Attachments

9.1 MANAGER OF PLANNING AND ASSETS

9.1.5 Aerial Maps
9.1.5 Letter
9.1.7 Draft Subdivision Plan
9.1.7 Aerial Map and Scheme Map

9.2 MANAGER OF CORPORATE SERVICES

9.2.1 List of Accounts 01/07/2025 to 31/07/2025
9.2.2 Monthly Financial Report for the period ended 30th June 2025
9.2.3 Statutory Budget 2025-2026
9.2.3 Ministerial Approval Letter – Differential Rates 2025/2026

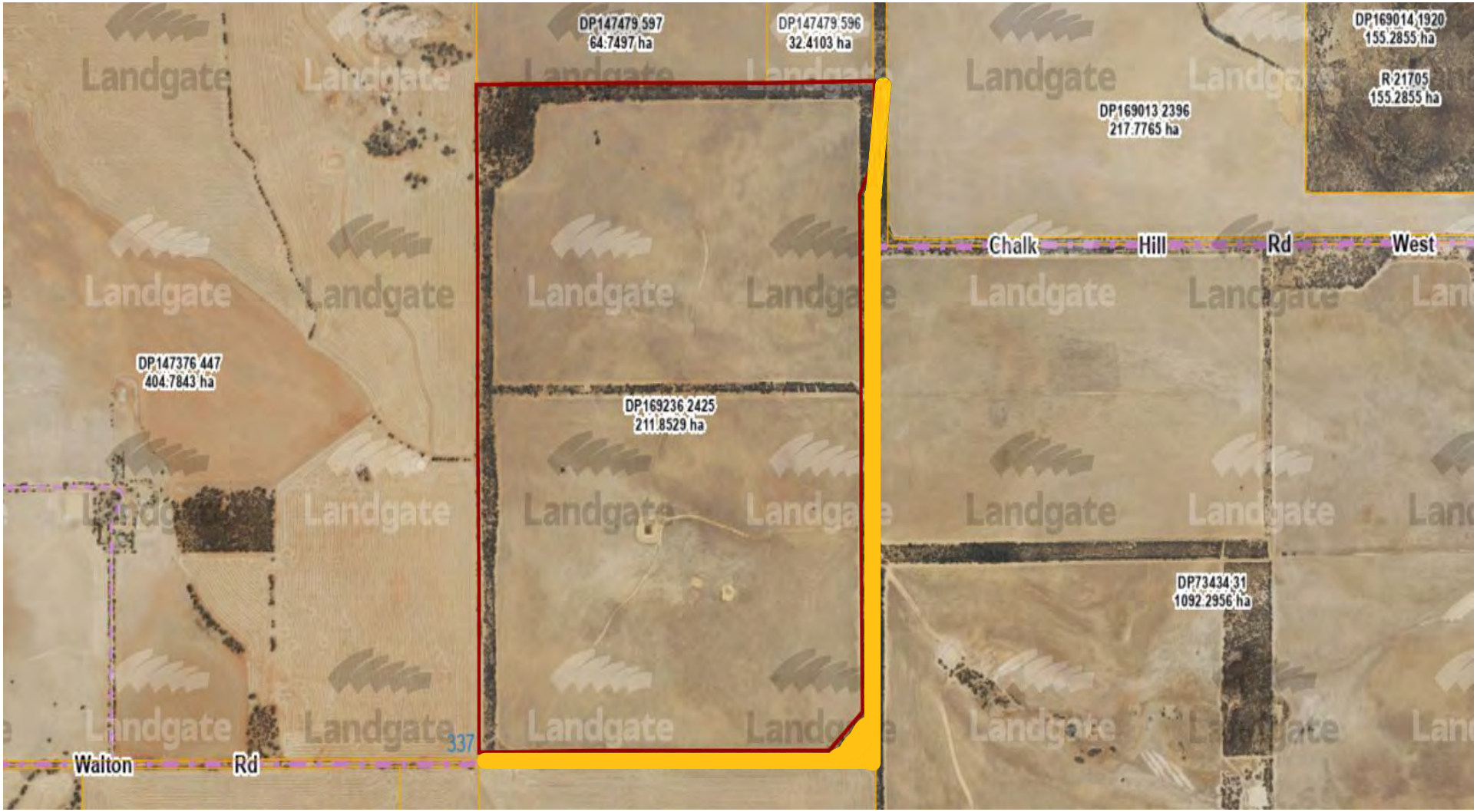
9.4 CHIEF EXECUTIVE OFFICER

9.4.1 Policy Manual June 2025

August 2025

9.1.4 Aerial Tenure Maps

PROPOSED ROAD CLOSURE & AMALGAMATION WITH LOT 2425 WALTON ROAD, KARLGARIN



Approximately 105,000m2 (10.5ha) section of public road reserve to be closed and amalgamated with Lot 2425

9.1.5 Aerial Maps

Proposed section of road closure of King Rocks Road North, Hyden

Proposed section of King Rocks Road North to be closed

9.1.5 Letter

SHIRE OF KONDININ
RECEIVED
02 JUL 2025
File No

W & I Williamson
PO Box 6005, Albany PO WA 6332
wandiwilliamson@bigpond.com
Contact No Wayne: 0427388017

26th June 2025

Chief Executive Officer
Mr David Burton
Shire of Kondinin
PO Box 7
KONDININ WA 6367

Dear David

Proposed Closure of portion of King Rocks North Road

We wish to draw your attention to the portion of King Rocks North Road, North of the Casuarina Road 'T' intersection to the vermin proof fence.

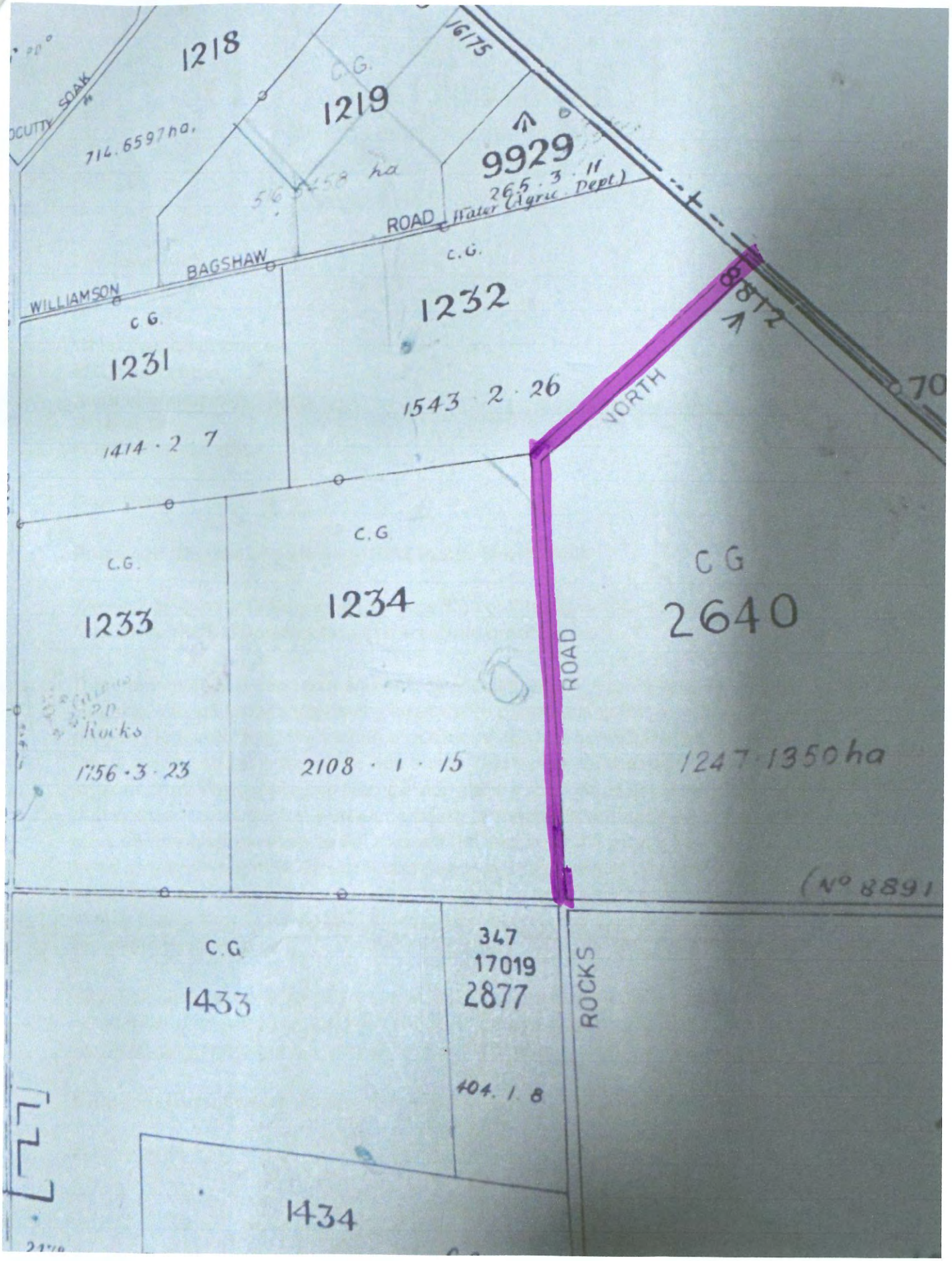
This road leads to a dead end and only provides property access to ourselves and Tom Hughes. We are constantly having issues with people using this road then entering our property to travel along the vermin proof fence north to access the Southern Cross Road, leaving all gates along the way open. This has led to the neighbours sheep getting into our crop. Both Apple and Hema Maps show a road along the Vermin Proof fence that does not exist, we have unsuccessfully requested that this be rectified. We also have people endeavouring to cut through the middle of the farm from King Rocks North Road as a short cut to Southern Cross Road via Bagshaw and Williamson Roads again Apple and Hema show this as a road. This past harvest a road train travelled to the end of King Rocks Road, unable to turn around on the road he took the option of turning around in Hughes' crop!

With activity commencing related to the wind farm we envisage this problem will only escalate and therefore request that Council consider having this road closed with a lockable gate, therefore denying all traffic and dealing with the ongoing problems.

Please find attached a map identifying the portion of road in question.

Kind regards

Wayne Williamson


1218
OCUTTY SOAK
714.6597ha.
C.G.
1219
56.1458 ha
16175
9929
265.3.11
(Agric. Dept)
ROAD
Water
BAGSHAW
WILLIAMSON
C.G.
1232
1543 2 26
C.G.
1231
1414 2 7
8872
NORTH
70
C.G.
1233
Rocks
1756 3 23
C.G
1234
2108 1 15
ROAD
C G
2640
1247.1350ha
(No 8891
C.G.
1433
347
17019
2877
404 1 8
ROCKS
1434

9.1.7 Draft Subdivision Plan

IT SHOULD BE NOTED THAT ALL UNDERGROUND SERVICES NEED TO BE VERIFIED BY THE RELEVANT AUTHORITY PRIOR TO ANY DEMOLITION, EXCAVATION, DESIGN AND/OR CONSTRUCTION. THEREFORE, NO RESPONSIBILITY IS TAKEN FOR SERVICE LOCATIONS. THE CERTIFICATE OF TITLE SHOULD BE CHECKED FOR EASEMENTS AND ENCUMBRANCES.

NOTE: THIS PLAN IS ACCURATE AT TIME OF SURVEY. HORIZON SURVEYS ACCEPTS NO RESPONSIBILITY FOR THE ACCURACY OF ANY INFORMATION ADDED.

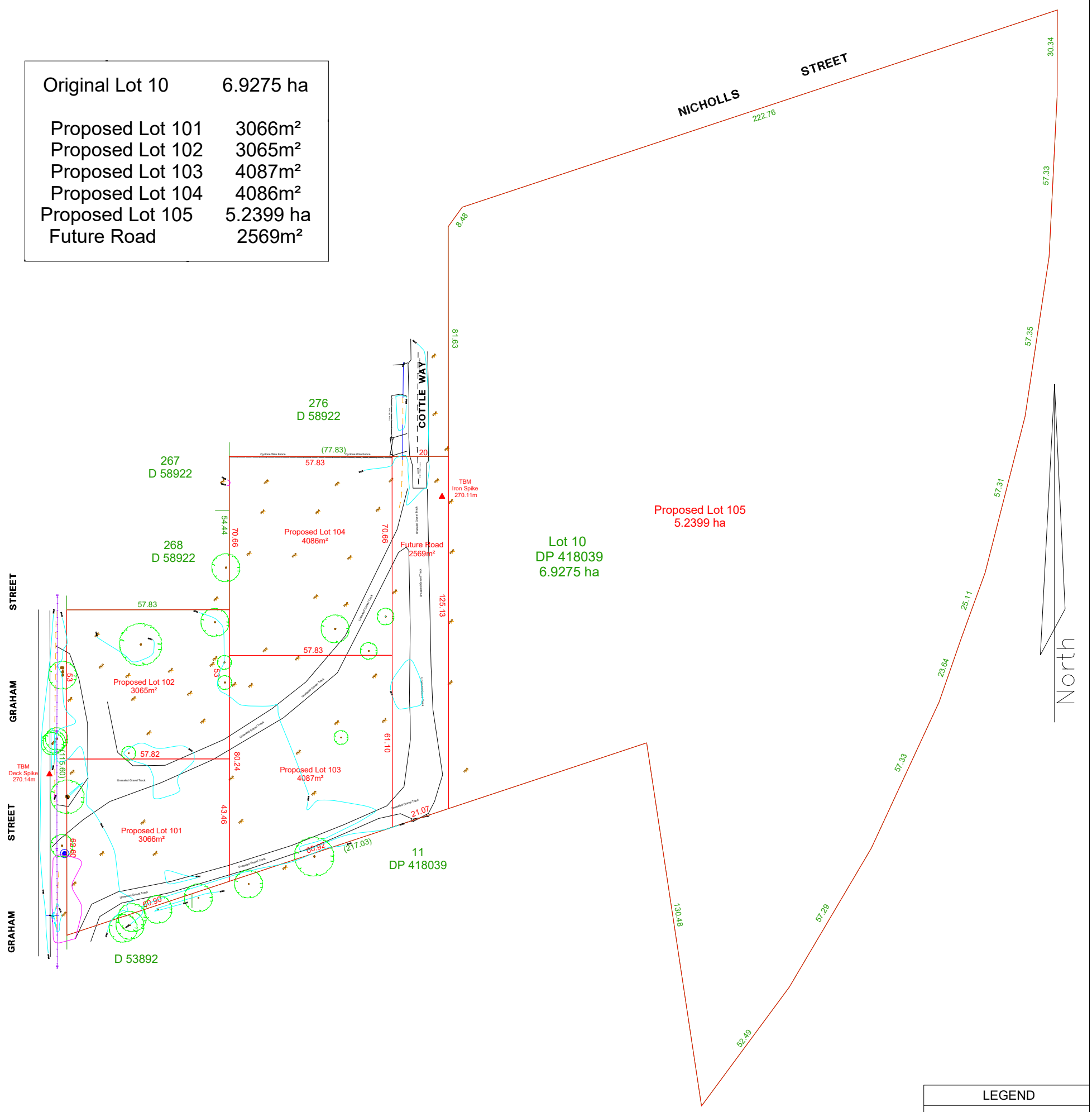
0 2 4 6 8 10

SCALE – 1:1500 @ A3

LOCAL AUTHORITY:

SHIRE OF KONDININ

Original Lot 10	6.9275 ha
Proposed Lot 101	3066m²
Proposed Lot 102	3065m²
Proposed Lot 103	4087m²
Proposed Lot 104	4086m²
Proposed Lot 105	5.2399 ha
Future Road	2569m²



LEGEND

- Gas Meter
- Drain
- Power Pole
- Light Pole
- Power Dome
- Telecom Pit
- Post / Bollard
- Sewer Inspect Pit
- Sewer Manhole
- Gully Trap
- Water Meter
- Water Hydrant
- Tree

AHD HEIGHTS DERIVED FROM SSM CORRIGIN 126

ALL CADASTRAL INFORMATION SHOWN IS THE RESULT OF THE LOCATION OF LIMITED SURVEY MARKS AND AS SUCH BOUNDARY LOCATIONS COULD VARY UPON FINAL SURVEY

AREA AND DIMENSIONS ARE SUBJECT TO SURVEY. DIMENSIONS DERIVED FROM CERTIFICATE OF TITLE OR SURVEY PLAN

HORIZON SURVEYS

UNIT 1/94 HAY STREET, SUBIACO WA 6008
PH 9387 8226 Mob 0407 080 073
Email admin@horizonsurveys.com.au

SHIRE OF KONDININ

PROPOSED GREEN TITLE SUBDIVISION
(NO STREET ADDRESS) LOT 10 / DP 418039

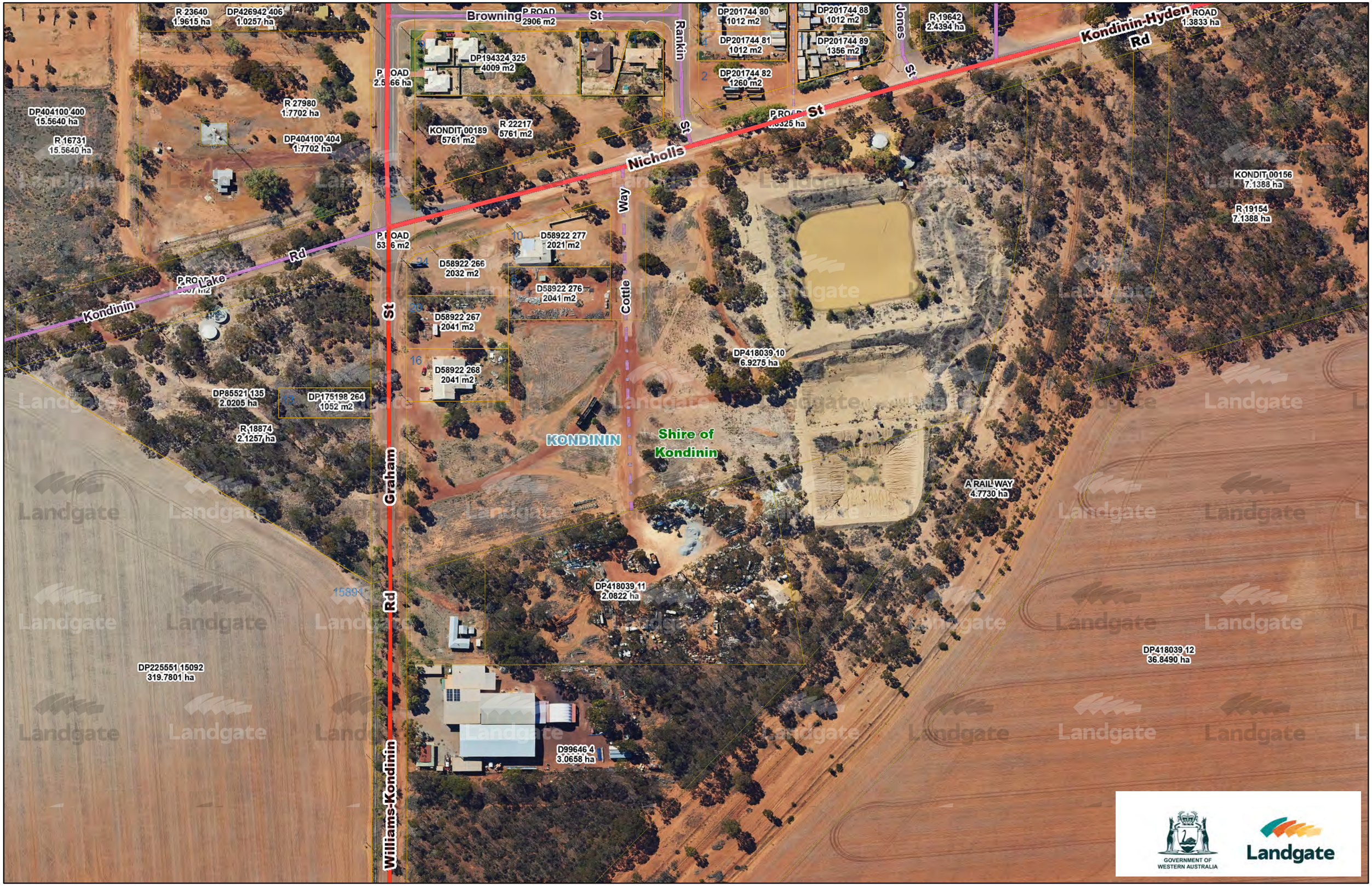
(LOT 10 on PLAN 418039)

REV	DETAILS	BY	DATE
1	DET 1	BY 1	DD/MM/YY
2	DET 2	BY 2	DD/MM/YY
3	DET 3	BY 3	DD/MM/YY

SURVEYED KF	DATE 11/06/2025	HORIZONTAL DATUM KONDININ 2020
COMPUTED KF	18/06/2025	VERTICAL DATUM AHD
DRAWN KF	18/06/2025	FIELD NOTES HS 1406
JOB NUM 250107	DRAWING No. 250107_SUB_V1	

9.1.7 Aerial Map and Scheme Map

-- Map Viewer Plus --



Author:

Created: 15 August 2025 from Map Viewer Plus: https://map-viewer-plus.app.landgate.wa.gov.au

1:2,257

0 0.03 0.07 0.1 0.14 km

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Administrative Boundary

Localities (L)

Local Government

Roads

Other Roads

Proposed Roads

Laneway, Tracks

Laneway

Laneway Unsealed

Other

Tracks

Minor Roads

Minor

Minor Unsealed

Freeways, Highways & Main Roads (L)

Freeway Underground

Freeway On Off Ramp

Freeway

National/State Highway

Main and National/State Highway On Off Ramp

State Highway Unsealed

Main

Main Unsealed

Bridges / Tunnels (Line)

Bridge

Tunnel

Bridge / Tunnel (Point)

Bridge

Footbridge

General Transport (Point)

TrafficLight

TrafficControlDevice, LevelCrossing

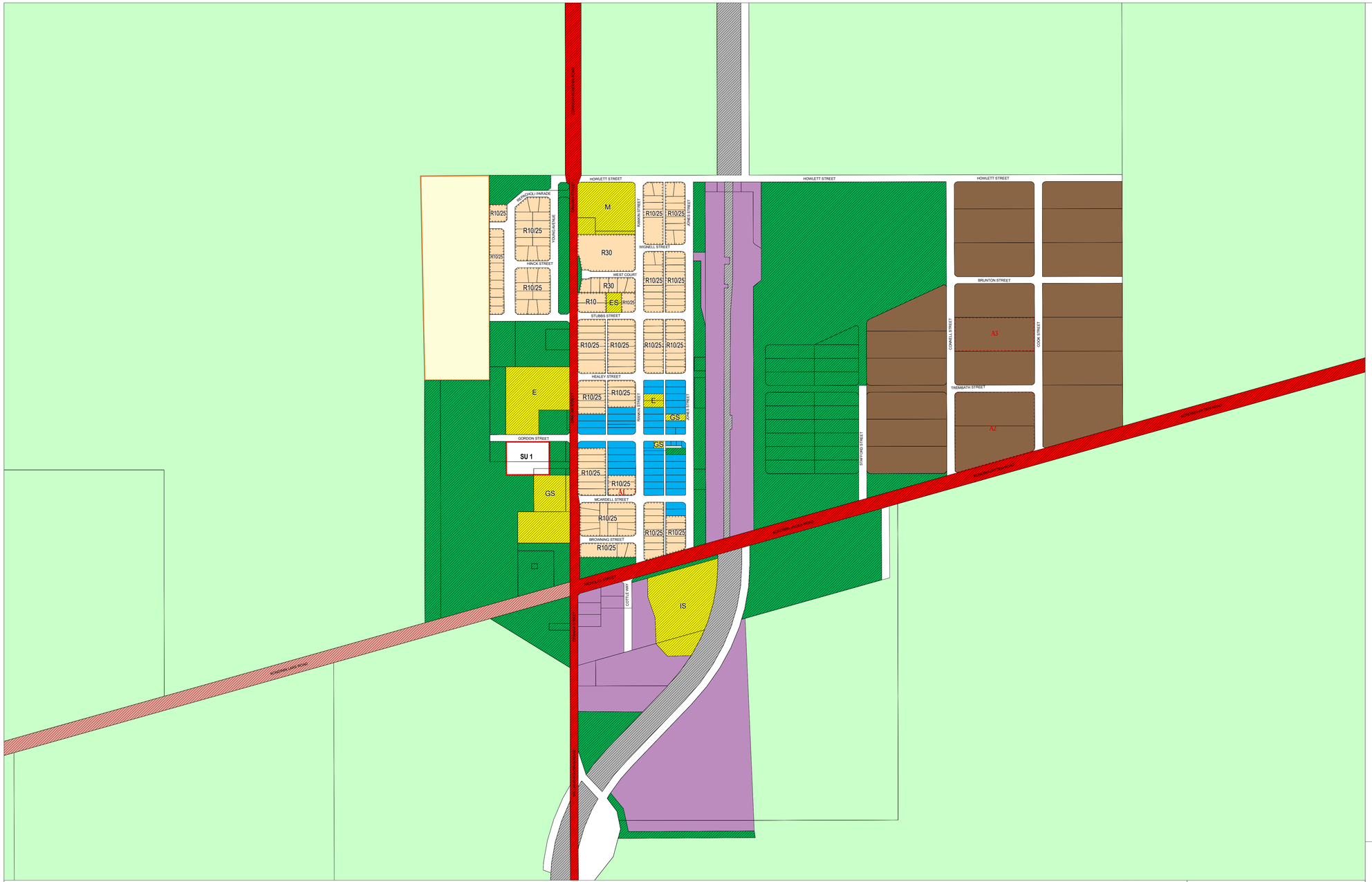
Landgate WA Now Mosaic

WA Now Imagery

Red: Band_1

Green: Band_2

Blue: Band_3



LEGEND

LOCAL SCHEME RESERVES

- Environmental Conservation
- Local Distributor Road
- Local Road
- Primary Distributor Road
- Public Open Space
- Public Purposes
- Public Purposes : Education
- ES Public Purposes : Emergency Services
- GS Public Purposes : Government Services
- IS Public Purposes : Infrastructure Services
- M Public Purposes : Medical Services
- R Public Purposes : Recreational
- Railways

LOCAL SCHEME ZONES

- Commercial
- General Industry
- Light Industry
- Residential
- Rural
- Rural Residential
- Rural Townsite
- Special Use
- Urban Development

OTHER CATEGORIES

(see scheme text for additional information)

- Scheme Area
- Local Government Boundary
- R20 R Codes
- A1 Additional Uses
- RR1 Rural Residential
- SU1 Special Use
- No Zone

VERSION No 1

Department of **Planning, Lands and Heritage**

GOVERNMENT OF WESTERN AUSTRALIA

This electronic planning map has been prepared and made available for public inspection by the Western Australian Planning Commission pursuant to section 267B of the *Planning and Development Act 2005*. Whilst all care has been taken to accurately portray the original map, spatial data can be subject to modification over time. If you wish to use a copy of this map in any proceedings, a copy certified by the Commission (or its delegates) under section 267C is evidence of the contents of the electronic map or a part of the map.

