- requiring any proposed corrections to the minutes to be presented to council for a decision with a recommendation from the CEO
- Requiring DLGSC to be notified if a local government fails to adopt or defers confirmation of the minutes of a meeting

WALGA Comment

The confirmation of minutes ensures that a true and correct record of a meeting is kept. Currently, a simple majority of Council Members must agree to any proposed amendments. Are additional rules required? No.

- 28. Is 1 day sufficient notice for a proposed correction to the minutes? Yes / No**
(a) If no, how much notice should be required and why?

DLGSCI Consultation Paper

16. Electronic meetings and attendance

In 2020, Regulations were introduced in response to the COVID-19 pandemic to enable councils to hold meetings electronically and for council members to attend using electronic means. This allowed councils to continue making critical decisions during the pandemic. The use of videoconferencing and the adoption of livestreaming has also encouraged public access and participation in local government.

On 9 November 2022, the [Local Government \(Administration\) Amendment Regulations 2022](#) took effect, meaning local governments could conduct council and committee meetings electronically outside of emergency situations and that council and committee members could attend in-person meetings using electronic means, such as videoconferencing.

The State Government committed to a public consultation process to gain feedback on the effect of these changes following 12 months of operation.

WALGA Comment

Is the '50% rule' (refer: regulations 14C(3) and 14D(2A) of the *Local Government (Administration) Regulations*) for electronic attendance at in-person meetings and holding electronic meetings clearly understood? **yes** Is it proving to be easily applied? **Yes.**

Should the definition of 'meeting' (refer: regulation 14C(1) of the *Local Government (Administration) Regulations*) be amended to permit electronic attendance at electors' meetings? **May increase attendance, but may also be confusing pending on the number of people attending through this means.**

29. Has the change to enable electronic meetings to occur outside of emergency situations been helpful? **Yes** / No / Unsure or unable to comment

(a) If no, please explain why.

30. Has the ability for individual members to attend meetings electronically been beneficial? **Yes** / No / **Unsure or unable to comment**

(a) If no, please explain why. **Has not been used at this time.**

31. Do you think any changes to electronic meetings or electronic attendance are required? **Yes** / **No** / Unsure or unable to comment

(a) If yes, please provide details of the changes and explain why they are needed.

DLGSCI Consultation Paper

17. Council committees

Sections 5.8 to 5.18 of the Act provide for the establishment of committees that may assist with decision making. Section 7.1A provides for the establishment of an audit committee. The standardised meeting procedures will only apply to those committees established under sections 5.8 and 7.1A.

It is proposed that provisions for committees be similar to requirements for council meetings. Committees may need to provide a more flexible meeting environment, in terms of time limitations and procedure, to facilitate the consideration of issues in detail. This is reflected in meeting procedures across the State.

Regulations are proposed to provide that:

- a committee meeting is to be called when requested by the presiding member of the committee, the mayor or president, or a third of the committee's members
- certain meeting procedures such as the order of debate, speaking twice and time limits do not apply to a committee
- a committee is answerable to the council and must provide at least 1 report to council on its activities each year.

WALGA Comment

Many current Local Laws include requirements additional to sections 5.8 to 5.18 of the Act for establishing committees, that include assigning terms of reference and requirements for reporting to Council. Are similar establishment provisions required in standardised regulations? **Yes, would formalise the process.**

If a committee has delegated authority to make decisions, should it follow that the standardised regulations must apply as they do at the ordinary council meeting? **Yes.**

32. Are any other modifications needed for committee meetings? Yes / No

(a) If yes, please provide details of the modifications and explain why

DLGSCI Consultation Paper

18. Meetings of electors

The Act establishes that the mayor or president is to preside at electors' meetings, and any resolutions passed by an electors' meeting are considered at a following council meeting.

As electors' meetings are quite different to council meetings, comment is sought about whether parts of the proposed standard should apply for electors' meetings.

WALGA Comment

Should the presiding member powers for effective control of meetings always apply to electors' meetings? **Yes.**

33. Should parts of the proposed standard apply at electors' meetings? **Yes / No**

(a) If yes, please explain what may be required. **Restrictions on questions.**

DLGSCI Consultation Paper

19. Any other matters

Feedback is welcome on any other element of local government meetings for consideration in the further development of the new Regulations.