If you have questions about the publication or certification of a map, or suspect any omissions or errors in this electronic planning map, please advise the Department of Planning, Lands and Heritage at spatialdata@dplh.wa.gov.au

Produced by Data Analytics,
Department of Planning, Lands and Heritage.
Base Information Supplied by the Western Australian Land Information Authority, SLIP 1180-2020-1

Shire of Kondinin

Local Planning Scheme No. 1

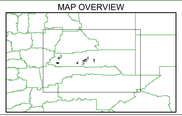
(Consolidated District Scheme)

N

0 100 200 300 400

Meters

MAP OVERVIEW



Authorised: T.Servaas

Plot Date: 10 January 2017

G.Gazette: Friday, 6 January 2017

Local Planning Scheme Map No. 2 of 6
MAP: Kondinin Townsite

Shire of Kondinin

Local Planning Scheme No. 1

(Consolidated District Scheme)

9.2.1 List of Accounts 01/07/2025 to 31/07/2025

20th August 2025

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

The Schedule of Cheques, EFTs and Direct Debits as submitted to each Member of Council on 20th August 2025 have been checked and is fully supported by Vouchers and Invoices which have been duly certified as to the receipt of goods and rendition of services and as to prices, computations and costings and the amounts shown have been paid. Details as follows:

Municipal Account			
Electronic Fund Transfers	EFT20730-20763; 20765-20942	$	2,238,582.80
Cheques	19515 to 19520	$	41,683.03
Direct Debits - Transport - Hyden		$	8,779.60
Direct Debits - Transport - Kondinin		$	23,077.55
Direct Debits - Credit Cards	DD22802.1	$	1,553.73
Direct Debits - Other		$	58,997.38
EFTPOS Merchant Fees & Tyro		$	1,730.95
Bank Fees - NAB Connect		$	466.33
Payroll EFTs		$	145,871.09
Total Muni		**$**	**2,520,742.46**
Trust Account			
Cheque/s		$	-
Electronic Fund Transfers	EFT20764	$	200.00
Total Trust		**$**	**200.00**
TOTAL		**$**	**2,520,942.46**

Signed:

CHIEF EXECUTIVE OFFICER

List of Accounts Due & Submitted to Council 01/07/2025 to 31/07/2025

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
EFT20730	02/07/2025	Mallebee - KW & DH Graham	Gravel 6510 m3	1		$ (10,741.50)
18	20/06/2025	Mallebee - KW & DH Graham	Gravel 6510 m3	1	$ 10,741.50	
EFT20731	03/07/2025	EW & RJ PUGH	Emptying septics Hyden Norseman Road SLRIP grant,	1		$ (371.00)
1383	01/07/2025	EW & RJ PUGH	Emptying septics Hyden Norseman Road SLRIP grant,	1	$ 371.00	
EFT20732	03/07/2025	IT Vision	IT Vision Annual Subscription	1		$ (50,489.75)
042219	20/05/2025	IT Vision	IT Vision Annual Subscription	1	$ 50,489.75	
EFT20733	03/07/2025	KONDININ ROADHOUSE MOTEL	ULP prepayment	1		$ (1,706.59)
PREPAYMENT	02/07/2025	KONDININ ROADHOUSE MOTEL	ULP prepayment	1	$ 1,706.59	
EFT20734	03/07/2025	Modularis Pty Ltd	Construction of two 2 x 2 Dwellings at No. 51 (Lot 121) Rankin Street, Kondinin Unit 1	1		$ (131,631.00)
7079	01/07/2025	Modularis Pty Ltd	Construction of two 2 x 2 Dwellings at No. 51 (Lot 121) Rankin Street, Kondinin Unit 1	1	$ 68,627.00	
7081	01/07/2025	Modularis Pty Ltd	Construction of two 2 x 2 Dwellings at No. 51 (Lot 121) Rankin Street, Kondinin Unit 2	1	$ 63,004.00	
EFT20735	03/07/2025	Horizon Surveys	Survey work for Karlgarin Bowling Club	1		$ (2,860.00)
405	02/07/2025	Horizon Surveys	Survey work for Karlgarin Bowling Club	1	$ 2,860.00	
EFT20736	03/07/2025	OFFICE OF REGIONAL ARCHITECTURE	Contract and Project Managment for Kondinin Pavilion Upgrades	1		$ (3,960.00)
525	30/06/2025	OFFICE OF REGIONAL ARCHITECTURE	Contract and Project Managment for Kondinin Pavilion Upgrades	1	$ 3,960.00	
EFT20737	03/07/2025	Merredin Refrigeration & Air Conditioning	Air con servicing Shire houses and public buildings	1		$ (15,650.62)
22014	27/06/2025	Merredin Refrigeration & Air Conditioning	Air con servicing at Hyden: Depot, Child Care Centre, Smith Loop house, S/Pool	1	$ 1,539.38	
22004	27/06/2025	Merredin Refrigeration & Air Conditioning	Air con servicing Shire houses and public buildings	1	$ 14,111.24	
EFT20738	03/07/2025	Bilyaa Pty Ltd	Detailed concept design for Kondinin Community Garden	1		$ (8,525.00)
35	26/06/2025	Bilyaa Pty Ltd	Detailed concept design for Kondinin Community Garden	1	$ 8,525.00	
EFT20739	03/07/2025	Team Global Express Pty Ltd	State Library	1		$ (42.94)
0663	29/06/2025	Team Global Express Pty Ltd	State Library	1	$ 42.94	
EFT20740	03/07/2025	McCubbing Transport	Earthmoving Services for Hyden Norseman Rd	1		$ (20,523.97)
17309	24/06/2025	McCubbing Transport	Earthmoving Services	1	$ 13,871.00	
17291	24/06/2025	McCubbing Transport	Earth Moving Services	1	$ 6,652.97	
EFT20741	03/07/2025	A & M Nelson	40000km service KN0	1		$ (569.80)
7310	18/06/2025	A & M Nelson	40000km service KN0	1	$ 569.80	
EFT20742	03/07/2025	Synergy	448252110 Street Lights	1		$ (4,061.09)
448252110	19/06/2025	Synergy	448252110 Street Lights	1	$ 2,948.00	
2022471574	25/06/2025	Synergy	303175590 Lions Club	1	$ 152.12	
2058447236	25/06/2025	Synergy	594628910 Airport	1	$ 206.56	
2022471260	25/06/2025	Synergy	101965630 Golf Club Bore,	1	$ 326.09	
2030458108	25/06/2025	Synergy	146909270 Cranes Bore	1	$ 428.32	
EFT20743	03/07/2025	Telstra Limited	PHONE & INTERNET USAGE	1		$ (4,109.66)
4915073342	27/06/2025	Telstra Limited	Mobile phones	1	$ 918.00	
1214778000	03/07/2025	Telstra Limited	PHONE LINES	1	$ 2,149.79	
2955043969	03/07/2025	Telstra Limited	WAVE ROCK TICKET MACHINE DATA PLAN 0409 425 790, SECURITY CAMERA DATA PLAN 0419 294 872, HYDEN INTERNET & MOBILE PHONES	1	$ 1,041.87	
EFT20744	03/07/2025	Liberty Rural	DIESEL - KONDININ & HYDEN DEPOTS	1		$ (21,881.60)
FI4685311	20/06/2025	Liberty Rural	DIESEL - KONDININ & HYDEN DEPOTS	1	$ 21,881.60	
EFT20745	03/07/2025	Fred IT GROUP PTY LTD (Medview)	Subcription for 01/12/24 - 28/02/25	1		$ (1,062.60)
169732	02/12/2024	Fred IT GROUP PTY LTD (Medview)	Subcription for 01/12/24 - 28/02/25	1	$ 1,062.60	
EFT20746	03/07/2025	Hyden Community Resource Centre	Waste Calendares 25/26 All Towns	1		$ (1,091.00)
36405	03/06/2025	Hyden Community Resource Centre	Advertising Householder, Venue Hire	1	$ 195.00	
36516	03/06/2025	Hyden Community Resource Centre	NAIDOC WEEK sponsorship	1	$ 50.00	
36416	04/06/2025	Hyden Community Resource Centre	Waste Calendares 25/26 All Towns	1	$ 846.00	
EFT20747	03/07/2025	KARLGARIN COUNTRY CLUB	7 Days Rent Jason 16/06/2025-29/06/2025	1		$ (400.00)

List of Accounts Due & Submitted to Council 01/07/2025 to 31/07/2025

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
49423	30/06/2025	KARLGARIN COUNTRY CLUB	7 Days Rent Jason 16/06/2025-29/06/2025	1	$ 400.00	
EFT20748	03/07/2025	HYDEN AUTO ELECTRICS	New connection from prime mover to trailer KN58	1		$ (885.50)
6049	03/06/2025	HYDEN AUTO ELECTRICS	Light repairs, , etc. KN78, KN77, KN58	1	$ 664.40	
6087	25/06/2025	HYDEN AUTO ELECTRICS	New connection from prime mover to trailer KN58	1	$ 221.10	
EFT20749	03/07/2025	SAFE ROADS WA	Hire of Jet Paver for SLR Hyden Norseman	1		$ (12,256.75)
507	16/06/2025	SAFE ROADS WA	Hire of Jet Paver for SLR Hyden Norseman	1	$ 12,256.75	
EFT20750	03/07/2025	ACORP CONSTRUCTION	Upgrades to Kondinin Pavilion - Tender 04/2024/2025	1		$ (334,953.47)
A079_C02	30/06/2025	ACORP CONSTRUCTION	Upgrades to Kondinin Pavilion - Tender 04/2024/2025, , Upgrades to Kondinin Pavilion - Tender 04/2024/2025 Rention Money	1	$ 334,953.47	
EFT20751	03/07/2025	WE WILL DO CLEANING SERVICE	Cleaning Services contract	1		$ (2,087.25)
54	23/06/2025	WE WILL DO CLEANING SERVICE	Cleaning Services contract	1	$ 2,087.25	
EFT20752	03/07/2025	EASTERN HILLS CHAINSAWS AND MOWERS PTY LTD	Chain and replacement spools	1		$ (261.00)
53729	25/06/2025	EASTERN HILLS CHAINSAWS AND MOWERS PTY LTD	Chain and replacement spools	1	$ 261.00	
EFT20753	03/07/2025	JA GIMBEL PAINTING	Internal painting No. 43 Repacholi Parade, Kondinin	1		$ (10,164.00)
665	30/06/2025	JA GIMBEL PAINTING	Internal painting No. 43 Repacholi Parade, Kondinin	1	$ 10,164.00	
EFT20754	03/07/2025	COMPLETE OFFICE SUPPLIES PTY LTD	HAND SANITISER FOR MEDICAL CENTRE	1		$ (115.35)
14201412	25/06/2025	COMPLETE OFFICE SUPPLIES PTY LTD	HAND SANITISER FOR MEDICAL CENTRE	1	$ 115.35	
EFT20755	03/07/2025	Trish's Cleaning Service	Cleaning Services contract	1		$ (2,364.50)
1100	22/06/2025	Trish's Cleaning Service	Cleaning of Toilets and shower block	1	$ 429.00	
1101	23/06/2025	Trish's Cleaning Service	Cleaning Services contract	1	$ 1,935.50	
EFT20756	03/07/2025	Hyden Delta Agribusiness	Lawn Mower and punnet seedlings	1		$ (4,293.97)
JULY 24	31/07/2024	Hyden Delta Agribusiness	Padlocks door stop and hyalics	1	$ 452.45	
AUGUST	31/08/2024	Hyden Delta Agribusiness	Hyden Pool Mural	1	$ 389.15	
SEP	30/09/2024	Hyden Delta Agribusiness	File and and funnel, Survey markers	1	$ 36.50	
OCT	31/10/2024	Hyden Delta Agribusiness	Grandeing Consumables, Lawn Mower and punnet seedlings	1	$ 2,157.01	
NOVEMBER	30/11/2024	Hyden Delta Agribusiness	Bait refils and battery operated blower, Gas Bottle	1	$ 336.18	
DEC	31/12/2024	Hyden Delta Agribusiness	Clip l;ight and fly killer, toilet lid, Nozzels and Gas	1	$ 337.20	
DEC	30/06/2025	Hyden Delta Agribusiness	Connectors and gardening consumables	1	$ 43.97	
APRIL	30/06/2025	Hyden Delta Agribusiness	Gardening Equipment	1	$ 47.50	
JUNE	30/06/2025	Hyden Delta Agribusiness	Tape Measure, Lights key cutting and small appliances	1	$ 494.01	
EFT20757	03/07/2025	WIN TELEVISION WA PTY LTD	Anzac Day TV Commercial	1		$ (1,650.00)
2503-F558T	31/03/2025	WIN TELEVISION WA PTY LTD	Anzac Day Ad TV	1	$ 346.50	
2504-F558T	30/04/2025	WIN TELEVISION WA PTY LTD	Anzac Day TV Commercial	1	$ 1,303.50	
EFT20758	03/07/2025	CB Traffic Solutions Pty Ltd	5 days of traffic control services	1		$ (16,550.69)
20114	25/06/2025	CB Traffic Solutions Pty Ltd	5 days of traffic control services	1	$ 16,550.69	
EFT20759	03/07/2025	Horizon Surveys	Survey work for Karlgarin Bowling Club, 39 Repacholi Parade and Industrial Lots	1		$ (2,640.00)
397	25/06/2025	Horizon Surveys	Survey work for Karlgarin Bowling Club, 39 Repacholi Parade and Industrial Lots	1	$ 2,640.00	
EFT20760	03/07/2025	T C Precast Pty Ltd t/as Hydra Storm	Supply of storm water drainage materials	1		$ (15,647.50)
9618	29/04/2025	T C Precast Pty Ltd t/as Hydra Storm	Supply of storm water drainage materials	1	$ 9,047.50	
9618/1	08/05/2025	T C Precast Pty Ltd t/as Hydra Storm	rHDPE Corrugated RRJ x25	1	$ 6,600.00	
EFT20761	03/07/2025	Maximillian Pty Ltd t/a Bailiwick Legal	Settlement for Purchase of 1 Lynch Street Hyden	1		$ (3,338.40)
S2500006	01/04/2025	Maximillian Pty Ltd t/a Bailiwick Legal	Settlement for Purchase of 1 Lynch Street Hyden	1	$ 1,942.55	

List of Accounts Due & Submitted to Council 01/07/2025 to 31/07/2025

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
S2500006	01/04/2025	Maximillian Pty Ltd t/a Bailiwick Legal	Settlement for Purchase of 1 Lynch Street Hyden	1	$ 1,395.85	
EFT20762	03/07/2025	AAA Trailers	Purchase of new side tipper trailer	1		$ (108,150.00)
4397	22/05/2025	AAA Trailers	Purchase of new side tipper trailer	1	$ 108,150.00	
EFT20763	03/07/2025	K&K Blyth Pty Ltd The Blyth family trust T/A NGN Hire	Portable toilets Hire	1		$ (1,200.00)
95149	30/06/2025	K&K Blyth Pty Ltd The Blyth family trust T/A NGN Hire	Portable toilets Hire	1	$ 1,200.00	
EFT20764	10/07/2025	Beau Lucas	REQUEST FOR REFUND XMAS TRUST	2		$ (200.00)
T69	10/07/2025	Beau Lucas	REQUEST FOR REFUND XMAS TRUST	2	$ 200.00	
EFT20765	11/07/2025	Bookeasy Australia Pty Ltd	Room Manager 24/25	1		$ (84.70)
5357	30/06/2025	Bookeasy Australia Pty Ltd	Room Manager 24/25	1	$ 84.70	
EFT20766	11/07/2025	Abco	Toilet rolls and sanitizer	1		$ (598.95)
1058914	25/06/2025	Abco	Toilets rolls and sanitizer	1	$ 598.95	
EFT20767	11/07/2025	BOC Limited	Medical Oxygen	1		$ (61.83)
4039502124	28/06/2025	BOC Limited	Medical Oxygen, Acetylene & Oxygen	1	$ 61.83	
EFT20768	11/07/2025	AJE Contractors	Water Cart Hire 58hrs	1		$ (9,251.00)
40	29/06/2025	AJE Contractors	Water Cart Hire 58hrs	1	$ 9,251.00	
EFT20769	11/07/2025	Kondinin Hotel	25/06/25 - COUNCIL MEETING - LUNCHEON 1.00PM (SOUP & SANDWICHES) AFTERNOON TEA - FRUIT PLATER AND CAKES ETC AND DINNER FOR 11	1		$ (1,072.50)
30983	30/06/2025	Kondinin Hotel	25/06/25 - COUNCIL MEETING - LUNCHEON 1.00PM (SOUP & SANDWICHES) AFTERNOON TEA - FRUIT PLATER AND CAKES ETC AND DINNER FOR 11	1	$ 550.00	
30919	30/06/2025	Kondinin Hotel	LUNCHEON FOR CEO INTERVIEWS - 04/06/25	1	$ 250.00	
30933	30/06/2025	Kondinin Hotel	Accommodation and meals for Acting CEO (Wednesday 11 June and Thursday 12 June 2025)	1	$ 272.50	
EFT20770	11/07/2025	McCubbing Transport	Earth moving Services	1		$ (22,928.73)
17315	30/06/2025	McCubbing Transport	Earth moving Services	1	$ 14,586.00	
17312	30/06/2025	McCubbing Transport	Casrtage of aggregate snd cracker dust	1	$ 8,342.73	
EFT20771	11/07/2025	Landgate	Gross rental valuations	1		$ (111.68)
405260	27/06/2025	Landgate	RURAL UVS	1	$ 47.18	
405426	28/06/2025	Landgate	Gross rental valuations	1	$ 64.50	
EFT20772	11/07/2025	Wave Rock Caravan Park & Chalets	Electrcity usage 49 units	1		$ (14.96)
44	30/06/2025	Wave Rock Caravan Park & Chalets	Electrcity usage 49 units	1	$ 14.96	
EFT20773	11/07/2025	Kondinin Community Resource Centre	Paint the town Read Kit	1		$ (630.00)
478877	30/06/2025	Kondinin Community Resource Centre	Accomodation for Whalebone event	1	$ 155.00	
478876	30/06/2025	Kondinin Community Resource Centre	Paint the town Read Kit	1	$ 475.00	
EFT20774	11/07/2025	Perfect Computer Solutions Pty Ltd	Privacy Screen x2	1		$ (852.50)
29691	26/06/2025	Perfect Computer Solutions Pty Ltd	Unfreeze synergy sort anti-virus system and daily monitoing monthly fee	1	$ 212.50	
29704	30/06/2025	Perfect Computer Solutions Pty Ltd	Privacy Screen x2	1	$ 640.00	
EFT20775	11/07/2025	Waveline Tyres	Replace and fit tyre	1		$ (8,785.06)
58793	05/06/2025	Waveline Tyres	ULP 50.56	1	$ 90.00	
58792	06/06/2025	Waveline Tyres	Replace and fit tyre KN67 Grader	1	$ 7,986.00	
58951	16/06/2025	Waveline Tyres	Tyre Repair KN81 grader	1	$ 181.50	
58970	17/06/2025	Waveline Tyres	Repair to tyre brought in by Nathan KN66	1	$ 318.45	
58996	20/06/2025	Waveline Tyres	Battery for KGN BBQs	1	$ 154.00	
59060	26/06/2025	Waveline Tyres	Ulp 30.96lt for KN49	1	$ 55.11	
EFT20776	11/07/2025	KARLGARIN COUNTRY CLUB	Karlgarin Country Club Community Grant - Outdoor Dining & Blind Upgrades	1		$ (2,979.00)
49424	30/06/2025	KARLGARIN COUNTRY CLUB	Karlgarin Country Club Community Grant - Outdoor Dining & Blind Upgrades	1	$ 2,979.00	
EFT20777	11/07/2025	Shenton Enterprises Pty Ltd	Replacement Chlorine Filter / Procal machine at Kondinin Pool	1		$ (25,850.00)
213263	26/06/2025	Shenton Enterprises Pty Ltd	Replacement Chlorine Filter / Procal machine at Kondinin Pool	1	$ 25,850.00	
EFT20778	11/07/2025	KONDININ LIONS CLUB	Purchase of asortment of furniture for CEOs House	1		$ (100.00)
5	24/06/2025	KONDININ LIONS CLUB	Purchase of asortment of furniture for CEOs House	1	$ 100.00	

List of Accounts Due & Submitted to Council 01/07/2025 to 31/07/2025

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
EFT20779	11/07/2025	FEGAN BUILDING SURVEYING	Building Services 24/25	1		$ (792.00)
1230	30/06/2025	FEGAN BUILDING SURVEYING	Building Services 24/25	1	$ 792.00	
EFT20780	11/07/2025	THE AG SHOP	Pressure Cleaner freight included	1		$ (3,046.43)
10021085	03/06/2025	THE AG SHOP	Oil and Coolant	1	$ 305.81	
10021209	10/06/2025	THE AG SHOP	Work clothes pants x6	1	$ 476.80	
10021212	11/06/2025	THE AG SHOP	Marker Paint	1	$ 388.80	
10021246	12/06/2025	THE AG SHOP	Work wear pants	1	$ 76.00	
10021233	12/06/2025	THE AG SHOP	assembly hose and spiral guard	1	$ 400.56	
10021486	26/06/2025	THE AG SHOP	Grease Refill Kit	1	$ 22.18	
10021482	26/06/2025	THE AG SHOP	Grease Gun	1	$ 144.28	
10021536	30/06/2025	THE AG SHOP	Pressure Cleaner freight included	1	$ 1,232.00	
EFT20781	11/07/2025	ONSITE RENTAL GROUP	Diesel Generator Hire	1		$ (3,995.89)
3980476	30/06/2025	ONSITE RENTAL GROUP	Toilet block hire	1	$ 1,969.75	
3980694	30/06/2025	ONSITE RENTAL GROUP	Diesel Generator Hire	1	$ 2,026.14	
EFT20782	11/07/2025	MARKETFORCE PTY LTD	Differental Rates advert for Observer and West Australian on the 28th and 29th of may	1		$ (1,500.25)
1859684	30/06/2025	MARKETFORCE PTY LTD	Differental Rates advert for Observer and West Australian on the 28th and 29th of may	1	$ 552.59	
1859686	30/06/2025	MARKETFORCE PTY LTD	Differental Rates advert for Observer and West Australian on the 28th and 29th of may	1	$ 720.94	
1859685	30/06/2025	MARKETFORCE PTY LTD	ADVERTISING OF JUNE COUNCIL MEETING - CHANGE OF DATE - 25/06/25	1	$ 226.72	
EFT20783	11/07/2025	ID Rent Pty Ltd	Hire of smooth drum and bomag	1		$ (12,947.00)
14182	30/06/2025	ID Rent Pty Ltd	Hire of smooth drum and bomag	1	$ 12,947.00	
EFT20784	11/07/2025	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Belly plate hose and site attendance	1		$ (23,222.07)
2984801	25/06/2025	AFGRI EQUIPMENT AUSTRALIA PTY LTD	KN67 20L oil	1	$ 195.46	
2986621	30/06/2025	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Gasket repairs KN67	1	$ 3,786.49	
2987146	30/06/2025	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Parts for repiars KN65	1	$ 4,192.98	
2986921	30/06/2025	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Parts for repairs for vehcile KN66	1	$ 4,079.90	
2986352	30/06/2025	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Belly plate hose and site attendance KN64	1	$ 10,967.24	
EFT20785	11/07/2025	MINERAL CRUSHING SERVICES (WA) PTY LTD	50 tonne of craker dust and 14mm aggregate and 100 tonne of 7mm aggergate	1		$ (8,451.30)
2999	30/06/2025	MINERAL CRUSHING SERVICES (WA) PTY LTD	50 tonne of craker dust and 14mm aggregate and 100 tonne of 7mm aggergate	1	$ 8,451.30	
EFT20786	11/07/2025	ITR WESTERN AUSTRTALIA	Bolts and cutting edges for KN67 & KN81 Graders	1		$ (1,025.54)
794371	25/06/2025	ITR WESTERN AUSTRTALIA	Bolts and cutting edges,	1	$ 1,025.54	
EFT20787	11/07/2025	WA Contract Ranger Services Pty Ltd	Ranger Services 24/25	1		$ (1,384.63)
6410	28/06/2025	WA Contract Ranger Services Pty Ltd	Ranger Services 24/25	1	$ 1,384.63	
EFT20788	11/07/2025	COMPLETE OFFICE SUPPLIES PTY LTD	Paper, stationery for Medical centre	1		$ (973.34)
14172635	16/06/2025	COMPLETE OFFICE SUPPLIES PTY LTD	Paper, stationery for Medical centre	1	$ 973.34	
EFT20789	11/07/2025	CLOUD COLLECTIONS PTY LTD	Auctions processing for 21 Jones 8 Browning and A616 Tolland Rd	1		$ (28,235.35)
7320	30/06/2025	CLOUD COLLECTIONS PTY LTD	Auctions processing for 21 Jones 8 Browning and A616 Tolland Rd	1	$ 28,235.35	
EFT20790	11/07/2025	Veris Australia Pty Ltd	Hyden Norseman trip 2 survey	1		$ (17,651.70)
VI100520	24/06/2025	Veris Australia Pty Ltd	Hyden Norseman trip 2 survey	1	$ 17,651.70	
EFT20791	11/07/2025	GARDNERS COMPLETE EARTHMOVING	Water Carting Services	1		$ (13,156.00)
1552	26/06/2025	GARDNERS COMPLETE EARTHMOVING	Water Carting Services	1	$ 8,580.00	
1553	29/06/2025	GARDNERS COMPLETE EARTHMOVING	Water Carting 45hrs	1	$ 4,576.00	
EFT20792	11/07/2025	Hyden Delta Agribusiness	2x 45kg gas bottles	1		$ (473.71)
DI5908305	12/06/2025	Hyden Delta Agribusiness	Line trimmer and Rake	1	$ 71.95	
DI5908517	25/06/2025	Hyden Delta Agribusiness	2x 45kg gas bottles	1	$ 401.76	
EFT20793	11/07/2025	Kondinin Rural Suppplies Pty Ltd	Polar Fleece Jumper, consumables	1		$ (1,255.87)