WALGA Comment

There are additional matters common to current Standing Orders / Meeting Procedures Local Law that may feature in standardised regulations but not discussed in detail to date, including:

- **Revoking or changing decisions / implementing decisions:** Many current Local Laws feature rules that clarify how revoking or changing decisions under Administration Regulation 10 is applied; does this content remain relevant for inclusion in standardised regulations?
- **Suspension of standardised regulations:** Many current Local Laws include a provision permitting Council by resolution, to suspend one or more Local Law provision; does this content remain relevant for inclusion in standardised regulations?
- **Matters not included in standardised regulations:** Many current Local Laws include a provision empowering the presiding member to decide matters not set out in the Local Law; does this power remain relevant for inclusion in standardised regulations?

- **Enforcement:** Many current Local Laws include a specific enforcement provision; does this content remain relevant for inclusion in standardised regulations?
- **Powers of presiding member:** Some powers have been referred to in the Consultation Paper under orderly conduct of meetings – Part 3, Item 9. Would additional details of the presiding member powers be helpful?
- **Review of Standardised Regulations:** The Model Local Law (Standing Orders) 1998 (No 73, 3/4/98) were developed by the Department of Local Government to assist Local Governments transition from Bylaws created under the *Local Government Act 1960* to appropriate meeting provisions compliant with the current Act. This Model formed the basis of early Local Laws but due to lack of review, arguably fell out of favour as a suitable template. Should standardised regulations be reviewed every 5 years, to ensure they remain current with contemporary meeting practices?
- **SOK does not have a Standing Orders Local Law.**

34. Do you have any other comments or suggestions for the proposed new Regulations? **No.**

(a) If yes, please explain what may be required

SUBMITTING FEEDBACK TO WALGA

Please submit feedback on this Discussion Paper by close of business **Monday 29 April 2024** to:

James McGovern

Manager Governance and Procurement

jmcgovern@walga.asn.au

(08) 9213 2093

9.4.3 Email from Kondinin Art Group

From: G & J Repacholi <careema@bigpond.com>

Sent: Tuesday, 9 April 2024 11:15 AM

To: David Burton <ceo@kondinin.wa.gov.au>

Subject: Art exhibition

Morning David

Our Art Group sub committee is about to edit the Art Entry form for this year's Annual Art Exhibition. Our official sponsorship letters go out in early June, but I thought that as a matter of courtesy we should not be presumptive in assuming the wonderful support that the Shire has given us over many years. For the past few years, in fact since 2018, the Shire has supported us with an annual \$7500 Shire Acquisition Award. This attracts artists of a high calibre to enter our Exhibition & promotes our town & Shire at the same time. The addition of fantastic murals in town & at Yeerakine all help to reflect this point of difference that Kondinin has. We would anticipate circulating the entry forms late May. Could you please contact me if you think there is a problem with this.

Kind regards

Janet Repacholi

9.5.1 Community Grant Program Policy- COM002

Community Grant Program		COM-002
Responsible Department	Chief Executive Officer	
Policy Owner	4089	
Resolution Date	15 February 2023	
Old Policy Number		
Register of Delegations	N/A	
Relevant Legislation	Local Government Act 1995	
Link to Strategic Plan	1.5 Support local volunteer organisations- Community Grant Scheme is well subscribed.	
Guidelines	Community Grant Program Guidelines	
Next Review	Bi-annually	

Objective: To enable Council to plan its support of community projects.

Scope: The Community Grants Program (CGP) provides funding support up to a maximum of \$7,500 each, to enable Shire of Kondinin community-based organisations to develop projects that increase participation and benefit the community. The total amount Council will allocate to the Community Grants Program is \$80,000.00 each financial year.

Guidelines

Selection Criteria: Each application will be assessed against the following criteria:

- Does the project meet a community need?
- Does the project benefit a sufficiently broad, or diverse, target group?
- Does the organisation have the capacity to undertake and manage the project?
- Does the application represent value for money?
- Collaborative community-wide projects are encouraged.

Funding Rounds:

The Community Grants Program is allocated from within Council's general revenue budget each year with applications being called at the **end of March and closing at the start of May**. Funding will be announced following approval by Council in May.

Eligible Projects can include:

- Printing of posters/flyers;
- Advertising and promotion;
- Purchase of equipment required for the ongoing operations e.g. shade tent, tables, chairs, computers etc.;
- Assistance towards workshops/projects that benefit the Shire of Kondinin community;
- Entertainment;
- Costs associated with public events or functions in the Shire of Kondinin; and
- Infrastructure improvements e.g. fencing, lighting, storage etc.