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Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
JUNE 25	30/06/2025	Kondinin Rural Suppplies Pty Ltd	Depot Consumables	1	$ 91.92	
MAY	30/06/2025	Kondinin Rural Suppplies Pty Ltd	Gardening Consumables, Polar Fleece Jumper, Depot Consumables, Kondinin Office Equipment, Trembath Park, Kondinin Cemertry	1	$ 1,163.95	
EFT20794	11/07/2025	CB Traffic Solutions Pty Ltd	Traffic Control 1 week	1		$ (21,187.90)
20227	29/06/2025	CB Traffic Solutions Pty Ltd	Traffic Control 1 week	1	$ 21,187.90	
EFT20795	11/07/2025	SAPIO Pty Ltd	Monthly IT support	1		$ (2,764.26)
305856	27/06/2025	SAPIO Pty Ltd	Monthly IT support	1	$ 2,764.26	
EFT20796	11/07/2025	Telair Pty Ltd	Internet for Medical Centre	1		$ (2,968.76)
TA20941-072	30/06/2025	Telair Pty Ltd	Internet for Medical Centre	1	$ 2,968.76	
EFT20797	11/07/2025	FOUR SEASONS TEXTILES PTY LTD	Freight of Shire Shirts	1		$ (28.49)
1584528	30/01/2025	FOUR SEASONS TEXTILES PTY LTD	Freight of Shire Shirts	1	$ 28.49	
EFT20798	11/07/2025	Supagas Pty Limited	Service Charge Gas 2x	1		$ (25.30)
JUNE	30/06/2025	Supagas Pty Limited	Service Charge Gas 2x	1	$ 25.30	
EFT20799	11/07/2025	S U CRISPS CORNER PTY LTD	office consumables	1		$ (402.92)
JUNE	30/06/2025	S U CRISPS CORNER PTY LTD	office consumables, , member consumables, , Carvan Park, , Depot consumables, Newspaper 2025,	1	$ 402.92	
EFT20800	11/07/2025	Narembeen Frieghtlines	Side Tipper Hire	1		$ (10,725.00)
1462	29/06/2025	Narembeen Frieghtlines	Side Tipper Hire	1	$ 10,725.00	
EFT20801	11/07/2025	Merredin Telephone Services	Sercurity Monitoring 24/25	1		$ (32.00)
3955	01/07/2025	Merredin Telephone Services	Sercurity Monitoring 24/25	1	$ 32.00	
EFT20802	11/07/2025	ELLEN DEANNE VALENTA	Reimbursement for fuel pick-up drs car	1		$ (80.88)
REIMBURSEMEN	10/07/2025	ELLEN DEANNE VALENTA	Reimbursement for fuel pick-up drs car	1	$ 80.88	
EFT20803	11/07/2025	AJE Contractors	Water Cart Hire	1		$ (7,975.00)
41	06/07/2025	AJE Contractors	Water Cart Hire	1	$ 7,975.00	
EFT20804	11/07/2025	Liberty Rural	DIESEL - KONDININ & HYDEN DEPOTS	1		$ (30,589.30)
FI4711323	02/07/2025	Liberty Rural	DIESEL - KONDININ & HYDEN DEPOTS	1	$ 30,589.30	
EFT20805	11/07/2025	Kondinin Community Resource Centre	Early Years program 25/26	1		$ (1,000.00)
478872	01/07/2025	Kondinin Community Resource Centre	Early Years program 25/26	1	$ 1,000.00	
EFT20806	11/07/2025	WALGA	LOCAL GOVERNMENT WEEK 2025	1		$ (9,663.50)
LGC25-119	09/07/2025	WALGA	LOCAL GOVERNMENT WEEK 2025	1	$ 9,663.50	
EFT20807	11/07/2025	LO-GO APPOINTMENTS	CEO Recruitment fee	1		$ (7,099.40)
H5382	01/07/2025	LO-GO APPOINTMENTS	CEO Recruitment fee	1	$ 7,099.40	
EFT20808	11/07/2025	Western Stabilisers Pty Ltd	Bus inpection for licensing	1		$ (572.80)
WMC-9953	01/07/2025	Western Stabilisers Pty Ltd	Bus inpection for licensing,	1	$ 572.80	
EFT20809	11/07/2025	HYDEN TRANSPORT	Cartage of aggregate	1		$ (4,764.77)
903	03/07/2025	HYDEN TRANSPORT	Cartage of aggregate	1	$ 4,764.77	
EFT20810	11/07/2025	WE WILL DO CLEANING SERVICE	Cleaning Services contract	1		$ (2,359.50)
55	01/07/2025	WE WILL DO CLEANING SERVICE	Cleaning Services contract	1	$ 2,359.50	
EFT20811	11/07/2025	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Skid Plate	1		$ (953.96)
2987402	01/07/2025	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Skid Plate	1	$ 953.96	
EFT20812	11/07/2025	JA GIMBEL PAINTING	Painting Kondinin CRC	1		$ (2,282.50)
667	02/07/2025	JA GIMBEL PAINTING	Painting Kondinin CRC	1	$ 2,282.50	
EFT20813	11/07/2025	MINERAL CRUSHING SERVICES (WA) PTY LTD	150 tonne of 7mm aggregate	1		$ (10,498.95)
3003	04/07/2025	MINERAL CRUSHING SERVICES (WA) PTY LTD	150 tonne of 7mm aggregate	1	$ 7,932.54	
3006	04/07/2025	MINERAL CRUSHING SERVICES (WA) PTY LTD	50 tonne of 7mm aggregate	1	$ 2,566.41	
EFT20814	11/07/2025	STALLION BUILIDNG CO PTY LTD	CONSTRUCTION OF RESIDENCE AT 39 REPACHOLI, PDE - TENDER 03-2024-2025 - RESOLUTION 4492	1		$ (59,590.38)
271	02/07/2025	STALLION BUILIDNG CO PTY LTD	CONSTRUCTION OF RESIDENCE AT 39 REPACHOLI, PDE - TENDER 03-2024-2025 - RESOLUTION 4492	1	$ 59,590.38	
EFT20815	11/07/2025	Rural South Coast RAY WHITE	CEO Rent 08/08/25-04/09/25	1		$ (3,316.66)
6571	02/07/2025	Rural South Coast RAY WHITE	August Rent Hyden office	1	$ 1,516.66	

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Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
6570	02/07/2025	Rural South Coast RAY WHITE	CEO Rent 08/08/25-04/09/25,	1	$ 1,800.00	
EFT20816	11/07/2025	GARDNERS COMPLETE EARTHMOVING	Water Carting 40hrs	1		$ (11,440.00)
1554	07/07/2025	GARDNERS COMPLETE EARTHMOVING	Water Carting 40hrs	1	$ 11,440.00	
EFT20817	11/07/2025	Trish's Cleaning Service	Cleaning Services contract	1		$ (2,356.64)
1102	01/07/2025	Trish's Cleaning Service	Cleaning Services contract	1	$ 2,356.64	
EFT20818	11/07/2025	Cartledge Building Consulting	Updated QS report for Hyden Tennis Club Building and associated minor amendments to plans	1		$ (4,199.80)
386	03/07/2025	Cartledge Building Consulting	Updated QS report for Hyden Tennis Club Building and associated minor amendments to plans	1	$ 4,199.80	
EFT20819	11/07/2025	Corrigin Cleaning Service	Exit Clean for 3 Smith Loop, Hyden	1		$ (1,133.00)
6879575	08/07/2025	Corrigin Cleaning Service	Exit Clean for 3 Smith Loop, Hyden	1	$ 1,133.00	
EFT20820	11/07/2025	Narembeen Frieghtlines	Hire of Side tipper	1		$ (5,577.00)
1463	07/07/2025	Narembeen Frieghtlines	Hire of Side tipper	1	$ 5,577.00	
EFT20821	11/07/2025	Kondinin Hospital Ladies Committee	Catering 100 Years Roadboard	1		$ (3,600.00)
34	07/07/2025	Kondinin Hospital Ladies Committee	Catering 100 Years Roadboard	1	$ 3,600.00	
EFT20822	15/07/2025	Kondinin Social Club	Payroll deductions	1		$ (60.00)
DEDUCTION	13/07/2025	Kondinin Social Club	Payroll deductions	1	$ 60.00	
EFT20823	15/07/2025	Australian Services Union	Payroll deductions	1		$ (73.50)
DEDUCTION	13/07/2025	Australian Services Union	Payroll deductions	1	$ 73.50	
EFT20824	15/07/2025	Kondinin Trust Fund	Payroll deductions	1		$ (1,140.00)
DEDUCTION	13/07/2025	Kondinin Trust Fund	Payroll deductions	1	$ 1,140.00	
EFT20825	15/07/2025	Child Support Agency	Payroll deductions	1		$ (79.57)
DEDUCTION	13/07/2025	Child Support Agency	Payroll deductions	1	$ 79.57	
EFT20826	15/07/2025	S U CRISPS CORNER PTY LTD	Payroll deductions	1		$ (95.00)
DEDUCTION	13/07/2025	S U CRISPS CORNER PTY LTD	Payroll deductions	1	$ 95.00	
EFT20827	16/07/2025	Golden Era Signs	Restore and repaint of signs	1		$ (4,600.00)
372	25/06/2025	Golden Era Signs	Restore and repaint of signs	1	$ 4,600.00	
EFT20828	16/07/2025	Avon Waste	Domestic Rubbish	1		$ (23,427.90)
70487	30/06/2025	Avon Waste	Domestic Rubbish, Recycling, KN WTS, HY WTS, Landfill	1	$ 23,427.90	
EFT20829	16/07/2025	Kondinin Community Resource Centre	Whalebone showing shortfall of cost	1		$ (1,000.00)
478856	24/06/2025	Kondinin Community Resource Centre	Whalebone showing shortfall of cost	1	$ 1,000.00	
EFT20830	16/07/2025	LEE'S EARTHMOVING	Push gravel crossroads pit SLR032	1		$ (91,014.00)
24255	27/06/2025	LEE'S EARTHMOVING	Push gravel crossroads pit SLR032	1	$ 91,014.00	
EFT20831	16/07/2025	150 SQUARE PTY LTD	Meeting ESO support for Roe Roc Meetings	1		$ (6,926.00)
398	27/05/2025	150 SQUARE PTY LTD	Meeting ESO support for Roe Roc Meetings	1	$ 6,926.00	
EFT20832	16/07/2025	KEY CIVIL PTY LTD	Grainage Synergy Camp	1		$ (24,200.00)
279	03/06/2025	KEY CIVIL PTY LTD	Grainage Synergy Camp	1	$ 24,200.00	
EFT20833	16/07/2025	Workwear & Safety Solutions Pty Ltd	Office staff uniform orders' for 24/25	1		$ (1,358.07)
368163	26/06/2025	Workwear & Safety Solutions Pty Ltd	Office staff uniform orders' for 24/25	1	$ 1,358.07	
EFT20834	16/07/2025	Extra Mile Writing	Rewriting of shire brochure	1		$ (540.00)
4153	20/06/2025	Extra Mile Writing	Rewriting of shire brochure	1	$ 540.00	
EFT20835	16/07/2025	Blue Diamond Machinery	9000l fuel tank and 24v diesel fuel transfer kit (Hyden Depot)	1		$ (21,560.00)
SO-00101717	25/06/2025	Blue Diamond Machinery	9000l fuel tank and 24v diesel fuel transfer kit (Hyden Depot)	1	$ 21,560.00	
EFT20836	16/07/2025	Vivienne Chukwuneke	Purchase of furniture	1		$ (4,180.00)
BOND	15/07/2025	Vivienne Chukwuneke	Bond reimbursement for 6 Hinck St	1	$ 680.00	
FURNITURE	15/07/2025	Vivienne Chukwuneke	Purchase of furniture	1	$ 3,500.00	
EFT20837	16/07/2025	Veekay Phoenix Medicals Pty Ltd Vivienne Chukwuneke	GP Services June 25	1		$ (6,296.83)
JUNE 25	30/06/2025	Veekay Phoenix Medicals Pty Ltd Vivienne Chukwuneke	GP Services June 25	1	$ 6,296.83	
EFT20838	18/07/2025	THE INDUSTRIAL AUTOMATION GROUP PTY LTD	Yearly Service charges for standpipes	1		$ (2,550.90)

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Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
SINV-15978	14/07/2025	THE INDUSTRIAL AUTOMATION GROUP PTY LTD	Yearly Service charges for standpipes	1	$ 2,550.90	
EFT20839	18/07/2025	RedFish Technologies Pty Ltd	CCTV service fee 01/07/2025 - 30/06/2026	1		$ (4,804.80)
66883	04/07/2025	RedFish Technologies Pty Ltd	CCTV service fee 01/07/2025 - 30/06/2026	1	$ 4,804.80	
EFT20840	18/07/2025	Team Global Express Pty Ltd	Corsign	1		$ (474.88)
0664	06/07/2025	Team Global Express Pty Ltd	Corsign, PCS, Afgri	1	$ 402.24	
0665	13/07/2025	Team Global Express Pty Ltd	Slinglift	1	$ 72.64	
EFT20841	18/07/2025	Corrigin Shire Council	Bendering Recoup 30 June 25	1		$ (11,184.73)
19208	11/07/2025	Corrigin Shire Council	Bendering Recoup 30 June 25,	1	$ 6,769.33	
19206	11/07/2025	Corrigin Shire Council	EHO Services June 25	1	$ 4,415.40	
EFT20842	18/07/2025	AJE Contractors	Watercart Hire 39.50hrs	1		$ (6,300.25)
42	13/07/2025	AJE Contractors	Watercart Hire 39.50hrs	1	$ 6,300.25	
EFT20843	18/07/2025	Kondinin Building Service - Building Dept	Refurbishments to Hyden Golf Club	1		$ (8,250.00)
1101	14/07/2025	Kondinin Building Service - Building Dept	Refurbishments to Hyden Golf Club	1	$ 8,250.00	
EFT20844	18/07/2025	McCubbing Transport	Earthmoving Services	1		$ (14,014.00)
17322	04/07/2025	McCubbing Transport	Earthmoving Services	1	$ 14,014.00	
EFT20845	18/07/2025	A & M Nelson	Towing of vechile from Tolland to Kondinin	1		$ (769.23)
7316	09/07/2025	A & M Nelson	12500km service KN54	1	$ 332.75	
7317	10/07/2025	A & M Nelson	Towing of vechile from Tolland to Kondinin KN55	1	$ 436.48	
EFT20846	18/07/2025	Recharge-It	Printer Cartrigases	1		$ (1,266.00)
1621896	14/07/2025	Recharge-It	Printer Cartrigases	1	$ 1,266.00	
EFT20847	18/07/2025	Kondinin Community Resource Centre	Donation for Naidoc week 25	1		$ (500.00)
DONATION	16/07/2025	Kondinin Community Resource Centre	Donation for Naidoc week 25	1	$ 500.00	
EFT20848	18/07/2025	Perfect Computer Solutions Pty Ltd	Find missing reports for ellen	1		$ (170.00)
29722	10/07/2025	Perfect Computer Solutions Pty Ltd	Find missing reports for ellen	1	$ 170.00	
EFT20849	18/07/2025	Team Medical Supplies	Purchase as per order	1		$ (199.66)
3298331	08/07/2025	Team Medical Supplies	Purchase as per order	1	$ 199.66	
EFT20850	18/07/2025	T & D Ibbotson Contractors Pty Ltd	Gravel Cartage	1		$ (22,440.00)
27	10/07/2025	T & D Ibbotson Contractors Pty Ltd	Gravel Cartage	1	$ 22,440.00	
EFT20851	18/07/2025	Market Creations	BK15 SHIRE OF KONDININ - COUNCIL CONNECT SUBSCRIPTION 2025/2026	1		$ (17,391.00)
BJ53.-2	01/07/2025	Market Creations	BK15 SHIRE OF KONDININ - COUNCIL CONNECT SUBSCRIPTION 2025/2026	1	$ 17,391.00	
EFT20852	18/07/2025	Symbion Pharmacy Services Pty Ltd	Purchase as per order	1		$ (122.60)
213885990	03/07/2025	Symbion Pharmacy Services Pty Ltd	Purchase as per order	1	$ 103.20	
213961013	07/07/2025	Symbion Pharmacy Services Pty Ltd	Purchase as per order	1	$ 19.40	
EFT20853	18/07/2025	RC EATON	Oversize piloting	1		$ (814.00)
484	09/07/2025	RC EATON	Oversize piloting	1	$ 814.00	
EFT20854	18/07/2025	Wave Rock Short Stay	Refund of duplicate payment of planning fees	1		$ (295.00)
REFUND	17/07/2025	Wave Rock Short Stay	Refund of duplicate payment of planning fees	1	$ 295.00	
EFT20855	18/07/2025	Sai Global Australia Pty Ltd	Annual Subsrciptin Fee	1		$ (3,394.49)
SAIG1IS-	01/07/2025	Sai Global Australia Pty Ltd	Annual Subsrciptin Fee	1	$ 3,394.49	
EFT20856	18/07/2025	VICTORIA YOUNG	Refund of payment for Age care seminar	1		$ (211.70)
REIMBURSEMEN	17/07/2025	VICTORIA YOUNG	Refund of payment for Age care seminar	1	$ 211.70	
EFT20857	18/07/2025	WE WILL DO CLEANING	Cleaning Services contract	1		$ (2,420.00)
56	07/07/2025	WE WILL DO CLEANING	Cleaning Services contract	1	$ 2,420.00	
EFT20858	18/07/2025	EASTERN HILLS	Cutter assemble nylon	1		$ (124.20)
53772	03/07/2025	EASTERN HILLS	Cutter assemble nylon	1	$ 124.20	
EFT20859	18/07/2025	St John Ambulance Western	Yearly service of first Aid Kits	1		$ (1,111.23)
FAINV01313151	03/07/2025	St John Ambulance Western	Yearly service of first Aid Kits	1	$ 1,111.23	
EFT20860	18/07/2025	COMPLETE OFFICE	USBs parch paper and sign holders	1		$ (315.63)
14238112	09/07/2025	COMPLETE OFFICE	USBs parch paper and sign holders	1	$ 315.63	
EFT20861	18/07/2025	CRISP WIRELESS PTY LTD	KN Office	1		$ (634.00)
202501005947	10/07/2025	CRISP WIRELESS PTY LTD	KN Office, HY Office, KN Medical, HY Medical, KN Depot, 6 Hinck St	1	$ 634.00	
EFT20862	18/07/2025	GARDNERS COMPLETE	Water Cart Hire 44hrs	1		$ (12,584.00)
1560	14/07/2025	GARDNERS COMPLETE	Water Cart Hire 44hrs	1	$ 12,584.00	

List of Accounts Due & Submitted to Council 01/07/2025 to 31/07/2025

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
EFT20863	18/07/2025	CB Traffic Solutions Pty Ltd	Traffic Control 5 days	1		$ (17,383.15)
20281	09/07/2025	CB Traffic Solutions Pty Ltd	Traffic Control 5 days	1	$ 17,383.15	
EFT20864	18/07/2025	Modularis Pty Ltd	Construction of Karlgarin Bowling Club Building	1		$ (230,723.05)
7135	14/07/2025	Modularis Pty Ltd	Construction of Karlgarin Bowling Club Building	1	$ 230,723.05	
EFT20865	18/07/2025	Narembeen Frieghtlines	Side Tipper Hire	1		$ (10,010.00)
1464	12/07/2025	Narembeen Frieghtlines	Side Tipper Hire	1	$ 10,010.00	
EFT20866	18/07/2025	K&K Blyth Pty Ltd The Blyth	Potra Toilets	1		$ (600.00)
95357	09/07/2025	K&K Blyth Pty Ltd The Blyth	Potra Toilets	1	$ 600.00	
EFT20867	18/07/2025	Merredin Crane Hire	Hire of Crance to lift toilet block as required for golf club	1		$ (4,778.40)
3757	14/07/2025	Merredin Crane Hire	Hire of Crance to lift toilet block as required for golf club	1	$ 4,778.40	
EFT20868	18/07/2025	South West Venture Pty	Purchase of Ford Everest 2025.50 SUV SPORT 3.0L V6 DSL 10 SPD AUTO 4x4 (Trade-in net)	1		$ (2,967.10)
L2483	15/07/2025	South West Venture Pty	Purchase of Ford Everest 2025.50 SUV SPORT 3.0L V6 DSL 10 SPD AUTO 4x4, Purchase of Ford Everest 2025.50: Compulsory Third Party, Plate Fee, Recording Fee and Licensing Fee (at cost), Less: Trade-in KN0 LANDCRUSIER RADO GDJ251R GXL WAG 7st 5d	1	$ 2,967.10	
EFT20869	18/07/2025	CB Traffic Solutions Pty Ltd	Refund for booking cancellation for 3xnights	1		$ (405.00)
REFUND	16/07/2025	CB Traffic Solutions Pty Ltd	Refund for booking cancellation for 3xnights	1	$ 405.00	
EFT20870	21/07/2025	Trish's Cleaning Service	Cleaning Services contract	1		$ (2,024.04)
1103	07/07/2025	Trish's Cleaning Service	Cleaning Services contract	1	$ 2,024.04	
EFT20871	23/07/2025	KERRIE LORRAINE	JULY SITTING FEES	1		$ (500.00)
JULY 2025	23/07/2025	KERRIE LORRAINE	JULY SITTING FEES	1	$ 500.00	
EFT20872	23/07/2025	PAUL SEIMON GREEN	JULY SITTING FEES	1		$ (500.00)
JULY 2025	23/07/2025	PAUL SEIMON GREEN	JULY SITTING FEES	1	$ 500.00	
EFT20873	23/07/2025	MURRAY WILLIAM JAMES	JULY SITTING FEES	1		$ (347.92)
JULY 2025	23/07/2025	MURRAY WILLIAM JAMES	JULY SITTING FEES, JULY TRAVEL	1	$ 347.92	
EFT20874	23/07/2025	RICHARD KENT MOURITZ	JULY SITTING FEES	1		$ (913.60)
JULY 2025	23/07/2025	RICHARD KENT MOURITZ	JULY SITTING FEES, JULY TRAVEL	1	$ 913.60	
EFT20875	23/07/2025	DARREN LYNDSAY POOL	JULY SITTING FEES	1		$ (500.00)
JULY 2025	23/07/2025	DARREN LYNDSAY POOL	JULY SITTING FEES	1	$ 500.00	
EFT20876	23/07/2025	BRUCE BROWNING	JULY SITTING FEES	1		$ (695.84)
JULY 2025	23/07/2025	BRUCE BROWNING	JULY SITTING FEES, JULY TRAVEL	1	$ 695.84	
EFT20877	23/07/2025	BC and CA Smith	JULY SITTING FEES	1		$ (615.20)
JULY 2025	23/07/2025	BC and CA Smith	JULY SITTING FEES, JULY TRAVEL	1	$ 615.20	
EFT20878	24/07/2025	Veekay Phoenix Medicals	June 25 adjustment	1		$ (39,220.71)
JUNE ADJUST	23/07/2025	Veekay Phoenix Medicals	June 25 adjustment	1	$ 39,220.71	
EFT20879	25/07/2025	CONSTRUCTION	24/25 CTF returns	1		$ (14,234.74)
297616	24/07/2025	CONSTRUCTION	24/25 CTF returns	1	$ 14,234.74	
EFT20880	25/07/2025	BOC Limited	Medical Cylinders	1		$ (63.89)
4039283155	29/05/2025	BOC Limited	Medical Cylinders, Oxy & Acc Cylinders	1	$ 63.89	
EFT20881	25/07/2025	Kondinin Building Service - Contract	Building maintenance at Hyden Youth Base, Wave Rock Precinct, etc.	1		$ (1,734.15)
1074	30/06/2025	Kondinin Building Service - Contract	Building maintenance at Hyden Youth Base, Wave Rock Precinct, etc.	1	$ 1,734.15	
EFT20882	25/07/2025	Wren Oil	Waste Oil pump out	1		$ (946.00)
200539	20/06/2025	Wren Oil	Waste Oil pump out	1	$ 517.00	
200540	20/06/2025	Wren Oil	Waste oil pump out	1	$ 429.00	
EFT20883	25/07/2025	Kondinin Community Resource Centre	Banners	1		$ (605.00)
478905	30/06/2025	Kondinin Community Resource Centre	Banners	1	$ 605.00	
EFT20884	25/07/2025	ELGAS LIMITED	2x gas bottles	1		$ (569.31)
1611220019	30/06/2025	ELGAS LIMITED	2x gas bottles for Kondinin Caravan Park	1	$ 379.54	
1611220018	30/06/2025	ELGAS LIMITED	1 X 45KG BOTTLE OF GAS KN Caravan Park	1	$ 189.77	
EFT20885	25/07/2025	DEPARTMENT OF MINES, INDUSTRY REGULATION	April 25 Returns	1		$ (6,661.91)
MARCH 25	24/07/2025	DEPARTMENT OF MINES, INDUSTRY REGULATION	March 25 Returns	1	$ 219.68	
APRIL 25	24/07/2025	DEPARTMENT OF MINES, INDUSTRY REGULATION	April 25 Returns	1	$ 3,144.20	
MAY 25	24/07/2025	DEPARTMENT OF MINES, INDUSTRY REGULATION	May 25 Returns	1	$ 1,694.35	
JUNE 25	24/07/2025	DEPARTMENT OF MINES, INDUSTRY REGULATION	June 25 Returns	1	$ 1,603.68	

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Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
EFT20886	25/07/2025	NUTRIEN AG SOLUTIONS	20L Glypho	1		$ (103.95)
912781412	09/06/2025	NUTRIEN AG SOLUTIONS	20L Glypho	1	$ 103.95	
EFT20887	25/07/2025	Team Global Express Pty Ltd	Hip pocket	1		$ (63.67)
0666	20/07/2025	Team Global Express Pty Ltd	Hip pocket	1	$ 63.67	
EFT20888	25/07/2025	McCubbing Transport	Earth moving serivices	1		$ (11,154.00)
17327	11/07/2025	McCubbing Transport	Earth moving serivices	1	$ 11,154.00	
EFT20889	25/07/2025	Synergy	KONDININ ELECTRICITY BILLS	1		$ (17,980.05)
KONDININ	24/07/2025	Synergy	KONDININ ELECTRICITY BILLS	1	$ 8,270.08	
HY & KGN	24/07/2025	Synergy	HYDEN AND KARLGARIN ELECTRICITY BILLS	1	$ 2,912.10	
BORES &MISC	24/07/2025	Synergy	BORES & STANDPIPES	1	$ 6,797.87	
EFT20890	25/07/2025	Telstra Limited	TIM system	1		$ (245.00)
4915073318	02/07/2025	Telstra Limited	TIM system	1	$ 245.00	
EFT20891	25/07/2025	Liberty Rural	DIESEL - KONDININ & HYDEN DEPOTS	1		$ (24,290.60)
FI70002486	15/07/2025	Liberty Rural	DIESEL - KONDININ & HYDEN DEPOTS	1	$ 10,475.40	
FI59000637	22/07/2025	Liberty Rural	DIESEL - KONDININ & HYDEN DEPOTS	1	$ 13,815.20	
EFT20892	25/07/2025	Kondinin Country Club - Now KCRC	100 CELEBRATIONS - DRINKS AT KONDININ COUNTRY CLUB	1		$ (168.50)
100 YEAR	21/07/2025	Kondinin Country Club - Now KCRC	100 CELEBRATIONS - DRINKS AT KONDININ COUNTRY CLUB	1	$ 168.50	
EFT20893	25/07/2025	Perfect Computer Solutions Pty Ltd	13 x licences for Office 0365	1		$ (5,902.50)
29732	21/07/2025	Perfect Computer Solutions Pty Ltd	13 x licences for Office 0365	1	$ 5,265.00	
29739	21/07/2025	Perfect Computer Solutions Pty Ltd	Fix email grgoup log frozen synergy out and fiz passwords	1	$ 637.50	
EFT20894	25/07/2025	Waveline Tyres	Replace 4 tyres KN60 Truck	1		$ (1,595.00)
59348	15/07/2025	Waveline Tyres	Replace 4 tyres KN60 Truck	1	$ 1,595.00	
EFT20895	25/07/2025	Western Stabilisers Pty Ltd	Relpacement of unroadworthy tyres x2 Toyota Coaster Bus	1		$ (721.00)
WMC-9964	03/07/2025	Western Stabilisers Pty Ltd	Relpacement of unroadworthy tyres x2 Toyota Coaster Bus	1	$ 721.00	
EFT20896	25/07/2025	FEGAN BUILDING SURVEYING	Building Surveyor Services 25/26	1		$ (792.00)
1234	15/07/2025	FEGAN BUILDING SURVEYING	Building Surveyor Services 25/26	1	$ 792.00	
EFT20897	25/07/2025	PERITUS TECHNOLOGY	Web office credit card fees 24/25	1		$ (192.13)
104257	16/07/2025	PERITUS TECHNOLOGY	Web office credit card fees 24/25	1	$ 192.13	
EFT20898	25/07/2025	Hyden P & C	Community Grants 25/26 School Lego	1		$ (7,500.00)
74	21/07/2025	Hyden P & C	Community Grants 25/26 School Lego	1	$ 7,500.00	
EFT20899	25/07/2025	WE WILL DO CLEANING SERVICE	Cleaning Services contract	1		$ (2,329.25)
57	14/07/2025	WE WILL DO CLEANING SERVICE	Cleaning Services contract	1	$ 2,329.25	
EFT20900	25/07/2025	MINERAL CRUSHING SERVICES (WA) PTY LTD	50 tonne of 14mm aggregate	1		$ (3,290.76)
3014	17/07/2025	MINERAL CRUSHING SERVICES (WA) PTY LTD	50 tonne of 14mm aggregate	1	$ 2,531.76	
3017	22/07/2025	MINERAL CRUSHING SERVICES (WA) PTY LTD	50 tonne of cracker dust	1	$ 759.00	
EFT20901	25/07/2025	WA Contract Ranger Services Pty Ltd	Ranger Services 3 days	1		$ (2,116.13)
6433	12/07/2025	WA Contract Ranger Services Pty Ltd	Ranger Services 3 days	1	$ 2,116.13	
EFT20902	25/07/2025	TREMAR CONTRACTING	Portaloo pumping	1		$ (5,176.60)
240	21/07/2025	TREMAR CONTRACTING	Monitoring Septics at Hyden Rec Centre on Saturday 7th June 2025	1	$ 517.00	
241	21/07/2025	TREMAR CONTRACTING	Emptying septics on Hyden Norseman Road (SLRIP grant), Emptying septics at Hyden Golf Club	1	$ 1,887.60	
247	21/07/2025	TREMAR CONTRACTING	Emptying septics at Kondinin Caravan Park	1	$ 1,303.50	
248	21/07/2025	TREMAR CONTRACTING	Portaloo pumping	1	$ 1,468.50	
EFT20903	25/07/2025	AUSTRALIA POST - GATEWAY	Commisson Kondinin Caravan Park Booking Payments	1		$ (14.85)
1014117398	14/07/2025	AUSTRALIA POST - GATEWAY	Commisson Kondinin Caravan Park Booking Payments	1	$ 14.85	
EFT20904	25/07/2025	WM & CL GARDNER	52.5hrs Water Cart Hire	1		$ (21,612.25)
121	20/07/2025	WM & CL GARDNER	31.5hrs Water Cart Hire	1	$ 5,024.25	
120	20/07/2025	WM & CL GARDNER	51.5hrs Water Cart Hire	1	$ 8,214.25	
119	20/07/2025	WM & CL GARDNER	52.5hrs Water Cart Hire	1	$ 8,373.75	
EFT20905	25/07/2025	GARDNERS COMPLETE EARTHMOVING	Water Cart Hire 16hrs	1		$ (4,576.00)