What items will not be funded

- Assistance towards Council's rates or standard user agreements;
- Assistance towards financial operating costs of the applicant e.g. rent, staff wages, utility costs, insurance, stationery, etc;
- No replacement & repairs of consumables: including technology items;
- Food, drinks and alcohol;
- Interstate and overseas travel;
- Conference attendance;
- Projects that have already commenced;
- Projects not based in the Shire of Kondinin;
- Projects that duplicate an existing or similar project/service within the community; unless support can be shown of approval by business & council approval

(The Community Resources in the Shire usually service their own community, as this will not be considered as completing business);

- An item benefiting an individual; and
- Subsidising sporting club fees.

Who can apply?

Eligible groups and organisations must be:

- an incorporated not-for-profit organisation, **a limited company that is registered with a Australian Charity not-for-profit commission** or sub-committees organisations are eligible to apply, subject to providing a letter of support from the main organisation body; or
- An unincorporated not-for-profit organisation, applying through the auspice of a not-for-profit incorporated body or Local Government authority.

Who can not apply?

- an unincorporated organisation without an auspice arrangement;
- an individual;
- a commercial for-profit organisation;
- Government Agencies (including Education, Health, Transport etc.); or
- Organisations that have not provided an acquittal from a previous Community Grants Program are ineligible to apply until the required documentation has been submitted.

Advertising

Each financial year, at the beginning of March, Council shall advertise its intention to consider applications for financial assistance under the Community Grants Program.

The advertisements will be placed in:

- At least 1 edition of the 'Kondinin Calendar';
- The Hyden/Karlgarin Householder;
- The monthly Shire newsletter, 'THE ECHO';
- The Shire of Kondinin website;
- The Shire of Kondinin Facebook page; and

- Shire information boards.

Community Grants (maximum \$7,500 regardless if your Organisation is registered for GST)

Applicants can request funding of up to \$7,500 from Council per grant round. All requests for funding over \$5,000 require a cash component of 25% from the applicant or a confirmed source of funding.

Timeline of Project

- No items can be purchased before the adoption of annual budget (unless approved by the Shire's CEO)
- Applications must be received by 4:30 pm on the closing date of the Community Grant Program, late applications will not be considered;
- The project must take place within the financial year unless an extension of time is approved by Council;
- Approval must be obtained from Council for any significant change to the project;
- Grant allocations that are not accessed within 9 months from notification of success will be forfeited (unless an extension before the 9 months is completed has been approved by the Shire CEO).

Administration of Financial Assistance

Financial assistance approvals shall be administered by the following:

- Where financial assistance is approved by the Council for projects that are dependent upon funding from an outside source, Eg: Department of Local Government, Sport and Cultural Industries; Lotterywest etc, and that funding application is unsuccessful, then the approved Council CGP funds may be accrued in the following financial year, subject to a written request to the CEO.
- Where an application for accrued funding is again unsuccessful, the approved Council CGP monies shall be withdrawn and may be made available to other community organisations.
- Where funding from an outside source is approved any CGP monies (as approved) shall be paid to the applicant, on the acquittal of the project.
- Where the level of financial assistance from an outside source has been reduced below that requested by an organisation, the organisation shall be required to demonstrate its ability to meet the funding shortfall. In such circumstances, the council will reassess the viability of the project and may, if project viability is not substantiated, revoke the grant approval. Those funds may then be made available to other applicant organisations.
- Where requests for financial assistance are received outside the deadline for receipt of applications they shall not be accepted and the applicants will be advised accordingly.
- Projects that can demonstrate benefits to the wider community will be preferred. Those projects that can demonstrate contributions from the community or community groups will be preferred.
- Applications that have multiple funding sources/financial contributors will be preferred.
- Applications for the Shire of Kondinin Community grants program received from individuals will not be accepted.
- Projects requesting funding for salary costs, administration support and recurring expenditure are ineligible for support.
- Council's decision is FINAL and applicants may not request an appeal.
- Organisation can be the auspicing group for more than one application.

Payment

Payment of the CGP funds to successful community organisations will be made once the evidence of the project is provided. Requests for extensions and justification must be provided in writing to the CEO for approval.

This information is to be disseminated to the Shire of Kondinin Councillors. The Community Grants Program is to be reported via Shire's Annual Report.

End of Policy