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Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
1561	18/07/2025	GARDNERS COMPLETE EARTHMOVING	Water Cart Hire 16hrs	1	$ 4,576.00	
EFT20906	25/07/2025	Trish's Cleaning Service	Cleaning Services contract	1		$ (1,732.44)
1104	14/07/2025	Trish's Cleaning Service	Cleaning Services contract	1	$ 1,732.44	
EFT20907	25/07/2025	On Field Pty Ltd	Service repairs and travel	1		$ (9,581.95)
ONF281	11/07/2025	On Field Pty Ltd	Service repairs and travel, Service kit 2000hrs, Replace cutting edge KN81 & KN67 Graders	1	$ 9,581.95	
EFT20908	25/07/2025	Cartledge Building Consulting	Updated QS report for Hyden Tennis Club Building and associated minor amendments to plans	1		$ (192.50)
393	22/07/2025	Cartledge Building Consulting	Updated QS report for Hyden Tennis Club Building and associated minor amendments to plans	1	$ 192.50	
EFT20909	25/07/2025	CB Traffic Solutions Pty Ltd	6x days trafficc control services	1		$ (18,917.03)
20333	16/07/2025	CB Traffic Solutions Pty Ltd	6x days trafficc control services	1	$ 18,917.03	
EFT20910	25/07/2025	Narembeen Frieghtlines	Side tipper hire	1		$ (13,299.00)
1467	21/07/2025	Narembeen Frieghtlines	Side tipper hire	1	$ 13,299.00	
EFT20911	25/07/2025	FIELDTECH SOLUTIONS	Dog Waste bags, ,	1		$ (327.80)
17812	21/07/2025	FIELDTECH SOLUTIONS	Dog Waste bags, ,	1	$ 327.80	
EFT20912	29/07/2025	Kondinin Social Club	Payroll deductions	1		$ (60.00)
DEDUCTION	27/07/2025	Kondinin Social Club	Payroll deductions	1	$ 60.00	
EFT20913	29/07/2025	Australian Services Union	Payroll deductions	1		$ (73.50)
DEDUCTION	27/07/2025	Australian Services Union	Payroll deductions	1	$ 73.50	
EFT20914	29/07/2025	Kondinin Trust Fund	Payroll deductions	1		$ (1,288.00)
DEDUCTION	27/07/2025	Kondinin Trust Fund	Payroll deductions	1	$ 1,140.00	
DEDUCTION	27/07/2025	Kondinin Trust Fund	Payroll deductions	1	$ 148.00	
EFT20915	29/07/2025	Child Support Agency	Payroll deductions	1		$ (79.57)
DEDUCTION	27/07/2025	Child Support Agency	Payroll deductions	1	$ 79.57	
EFT20916	29/07/2025	S U CRISPS CORNER PTY LTD	Payroll deductions	1		$ (95.00)
DEDUCTION	27/07/2025	S U CRISPS CORNER PTY LTD	Payroll deductions	1	$ 95.00	
EFT20917	31/07/2025	David Chambers	Fix and replace septic pump at Hyden Rec Centre Fix and replace fan motor to bar fridge at Hyden Rec Centre	1		$ (6,830.78)
98	28/05/2025	David Chambers	Purchase, installation and temporary removal of septic tank pump at Kondinin Pavilion, Assess and report power issues at Kondinin Dam, Assess and fix power issues at Hyden Town Hall	1	$ 3,393.61	
97	28/05/2025	David Chambers	Fix and replace septic pump at Hyden Rec Centre Fix and replace fan motor to bar fridge at Hyden Rec Centre, Fix lighting at Wave Rock Toilets	1	$ 3,437.17	
EFT20918	31/07/2025	KG'S DIESEL SERVICE CENTRE	Repair of head gasket	1		$ (16,902.90)
6600	21/05/2025	KG'S DIESEL SERVICE CENTRE	Replace blades, KN801 Lawn Mower	1	$ 152.35	
6608	31/05/2025	KG'S DIESEL SERVICE CENTRE	Repair of head gasket, KN72 Roller	1	$ 13,867.51	
6633	10/06/2025	KG'S DIESEL SERVICE CENTRE	Service, KN57 Truck	1	$ 2,217.06	
6635	11/06/2025	KG'S DIESEL SERVICE CENTRE	Service for shasher, KN801	1	$ 665.98	
EFT20919	31/07/2025	Bunbury Men of Song Inc	Preformance	1		$ (1,000.00)
2	26/07/2025	Bunbury Men of Song Inc	Preformance	1	$ 1,000.00	
EFT20920	31/07/2025	Telstra Limited	PHONE & INTERNET USAGE	1		$ (1,958.08)
1214778000	30/07/2025	Telstra Limited	PHONE & INTERNET USAGE	1	$ 1,958.08	
EFT20921	31/07/2025	Hyden Tennis Club	Community Grant 25/26 New Chairs	1		$ (7,500.00)
409	24/07/2025	Hyden Tennis Club	Community Grant 25/26 New Chairs	1	$ 7,500.00	
EFT20922	31/07/2025	Diamond Locksmith Pty Ltd	4x 2.3 Padlocks	1		$ (540.00)
279972	24/07/2025	Diamond Locksmith Pty Ltd	4x 2.3 Padlocks	1	$ 540.00	
EFT20923	31/07/2025	OFFICE OF REGIONAL ARCHITECTURE	Contract and Project Managment for Kondinin Pavilion Upgrades	1		$ (2,530.00)
5792022	28/07/2025	OFFICE OF REGIONAL ARCHITECTURE	Contract and Project Managment for Kondinin Pavilion Upgrades	1	$ 2,530.00	
EFT20924	31/07/2025	BOC Limited	Medical Cycliders	1		$ (63.89)
4039740852	29/07/2025	BOC Limited	Medical Cycliders, Oxy & acetylene Cylinders	1	$ 63.89	
EFT20925	31/07/2025	McCubbing Transport	Earth Moving Services	1		$ (11,583.00)
17330	18/07/2025	McCubbing Transport	Earth Moving Services	1	$ 11,583.00	
EFT20926	31/07/2025	Recharge-It	2x black Cartriages	1		$ (505.20)
1621959	30/07/2025	Recharge-It	2x black Cartriages	1	$ 505.20	

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Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
EFT20927	31/07/2025	Synergy	198 589 350 Kondinin Pool	1		$ (862.37)
198589350	28/07/2025	Synergy	198 589 350 Kondinin Pool	1	$ 862.37	
EFT20928	31/07/2025	LGISWA	Insurance 25/26 Payment 1	1		$ (159,907.04)
100-160580-01	07/07/2025	LGISWA	Workers Comp 25/26 Payment 1, Public Liability 25/26 Payment 1, Bushfire 25/26 Payment 1, Cyber 25/26 Payment 1, Voluntary 25/26 Payment 1, Management 25/26 Payment 1, Travel 25/26 Payment 1	1	$ 87,229.17	
100-160580-01	07/07/2025	LGISWA	Property insurance Payment 1 25/26	1	$ 60,651.36	
100-160580-01	07/07/2025	LGISWA	Motor Vechile Insurance Payment 1 25/26	1	$ 13,652.34	
100-161980	08/07/2025	LGISWA	Account credit	1	$ (1,625.83)	
EFT20929	31/07/2025	Kondinin Community Resource Centre	10x community phone books	1		$ (70.00)
478908	24/07/2025	Kondinin Community Resource Centre	10x community phone books	1	$ 70.00	
EFT20930	31/07/2025	Best Office Systems	B & W 2763 Color 4750	1		$ (809.31)
648522	24/07/2025	Best Office Systems	B & W 2763 Color 4750,	1	$ 809.31	
EFT20931	31/07/2025	Hyden Community Resource Centre	Venue Hire	1		$ (290.00)
36530	01/07/2025	Hyden Community Resource Centre	Householder, Venue Hire	1	$ 290.00	
EFT20932	31/07/2025	Perfect Computer Solutions Pty Ltd	Fix various internet, email and synergy issues	1		$ (425.00)
29750	28/07/2025	Perfect Computer Solutions Pty Ltd	Fix various internet, email and synergy issues	1	$ 425.00	
EFT20933	31/07/2025	KARLGARIN COUNTRY CLUB	Rent 7 days 29/06/25-13/07/25	1		$ (800.00)
49431	29/07/2025	KARLGARIN COUNTRY CLUB	Rent 7 days 29/06/25-13/07/25	1	$ 400.00	
49432	29/07/2025	KARLGARIN COUNTRY CLUB	Rent 7 days 14/07/25-27/07/25	1	$ 400.00	
EFT20934	31/07/2025	Finishing WA	BINDING OF COUNCIL MINUTES TO BE BOUND IN MAROON BACKRAM #2001, GOLD FOILING A4 - JUNE 2024 - SEPTEMBER 2024	1		$ (619.30)
25890	24/07/2025	Finishing WA	BINDING OF COUNCIL MINUTES TO BE BOUND IN MAROON BACKRAM #2001, GOLD FOILING A4 - JULY 2023 - OCTOBER 2023, BINDING OF COUNCIL MINUTES TO BE BOUND IN MAROON BACKRAM #2001, GOLD FOILING A4 - NOVEMBER 2023 - MAY 2024, BINDING OF COUNCIL MINUTES TO BE BOUND IN MAROON BACKRAM #2001, GOLD FOILING A4 - JUNE 2024 - SEPTEMBER 2024	1	$ 619.30	
EFT20935	31/07/2025	LGIS Insurance Broking	LGIS Insurance 25/26 - Payment 1	1		$ (6,519.70)
062-218193	07/07/2025	LGIS Insurance Broking	Salary Continuance 25/26	1	$ 6,173.20	
062-218321	07/07/2025	LGIS Insurance Broking	Marine Cargo 25/26,	1	$ 346.50	
EFT20936	31/07/2025	WE WILL DO CLEANING SERVICE	Cleaning Services contract	1		$ (2,208.25)
58	21/07/2025	WE WILL DO CLEANING SERVICE	Cleaning Services contract	1	$ 2,208.25	
EFT20937	31/07/2025	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Repair lights and install guard, KN64 Grader	1		$ (1,904.73)
2989953	14/07/2025	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Repair lights and install guard, KN64 Grader	1	$ 1,904.73	
EFT20938	31/07/2025	WA Contract Ranger Services Pty Ltd	Ranger Services	1		$ (1,933.25)
6460	25/07/2025	WA Contract Ranger Services Pty Ltd	Ranger Services	1	$ 1,933.25	
EFT20939	31/07/2025	WEST COAST ASBESTOS REGISTERS	Removal of asbestos from shed at Karlgarin Bowling Green to make way for new building	1		$ (4,376.90)
80	29/07/2025	WEST COAST ASBESTOS REGISTERS	Removal of asbestos from shed at Karlgarin Bowling Green to make way for new building	1	$ 4,376.90	
EFT20940	31/07/2025	CLOUD COLLECTIONS PTY LTD	Court Filing fees Goldbridge SL	1		$ (391.00)
867	29/07/2025	CLOUD COLLECTIONS PTY LTD	Court Filing fees Goldbridge SL	1	$ 391.00	
EFT20941	31/07/2025	Trish's Cleaning Service	Cleaning Services contract	1		$ (1,731.73)
1105	21/07/2025	Trish's Cleaning Service	Cleaning Services contract	1	$ 1,517.23	
1106	27/07/2025	Trish's Cleaning Service	Cleaning of Toilets and shower block	1	$ 214.50	
EFT20942	31/07/2025	Collard Plumbing & Gas	Bathroom Upgrade 21 Young Ave, Kondinin	1		$ (20,100.00)

List of Accounts Due & Submitted to Council 01/07/2025 to 31/07/2025

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
451	23/07/2025	Collard Plumbing & Gas	Bathroom Upgrade 21 Young Ave, Kondinin	1	$ 17,600.00	
452	29/07/2025	Collard Plumbing & Gas	Removal of shed at Karlgarin Bowling Club	1	$ 2,500.00	
19515	03/07/2025	Water Corporation	9013167863 Aylmore Rd Standpipe	1		$ (5,843.83)
9007773189	19/06/2025	Water Corporation	9007773189 HY Hall rest Rooms	1	$ 51.88	
9013167863	24/06/2025	Water Corporation	9013167863 Aylmore Rd Standpipe	1	$ 3,534.16	
9011516433	24/06/2025	Water Corporation	9011516433 Worland Rd Standpipe	1	$ 1,688.46	
9017839508	25/06/2025	Water Corporation	Lease L1441 License over reserve 10715	1	$ 569.33	
19516	15/07/2025	Kondinin Shire	Payroll deductions	1		$ (200.00)
DEDUCTION	13/07/2025	Kondinin Shire	Payroll deductions	1	$ 200.00	
19517	23/07/2025	Kondinin Shire	FLEET RENEWAL 2025/26	1		$ (12,397.80)
FLEET 25/26	16/07/2025	Kondinin Shire	FLEET RENEWAL 2025/26	1	$ 12,397.80	
19518	25/07/2025	Water Corporation	Aylmore Rd Standpipe 9007808847	1		$ (3,783.97)
9007808847	14/07/2025	Water Corporation	Aylmore Rd Standpipe 9007808847	1	$ 2,458.48	
9025063754	14/07/2025	Water Corporation	Mccanns Standpipe 9025063754	1	$ 370.31	
9007769796	17/07/2025	Water Corporation	Water Usage Carvan Park 90-07769-79-6	1	$ 955.18	
19519	29/07/2025	Kondinin Shire	Payroll deductions	1		$ (200.00)
DEDUCTION	27/07/2025	Kondinin Shire	Payroll deductions	1	$ 200.00	
19520	31/07/2025	Water Corporation	STANDPIPES INC HYDEN/KARLGARIN	1		$ (19,257.43)
KONDININ	30/07/2025	Water Corporation	KONDININ WATER BILLS	1	$ 5,882.49	
HYDEN/KARL	30/07/2025	Water Corporation	HYDEN/KARLGARIN WATER BILLS	1	$ 3,880.82	
STANDPIPES	30/07/2025	Water Corporation	STANDPIPES WATER BILLS	1	$ 9,494.12	
DD22790.1	01/07/2025	Transport	HYDEN LICENSING	1		$ (376.50)
HYD	01/07/2025	Transport	HYDEN LICENSING	1	$ 376.50	
DD22813.1	03/07/2025	Transport	HYDEN LICENSING	1		$ (168.00)
HYD	03/07/2025	Transport	HYDEN LICENSING	1	$ 168.00	
DD22817.1	04/07/2025	Transport	HYDEN LICENSING	1		$ (180.70)
HYD	04/07/2025	Transport	HYEDN LICENSING1	1	$ 180.70	
DD22820.1	07/07/2025	Transport	HYDEN LICENSING	1		$ (38.80)
HYD	07/07/2025	Transport	HYDEN LICENSING	1	$ 38.80	
DD22822.1	08/07/2025	Transport	HYDEN LICENSING	1		$ (350.50)
HYD08/07/2025	08/07/2025	Transport	HYDEN LICENSING	1	$ 350.50	
DD22826.1	09/07/2025	Transport	HYDEN LICENSING	1		$ (940.30)
HYD09/07/2025	09/07/2025	Transport	HYDEN LICENSING	1	$ 940.30	
DD22834.1	10/07/2025	Transport	HYDEN LICENSING	1		$ (393.00)
HYD	10/07/2025	Transport	HYDEN LICENSING	1	$ 393.00	
DD22838.1	11/07/2025	Transport	HYDEN LICENSING	1		$ (593.75)
HYD	11/07/2025	Transport	HYDEN LICENSING	1	$ 593.75	
DD22842.1	14/07/2025	Transport	HYDEN LICENSING	1		$ (33.30)
HYD14/07/2025	14/07/2025	Transport	HYDEN LICENSING	1	$ 33.30	
DD22851.1	15/07/2025	Transport	HYDEN LICENSING	1		$ (257.40)
HYD15/07/2025	15/07/2025	Transport	HYDEN LICENSING	1	$ 257.40	
DD22863.1	16/07/2025	Transport	HYDEN LICENSING	1		$ (490.25)
HYD16/07/2025	16/07/2025	Transport	HYDEN LICENSING	1	$ 490.25	
DD22865.1	17/07/2025	Transport	HYDEN LICENSING	1		$ (2,019.60)
HYD	17/07/2025	Transport	HYDEN LICENSING	1	$ 2,019.60	
DD22879.1	22/07/2025	Transport	HYDEN LICENSING	1		$ (243.70)
HYD22/07/2025	22/07/2025	Transport	HYDEN LICENSING	1	$ 243.70	
DD22894.1	24/07/2025	Transport	HYDEN LICENSING	1		$ (156.70)
HYD	24/07/2025	Transport	HYDEN LICENSING	1	$ 156.70	
DD22901.1	25/07/2025	Transport	HYDEN LICENSING	1		$ (164.20)
HYD	25/07/2025	Transport	HYDEN LICENSING	1	$ 164.20	
DD22905.1	28/07/2025	Transport	HYDEN LICENSING	1		$ (1,357.30)
HYD28/07/25	28/07/2025	Transport	HYDEN LICENSING	1	$ 1,357.30	
DD22911.1	29/07/2025	Transport	HYDEN LICENSING	1		$ (168.00)
HYD29/07/25	29/07/2025	Transport	HYDEN LICENSING	1	$ 168.00	
DD22922.1	30/07/2025	Transport	HYDEN LICENSING	1		$ (702.40)
HYD30/07/2025	30/07/2025	Transport	HYDEN LICENSING	1	$ 702.40	
DD22927.1	31/07/2025	Transport	HYDEN LICENSING	1		$ (145.20)
HYD	31/07/2025	Transport	HYDEN LICENSING	1	$ 145.20	
DD22792.1	01/07/2025	Transport	KONDININ LICENSING	1		$ (393.00)
KNL	01/07/2025	Transport	KONDININ LICENSING	1	$ 393.00	
DD22807.1	02/07/2025	Transport	KONDININ LICENSING	1		$ (1,242.85)
KND02/07/2025	02/07/2025	Transport	KONDININ LICENSING	1	$ 1,242.85	
DD22811.1	03/07/2025	Transport	KONDININ LICENSING	1		$ (1,265.95)
KND03/07/2025	03/07/2025	Transport	KONDININ LICENSING	1	$ 1,265.95	
DD22815.1	04/07/2025	Transport	KONDININ LICENSING	1		$ (257.35)
KND04/07/2025	04/07/2025	Transport	KONDININ LICENSING	1	$ 257.35	
DD22824.1	08/07/2025	Transport	KONDININ LICENSING	1		$ (193.50)
KND08/07/2025	08/07/2025	Transport	KONDININ LICENSING	1	$ 193.50	

List of Accounts Due & Submitted to Council 01/07/2025 to 31/07/2025

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
DD22828.1	09/07/2025	Transport	KONDININ LICENSING	1		$ (80.00)
KND	09/07/2025	Transport	KONDININ LICENSING	1	$ 80.00	
DD22832.1	10/07/2025	Transport	KONDININ LICENSING	1		$ (1,076.15)
KND10/07/2025	10/07/2025	Transport	KONDININ LICENSING	1	$ 1,076.15	
DD22840.1	11/07/2025	Transport	KONDININ LICENSING	1		$ (1,200.95)
KND11/07/2025	11/07/2025	Transport	KONDININ LICENSING	1	$ 1,200.95	
DD22853.1	15/07/2025	Transport	KONDININ LICENSING	1		$ (162.50)
KND15/07/25	15/07/2025	Transport	KONDININ LICENSING	1	$ 162.50	
DD22861.1	16/07/2025	Transport	KONDININ LICENSING	1		$ (53.00)
HYD	16/07/2025	Transport	KONDININ LICENSING	1	$ 53.00	
DD22867.1	17/07/2025	Transport	KONDININ LICENSING	1		$ (84.10)
KND17/07/25	17/07/2025	Transport	KONDININ LICENSING	1	$ 84.10	
DD22870.1	18/07/2025	Transport	KONDININ LICENSING	1		$ (1,168.90)
KND LIC	18/07/2025	Transport	KONDININ LICENSING	1	$ 1,168.90	
DD22874.1	21/07/2025	Transport	KONDININ LICENSING	1		$ (53.65)
KND21/07/2025	21/07/2025	Transport	KONDININ LICENSING	1	$ 53.65	
DD22877.1	22/07/2025	Transport	KONDININ LICENSING	1		$ (253.80)
KND22/07/2025	22/07/2025	Transport	KONDININ LICENSING	1	$ 253.80	
DD22886.1	23/07/2025	Transport	KONDININ LICENSING	1		$ (12,863.90)
KND	23/07/2025	Transport	KONDININ LICENSING	1	$ 12,863.90	
DD22892.1	24/07/2025	Transport	KONDININ LICENSING	1		$ (152.55)
KND24/07/25	24/07/2025	Transport	KONDININ LICENSING	1	$ 152.55	
DD22903.1	28/07/2025	Transport	KONDININ LICENSING	1		$ (26.25)
KND28/07/2025	28/07/2025	Transport	KONDININ LICENSING	1	$ 26.25	
DD22913.1	29/07/2025	Transport	KONDININ LICENSING	1		$ (656.50)
KND29.7.25	29/07/2025	Transport	KONDININ LICENSING	1	$ 656.50	
DD22920.1	30/07/2025	Transport	KONDININ LICENSING	1		$ (960.85)
KND	30/07/2025	Transport	KONDININ LICENSING	1	$ 960.85	
DD22929.1	31/07/2025	Transport	KONDININ LICENSING	1		$ (931.80)
KND31.07.2025	31/07/2025	Transport	KONDININ LICENSING	1	$ 931.80	
DD22802.1	02/07/2025	National Australia Bank	Crdit cards charges for the month of June 2025	1		$ (1,553.73)
cc -ceo	02/07/2025	National Australia Bank	CEO's Credit card charges: Hyden IGA-SCM refreshment $20.55, ZOOM Subscription $26.77	1	$ 47.32	
cc -mcs	02/07/2025	National Australia Bank	MCS' Credit card charges: SP Strugrade Medical x4 bottle pump sanitizer Dr's Surgery $203.50, CANVA-Wave Rock Ratepayer's card $74.00, MDL P Chambers $48.20, CCSI EFAX-Medical Centre $22.66, MDL D Symcox $46.85, 7-11 Fuel Stn-KN04 fuel $122.39, Officeworks-Office file folders $37.93, Telstra-MCS work phone-12months prepaid $350.00, MDL J Eades $46.85, Card fee $9.00	1	$ 961.38	
cc -mow	02/07/2025	National Australia Bank	MOW's Credit card charges: MDL J Krakouer $114.50, card fee $9.00	1	$ 123.50	
cc -mpa	02/07/2025	National Australia Bank	MPA's Credit card charges: Landgate-title search $31.60, MDL E Krakouer $48.20, Officeworks-Medical Centre stationery $332.73, Card Fee $9.00	1	$ 421.53	
DD22794.3	01/07/2025	Westnet Pty Ltd	INTERNET - JUNE 2025	1		$ (89.95)
JUNE 2025	17/06/2025	Westnet Pty Ltd	INTERNET - JUNE 2025	1	$ 89.95	
DD22797.1	14/07/2025	Western Australian Treasury Corporation	Loan No. 136 Repayment - Kondinin Pool Redevelopment	1		$ (19,071.04)
136	14/07/2025	Western Australian Treasury Corporation	Loan No. 136 Repayment - Kondinin Pool Redevelopment	1	$ 19,071.04	
DD22844.1	13/07/2025	WA Local Government Superannuation Plan	Payroll deductions	1		$ (8,882.97)
SUPER	13/07/2025	WA Local Government Superannuation Plan	Superannuation contributions	1	$ 7,477.95	
DEDUCTION	13/07/2025	WA Local Government Superannuation Plan	Payroll deductions	1	$ 588.46	
DEDUCTION	13/07/2025	WA Local Government Superannuation Plan	Payroll deductions	1	$ 20.00	
DEDUCTION	13/07/2025	WA Local Government Superannuation Plan	Payroll deductions	1	$ 145.64	
DEDUCTION	13/07/2025	WA Local Government Superannuation Plan	Payroll deductions	1	$ 309.36	
DEDUCTION	13/07/2025	WA Local Government Superannuation Plan	Payroll deductions	1	$ 100.00	

List of Accounts Due & Submitted to Council 01/07/2025 to 31/07/2025

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
DEDUCTION	13/07/2025	WA Local Government Superannuation Plan	Payroll deductions	1	$ 80.52	
DEDUCTION	13/07/2025	WA Local Government Superannuation Plan	Payroll deductions	1	$ 161.04	
DD22844.2	13/07/2025	cBus Super Administration	Superannuation contributions	1		$ (338.76)
SUPER	13/07/2025	cBus Super Administration	Superannuation contributions	1	$ 338.76	
DD22844.3	13/07/2025	Host Plus	Superannuation contributions	1		$ (1,181.02)
SUPER	13/07/2025	Host Plus	Superannuation contributions	1	$ 1,181.02	
DD22844.4	13/07/2025	Australian Super	Superannuation contributions	1		$ (798.56)
SUPER	13/07/2025	Australian Super	Superannuation contributions	1	$ 798.56	
DD22844.5	13/07/2025	Q SUPER	Superannuation contributions	1		$ (267.63)
SUPER	13/07/2025	Q SUPER	Superannuation contributions	1	$ 267.63	
DD22844.6	13/07/2025	SPIRIT SUPER	Superannuation contributions	1		$ (187.71)
SUPER	13/07/2025	SPIRIT SUPER	Superannuation contributions	1	$ 187.71	
DD22844.7	13/07/2025	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1		$ (187.68)
SUPER	13/07/2025	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1	$ 187.68	
DD22844.8	13/07/2025	GuildSuper	Superannuation contributions	1		$ (316.98)
SUPER	13/07/2025	GuildSuper	Superannuation contributions	1	$ 316.98	
DD22844.9	13/07/2025	MERCER SMART SUPER	Superannuation contributions	1		$ (486.29)
SUPER	13/07/2025	MERCER SMART SUPER	Superannuation contributions	1	$ 486.29	
DD22844.10	13/07/2025	Prime Super	Superannuation contributions	1		$ (644.20)
SUPER	13/07/2025	Prime Super	Superannuation contributions	1	$ 644.20	
DD22907.10	27/07/2025	Prime Super	Superannuation contributions	1		$ (621.79)
SUPER	27/07/2025	Prime Super	Superannuation contributions	1	$ 621.79	
DD22855.1	15/07/2025	HotDoc ONLINE PTY LTD	MONTHLY ONLINE BOOKING FEE - JUNE 2025	1		$ (503.80)
INV270704	01/07/2025	HotDoc ONLINE PTY LTD	MONTHLY ONLINE BOOKING FEE - JUNE 2025	1	$ 503.80	
DD22888.1	23/07/2025	Western Australian Treasury Corporation	AC 282060-4980 - LOAN GUARANTEE CHARGE	1		$ (13,137.76)
AC282060-4980	23/07/2025	Western Australian Treasury Corporation	AC 282060-4980 - LOAN GUARANTEE CHARGE	1	$ 13,137.76	
DD22896.1	24/07/2025	Australia Post	POSTAGE - KONDININ, HYDEN & MEDICAL CENTRE - JUNE 2025	1		$ (188.26)
6592704 - JUNE 2025	03/07/2025	Australia Post	POSTAGE - KONDININ, HYDEN & MEDICAL CENTRE - JUNE 2025	1	$ 188.26	
DD22907.1	27/07/2025	WA Local Government Superannuation Plan	Payroll deductions	1		$ (9,320.64)
SUPER	27/07/2025	WA Local Government Superannuation Plan	Superannuation contributions	1	$ 7,932.05	
DEDUCTION	27/07/2025	WA Local Government Superannuation Plan	Payroll deductions	1	$ 579.02	
DEDUCTION	27/07/2025	WA Local Government Superannuation Plan	Payroll deductions	1	$ 20.00	
DEDUCTION	27/07/2025	WA Local Government Superannuation Plan	Payroll deductions	1	$ 138.64	
DEDUCTION	27/07/2025	WA Local Government Superannuation Plan	Payroll deductions	1	$ 309.36	
DEDUCTION	27/07/2025	WA Local Government Superannuation Plan	Payroll deductions	1	$ 100.00	
DEDUCTION	27/07/2025	WA Local Government Superannuation Plan	Payroll deductions	1	$ 80.52	
DEDUCTION	27/07/2025	WA Local Government Superannuation Plan	Payroll deductions	1	$ 161.05	
DD22907.2	27/07/2025	cBus Super Administration	Superannuation contributions	1		$ (338.76)
SUPER	27/07/2025	cBus Super Administration	Superannuation contributions	1	$ 338.76	
DD22907.3	27/07/2025	Host Plus	Superannuation contributions	1		$ (525.70)
SUPER	27/07/2025	Host Plus	Superannuation contributions	1	$ 525.70	
DD22907.4	27/07/2025	Australian Super	Superannuation contributions	1		$ (728.00)
SUPER	27/07/2025	Australian Super	Superannuation contributions	1	$ 728.00	
DD22907.5	27/07/2025	Q SUPER	Superannuation contributions	1		$ (267.62)
SUPER	27/07/2025	Q SUPER	Superannuation contributions	1	$ 267.62	
DD22907.6	27/07/2025	SPIRIT SUPER	Superannuation contributions	1		$ (178.46)
SUPER	27/07/2025	SPIRIT SUPER	Superannuation contributions	1	$ 178.46	
DD22907.7	27/07/2025	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1		$ (123.94)

List of Accounts Due & Submitted to Council 01/07/2025 to 31/07/2025

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
SUPER	27/07/2025	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1	$ 123.94	
DD22907.8	27/07/2025	GuildSuper	Superannuation contributions	1		$ (316.98)
SUPER	27/07/2025	GuildSuper	Superannuation contributions	1	$ 316.98	
DD22907.9	27/07/2025	MERCER SMART SUPER	Superannuation contributions	1		$ (292.88)
SUPER	27/07/2025	MERCER SMART SUPER	Superannuation contributions	1	$ 292.88	
DD22794.1	01/07/2025	BankWest	FDMSA FEE - HYDEN EFTPOS - JUNE 2025	1		$ (1,432.97)
FDMSA FEE -	01/07/2025	BankWest	FDMSA FEE - JUNE 2026 - KONDININ EFTPOS	1	$ 896.42	
MER FEE -	01/07/2025	BankWest	MERCHANT FEE - BANKWEST - JUNE 2025	1	$ 277.54	
1712 - HYDEN	01/07/2025	BankWest	FDMSA FEE - HYDEN EFTPOS - JUNE 2025	1	$ 259.01	
DD22847.1	14/07/2025	TYRO	HYDEN SWIMMING POOL TYRO FEES - JUNE 2025	1		$ (29.00)
JUNE 2025	14/07/2025	TYRO	HYDEN SWIMMING POOL TYRO FEES - JUNE 2025	1	$ 29.00	
DD22794.2	01/07/2025	TYRO	TYRO FEES - JUNE 2025	1		$ (268.98)
JUNE 2025	01/07/2025	TYRO	TYRO FEES - JUNE 2025	1	$ 268.98	
DD22931.1	31/07/2025	BankWest	MERCHANT FEES - BANKWEST - EFTPOS MACHINES - JULY 2025	1		$ (331.60)
MER FEE - JUL 25	31/07/2025	BankWest	MERCHANT FEES - BANKWEST - EFTPOS MACHINES - JULY 2025	1	$ 331.60	
DD22915.1	29/07/2025	National Australia Bank	NAB CONNECT FEE & USAGE - JULY 2025	1		$ (57.73)
NAB	29/07/2025	National Australia Bank	NAB CONNECT FEE & USAGE - JULY 2025	1	$ 57.73	
DD22931.2	31/07/2025	National Australia Bank	AKF TRUST FEES - JULY 2025	1		$ (77.00)
AKF FEE - MUNI - JUL 25	31/07/2025	National Australia Bank	AKF FEES - MUNICIPAL ACCOUNT - JULY 2025	1	$ 67.00	
AKF TRUST - JUL 2025	31/07/2025	National Australia Bank	AKF TRUST FEES - JULY 2025	1	$ 10.00	
PAY	13/07/2025	Payroll Direct	Payroll Direct Debit Of Net Pays	1		$ (75,995.42)
PAY	13/07/2025	Payroll Direct	Payroll Direct Debit Of Net Pays	1	$ 75,995.42	
PAY	27/07/2025	Payroll Direct	Payroll Direct Debit Of Net Pays	1		$ (69,875.67)
PAY	27/07/2025	Payroll Direct	Payroll Direct Debit Of Net Pays	1	$ 69,875.67	
			Total			**($2,520,942.46)**

9.2.2 Monthly Financial Report – June 2025

SHIRE OF KONDININ

MONTHLY FINANCIAL REPORT

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

FOR THE PERIOD ENDED 30 JUNE 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF KONDININ
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

	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								
Rates		3,690,386	3,690,386	3,690,386	3,726,232	35,846	0.97%	▲
Grants, subsidies and contributions	15	726,580	726,580	726,580	2,325,194	1,598,614	220%	▲
Fees and charges		1,187,100	1,202,334	1,202,334	1,105,007	(97,327)	(8%)	▼
Service charges		0	0	0	0	0		
Interest revenue		326,611	264,705	264,705	302,758	38,053	14%	▲
Other revenue		256,893	256,893	256,894	336,220	79,326	31%	▲
Profit on asset disposals	9	42,613	42,614	42,613	70,202	27,589	65%	▲
		6,230,183	**6,183,512**	**6,183,512**	**7,865,613**			
Expenditure from operating activities								
Employee costs		(2,409,525)	(2,409,525)	(2,409,525)	(2,375,167)	34,357	1%	▲
Materials and contracts		(3,167,743)	(3,042,743)	(3,042,743)	(2,560,175)	482,569	16%	▲
Utility charges		(380,000)	(380,000)	(380,000)	(390,233)	(10,233)	(3%)	▼
Depreciation		(9,791,833)	(10,042,233)	(10,042,233)	(10,094,607)	(52,374)	(1%)	▼
Finance costs		(201,633)	(201,633)	(201,633)	(198,654)	2,979	1%	
Insurance		(307,069)	(307,069)	(307,069)	(302,794)	4,275	1%	
Other expenditure		(272,861)	(272,861)	(272,861)	(221,099)	51,762	19%	▲
Fair value adjustments to financial assets at fair value through profit or loss		0	0	0	(2,664)	(2,664)		
Movement in non-current asset		0	0	0	(18,500)	(18,500)		▼
Loss on asset disposals		(15,125)	(15,126)	(15,126)	(9,472)	5,654	37%	
		(16,545,789)	**(16,671,190)**	**(16,671,190)**	**(16,173,365)**			
Non-cash amounts excluded from operating activities	2	9,764,344	10,014,745	10,014,746	10,065,118	50,372	1%	
Amount attributable to operating activities		**(551,262)**	**(472,933)**	**(472,933)**	**1,757,367**			
INVESTING ACTIVITIES								
Inflows from investing activities								
Capital grants, subsidies and contributions	16	3,816,845	3,578,144	3,578,144	4,001,611	423,467	12%	▲
Proceeds from disposal of assets	9	373,000	373,000	373,000	396,171	23,171	6%	▲
Proceeds from financial assets at amortised cost - self-supporting loans	13	103,970	103,970	103,970	103,970	0	0%	
		4,293,815	4,055,114	4,055,114	4,501,753			
Outflows from investing activities								
Purchase of property, plant and equipment	8	(4,516,133)	(4,516,133)	(4,516,133)	(2,720,545)	1,795,588	40%	▲
Purchase and construction of infrastructure	8	(4,229,081)	(4,088,947)	(4,088,947)	(5,177,189)	(1,088,242)	(27%)	▼
		(8,745,212)	**(8,605,078)**	**(8,605,078)**	**(7,897,734)**			
Non-cash amounts excluded from investing activities		0	0	0	0	0		
Amount attributable to investing activities		**(4,451,397)**	**(4,549,964)**	**(4,549,964)**	**(3,395,981)**			
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from borrowings	13	0	0	0	0	0		
Transfer from reserve accounts	7	735,000	735,000	735,000	75,000	(660,000)	(90%)	▼
		735,000	**735,000**	**735,000**	**75,000**	(660,000)	(90%)	
Outflows from financing activities								
Repayment of borrowings	13	(260,030)	(260,030)	(260,030)	(260,030)	0	0.000%	
Payment to Community Group - Self supporting loan	13	0	0	0	0	0		
Transfer to reserve accounts	7	(894,135)	(877,228)	(877,228)	(898,695)	(21,467)	(2%)	▼
		(1,154,165)	(1,137,258)	(1,137,258)	(1,158,725)	(21,467)	(2%)	
Amount attributable to financing activities		**(419,164)**	**(402,257)**	**(402,257)**	**(1,083,725)**			
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year		5,421,823	5,421,823	5,421,823	5,421,822	(1)	0.000%	
Amount attributable to operating activities		(551,262)	(472,933)	(472,933)	1,757,367	2,230,300	471.589%	▲
Amount attributable to investing activities		(4,451,397)	(4,549,964)	(4,549,964)	(3,395,981)	1,153,983	25.362%	▲
Amount attributable to financing activities		(419,164)	(402,257)	(402,257)	(1,083,725)	(681,468)	(169.411%)	▼
Surplus or deficit after imposition of general rates		**0**	**(3,333)**	**(3,333)**	**2,699,484**	2,702,817	(81098%)	

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 30 JUNE 2025

	NOTE	30 June 2025	30 June 2024
		$	$
CURRENT ASSETS			
Cash and cash equivalents	6	8,705,958	10,029,354
Trade and other receivables		835,901	308,764
Other financal assets	11	108,410	103,970
Inventories	11	7,148	26,481
Other assets		14,087	299,995
TOTAL CURRENT ASSETS		9,671,504	10,768,564
NON-CURRENT ASSETS			
Trade and other receivables		59,715	62,961
Other financal assets		803,053	911,463
Investment in associate		65,977	65,977
Property, plant and equipment		32,483,679	31,624,886
Infrastructure		226,920,502	230,311,609
TOTAL NON-CURRENT ASSETS		260,332,926	262,976,896
TOTAL ASSETS		270,004,430	273,745,460
CURRENT LIABILITIES			
Trade and other payables		1,605,753	731,554
Other liabilities	14	293,345	354,342
Borrowings		271,390	260,030
Employee related provisions	14	485,162	501,221
TOTAL CURRENT LIABILITIES		2,655,651	1,847,146
NON-CURRENT LIABILITIES			
Borrowings		3,418,983	3,690,373
Employee related provisions		87,111	77,616
TOTAL NON-CURRENT LIABILITIES		3,506,094	3,767,989
TOTAL LIABILITIES		6,161,745	5,615,134
NET ASSETS		**263,842,685**	**268,130,325**
EQUITY			
Retained surplus		25,697,204	30,808,539
Reserves accounts		4,479,350	3,655,655
Revaluation surplus		233,666,131	233,666,131
TOTAL EQUITY		**263,842,685**	**268,130,325**

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

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 Standars (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 accounging policies utilised in the preparation of these statements are as described within the 2024-25 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 06 August 2025.

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

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

	Note	Last Year Closing 30 June 2024	This Time Last Year 30 June 2024	Year to Date 30 June 2025
		$	$	$
Current Assets				
Cash and cash equivalents		10,029,354	10,029,354	8,705,958
Trade and other receivables		308,764	308,764	835,901
Other financal assets		103,970	103,970	108,410
Inventories		26,481	26,481	7,148
Other assets		299,995	299,995	14,087
		10,768,564	10,768,564	9,671,504
Less: Current liabilities				
Trade and other payables		731,554	731,554	1,605,753
Other liabilities		354,342	354,342	293,345
Borrowings		260,030	260,030	271,390
Employee related provisions		501,221	501,221	485,162
		1,847,145	1,847,145	2,655,651
Net current assets		**8,921,420**	**8,921,420**	**7,015,854**
Less: Total adjustments to net current assets	2(c)	(3,499,596)	(3,499,596)	(4,316,370)
Closing funding surplus / (deficit)		**5,421,822**	**5,421,825**	**2,699,484**

(b) Non-cash amounts excluded from operating activities

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

	Annual Budget	YTD Budget (a)	YTD Actual (b)
	$	$	$
Adjustments to operating activities			
Less: Profit on asset disposals	(42,614)	(42,613)	(70,202)
Add: Fair value adjustments to financial assets at fair value through profit or loss	0	0	2,664
Add: Loss on disposal of assets	15,126	15,126	9,472
Add: Loss on revaluation of Fixed assets	0	0	18,500
Add: Depreciation	10,042,233	10,042,233	10,094,607
Non-cash movements in non-current assets and liabilities:			
Pensioner deferred rates	0		583
Employee benefit provisions	0	0	9,496
Non cash amounts excluded from operating activities	10,014,745	10,014,746	10,065,118

(c) Current assets and liabilities excluded from budget deficiency

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

	30 June 2024 Carried Forward)	This Time Last Year 30-Jun	Year to Date 30-Jun
Adjustments to net current assets	$	$	$
Less: Reserves - restricted cash	(3,655,655)	(3,655,655)	(4,479,350)
Less: Financial assets at amortised cost - self supporting loans	(103,970)	(103,970)	(108,410)
Add: Current portion of long-term borrowings	260,030	260,030	271,390
Add: Current portion of employee benefit provisions held in reserve	0	0	0
Total adjustments to net current assets	(3,499,596)	(3,499,596)	(4,316,370)

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 30 JUNE 2025

3 EXPLANATION OF MATERIAL VARIANCES

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

	Note	Original Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. $	Var. %	
		$	$	$	$	$	%	
Revenue from operating activities								
Rates		3,690,386	3,690,386	3,690,386	3,726,232	35,846	0.97%	▲
Higher to date due to property revaluation adjustment.						Permanent		
Grants, subsidies and contributions		726,580	726,580	726,581	2,325,194	1,598,613	220%	▲
50% Financial Assistance Grants for 2025/26 received in June 2025, fuel rebate claimed higher by 34% from the original estimate.						Timing		
Fees and charges		1,187,100	1,202,334	1,202,334	1,105,007	(97,327)	(8%)	▼
Private works income lower as it varies depending on the availability of private works requested for the Shire to do.						Permanent		
Service charges		0	0	0	0	0		
Interest revenue		326,611	264,705	264,705	302,758	38,053	14%	▲
Interest on term deposit reserve accounts higher as the timing of maturity dates differ from that of last financial year (LFY used for YTD Budget estimate).						Permanent		
Other revenue		256,893	256,893	256,894	336,220	79,326	31%	▲
Estimated YTD budget higher on workers compensation as claim dependent of casualties that may or may not occur with the Shire employees.						Permanent		
Profit on asset disposals		42,613	42,613	42,613	70,202	27,589	65%	▲
Disposal of Side tipper through auction resulted to a higher proceeds, therefore higher profit.						Permanent		
Expenditure from operating activities								
Employee costs		(2,409,525)	(2,409,525)	(2,409,525)	(2,375,167)	34,357	1%	▲
Slightly lower actual employee operating cost due to advance capital works program at Hyden Norseman Road						Permanent		
Materials and contracts		(3,167,743)	(3,042,743)	(3,042,743)	(2,560,175)	482,569	16%	▲
Housing maintenance costs lower as some remedial works have been carried forward for the next financial year. And private works lower this financial year - therefore, materials and contracts also lower.						Permanent		
Utility charges		(380,000)	(380,000)	(380,000)	(390,233)	(10,233)	(3%)	▼
Aggregate minor difference on utilty charges to date compared to that of last financial year.						Permanent		
Depreciation		(9,791,833)	(10,042,233)	(10,042,233)	(10,094,607)	(52,374)	(1%)	▼
Higher depreciation on roads due to added capitalisation at end of last fin'l year (non-cash).						Permanent		
Other expenditure		(272,861)	(272,861)	(272,861)	(221,099)	51,762	19%	▲
Lower actual due to unmatched expenditure code (used 521 - Materials and contracts instead of 582 - Subscriptions)						Timing		
Movement in non-current asset		0	0	0	(18,500)	(18,500)		▼
Write-off of old server as replaced by the new one (non-cash item)						Permanent		
INVESTING ACTIVITIES								
Inflows from investing activities								
Capital grants, subsidies and contributions		3,816,845	3,578,144	3,578,144	4,001,611	423,467	12%	▲
Higher due to advance payment (Milestone 1) SLRIP Grant for Hyden Norseman Road.						Timing		
Proceeds from disposal of assets		373,000	373,000	373,000	396,171	23,171	6%	▼
Disposal of side tipper through auction resulted to a higher proceeds.						Permanent		
Outflows from investing activities								
Purchase of property, plant and equipment		(4,516,133)	(4,516,133)	(4,516,133)	(2,720,545)	1,795,588	40%	▲
Actual lower due to carry forward construction for Kondinin Sports Pavilion, Karlgarin Bowling Club Building and Staff Housing in Kondinin.						Timing		
Purchase and construction of infrastructure		(4,229,080)	(4,088,947)	(4,088,947)	(5,177,189)	(1,088,242)	(27%)	▼
Higher actual due to SLRIP funded Hyden Norseman Road approved in 2025 works progressing.						Timing		
FINANCING ACTIVITIES								
Inflows from financing activities								
Transfer from reserve accounts		735,000	735,000	735,000	75,000	(660,000)	90%	▼
Transfers from housing reserve and Recreation Facilities reserve will be carried forward next financial year as construction of housing project in Kondinin and Karlgarin Bowling Club building in progress.						Timing		
Outflows from financing activities								
Transfer to reserve accounts		(894,135)	(877,228)	(877,228)	(898,695)	(21,467)	(2%)	▼
All interest earned on Cash Reserves (higher than estimated) transferred back to reserve accounts.						Permanent		

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 30 June 2025 of $ 2,699,484

Items of Significance

The material variance adopted by the Shire of Kondinin for the 2024/25 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	132%	$ 3,696,379	$ 3,670,629	$ 4,871,773
Plant and Equipment	99%	$ 1,093,000	$ 1,093,000	$ 1,076,610
Land and Buildings	47.2%	$ 3,401,133	$ 3,401,133	$ 1,605,419
Other Infrastructure	78%	$ 392,566	$ 392,564	$ 305,416
(Details on Note 8)				
Grants, Subsidies and Contributions	**Collected**			
Operating Grants, Subsidies and Contributions	320%	$ 726,580	$ 726,580	$ 2,325,194
Capital Grants, Subsidies and Contributions	112%	$ 3,578,144	$ 3,578,144	$ 4,001,611
(Details on Notes 15 & 16)		$ 4,304,724	$ 4,304,724	$ 6,326,805
	Levied			
Rates *(% collected on Note 10)*	100.97%	$ 3,690,386	$ 3,690,386	$ 3,726,232

% Compares current ytd actuals to annual budget

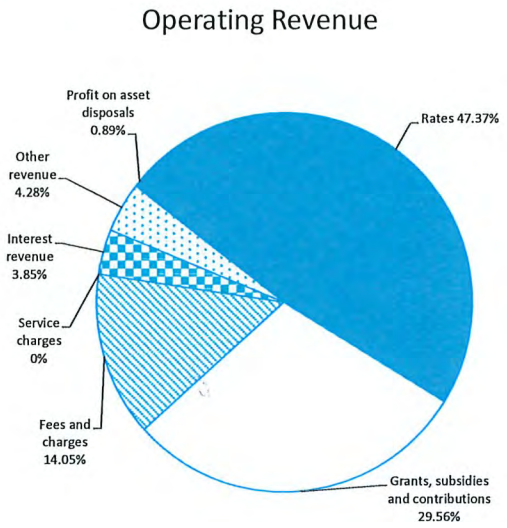
		Last Year 30 June 2024	Current Year 30 June 2025
Financial Position			
Adjusted Net Current Assets	79%	$ 8,921,420	$ 7,015,854
Cash and Equivalent - Unrestricted	66%	$ 6,373,699	$ 4,226,608
Cash and Equivalent - Restricted	123%	$ 3,655,655	$ 4,479,350
Receivables - Rates	107%	$ 143,454	$ 153,554
Receivables - Other	240%	$ 335,289	$ 804,844
Payables	161%	$ 1,345,925	$ 2,170,489
Current Ratio =	**current assets minus restricted assets / current liabilities minus liabilities associated with restricted assets**	**3.87**	**1.96**

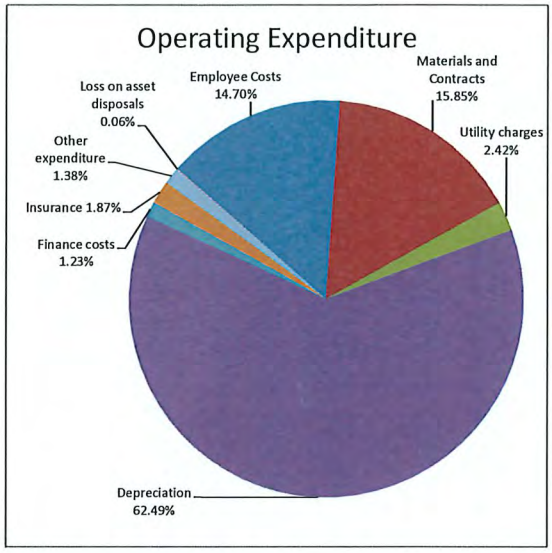
Preparation

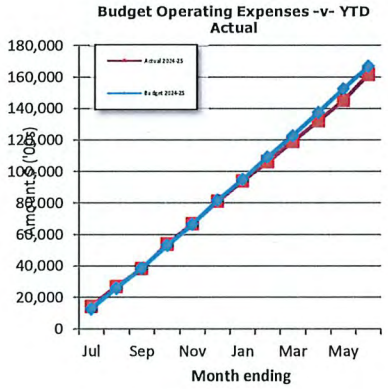
Prepared by: mcs
Reviewed by: ceo
Date prepared: 06/08/2025

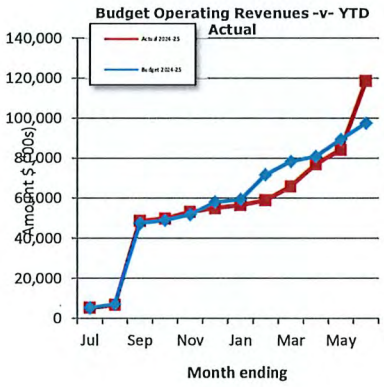
SHIRE OF KONDININ
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

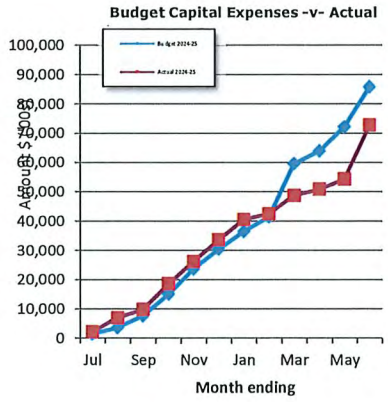
5. KEY INFORMATION - GRAPHICAL

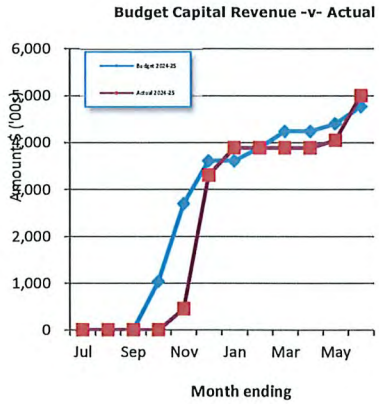












SHIRE OF KONDININ
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

6 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
(a) Cash Deposits								
Petty Cash & Float	Cash and cash equivalents	1,200	0	1,200		N/A	Nil	On Hand
Municipal Bank Account	Cash and cash equivalents	3,920,925	0	3,920,925		NAB	Variable	Cheque Acc
Overnight Cash Deposit Facility	Cash and cash equivalents	6,657	0	6,657		WATC	3.80%	At Call
Trust Bank Account	Cash and cash equivalents	0	0	0	20,616	NAB	Variable	Cheque Acc.
(b) Term Deposits								
Plant Replacement Reserve	Cash and cash equivalents	0	808,264	808,264		NAB	4.40%	12-Aug-25
Housing Reserve	Cash and cash equivalents	0	759,072	759,072		NAB	4.50%	06-Aug-25
Employee Liability Reserve	Cash and cash equivalents	0	514,159	514,159		NAB	4.35%	20-Aug-25
Tourism Development Reserve	Cash and cash equivalents	0	182,634	182,634		NAB	4.40%	12-Aug-25
Water Infrastructure Reserve	Cash and cash equivalents	0	58,312	58,312		NAB	4.50%	04-Aug-25
Community Bus Reserve	Cash and cash equivalents	0	58,301	58,301		NAB	4.30%	23-Sep-25
Radio Reserve	Cash and cash equivalents	0	28,604	28,604		NAB	4.30%	23-Sep-25
Landfill Reserve	Cash and cash equivalents	0	141,223	141,223		NAB	4.50%	04-Aug-25
SJA Capital Upgrade Reserve	Cash and cash equivalents	0	164,107	164,107		NAB	4.30%	09-Sep-25
Medical Services Reserve	Cash and cash equivalents	0	67,963	67,963		NAB	4.30%	02-Sep-25
Recreation Facilities Reserve	Cash and cash equivalents	0	437,236	437,236		NAB	4.35%	20-Aug-25
Roads Reserve	Cash and cash equivalents	0	267,164	267,164		NAB	4.30%	09-Sep-25
Discovery Centre Reserve	Cash and cash equivalents	0	935,795	935,795		NAB	4.35%	20-Aug-25
Office Equipment Reserve	Cash and cash equivalents	0	56,516	56,516		NAB	4.50%	04-Aug-25
(c) Investments								
Term Deposit	Cash and cash equivalents	244,208	0	244,208		NAB	4.30%	09-Sep-25
Hyden LCDC Fund	Cash and cash equivalents	0	53,618	53,618		NAB	4.35%	20-Aug-25
Total		**4,172,991**	**4,532,967**	**8,705,958**	**20,616**			
Comprising								
Cash and cash equivalents		4,172,991	4,532,967	8,705,958	20,616			
Financial assets at amortised cost		0	0	0	0			
		4,172,991	**4,532,967**	**8,705,958**	**20,616**			

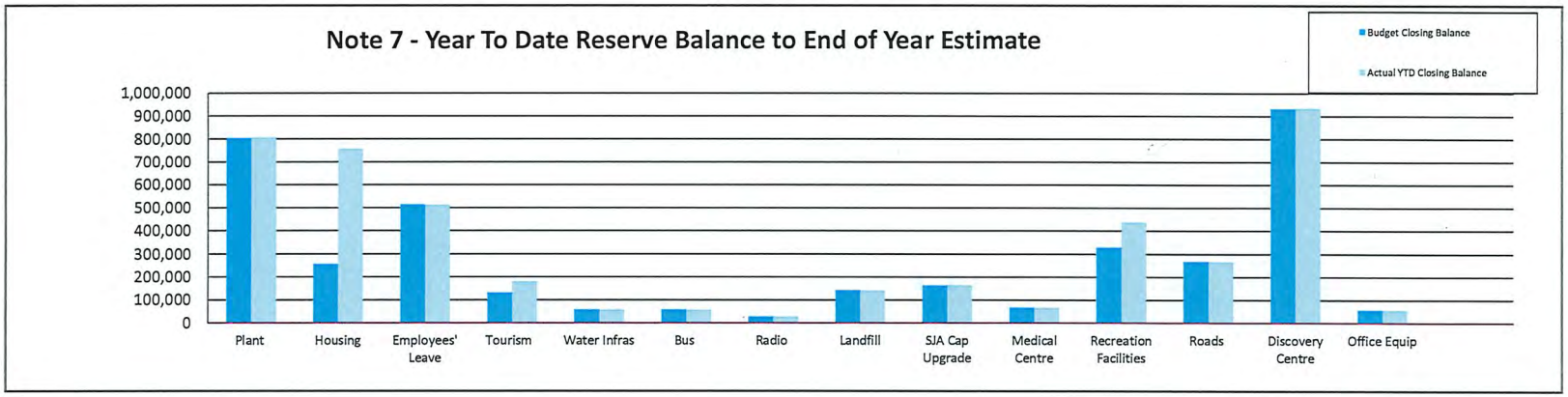
KEY INFORMATION

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 hat 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 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.

7 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Amended Budget Interest Earned	Original Budget Transfers In (+)	Amended Budget Transfers In (+)	Original Budget Transfers Out (-)	Amended Budget Transfers Out (-)	Budget Closing Balance	Amended Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	$	$		$		$	$	$		$	$	$	$	$
Plant	575,442	29,060	0	200,000	200,000	0	0	804,502	0	575,442	32,822	200,000	0	808,264
Housing	530,445	26,787	0	200,000	200,000	(500,000)	(500,000)	257,232	0	530,445	28,627	200,000	0	759,072
Employees' Leave	452,096	22,831	0	40,000	40,000	0	0	514,927	0	452,096	22,063	40,000	0	514,159
Tourism	155,382	7,847	0	19,523	19,523	(50,000)	(50,000)	132,752	0	155,382	7,729	19,523	0	182,634
Water Infras	55,767	2,816	0	0	0	0	0	58,583	0	55,767	2,545	0	0	58,312
Bus	55,536	2,805	0	0	0	0	0	58,341	0	55,536	2,765	0	0	58,301
Radio	27,247	1,376	0	0	0	0	0	28,623	0	27,247	1,356	0	0	28,604
Landfill	135,060	6,821	0	0	0	0	0	141,881	0	135,060	6,163	0	0	141,223
SJA Cap Upgrade	107,895	5,449	0	50,000	50,000	0	0	163,344	0	107,895	6,212	50,000	0	164,107
Medical Centre	64,735	3,269	0	0	0	0	0	68,004	0	64,735	3,228	0	0	67,963
Recreation Facilities	418,050	21,112	0	0	0	(110,000)	(110,000)	329,162	0	418,050	19,186	0	0	437,236
Roads	326,729	16,500	0	0	0	(75,000)	(75,000)	268,229	0	326,729	15,436	0	(75,000)	267,164
Discovery Centre	697,222	35,210	0	200,000	200,000	0	0	932,432	0	697,222	38,574	200,000	0	935,795
Office Equip	54,049	2,729	0	0	0	0	0	56,778	0	54,049	2,466	0	0	56,516
	3,655,655	**184,612**	**0**	**709,523**	**709,523**	**(735,000)**	**(735,000)**	**3,814,790**	**0**	**3,655,655**	**189,172**	**709,523**	**(75,000)**	**4,479,350**



8 CAPITAL ACQUISSITIONS

Level of Completion Indicators

0%
20%
40%
60%
80%
100%
Over 100%

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: Grants & Contributions	Cash Backed Reserves	Sale of Assets	Council Contribution & Loans	Total
			$		$	$	$					
	Land and Buildings											
	Housing											
1.00	1 Lynch Street, Hyden (CWA)		0	0	0	3,035	(3,035)	-	-	-	-	-
0.12	Staff Housing (4x2) c/f	09181	500,000	500,000	500,000	61,290	438,710	-	500,000	-	-	500,000
1.00	WACHS Housing	09281	900,000	900,000	900,000	904,464	(4,464)	-	-	-	900,000	900,000
	Housing Total		**1,400,000**	**1,400,000**	**1,400,000**	**968,789**	**431,211**	**0**	**500,000**	**0**	**900,000**	**1,400,000**
	Recreation And Culture											
0.40	Kondinin Sports Pavilion Upgrade (SPB01)	11381	1,464,116	1,464,116	1,464,116	589,356	874,760	1,264,116	-	-	200,000	1,464,116
0.09	Karlgarin Bowling Club Building (SPB03)	11381	520,000	520,000	520,000	47,275	472,725	230,000	110,000	-	180,000	520,000
	Recreation And Culture Total		**1,984,116**	**1,984,116**	**1,984,116**	**636,631**	**1,347,485**	**1,494,116**	**110,000**	**0**	**380,000**	**1,984,116**
	Economic Services											
0.00	Railway Barracks CCTV (Hyden)	13281	17,017	17,017	17,017	0	17,017	-	-	-	17,017	17,017
	Eonomic Services Total		**17,017**	**17,017**	**17,017**	**0**	**17,017**	**-**	**-**	**-**	**17,017**	**17,017**
0.47	**Land and Buildings Total**		**3,401,133**	**3,401,133**	**3,401,133**	**1,605,419**	**1,795,714**	**1,494,116**	**610,000**	**0**	**1,297,017**	**3,401,133**
	Furniture & Office Equip.											
	Governance											
0.28	Phone System (Telair)	04282	22,000	22,000	22,000	6,077	15,923	-	-	-	22,000	22,000
1.00	Server Software Upgrade & Microsoft 365	04282	0	0	0	32,438	(32,438)	-	20,000	-	-	20,000
	Governance Total		**22,000**	**22,000**	**22,000**	**38,515**	**(16,515)**	**0**	**20,000**	**0**	**22,000**	**42,000**
	Plant , Equip. & Vehicles											
	Governance											
1.21	Toyota Prado (0KN) replacement	04283	64,000	64,000	64,000	77,392	(13,392)	-	-	54,000	10,000	64,000
0.99	Subaru Outback (KN04) replacement	04283	40,000	40,000	40,000	39,415	585	-	-	28,000	12,000	40,000
0.98	Subaru Outback (KN52) replacement	04283	40,000	40,000	40,000	39,352	648	-	-	28,000	12,000	40,000
	Governance Total		**144,000**	**144,000**	**144,000**	**156,159**	**(12,159)**	**0**	**0**	**110,000**	**34,000**	**144,000**
	Health											
0.98	Subaru Outback (KN54) replacement	07783	40,000	40,000	40,000	39,352	648	-	-	28,000	12,000	40,000
	Health Total		**40,000**	**40,000**	**40,000**	**39,352**	**648**	**0**	**0**	**28,000**	**12,000**	**40,000**

8 CAPITAL ACQUISSITIONS

Level of Completion Indicators

0%
20%
40%
60%
80%
100%
Over 100%

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: Grants & Contributions	Cash Backed Reserves	Sale of Assets	Council Contribution & Loans	Total
	Transport											
1.00	900l Fuel Tank (Hyden Depot	12283	0	0	0	19,600	(19,600)	-	-	-	-	-
0.98	Multi Tyred Roller (new)	12383	200,000	200,000	200,000	196,000	4,000	-	-	-	200,000	200,000
0.98	216 John Deere Grader (KN64) replacement	12383	500,000	500,000	500,000	490,000	10,000	-	-	150,000	350,000	500,000
0.68	2016 Side Tipper (KN2418) replacement	12383	145,000	145,000	145,000	98,200	46,800	-	-	35,000	110,000	145,000
	Transport Total		**845,000**	**845,000**	**845,000**	**803,800**	**41,200**	**0**	**0**	**185,000**	**660,000**	**845,000**
	Other Property & Services											
1.21	Toyota Prado (KN0) replacement	14283	64,000	64,000	64,000	77,298	(13,298)	-	-	50,000	14,000	64,000
	Other Prop & Services Total		**64,000**	**64,000**	**64,000**	**77,298**	**(13,298)**	**0**	**0**	**50,000**	**14,000**	**64,000**
0.99	**Plant , Equip. & Vehicles Total**		**1,093,000**	**1,093,000**	**1,093,000**	**1,076,610**	**16,390**	**0**	**0**	**373,000**	**720,000**	**1,093,000**
	Roads (Construction/Resheeting)											
	Transport											
1.00	Bendering East Road - RCC014	12100	0	83,850	83,850	59,199	24,651	-	-		83,850	83,850
1.28	Pederah East Road - RCC024	12100	30,000	135,000	135,000	38,292	96,708	-	30,000		-	30,000
1.62	Karlgarin South Road - RCC029	12100	40,000	60,000	60,000	64,728	(4,728)	-	-		40,000	40,000
1.00	Whyte Road - RCC035	12100	0	102,955	102,955	107,549	(4,594)	-	-		102,955	102,955
0.94	Karlgarin East Road - RCC061	12100	45,000	45,000	45,000	42,131	2,869	-	45,000		-	45,000
0.94	Medcalf Rock Road - RCC062	12100	60,000	60,000	60,000	56,163	3,837	-	-		60,000	60,000
1.00	Forrestania-Southern Cross Road - RCC098 c/f	12100	9,900	9,900	9,900	9,900	0	-	-		9,900	9,900
1.07	Lovering Road - RRG004	12110	611,031	611,031	611,031	653,841	(42,810)	407,354	-		203,677	611,031
1.00	Hyden Norseman Road - SLR032	12120	0	0	0	1,306,655	(1,306,655)	1,600,000	-		400,000	2,000,000
1.45	Hyden Mt Walker Road - R2R002	12130	41,230	41,230	41,230	59,637	(18,407)	41,230	-		-	41,230
0.00	Bendering East Road - R2R014	12130	83,850	0	0	0	0	-	-		-	-
1.02	Billericay East Road - R2R020	12130	103,005	103,005	103,005	105,362	(2,357)	103,005	-		-	103,005
0.00	Karlgarin South Road - R2R029	12130	84,720	0	0	0	0	-	-		-	-
0.00	Whyte Road - R2R035	12130	102,995	0	0	0	0	-	-		-	-
1.12	Young Road - R2R044	12130	96,350	96,350	93,350	107,577	(14,227)	96,350	-		-	96,350
0.00	Reservoir East Road - R2R045	12130	90,055	0	0	0	0	-	-		-	-
0.89	Roe Road - R2R053	12130	108,390	108,430	85,680	95,966	(10,286)	85,680	-		22,750	108,430
1.02	King Rocks West Road - R2R100	12130	101,380	101,380	101,380	102,954	(1,574)	101,380	-		-	101,380
0.62	East Hyden bin Road - R2R140	12130	151,350	93,178	93,178	93,557	(379)	93,178	-		-	93,178
1.05	Nth L/G Karlgarin Road - R2R147	12130	137,505	137,505	137,505	144,930	(7,425)	137,505	-		-	137,505

8 CAPITAL ACQUISSITIONS

Level of Completion Indicators

0%
20%
40%
60%
80%
100%
Over 100%

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: Grants & Contributions	Cash Backed Reserves	Sale of Assets	Council Contribution & Loans	Total
0.98	Hyden Norseman Road - RUP032	12140	1,547,795	1,547,795	1,547,795	1,511,006	36,789	1,000,000	-		547,795	1,547,795
1.52	Truck Carpark Hyden (Drainage...Seal)	12160	157,770	157,770	157,770	240,359	(82,589)	-	-		157,770	157,770
0.10	Footpaths (Hyden and Kondinin)	12170	100,000	100,000	100,000	10,419	89,581	-	-		100,000	100,000
0.21	Concrete Path (Hyden Youth Base to Brookton H	12170	27,000	27,000	27,000	5,677	21,323	-	-		27,000	27,000
0.74	Coronation Park Laneway	12175	75,000	75,000	75,000	55,872	19,129	-	-		75,000	75,000
	Transport Total		**3,804,326**	**3,696,379**	**3,670,629**	**4,871,773**	**(1,201,144)**	**3,665,682**	**75,000**	**0**	**1,830,697**	**5,571,379**
1.28	**Roadworks Total**		**3,804,326**	**3,696,379**	**3,670,629**	**4,871,773**	**(1,201,144)**	**3,665,682**	**75,000**	**0**	**1,830,697**	**5,571,379**
	Public Facilities / Other Infrastructure											
	Depot											
0.00	Plant Shed (Hyden)	12485	27,000	27,000	27,000	0	27,000	-	-		27,000	27,000
	Transport Depot Total		**27,000**	**27,000**	**27,000**	**0**	**27,000**	**0**	**0**	**0**	**27,000**	**27,000**
	Other Sports & Recreation											
0.94	Swimming Pool Blocks	11285	18,500	18,500	18,500	17,358	1,142	-	-		18,500	18,500
	Other Sports & Recreation Total		**18,500**	**18,500**	**18,500**	**17,358**	**1,142**	**0**	**0**	**0**	**18,500**	**18,500**
	Parks & Gardens											
0.96	Karlgarin RV Dump Site	10383	42,000	42,000	42,000	40,361	1,639	-	-		42,000	42,000
0.45	Kondinin Cemetery Entrance -bal c/f	10785	58,942	26,754	26,754	26,754	0	-	-		26,754	26,754
3.38	Hyden War Memorial Garden Improvements	11388	10,000	10,000	10,000	33,771	(23,771)	10,000	-		-	10,000
1.03	Kondinin War Memorial Garden Improvements	11388	15,000	15,000	15,000	15,450	(450)	9,000	-		6,000	15,000
	Parks & Gardens Total		**125,942**	**93,754**	**93,754**	**116,335**	**(22,581)**	**19,000**	**0**	**0**	**74,754**	**93,754**

8 CAPITAL ACQUISITIONS

Level of Completion Indicators

- 0%
- 20%
- 40%
- 60%
- 80%
- 100%
- Over 100%

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: Grants & Contributions	Cash Backed Reserves	Sale of Assets	Council Contribution & Loans	Total
	Economic Services											
0.52	Wave Rock Tourist Precinct Improvement - WRT	13283	50,000	50,000	50,000	25,817	24,183	-	50,000		-	50,000
1.00	Hyden Roe Tourism Signage (ESH01)	13284	5,012	5,012	5,010	5,012	(2)	-	-		5,012	5,012
0.82	Hyden entry Statement (ESH02) - Bal c/f	13284	17,000	17,000	17,000	14,000	3,000	-	-		17,000	17,000
1.85	Kondinin Caravan Park Signs (ESK02)	13284	1,400	1,400	1,400	2,584	(1,184)	-	-		1,400	1,400
0.00	Karlgarin Corten Stainless Steel Signage (ESK03)	13284	5,343	5,343	5,343	0	5,343	-	-		5,343	5,343
0.50	Kondinin Entry Signs (ESKS)	13284	134,457	134,457	134,457	67,875	66,582	-	-		134,457	134,457
1.41	Hyden Railway Barracks (Signage & retaining wa	13285	40,100	40,100	40,100	56,436	(16,336)	5,100	-		35,000	40,100
	Economic Services Total		**253,312**	**253,312**	**253,310**	**171,723**	**81,587**	**5,100**	**50,000**	**0**	**198,212**	**253,312**
0.72	**Public Facilities Total**		**424,754**	**392,566**	**392,564**	**305,416**	**87,148**	**24,100**	**50,000**	**0**	**318,466**	**392,566**
0.90	**Capital Expenditure Total**		**8,745,213**	**8,605,078**	**8,579,326**	**7,897,734**	**681,592**	**5,183,898**	**755,000**	**373,000**	**4,188,180**	**10,500,078**

	Summary Acquisitions	Annual Budget	Amended Budget	YTD Budget	YTD Actual	YTD Variance	Source of Funding: Grants	Cash Backed Reserves	Sale of Assets	Council Contribution - Operations	Total
	Property, Plant and Equipment										
0.47	Land and Buildings	3,401,133	3,401,133	3,401,133	1,605,419.45	1,795,714	1,494,116	610,000	0	1,297,017	3,401,133
1.75	Furniture and Equipment	22,000	22,000	22,000	38,515.41	(16,515)	0	20,000	0	22,000	42,000
0.99	Plant and Equipment	1,093,000	1,093,000	1,093,000	1,076,609.94	16,390	0	0	373,000	720,000	1,093,000
	Infrastructure										
1.28	Roadworks	3,804,326	3,696,379	3,670,629	4,871,772.65	(1,201,144)	3,665,682	75,000	0	1,830,697	5,571,379
0.72	Other Infrastructure	424,754	392,566	392,564	305,416.44	87,148	24,100	50,000	0	318,466	392,566
	Capital Expenditure Total	**8,745,213**	**8,605,078**	**8,579,326**	**7,897,733.89**	**681,592**	**5,183,898**	**755,000**	**373,000**	**4,188,180**	**10,500,078**

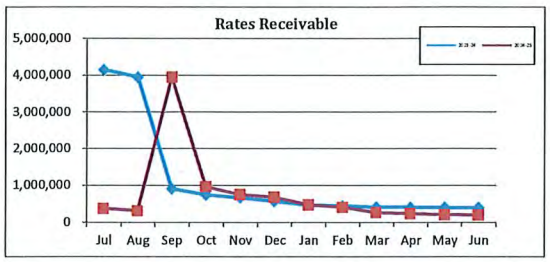
9 DISPOSAL OF ASSETS

Asset Number	Asset Description	Budget Net Book Value	Budget Proceeds	Budget Profit	Budget (loss)	Actual Net Book Value	Actual Proceeds	Actual Profit	Actual (loss)
	PLANT & EQUIPMENT								
	Governance								
24001	Toyota Prado (0KN)	48,028	54,000	5,972	0	45,886	50,944	5,057	0
24004	Subaru Outback (KN04)	28,250	28,000	0	(250)	28,250	29,091	841	0
24052	Subaru Outback (KN52)	27,480	28,000	520	0	26,656	29,091	2,434	0
	Other Health								
24054	Subaru Outback (KN54)	29,894	28,000	0	(1,894)	28,202	29,091	889	0
	Road Plant								
161701	216 John Deere 670G Grader (KN64)	162,981	150,000	0	(12,981)	159,472	150,000	0	(9,472
161704	2016 Side Tipper (KN2418)	850	35,000	34,150	0	0	58,830	58,830	
					0				
	Other Property & Services								
24010	Toyota Prado (KN0)	48,028	50,000	1,972	0	46,975	49,125	2,151	0
		345,511	**373,000**	**42,614**	**(15,125)**	**335,441**	**396,171**	**70,202**	**(9,472**

Summary	BUDGET 2024/2025	ACTUAL 2024/2025
Profit on Asset Disposals	42,614	70,202
Loss on Asset Disposals	(15,125)	(9,472)
	27,489	**60,731**

10 RECEIVABLES

Rates receivable	Current	30-Jun-24
	$	$
Opening Arrears Previous Years	444,897	373,798
Rates Levied this year	3,881,317	3,726,293
Less Collections to date	(4,066,555)	(3,655,194)
Equals Current Outstanding	**259,659**	**444,897**
Net Rates Collectable	259,659	**444,897**
% Collected	94%	89%



Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	
Receivables- general	(1,018)	105,198	1,330	0	18,109	123,619
Percentage	(0.82%)	85.10%	1.08%	0.00%	14.65%	
Balance per Trial Balance						
Sundry receivables						123,619
GST receivable						204,995
ESL and pensioners related receivables						11,101
Total Receivables General Outstanding						**339,715**

Amounts shown above include GST (where applicable)

KEY INFORMATION

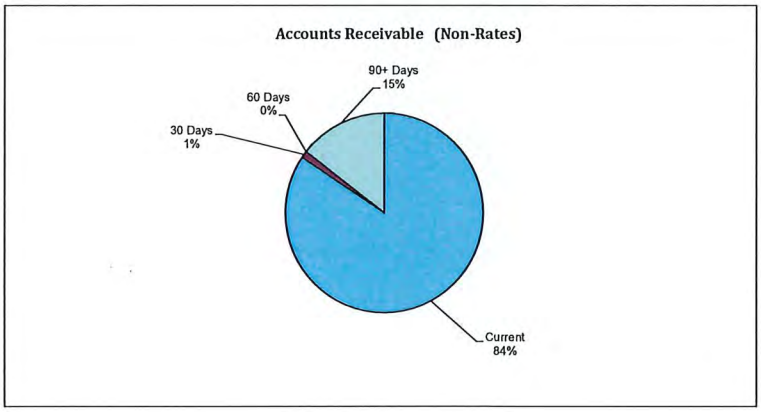
Trade and other receivables include amounts due from ratepayers for unpaid rates and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowance fro 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

Receivablees 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.



11 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 30 June 2025
	$	$	$	$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	103,970	0	(103,970)	(0)
Inventory				
Fuel and materials	22,386	399,358	(414,596)	7,148
Contract assets				
Contract assets	233,987	217,294	(108,647)	342,633
Total other current assets	**360,343**	**616,652**	**(627,213)**	**349,781**

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 ayments 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 ther than the passage of time.

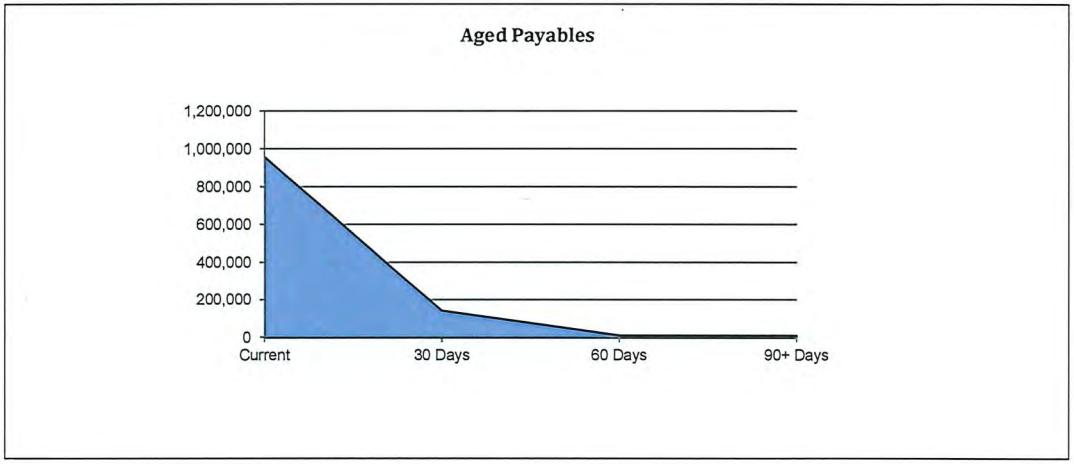
12 PAYABLES

Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
		$	$	$	$	
Payables - general	0	960,677	142,591	10,351	8,484	1,122,103
Percentage	0%	85.61%	12.71%	0.92%	0.76%	
Balance per Trial Balance						
Sundry creditors						1,122,103
Other payables						483,650
Total payables general outstanding						**1,605,753**

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 recognistion. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



13 BORROWINGS

Repayments - Borrowings

Information on Borrowings Particulars	Maturity Date	Principal 1-Jul-24	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)	06/44	900,000	0	26,433	0	26,433	873,567	0	873,567	52,439	0	52,531
Community Amenities												
Loan #139 - Hyden Sewerage (20)	03/34	407,821	0	31,898	0	31,898	375,923	0	375,923	24,977	0	23,381
Loan #142 - Townsite Drainage (20)	10/38	1,348,351	0	71,864	0	71,864	1,276,487	0	1,276,487	59,419	0	57,563
Recreation & Culture												
Loan #136 - Kondinin Pool Redevelopment (20)	01/33	278,798	0	25,864	0	25,864	252,934	0	252,934	13,278	0	13,317
		2,934,970	0	156,060	0	156,060	2,778,911	0	2,778,910	150,113	0	146,791
Self supporting Loans												
Health												
Loan #141 - Kondinin Community Recr Committee***	06/34	900,000	0	72,224	0	72,224	827,776	0	827,776	47,745	0	47,996
Recreation & Culture												
Loan #134A Hyden Progress Association*** (10)	11/27	115,433	0	31,747	0	31,747	83,686	0	83,686	3,777	0	3,867
		1,015,433	0	103,970	0	103,970	911,462	0	911,463	51,521	0	51,863
Totals		**3,950,403**	0	260,030	0	**260,030**	3,690,373	0	**3,690,373**	201,634	0	**198,654**
Current borrowings		260,030							0			
Non-current borrowings		3,690,373							3,690,373			
		3,950,403							**3,690,373**			

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 poduction 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 totheir carrying amounts, since the interest ayable on those borrowings is either close tocurrent 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

Other current liabilties	Note	Opening Balance 1 July 2024	Liability transferred from (to) non current	Liability Increase	Liability Reduction	Closing Balance 30 June 2025
		$	$	$	$	$
Other liabilties						
- Capital grant/contributions liabilities		354,342	0	1,610,000	(1,670,997)	293,345
Total other liabilties		354,342	0	1,610,000	(1,670,997)	293,345
Employee benefit provisions						
Annual leave		302,370	0	0	(56,995)	245,375
Long service leave		198,851	0	40,936	0	239,787
		501,221	0	40,936	(56,995)	485,162
Total other current liabilties		855,563	0	1,650,936	(1,727,992)	778,507

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 30 JUNE 2025

15 GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Unspent grant, subsidies and contributions liability				Grants, subsidies and contributions revenue			
Provider	Liability 1 July 2024	Increase in Liability	Decrease in Liability (As Revenue)	Current Liability 28 February 2025	Original Annual Budget Revenue	Amended Annual Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Grants and subsidies								
General Purpose Funding								
Grants Commission - General	0	0	0	0	221,905	221,905	221,905	1,214,923
Grants Commission - Road Funds	0	0	0	0	94,462	94,462	94,462	676,712
Law, Order and Public Safety								
DFES - LGGS Operating	0	0	0	0	16,560	16,560	16,560	16,560
Landgate - ESL Administration Fee	0	0	0	0	4,000	4,000	4,000	4,400
Recreation and Culture								
Community Group Contribution (Hyden Mural)	0	0	0	0	17,000	17,000	17,000	10,239
RSLWA - ANZAC DAY Grant	0	0	0	0	0	0	0	2,902
Meerillinga Children Grant	0	0	0	0	0	0	0	1,000
Transport								
MRWA - Anywhere Road - Mtce	0	0	0	0	298,653	298,653	298,653	298,653
MRWA - Street Lighting Subsidy	0	0	0	0	4,000	4,000	4,000	4,287
Economic Services								
Sponsorships - Gourmet in the Garden	0	0	0	0	0	0	0	1,301
Other Property & Services								
ATO - Diesel Fuel Rebate/Subsidies	0	0	0	0	70,000	70,000	70,000	94,217
TOTALS	**0**	**0**	**0**	**0**	**726,580**	**726,580**	**726,580**	**2,325,194**

16 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Unspent grant, subsidies and contributions liability				Capital grants, subsidies and contributions revenue			
Provider	Liability 1 July 2024	Increase in Liability	Decrease in Liability (As Revenue)	Current Liability 28 February 2025	Original Annual Budget Revenue	Amended Annual Budget Revenue	YTD Budget	YTD Actual Revenue
		$	$	$	$	$	$	$
Capital grants, Subsidies and Contributions								
Primary Health Alliance (Medical Centre Sliding Door)	14,302	0	0	14,302	0	0	0	4,783
Recreation and Culture								
LRCI-4(A) Grant Kondinin Sports Pavilion	325,941	0	0	325,941	543,234	543,234	964,116	639,449.00
Department of Sports and Recreation	0	0	0	0	420,882	420,882	0	0
Kondinin Community Recreation Committee	0	0	0	0	300,000	300,000	300,000	0
Karlgarin Bowling Club Contribution	0	0	0	0	80,000	80,000	80,000	0
Karlgarin Progress Assn Contribution	0	0	0	0	150,000	150,000	150,000	0
Hyden Memorial Garden (DVA Grant)	0	10,000	10,000	0	10,000	10,000	10,000	10,000
Kondinin Memorial Garden (DVA Grant)	9,000	0	9,000	0	9,000	9,000	9,000	9,000
Transport								
RRG Grants - Capital Projects	0	0	0	0	407,354	401,600	401,600	401,600
R2R Grants - Capital Projects	0	0	0	0	891,275	658,328	658,328	658,328
Grant - Safer Local Road and Infrastructure Program	0	0	0	0	0	0	0	1,306,655
Grant - Remote Road Upgrade Pilot Program	0	0	0	0	1,000,000	1,000,000	1,000,000	966,697
Economic Services								
Grant - Railway Barracks Hyden	5,100	0	0	5,100	5,100	5,100	5,100	5,100
TOTALS	**354,342**	**10,000**	**19,000**	**345,342**	**3,816,845**	**3,578,144**	**3,578,144**	**4,001,611**

17 TRUST FUND

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

Description	Opening Balance 01 Jul 2024	Amount Received	Amount Paid	Closing Balance 30 Jun 2025
	$	$	$	$
Election Deposits	100	0	0	**100**
Staff Christmas Funds	16,350	28,790	(32,130)	**13,010**
Housing Bonds	5,440	596	(280)	**5,756**
Other Bonds	200	600	(800)	**0**
Miscellaneous Funds	1,300	450	0	**1,750**
	23,390	**30,436**	**(33,210)**	**20,616**

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		Opening Surplus(Deficit)				0
03210	Interest Received in Reserves		Operating Revenue			(16,906)	(16,906)
03212	Interest Received on Investments		Operating Revenue			(45,000)	(61,906)
10670	Income Relating to Town Planning & Regional Devlopment		Operating Revenue		15,234		(46,672)
10785	Purchase Infrastructure Other - Cemetery Entrance		Capital Expenses		32,188		(14,484)
12100	Roads Construction - Council Funded		Capital Expenses			(125,000)	(139,484)
12130	Roads to Recovery Construction		Capital Expenses		232,947		93,463
12202	Winter Grading		Operating Expenses		80,000		173,463
12204	Summer Grading		Operating Expenses		45,000		218,463
12200	Road Maintenance		Operating Expenses				218,463
12266	Depreciation Roads		Non Cash Item	(225,000)			218,463
12267	Depreciation Other Infrastructure		Non Cash Item	(5,400)			218,463
12271	Grant - MRWA RRG Project		Operating Revenue			(5,754)	212,709
12276	Grant - Roads to Recovery		Capital Revenue			(232,947)	(20,238)
13650	Depreciation Expense - Other Economic Services		Non Cash Item	(20,000)			(20,238)
70102	Transfer to Reserves		Capital Expenses		16,906		(3,333)
Closing Funding Surplus (Deficit)				**(250,400)**	**422,275**	**(425,607)**	**(3,333)**

9.2.3 Statutory Budget 2025-2026

Shire of Kondinin

DRAFT BUDGET

FOR THE YEAR ENDED 30 JUNE 2026

LOCAL GOVERNMENT ACT 1995

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COMMUNITY VISION

The Shire of Kondinin is dedicated to provide the community facilities and services to meet the needs of the community members and enable them to enjoy a pleasant and healthy way of life.

Shire of Kondinin
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2026

	NOTE	2025/26 Budget	2024/25 Actual	2024/25 Budget
		$	$	$
Revenue				
Rates	2(a)	3,817,957	3,726,232	3,690,386
Grants, subsidies and contributions	16(b)	1,970,947	2,325,194	726,580
Fees and charges	17	1,771,940	1,105,007	1,187,100
Interest revenue	9(a)	261,380	302,758	326,611
Other revenue	9(b)	41,246	336,220	256,893
		7,863,470	7,795,411	6,187,570
Expenses				
Employee costs		(2,667,675)	(2,375,167)	(2,409,525)
Materials and contracts		(2,924,436)	(2,560,175)	(3,167,743)
Utility charges		(368,215)	(390,233)	(380,000)
Depreciation	6	(10,484,642)	(10,094,607)	(9,791,833)
Finance costs	9(d)	(185,352)	(198,654)	(201,634)
Insurance		(321,864)	(302,794)	(307,069)
Other expenditure		(218,447)	(221,099)	(272,861)
		(17,170,631)	(16,142,730)	(16,530,665)
		(9,307,161)	(8,347,318)	(10,343,095)
Capital grants, subsidies and contributions	16(b)	3,687,245	4,001,611	3,816,845
Profit on asset disposals	5(a)	46,524	70,202	42,613
Loss on asset disposals	5(a)	(37,943)	(9,472)	(15,125)
Fair value adjustments to financial assets at fair value through profit or loss	4	0	(2,664)	0
		3,695,827	4,059,678	3,844,333
Net result for the period		**(5,611,333)**	**(4,287,640)**	**(6,498,761)**
Other comprehensive income for the period				
Items that will be reclassified subsequently to profit or loss				
Changes in assset revaluation surplus		0	0	0
Share of comprehensive income of associates and joint ventures accounted for using the equity method		0	0	0
Total other comprehensive income for the period		0	0	0
Total comprehensive income for the period		**(5,611,333)**	**(4,287,640)**	**(6,498,761)**

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

Shire of Kondinin
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2026

	NOTE	2025/26 Budget	2024/25 Actual	2024/25 Budget
		$	$	$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		3,817,957	3,716,133	3,690,386
Grants, subsidies and contributions		1,970,947	2,325,194	726,580
Fees and charges		1,771,940	1,105,007	1,187,100
Service charges		0	0	0
Interest revenue		261,380	302,758	326,611
Goods and services tax received		1,346,678	1,204,876	1,264,524
Other revenue		41,246	336,220	256,893
		9,210,149	8,990,189	7,452,094
Payments				
Employee costs		(2,667,675)	(2,298,360)	(2,409,525)
Materials and contracts		(1,842,290)	(2,560,175)	(2,085,597)
Utility charges		(368,215)	(390,233)	(380,000)
Finance costs		(185,352)	(198,654)	(201,634)
Insurance paid		(321,864)	(302,794)	(307,069)
Goods and services tax paid		(1,236,561)	(582,602)	(2,247,951)
Other expenditure		(218,447)	(221,099)	(276,310)
		(6,840,407)	(6,553,920)	(7,908,088)
Net cash (used in) operating activities	4	2,369,742	2,436,270	(455,994)
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	5(a)	(3,955,501)	(2,738,945)	(4,516,133)
Payments for construction of infrastructure	5(b)	(5,119,756)	(5,177,189)	(4,229,079)
Capital grants, subsidies and contributions		3,687,245	3,892,965	3,816,845
Proceeds from sale of property, plant & equipment	5(b)	328,000	396,171	373,000
Proceeds on financial assets at amortised cost - self supporting loans	7(a)	108,410	103,970	103,970
Net cash (used in) investing activities		(4,951,602)	(3,523,028)	(4,451,397)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	7(a)	(271,390)	(260,030)	(260,030)
Net cash (used in) financing activities		(271,390)	(260,030)	(260,030)
Net increase (decrease) in cash held		(2,853,250)	(1,346,786)	(5,167,421)
Cash at beginning of year		8,705,958	10,052,744	10,029,354
Cash and cash equivalents at the end of the year	4	5,852,708	8,705,958	4,861,933

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

SHIRE OF KONDININ
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2026

	NOTE	2025/26 Budget	2024/25 Actual	2024/25 Budget
		$	$	$
OPERATING ACTIVITIES				
Revenue from operating activities				
General rates	2(a)	3,817,957	3,726,232	3,690,386
Grants, subsidies and contributions	16(b)	1,970,947	2,325,194	726,579
Fees and charges	17	1,771,940	1,105,007	1,187,100
Interest revenue	9(a)	261,380	302,758	326,611
Other revenue	9(a)	41,246	336,220	256,893
Profit on asset disposals	5(a)	46,523	70,202	42,614
		7,909,994	7,865,613	6,230,183
Expenditure from operating activities				
Emloyee costs		(2,667,675)	(2,375,167)	(2,409,525)
Materials and contracts		(2,924,436)	(2,560,175)	(3,167,743)
Utility charges		(368,215)	(390,233)	(380,000)
Depreciation		(10,484,642)	(10,094,607)	(9,791,833)
Finance costs		(185,352)	(198,654)	(201,634)
Insurance		(321,864)	(302,794)	(307,069)
Other expenditure		(218,447)	(221,099)	(272,861)
Loss on asset disposals	5(a)	(37,943)	(9,472)	(15,125)
Fair value adjustments to financial assets at fair value through profit or loss	4	0	(2,664)	0
		(17,208,574)	(16,154,865)	(16,545,790)
Non-cash amounts excluded from operating activities	3(c)	10,476,061	10,046,036	9,764,344
Amount attributable to operating activities		**1,177,481**	**1,756,785**	**(551,262)**
INVESTING ACTIVITIES				
Inflows from investing activities				
Capital grants, subsidies and contributions	16(b)	3,687,245	4,001,611	3,816,845
Proceeds from disposal of assets	5(a)	328,000	396,171	373,000
Proceeds from financial assets at amortised cost - self supporting loans	7(a)	108,410	103,970	103,970
		4,123,655	4,501,753	4,293,815
Outflows from investing activities				
Payments for property, plant and equipment	5(a)	(3,955,501)	(2,738,945)	(4,516,133)
Payments for construction of infrastructure	5(b)	(5,119,756)	(5,177,189)	(4,229,079)
		(9,075,257)	(7,916,134)	(8,745,212)
Non-cash amounts excluded from investing activities		0	0	0
Amount attributable to investing activities		**(4,951,602)**	**(3,414,381)**	**(4,451,397)**
FINANCING ACTIVITIES				
Inflows from financing activities				
Transfers from reserve accounts	8	1,620,000	75,000	735,000
		1,620,000	75,000	735,000
Outflows from financing activities				
Repayment of borrowings	7(a)	(271,390)	(260,030)	(260,030)
Transfers to reserve accounts	8	(254,990)	(898,695)	(894,134)
		(526,380)	(1,158,725)	(1,154,163)
Amount attributable to financing activities		**1,093,620**	**(1,083,725)**	**(419,163)**
MOVEMENT IN SURPLUS OR DEFICIT				
Surplus at the start of the financial year		2,680,501	5,421,822	5,421,823
Amount attributable to operating activities		1,177,481	1,756,785	(551,262)
Amount attributable to investing activities		(4,951,602)	(3,414,381)	(4,451,397)
Amount attributable to financing activities		1,093,620	(1,083,725)	(419,163)
Surplus(deficit) remaining after imposition of general rates		**(0)**	**2,680,501**	**0**

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

SHIRE OF KONDININ
FOR THE YEAR ENDED 30 JUNE 2025
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1 (a) BASIS OF PREPARATION

The annual budget of the Shire of Kondinin which is a Class 4 local government is a forward looking document and has 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 annual budget 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 Leases* 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 annual budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the annual budget 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 annual budget.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to the annual budget.

2024/25 actual balances
Balances shown in this budget as 2024/25 Actual are estimates as forecast at the time of preparation of the annual budget and are subject to final adjustments.

Budget comparative figures
Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

Comparative figures
Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

Rounding off figures
All figures shown in this statement are rounded to the nearest dollar.

Statement of Cashflows
Investing and financing transactions that do not require the use of cash or cash equivalents shall be excluded from a statement of cash flows. Such transactions shall be disclosed elsewhere in the financial statements in a way that provides all the relevant information about these investing and financing activities.

Initial application of accounting standards
During the budget year, the below revised Australian Accounting Standards and Interpretations are expected to be compiled, become mandatory and be applicable to its operations.
- *AASB 2020-1 Amendments to Australian Accounting Standards*
  - *Classification of Liabilities as Current or Non-current*
- *AASB 2022-5 Amendments to Australian Accounting Standards*
  - *Lease Liability in a Sale and Leaseback*
- *AASB 2022-6 Amendments to Australian Accounting Standards*
  - *Non-current Liabilities with Covenants*
- *AASB 2023-1 Amendments to Australian Accounting Standards*
  - *Supplier Finance Arrangements*
- *AASB 2023-3 Amendments to Australian Accounting Standards*
  - *Disclosure of Non-current Liabilities with Covenants: Tier 2*
- *AASB 2024-1 Amendments to Australian Accounting Standards*
  - *Supplier Finance Arrangements: Tier 2 Disclosures*

It is not expected these standards will have an impact on the annual budget.

- AASB 2022-10 Amendments to Australian Accounting Standards
  - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public *Sector Entities*, became mandatory during the budget year. Amendments to AASB 13 *Fair Value Measurement* impacts the future determination of fair value when revaluing assets using the cost approach. Timing of future revaluations is defined by regulation 17A of *Local Government (Financial Management) Regulations 1996*. Impacts of this pronouncement are yet to be quantified and are dependent on the timing of future revaluations of asset classes. No material impact is expected in relation to the 2025-26 statutory budget.

New accounting standards for application in future years
The following new accounting standards will have application to local government in future years:
- *AASB 2014-10 Amendments to Australian Accounting Standards*
  - *Sale or Contribution of Assets between an Investor and its Associate or Joint Venture*
- *AASB 2024-4b Amendments to Australian Accounting Standards*
  - *Effective Date of Amendments to AASB 10 and AASB 128 [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]*
- *AASB 2022-9 Amendments to Australian Accounting Standards*
  - *Insurance Contracts in the Public Sector*
- *AASB 2023-5 Amendments to Australian Accounting Standards*
  - *Lack of Exchangeability*
- *AASB 18 (FP) Presentation and Disclosure in the Financial Statements*
  - *Appendix D, for for-profit entities*
- *AASB 18 (NFP/Super) Presentation and Disclosure in the Financial Statements*
  - *Appendix D, for not-for-profit and superannuation entities*
- *AASB 2024-2 Amendments to Australian Accounting Standards*
  - *Classification and Measurement of Financial Instruments*
- *AASB 2024-3 Amendments to Australian Accounting Standards*
  - *Standards - Annual Improvements Volume 11*

It is not expected these standards will have an impact on the annual budget.

Critical accounting estimates and judgements
The preparation of the annual budget 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 that are believed to be reasonable under the circumstances; the results of which form the basis of makingthe judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:
- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Expected credit losses on financial assets
- Assets held for sale
- Impairment losses on non-financial assets
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions

2. RATES AND SERVICE CHARGES

(a) Rating Information

	Rate Description	Basis of valuation	Rate in dollar	Number of properties	Rateable value*	2025/26 Budgeted rate revenue	2025/26 Budgeted interim rates	2025/26 Budgeted total revenue	2024/25 Actual total revenue	2024/25 Budget total revenue
			$		$	$	$	$	$	$
(i)	**General rates**									
	GRV - Residential	Gross rental valuation	0.127629	310	2,793,351	356,513	0	356,513	356,405	355,792
	GRV - Mining	Gross rental valuation	0.262822	4	760,500	199,876	0	199,876	199,878	199,878
	UV - Rural	Unimproved valuation	0.008020	366	272,293,900	2,183,797	0	2,183,797	2,116,563	2,117,079
	UV - Mining	Unimproved valuation	0.240210	121	4,371,639	1,050,111	0	1,050,111	1,033,400	996,609
	Total general rates			801	280,219,390	3,790,297	0	3,790,297	3,706,244	3,669,358
			Minimum							
(ii)	**Minimum payment**		$							
	GRV - Residential		490	65	96,868	31,850	0	31,850	25,175	24,700
	UV - Rural		490	28	957,400	13,720	0	13,720	12,350	12,350
	UV - Mining		490	41	49,898	20,090	0	20,090	19,475	19,475
	Total minimum payments			134	1,104,166	65,660	0	65,660	57,000	56,525
	Total general rates and minimum payments			935	281,323,556	3,855,957	0	3,855,957	3,763,244	3,725,883
(iii)	Specified area rates (Refer note 1(f))					0	0	0	0	0
(iv)	Ex-Gratia Rates	Unimproved valuation				59,000	0	59,000	57,367	55,000
						3,914,957	0	3,914,957	3,820,612	3,780,883
	Discounts (Refer note 1(h))					(97,000)	0	(97,000)	(93,689)	(90,497)
	Concessions (Refer note 1(i))					0	0	0	0	0
	Total Rates							**3,817,957**	3,726,922	3,690,386
	Instalment plan charges							1,500	1,500	1,000
	Instalment plan interest							2,500	2,966	2,000
	Late payment of rate or service charge interest							16,000	34,475	15,000
								20,000	38,941	18,000

*Rateable Value at time of adopting budget.

All rateable properties within the district used predominantly for non-rural purposes are rated according to its Gross Rental Value (GRV), all other properties are rated according to their Unimproved Valuation (UV).

The general rates detailed for the 2025/26 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated evenue to be received from all sources other than general rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

2. RATES AND SERVICE CHARGES (CONTINUED)

(b) Interest Charges and Instalments - Rates and Service Charges

The following instalment options are available to ratepayers for the payment of rates and service charges.

Option 1 (Full Payment)
Full amount of rates and charges including arrears, to be paid on or before 3rd October 2025 or 35 days after the date of issue appearing on the rate notice whichever is the later.

Option 2 (Two Instalments)
First intalment to be made on or before 3rd October 2025 or 35 days after the date of issue appearing on the rate notice whichever is, later including all arrears and half of the current rates; and
Second instalment to be made on or before 3rd December 2025, or 2 months after the due date of the first instalment, whichever is later;

Option 3 (our Instalments)
First intalment to be made on or before 3rd October 2025 or 35 days after the date of issue appearing on the rate notice whichever is, later including all arrears and half of the current rates; and
Second instalment to be made on or before 3rd December 2025, or 2 months after the due date of the first instalment, whichever is later;
Third instalment to be made on or before 3rd February 2026, or 2 months after the due date of the second instalment, whichever is later; and
Fourth instalment to be made on or before 7th April 2026, or 2 months after the due date of the third instalment, whichever is later.

Instalment options	Date Due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
		$	%	%
Option one				
Single full payment	3/10/2025	0	5	5
Option two				
First instalment	3/10/2025	0	5	5
Second instalment	3/12/2025	10	5	5
Option three				
First instalment	3/10/2025	0	5	5
Second instalment	3/12/2025	10	5	5
Third instalment	3/02/2026	10	5	5
Fourth instalment	7/04/2026	10	5	5

	2025/26 Budget revenue	2024/25 Actual revenue	2024/25 Budget revenue
	$	$	$
Instalment plan admin charge revenue	1,500	1,710	1,000
Instalment plan interest earned	2,000	2,884	2,000
Unpaid rates and interest earned	25,000	27,082	15,000
	28,500	**31,676**	**18,000**

2. RATES AND SERVICE CHARGES (CONTINUED)

(c) Objectives and Reasons for Differential Rating

To provide equity in the rating of properties across the Shire the following rate categories have been determined for the implementation of differential rating.

Differential general rate

Description	Characteristics	Objects	Reasons
GRV Residential	Properties within the townsite boundaries with a predominant residential land use.	This rate is to contribute to service desired by community.	Revenue derived from this category will assist funding the service levels expected by the community and achieving the outcomes of the Strategic Community Plan.
GRV Mining	Mining infrastructure associated with mining activities.	The objective is to raise additional revenue to contribute toward higher road construction and maintenance costs associated with mining activity.	The servicing of mining operations result in the Shire's road network requiring continual/ongoing maintenance and renewal work to service these users.
UV Rural	Consists or poperties used predominantly used for farming.	The object is to maintain equity in the rating of property throughout the Shire enabling the Council provide facilities, infrastructure and services.	This is considered to be the base rate above which all other UV properties are assessed.
UV Mining	Properties with a land use associated with mining tenements/prospecting leases.	The objective is to raise additional revenue to contribute toward higher road construction and maintenance costs associated with mining activity.	The reason for this category is due to the additional costs of maintaining roads in the eastern sector of the Shire associated with the frequent heavy vehicle use from the mining companies operating in the area.

(d) Differential Minimum Payment

Description	Characteristics	Objects	Reasons
GRV Residential	Properties within the townsite boundaries with a predominant residential use with a dwelling located on the land.	This rate is considered the minimum contribution for basic services and infrastructure.	This is considered to be the base minimum for GRV rated residential properties.
GRV Residential Vacant	Vacant land located within the townsite boundaries excepting land with commercial/industrial use.	This rate is considered the minimum contribution by vacant land for basic services and infrastructure.	The minimum for this category is designed to encourage land owners to develop their vacant residential land.

2. RATING INFORMATION (Continued)

(e) Specified Area Rate

The Shire did not raise specified area rate for the year ended 30th June 2026.

(f) Service Charges

The Shire did not raise service charges for the year ended 30th June 2026.

(g) Rates Discounts

Rate or fee to which discount is granted	Discount %	Discount ($)	2025/26 Budget	2024/25 Actual	2024/25 Budget	Circumstances in which discount is granted
			$	$	$	
General rates	3.0%		96,580	93,299	90,077	Full payment made within 35 days of the date service appearing on the rate notice.
Rubbish charges - Kondinin, Hyden and Karlgarin Golf Clubs	50%		420	390	420	Being a community sporting club and as declared by council
			97,000	93,689	90,497	

(h) Waivers or Concessions

Rate or fee and charge to which the waiver or concession is granted	Type	Discount	Budget	Actual
		%		$
Kondinin Community Resource Centre	Concession	100	0	0
Kondinin Golf Club Inc	Concession	100	0	0
Kondinin Arts Centre	Concession	100	0	0
Hyden Pre-School Committee	Concession	100	0	0
Hyden Golf Club	Concession	100	0	0
Kondinin Country Club	Concession	100	0	0
Kondinin Tennis Club	Concession	100	0	0
Hyden Tennis Club	Concession	100	0	0
Hyden Resource and Telecentre	Concession	100	0	0
Kondinin Lions Club & Seniors Centre	Concession	100	0	0
Karlgarin Country Club	Concession	100	0	0
Kondinin Mens Shed	Concession	100	0	0
			0	0

3. NET CURRENT ASSETS

	Note	2025/26 Budget 30 June 2026	2024/25 Actual 30 June 2025	2024/25 Budget 30 June 2025
		$	$	$
(a) Composition of estimated net current assets				
Current assets				
Cash and cash equivalents	4	2,738,368	4,226,608	1,047,145
Financial assets	4	3,114,340	4,479,350	3,814,789
Receivables	4	840,000	958,398	670,000
Inventories		20,000	7,148	20,000
		6,712,708	9,671,504	5,551,933
Less: current liabilities				
Trade and other payables		(986,973)	(1,672,676)	(672,959)
Capital grant/contribution liability		(2,044,115)	(293,345)	(543,234)
Long term borrowings		(271,390)	(271,390)	(271,390)
Employee provisions		(502,370)	(485,162)	(550,000)
		(3,804,847)	(2,722,573)	(2,037,583)
Net current assets		2,907,862	6,948,931	3,514,349
Less: Total adjustments to net current assets	3(c)	(2,907,861)	(4,268,431)	(3,514,350)
Net current assets used in the Statement of Financial Activity		0	2,680,501	0

(b) Current assets and liabilities excluded from budgeted 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.

Adjustments to net current assets				
Less: Cash - reserve accounts	8	(3,114,340)	(4,479,350)	(3,814,789)
Less: Current assets not expected to be received at end of year				
- Current financial assets at amortised cost - self supporting loans		(108,410)	(103,970)	(103,970)
- Rates receivable		0	0	0
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings		271,390	271,390	271,390
- Current portion of employee benefit provisions held in reserve		43,500	43,500	133,023
Total adjustments to net current assets		(2,907,861)	(4,268,431)	(3,514,350)

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

Items excluded from calculation of budgeted deficiency
When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as *provided by Local Government (Financial Management) Regulation 32 which will* not fund the budgeted expenditure.

(c) Non-cash amounts excluded from operating activities

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

	Note	2025/26 Budget 30 June 2026	2024/25 Actual 30 June 2025	2024/25 Budget 30 June 2025
		$	$	$
Adjustments to operating activities				
Less: Profit on asset disposals	5	(46,523)	(70,202)	(42,614)
Add: Fair value adjustments to financial assets at fair value through profit or loss		0	2,664	0
Add: Loss on asset disposals	5	37,943	9,472	15,125
Add: Depreciation	6	10,484,642	10,094,607	9,791,833
Non-cash movements in non-current assets and liabilities:				
- Pensioner deferred rates		0	0	0
- Employee provisions		0	9,496	
- Investment in associate		0	0	0
Non cash amounts excluded from operating activities		10,476,061	10,046,036	9,764,344

3. NET CURRENT ASSETS (CONTINUED)

(d) MATERIAL ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION
The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

TRADE AND OTHER PAYABLES
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year 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.

PREPAID RATES
Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

INVENTORIES
General
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 costs of completion and the estimated costs necessary to make the sale.

Superannuation
The Shire contributes to a number of superannuation funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

INVENTORY - LAND HELD FOR RESALE
Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Inventory - land held for resale is classified as current except where it is held as non-current based on the Shire's intentions to release for sale.

GOODS AND SERVICES TAX (GST)
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CONTRACT LIABILITIES
Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

TRADE AND OTHER RECEIVABLES
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for grants, contributions, reimbursements, and goods sold and services performed in the ordinary course of business.

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Trade 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.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

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 outflow of economic benefits will result and that outflow can be reliably measured.

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

EMPLOYEE BENEFITS
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 a part of current trade and other payables in the determination of the net current asset position.
The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the determination of the net current asset position.

Other long-term employee benefits
Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined 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 recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for 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 settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

CONTRACT ASSETS
Contract assets primarily relate to Shire's right to consideration for work completed but not billed at the end of the period.

4. RECONCILIATION OF CASH

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

	Note	2025/26 Budget	2024/25 Actual	2024/25 Budget
		$	$	$
Cash at bank and on hand		2,738,368	4,226,608	1,047,145
Term deposits		3,114,340	4,479,350	3,814,788
Total cash and cash equivalents		5,852,708	8,705,958	4,861,933
Held as				
- Unrestricted cash and cash equivalents	3(a)	2,738,368	4,226,608	1,047,144
- Restricted cash and cash equivalents	3(a)	3,114,340	4,479,350	3,814,789
		5,852,708	8,705,958	4,861,933
Restrictions				
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:				
- Cash and cash equivalents		3,114,340	4,479,350	3,814,789
- Restricted financial assets at amortised cost - term deposits	3(a)	0	0	0
		3,114,340	4,479,350	3,814,789
The assets are restricted as a result of the specified purposes associated with the liabilities below:				
Financial backed reserves	8	3,114,340	4,479,350	3,814,789
Unspent borrowings	7(c)	0	0	0
		3,114,340	4,479,350	3,814,789
Reconciliation of net cash provided by operating activities to net result				
Net result		(5,611,333)	(4,287,640)	(6,498,761)
Depreciation	6	10,484,642	10,094,607	9,791,833
(Profit)/loss on sale of asset	5(a)	(46,524)	(70,202)	(42,614)
Adjustments to fair value of financial assets at fair value through profit and loss		0	2,664	0
Share result/fair value adjustment to investment in associate		0	0	0
(Increase)/decrease in receivables		(840,000)	(231,078)	(270,000)
(Increase)/decrease in inventories		(12,852)	19,332	6,481
Increase/(decrease) in payables		1,126,283	987,253	940,900
Increase/(decrease) in contract liabilities		939,564	(60,997)	(615,767)
Increase/(decrease) in unspent capital grants				
Increase/(decrease) in other provision				
Increase/(decrease) in employee provisions		17,208	(16,059)	48,779
Capital grants, subsidies and contributions		(3,687,245)	(4,001,611)	(3,816,845)
Net cash from operating activities		2,369,742	2,436,270	(455,994)

MATERIAL ACCOUNTING POLICES

CASH AND CASH EQUIVALENTS
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

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 objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

5. PROPERTY, PLANT AND EQUIPMENT

	2025/26 Budget					2024/25 Actual					2024/25 Budget				
Asset class	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - (Loss)	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - (Loss)	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - (Loss)
	$	$	$		$	$	$	$		$	$	$	$		$
(a) Property, Plant and Equipment															
Land - freehold land	0	0	0		0	41,035	0	0		0	26,000	0	0		0
Buildings - non-specialised	1,000,000	0	0		0	965,754	0	0		0	3,099,116	0	0		0
Buildings - specialised	2,108,501	0	0		0	636,631	0	0		0	0	0	0		0
Furniture and equipment	0	0	0		0	38,515	0	0		0	22,000	0	0		0
Plant and equipment	877,000	319,418	328,000	46,524	(37,943)	1,057,010	335,442	396,171	70,202	(9,472)	1,093,000	345,511	373,000	42,613	(15,124)
Total	3,985,501	319,418	328,000	46,524	(37,943)	2,738,945	335,442	396,171	70,202	(9,472)	4,240,116	345,511	373,000	42,613	(15,124)
(b) Infrastructure															
Infrastructure - roads	4,237,929	0	0		0	4,798,661	0	0		0	4,932,688	0	0		0
Infrastructure - footpaths	22,960	0	0		0	71,967	0	0		0	75,000	0	0		0
Infrastructure - parks and ovals	29,210	0	0		0	66,578	0	0		0	0	0	0		0
Infrstructure - other	800,801	0	0		0	238,838	0	0		0	440,099	0	0		0
	5,090,900	0	0	0	0	5,176,045	0	0	0	0	5,447,787	0	0	0	0
Total acquisitions	9,076,401	319,418	328,000	46,524	(37,943)	7,914,990	335,442	396,171	70,202	(9,472)	9,687,903	345,511	373,000	42,613	(15,124)

A detailed breakdown of acquisitions on an individual asset basis can be found in the supplementary information attached to this budget document.

MATERIAL ACCOUNTING POLICIES

RECOGNITION OF ASSETS

Assets for which the fair value as at the date of acquisition is under $5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

GAINS AND LOSSES ON DISPOSAL

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

6. ASSET DEPRECIATION

	2025/26 Budget	2024/25 Actual	2024/25 Budget
	$	$	$
By Class			
Buildings - non-specialised	408,977	349,414	347,724
Buildings - specialised	518,000	520,517	518,000
Furniture and equipment	37,043	27,811	34,595
Plant and equipment	589,903	628,570	550,923
Infrastructure - roads	8,378,902	8,034,050	7,825,237
Infrastructure - footpaths	59,958	57,420	55,996
Infrastructure -drainage	104,060	99,935	97,184
Infrastructure -parks and ovals	34,646	39,694	32,356
Other infrastructure	353,153	337,197	329,817
	10,484,642	10,094,607	9,791,833
By Program			
Governance	80,220	76,445	92,000
General purpose funding	0	0	0
Law, order, public safety	19,260	19,232	19,150
Health	46,000	45,634	42,900
Education and welfare	106,860	106,804	106,860
Housing	134,600	134,433	134,600
Community amenities	62,830	62,313	59,430
Recreation and culture	713,600	707,497	693,625
Transport	8,595,672	8,230,799	8,013,358
Economic services	145,600	142,305	119,910
Other property and services	580,000	569,146	510,000
	10,484,642	10,094,607	9,791,833

MATERIAL ACCOUNTING POLICIES

DEPRECIATION

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for each class of depreciable asset are:

Buildings - non-specialised	30 to 50 years
Buildings - specialised	50 to 80 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	4 to 15 years
Infrastructure - roads	20 to 80 years
Infrastructure - footpaths	20 to 50 years
Infrastructure - drainage	80 years
Infrastructure - water supply	30 to 75 years
Infrastructure - parks and ovals	10 to 40 years
Infrastructure - waste facilities	8 to 80 years

AMORTISATION

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

7. INFORMATION ON BORROWINGS

(a) Borrowings repayments

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Loan Number	Institution	Interest Rate	Budget Principal 1 July 2025	2025/26 Budget New Loans	2025/26 Budget Principal Repayments	Budget Principal Outstanding 30 June 2026	2025/26 Budget Interest Repayments	Actual Principal 1 July 2024	2024/25 Actual New Loans	2024/25 Actual Principal Repayments	Actual Principal Outstanding 30 June 2025	2024/25 Actual Interest Repayments	Budget Principal 1 July 2024	2024/25 Budget New Loans	2024/25 Budget Principal Repayments	Budget Principal Outstanding 30 June 2025	2024/25 Budget Interest Repayments
Housing																		
WACHS housing	143	WATC	5.2086%	873,567	0	27,828	845,740	51,129	900,000	0	26,433	873,567	52,531	900,000	0	26,433	873,567	52,439
Community amenities																		
Hyden sewerage	139	WATC	5.2800%	375,923	0	33,605	342,318	21,376	407,821	0	31,898	375,923	23,381	407,821	0	31,898	375,923	24,977
Townsite drainage	142	WATC	3.6800%	1,276,487	0	74,533	1,201,953	54,217	1,348,351	0	71,864	1,276,487	57,563	1,348,351	0	71,864	1,276,486	59,419
Recreation and culture																		
Kondinin S/Pool Redevelopment	136	WATC	5.2086%	252,934	0	27,015	225,919	11,917	278,798	0	25,864	252,934	13,317	278,798	0	25,864	252,934	13,278
				2,778,910	0	162,980	2,615,930	138,639	2,934,970	0	156,060	2,778,910	146,791	2,934,970	0	156,060	2,778,910	150,113
Self Supporting Loans																		
Kondinin Community Recr Committee	141	WATC	4.7441%	827,776	0	75,691	752,086	44,017	900,000	0	72,224	827,776	47,996	900,000	0	72,224	827,776	47,745
Hyden Progress Association	134A	WATC	3.0400%	83,686	0	32,719	50,967	2,695	115,433	0	31,747	83,686	3,867	115,433	0	31,746	83,687	3,777
				911,463	0	108,410	803,053	46,713	1,015,433	0	103,970	911,463	51,863	1,015,433	0	103,970	911,463	51,521
				3,690,373	0	271,390	3,418,983	185,352	3,950,403	0	260,030	3,690,373	198,654	3,950,403	0	260,030	3,690,373	201,634

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.
The self supporting loans repayment will be fully reimbursed.

7. INFORMATION ON BORROWINGS

(b) New borrowings - 2025/26 - NIL

(c) Unspent borrowings - NIL

(d) Credit Facilities

	2025/26 Budget	2024/25 Actual	2024/25 Budget
	$	$	$
Undrawn borrowing facilities credit standby arrangements			
Bank overdraft limit	250,000	250,000	250,000
Bank overdraft at balance date	0	0	0
Credit card limit	25,000	25,000	25,000
Credit card balance at balance date	(2,500)	(1,190)	(2,330)
Total amount of credit card unused	**27,500**	**26,190**	**27,330**
Loan facilities			
Loan facilities in use at balance date	3,418,983	3,690,373	3,690,373
Unused loan facilities at balance date	0	0	0

MATERI ACCOUNTING POLICIES

BORROWING COSTS
The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

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.

borrwoings fair values are based on discounted cash flows using a current borrowing rate.

8. RESERVE ACCOUNTS

(a) Reserve Accounts - Movement

		2025/26 Budget				2024/25 Actual				2024/25 Budget			
		Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance
		$	$	$	$	$	$	$	$	$	$	$	$
(a)	Plant Reserve	808,264	24,248	(280,000)	552,512	575,442	232,821.74	0	808,264	575,442	229,060	0	804,502
(b)	Housing Reserve	759,072	22,772	(700,000)	81,844	530,445	228,626.99	0	759,072	530,445	226,787	(500,000)	257,232
(c)	Employee Leave Reserve	514,159	15,425	(40,000)	489,584	452,096	62,063.46	0	514,159	452,096	62,831	0	514,927
(d)	Tourism Development Reserve	182,634	26,089	(100,000)	108,723	155,382	27,251.98	0	182,634	155,382	27,370	(50,000)	132,752
(e)	Water Infrastructure Reserve	58,312	1,749	(50,000)	10,061	55,767	2,544.85	0	58,312	55,767	2,816	0	58,583
(f)	Community Bus Reserve	58,301	1,749	0	60,050	55,536	2,764.52	0	58,301	55,536	2,805	0	58,341
(g)	Radio Reserve	28,604	858	0	29,462	27,247	1,356.33	0	28,604	27,247	1,376	0	28,623
(h)	Landfill Reserve	141,223	4,237	0	145,460	135,060	6,163.24	0	141,223	135,060	6,821	0	141,881
(i)	SJA Capital Upgrades Reserve	164,107	54,923	0	219,030	107,895	56,212.01	0	164,107	107,895	55,449	0	163,344
(j)	Medical Services Reserve	67,963	2,039	(65,000)	5,002	64,735	3,228.06	0	67,963	64,735	3,269	0	68,004
(k)	Recreation Facilities Reserve	437,236	13,117	(135,000)	315,353	418,050	19,185.89	0	437,236	418,050	21,112	(110,000)	329,162
(l)	Roads Reserve	267,164	8,015	(230,000)	45,179	326,729	15,435.72	(75,000)	267,164	326,729	16,500	(75,000)	268,229
(m)	Hyden Discovery Centre Reserve	935,795	28,074	0	963,869	697,222	238,573.50	0	935,795	697,222	235,210	0	932,432
(n)	Office Equipment Reserve	56,516	51,695	(20,000)	88,211	54,049	2,466.47	0	56,516	54,049	2,729	0	56,778
		4,479,350	254,990	(1,620,000)	3,114,340	3,655,655	898,694.76	(75,000)	4,479,350	3,655,655	894,134	(735,000)	3,814,789

(b) Cash Backed Reserves - Purposes

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

	Reserve name	Anticipated date of use	Purpose of the reserve
(a)	Plant Reserve	Ongoing	for the purchase of major plant and vehicles.
(b)	Housing Reserve	Ongoing	for the construction of new housing as Council decrees.
(c)	Employee Leave Reserve	Ongoing	to fund annual and long service leave requirements.
(d)	Tourism Development Reserve	Ongoing	to ensure that the Wave Rock area is kept at a good standard.
(e)	Water Infrastructure Reserve	Ongoing	for the installation of standpipe controllers and storage tanks.
(f)	Community Bus Reserve	Ongoing	for the replacement of community bus.
(g)	Radio Reserve	Ongoing	to account for service charges raised.
(h)	Landfill Reserve	Ongoing	to fund the operational costs of Bendering Landfill site.
(i)	SJA Capital Upgrades Reserve	Ongoing	contribution for Sub Centre Capital upgrades in Kondinin and Hyden.
(j)	Medical Services Reserve	Ongoing	to fund for the operational costs of Kondinin Medical Centre.
(k)	Recreation Facilities Reserve	Ongoing	for the construction of Hyden Recreation Facilities.
(l)	Roads Reserve	Ongoing	to fund the Shire roadworks and to supplement road grants received.
(m)	Hyden Discovery Centre Reserve	2025	to fund for the construction of new Discovery Centre located in Hyden.
(n)	Office Equipment Reserve	Ongoing	to fund for the replacement of old office computers and ERP

9. OTHER INFORMATION

	2025/26 Budget	2024/25 Actual	2024/25 Budget
	$	$	$
The net result includes as revenues			
(a) Interest earnings			
Investments			
- Reserve funds	134,380	189,172	184,611
- Other funds	100,000	83,619	125,000
Late payment of fees and charges *	25,000	27,082	15,000
Other interest revenue (refer note 2b)	2,000	2,884	2,000
	261,380	302,758	326,611
* The Shire has resolved to charge interest under section 6.13 for the late payment of any amount of money at 5%.			
(b) Other revenue			
Reimbursements and recoveries	41,246	308,491	256,893
Other	0	0	0
	41,246	308,491	256,893
The net result includes as expenses			
(c) Auditors remuneration			
Audit services	58,000	33,100	54,000
Other services	2,000	1,500	2,000
	60,000	34,600	56,000
(d) Interest expenses (finance costs)			
Borrowings (refer Note7(a))	185,352	198,654	201,634
	185,352	198,654	201,634
(e) Write offs			
General rate	0	155,415	0
	0	155,415	0

10. ELECTED MEMBERS REMUNERATION

	2025/26 Budget	2024/25 Actual	2024/25 Budget
	$	$	$
Elected member 1			
President's allowance	12,000	12,000	12,000
Meeting attendance fees	5,340	4,280	5,340
ICT expenses	700	650	600
Travel and accommodation expenses	2,000	676	3,000
	20,040	17,606	20,940
Elected member 2			
Meeting attendance fees	4,500	3,850	4,080
ICT expenses	700	650	600
Travel and accommodation expenses	2,000	629	1,000
	7,200	5,129	5,680
Elected member 3			
Meeting attendance fees	4,500	3,600	4,440
ICT expenses	700	650	600
Travel and accommodation expenses	1,000	934	2,500
	6,200	5,184	7,540
Elected member 4			
Meeting attendance fees	3,630	3,100	3,490
ICT expenses	700	650	600
Travel and accommodation expenses	1,000	1,023	1,000
	5,330	4,774	5,090
Elected member 5			
Meeting attendance fees	3,820	3,350	3,820
ICT expenses	700	650	600
Travel and accommodation expenses	1,000	576	1,500
	5,520	4,576	5,920
Elected member 6			
Meeting attendance fees	3,600	3,100	4,360
ICT expenses	700	650	600
Travel and accommodation expenses	1,000	620	0
	5,300	4,370	4,960
Elected member 7			
Meeting attendance fees	3,600	3,200	4,360
ICT expenses	700	650	200
Travel and accommodation expenses	2,000	1,672	1,600
	6,300	5,523	6,160
Elected member 8			
Meeting attendance fees	3,850	3,250	3,850
ICT expenses	700	650	600
Travel and accommodation expenses	2,000	680	700
	6,550	4,580	5,150
	62,440	51,742	61,440
President's allowance	12,000	12,000	12,000
Meeting attendance fees	32,840	27,730	33,740
ICT expenses	5,600	5,202	4,400
Travel and accommodation expenses	10,000	6,810	11,300
	60,440	51,742	61,440

11. MAJOR LAND TRANSACTIONS

It is not anticipated any major land undertakings will occur in 2025/26.

12. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

It is not anticipated any trading undetakings and major trading undertakings will occur in 2025/26.

13. INTERESTS IN ASSOCIATE AND JOINT ARRANGEMENTS

(a) Balance of investment in associate

The Shire has a 1/4th interest in RoeROC assets at the Bendering landfill site and 23.08% interest in environmental health service.

The Shire's share in assets based on RoeROC's report is as follows:

	2025/26 Budget	2024/25 Actual	2024/25 Budget
	$	$	$
Current assets	0	0	0
Non-current assets	144,386	168,796	144,386
	144,386	168,796	144,386
Liabilities	0	0	0
Net assets	144,386	168,796	144,386
Shire's 1/4th interest in associate	36,097	42,199	36,097
Balance as at 1 July	0	0	0
- Movement in land previously recorded as joint operation	0	0	0
- Movement in other infrastructure previously recorded as joint operation	0	0	0
- Movement in asset revaluation surplus previously recorded as joint operation	0	0	0
- Movement in share result in associate	0	0	0
Balance as at 30 June	0	0	0

(b) Share of joint operations

The Shire has a 23.08% interest in Roe Environmental Health Services (Roe EHS)

The Shire's interest in the revenue and expenses have been included in the respective line items of the financial statements.

Statement of Comprehensive Income			
Other expenditure	(55,000)	(55,331)	(45,000)

MATERIAL ACCOUNTING POLICIES

Investments in associates

An associate is an entity over which the Shire has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss. recognised.

Investments in associates (continued)

Profits and losses resulting from transactions between the Shire and the associate are eliminated to the extent of the Shire's interest in the associate. When the Shire's share of losses in an associate equals or exceeds its interest in the associate, the Shire discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Shire will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

14. TRUST FUNDS

Funds held at balance date over which the local government has no control and which are not included in the financial statements are as follows:

Detail	Balance 1-Jul-25	Estimated Amounts Received	Estimated Amounts Paid	Estimated Balance 30-Jun-26
	$	$	($)	$
Staff Christmas Funds	12,730	31,910	(34,870)	9,770
Housing Bonds	6,036	256	0	6,292
Trust Nomination Bonds	100	500	(600)	0
Trust Miscellaneous Funds	1,750	1,560	0	3,310
	20,616	34,226	(35,470)	19,372

15. REVENUE AND EXPENDITURE

(a) Revenue and Expenditure Classification

REVENUES

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

GRANTS, SUBSIDIES AND CONTRIBUTIONS
All amounts received as grants, subsidies and contributions that are not capital grants.

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS
Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS
Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

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

SERVICE CHARGES
Service charges imposed under *Division 6 of Part 6 of the Local* Government Act 1995. Regulation 54 of the Local Government *(Financial Management) Regulations 1996* identifies the charges which can be raised. These are television and radio broadcasting, underground electricity and neighbourhood surveillance services and water.
Exclude rubbish removal charges which should not be classified as a service charge. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST REVENUE
Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.
dividends, discounts and rebates etc.

PROFIT ON ASSET DISPOSAL
Gain on the disposal of assets including gains on the disposal of long term investments.

EXPENSES

EMPLOYEE COSTS
All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.
Note *AASB 119 Employee Benefits* provides a definition of employee benefits which should be considered.

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

UTILITIES (GAS, ELECTRICITY, WATER)
Expenditures made to the respective agencies for the provision of power, gas or water.
Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

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

LOSS ON ASSET DISPOSAL
Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS
Depreciation and amortisation expenses raised on all classes of assets.

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

OTHER EXPENDITURE
Statutory fees, taxes, provision for bad debts, member's fees or levies including DFES levy and State taxes. Donations and subsidies made to community groups.

15. REVENUE AND EXPENDITURE

MATERIAL ACCOUNTING POLICIES

Recognition of revenue from contracts with customers is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/ Warranties	Timing of Revenue recognition
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	On payment and issue of the licence, registration or approval
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	On entry to facility
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	On entry or at conclusion of hire
Memberships	Pool membership	Over time	Payment in full in advance	None	Output method Over 12 months matched to access right
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Output method based on provision of service or completion of works
Sale of stock	Fuel, sand and gravel	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Output method based on goods
Commissions	Commissions on licencing	Over time	Payment in full on sale	None	When assets are controlled
Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	When claim is agreed

16. PROGRAM INFORMATION

(a) Key Terms and Definitions - Reporting Programs

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Shire's Community Vision, and for each of its broad activities/programs.

OBJECTIVE	ACTIVITIES
GOVERNANCE To provide a decision making process for the allocation of scarce resources.	Includes the activities of members of Council and administrative support available to the Council for the provison of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific local government services.
GENERAL PURPOSE FUNDING To collect revenue to allow the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
HEALTH To provide operational framework for environmental and community health.	Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.
EDUCATION AND WELFARE To provide services to disadvantage persons, the elderly, children and youth.	Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.
HOUSING To provide and maintain staff housing.	Provision and maintenance of staff accomodation.
COMMUNITY AMENITIES To provide services required by the community.	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.
RECREATION AND CULTURE To establish and effectively manage infrastructure and resource that will help the social being of the community.	Maintenance of public halls, civic entres, aquatic centres, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of libraries and other cultural facilities.
TRANSPORT To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets, maintenance of street trees and airstrips, lighting of streets, etc.
ECONOMIC SERVICES To help promote the shire and its economic well being.	Tourism and area promotion including the maintenance and operation of caravan park. Provision of rural services including weed control, vermin control, building control and standpipes. Licensing transactions under contract with the Department of Transport.
OTHER PROPERTY AND SERVICES To monitor and control operating accounts.	Private works operation, plant repair and costs.

16. PROGRAM INFORMATION (Continued)

(b) Income and expenses

	2025/26 Budget	2024/25 Actual	2024/25 Budget
Income excluding grants, subsidies and contributions	$	$	$
Governance	26,922	27,025	26,490
General Purpose Funding	4,083,838	4,056,028	4,018,697
Law, Order, Public Safety	1,800	(3,285)	2,300
Health	300,317	462,417	415,666
Housing	106,700	97,885	81,500
Community Amenities	181,500	190,550	174,000
Recreation and Culture	25,745	37,296	31,827
Transport	313,940	62,447	34,150
Economic Services	502,000	515,238	452,000
Other Property and Services	489,001	94,817	266,973
	6,031,764	5,540,419	5,503,604
Operating grants, subsidies and contributions			
Governance	0	0	0
General purpose funding	1,575,268	1,891,635	316,367
Law, order, public safety	20,560	20,960	20,560
Recreation and culture	0	14,141	17,000
Transport	295,119	302,940	302,653
Economic services	0	1,301	0
Other property and services	80,000	94,217	70,000
	1,970,947	2,325,194	726,580
Capital grants, subsidies and contributions			
Law, order, public safety	0	4,783	0
Recreation and culture	898,645	658,449	1,513,116
Transport	2,656,922	3,333,280	2,298,629
Economic services	131,678	5,100	5,100
	3,687,245	4,001,611	3,816,845
Total Income	11,689,956	11,867,224	10,047,028
Expenses			
Governance	(420,914)	(367,078)	(423,503)
General Purpose Funding	(295,834)	(280,535)	(282,089)
Law, Order, Public Safety	(149,261)	(133,893)	(133,614)
Health	(816,066)	(768,720)	(731,332)
Education and Welfare	(171,232)	(145,427)	(169,728)
Housing	(500,632)	(444,632)	(548,994)
Community Amenities	(911,883)	(846,684)	(954,138)
Recreation & Culture	(2,317,633)	(2,273,113)	(2,524,517)
Transport	(10,247,498)	(9,800,866)	(9,563,516)
Economic Services	(1,006,721)	(917,501)	(941,224)
Other Property and Services	(463,614)	(176,415)	(273,133)
Total Expenses	(17,301,289)	(16,154,865)	(16,545,789)
Net result for the period	**(5,611,333)**	**(4,287,640)**	**(6,498,761)**

17. FEES & CHARGES

	2025/26 Budget	2024/25 Actual	2024/25 Budget
	$	$	$
Governance	3,000	362	3,000
General Purpose Funding	3,000	25,327	700
Law, Order, Public Safety	1,800	1,498	2,300
Health	251,550	199,413	250,550
Education and Welfare	0	0	0
Housing	106,200	96,556	80,000
Community Amenities	181,500	190,132	174,000
Recreation & Culture	17,050	17,719	17,050
Transport	274,340	0	0
Economic Services	469,500	484,745	419,500
Other Property & Services	464,000	89,255	240,000
	1,771,940	1,105,007	1,187,100

The subsequent pages detail the fees and charges proposed to be imposed by the Shire of Kondinin.

NOTE 5(a) - SUPPLEMENTARY INFORMATION

SHIRE OF KONDININ
CAPITAL EXPENDITURE - SOURCE OF FUNDING
FOR THE YEAR ENDED 30 JUNE 2026

Program	BUDGET TOTAL	Capital Grants & Contrib.	Restricted (Prior Years)	RRGroup & Direct Grants	Roads to Recovery	Blackspot Grant	Other Specific Contribs.	Loan Funds	Reserves	Sale of Assets	Council Funds
Governance											
Toyota Prado (0KN)	80,000									65,000	15,000
Subaru Outback (KN04)	45,000									33,000	12,000
Subaru Outback (KN52)	45,000									33,000	12,000
Total	170,000	-	-	-	-	-	-	-	-	131,000	39,000
Health											
Subaru Outback - Doctor (KN54)	45,000									33,000	12,000
Medical Centre Car Park (Extend Seal / 90 degree parking)	15,846										15,846
Total	60,846	-	-	-	-	-	-	-	-	33,000	27,846
Housing											
Staff Housing (Kondinin) - C/F	500,000								500,000		-
Staff Housing (Hyden) - new	500,000								200,000		300,000
Total	1,000,000	-	-	-	-	-	-	-	700,000	-	300,000
Recreation & Culture											
Other Rec & Sports											
Kondinin Sports Pavilion Upgrade	1,546,484	268,645					400,000				877,839
Karlgarin Bowling Club Building - C/F	545,000	-					230,000		135,000		180,000
Total	2,091,484	268,645	-	-	-	-	630,000	-	135,000	-	1,057,839
Parks & Gardens											
Hyden War Memorial Improvement - Bal C/F	29,210	-									29,210
Total	29,210	-	-	-	-	-	-	-	-	-	29,210
Transport											
Roads											
RCC - Allen Rocks Road (Form and Gravel)	118,746								30,000		88,746
RCC - Forbes Road (Form and Gravel)	68,005								30,000		38,005
RCC - Reservoir East Road (Form and Gravel)	99,070								50,000		49,070
RCC - Karlgarin Lake Road (Form and Gravel, Floodway Construction)	70,000								70,000		-
RCC - King Rocks Road (Form and Gravel)	37,245										37,245
RCC - Cashmore Road (Form and Gravel)	76,220								50,000		26,220
RCC - Lake Carmody Road (Form and Gravel)	62,745										62,745
RCC - King Rocks West Road (Form and Gravel)	60,840										60,840
RCC - Lake O'Connor Road (Form and Gravel)	66,200										66,200
RRG - Lovering Road (Shoulders / Overlay / Drainage / two coat seal)	532,310			354,873							177,437
RRG - Hyden Mt Walker Road	100,460			66,973							33,487
R2R - Whyte Road (Form and Gravel)	83,850				83,850						-
R2R - Billericay Road (Form and Gravel)	128,775				128,775						-
R2R - Bushfire Rock Road (Form and Gravel)	131,440				131,440						-
R2R - Unity / Federal Street, Karlgarin (Reseal, Kerbing)	13,270				13,270						-
R2R - Radbourne Drive (Reseal)	17,542				17,542						-
R2R - Mouritz Street (Reseal / Kerbing)	12,190				12,190						-
R2R - Smith Loop (Reseal)	20,762				20,762						-
R2R - Pederah West Road (Shoulders / Reseal)	102,215				102,215						-
R2R - Nth Lake Grace-Karlgarin Road (Shoulders / Pavement Repairs / Sea	300,206				300,206						-
SLR - Hyden Norseman Road (Safer Local Road Infrastructure Program)	2,093,345	1,413,345									680,000
Shared Pathway (Hyden)	12,960	6,480									6,480
Shared Pathway (Kondinin)	10,000	5,000									5,000
Coronation Park Laneway - Bal C/F	19,129										19,129
Pull Over Bay - Kondinin (BAY01)	52,220										52,220
Kondinin Airstrip (Form, Gravel and Seal runway, Asphalt Taxi Way and Apr	448,030	224,340.00					50,000				173,690
Total	4,737,775	1,649,165	-	421,847	810,250	-	50,000	-	230,000	-	1,576,513
Depot											
Plant Shed (Hyden) - C/F	27,000										27,000
Total	27,000	-	-	-	-	-	-	-	-	-	27,000
Road Plant											
2020 Toyota Hilux (All Purpose) - KN49	45,000									15,000	30,000
2018 Toyota Hilux (Grader) - KN55	45,000									15,000	30,000
2018 Toyota Hilux (Grader Hyden) - KN61	45,000									15,000	30,000
2015 Isuzu - Tray Top - Mtce Truck - KN57	180,000								100,000	25,000	55,000
2015 Bomag - Multi Roller - KN72	200,000								130,000	30,000	40,000
Tag Trailer (new)	50,000								50,000	-	-
Total	565,000	-	-	-	-	-	-	-	280,000	100,000	185,000
Economic Services											
Railway Barracks CCTV (Hyden) - C/F	17,017										17,017
Wave Rock Precinct Improvement	50,000								50,000		-
Corten and Stainless steel Park Signage (Karlgarin)-C/F	5,343										5,343
Entry Signs (Kondinin) - Bal C/F	66,582										66,582
Gen Set & Rain Water Tank (CBH & New Karlgarin Bowling Club)	188,000	131,678							50,000		6,322
Total	326,942	131,678	-	-	-	-	-	-	100,000	-	95,264
Other Property & Services											
Toyota Prado (KN0)	67,000									64,000	3,000
Total	67,000	-	-	-	-	-	-	-	-	64,000	3,000
OVERALL TOTALS	9,075,257	2,049,488	-	421,847	810,250	-	680,000	-	1,445,000	328,000	3,340,672

Summary:

Land & Buildings	3,108,501.00	
Plant and Equipment	847,000.00	3,955,501
Infrastructure - Roads	4,266,784.90	
Infrastructure - Other	852,971	5,119,756
	9,075,257	
		9,075,257

IMBALANCE -

Financial summary of detailed accounts to follow

	Operating (Recurring)			Investing (Capital)			Financing (Cash Reserves)			Conversion Operating to Rate Setting			Result By Reporting Program and Overall Result		
	Revenue			Proceeds from Disposal			Financing Inward			Gains on Disposal et al.			Net Revenue, Proceeds Transfers etc.		
Reporting Program	Budget 2025/26	Actual 2024/25	Budget 2024/25	Budget 2025/26	Actual 2024/25	Budget 2024/25	Budget 2025/26	Actual 2024/25	Budget 2024/25	Budget 2025/26	Actual 2024/25	Budget 2024/25	Budget 2025/26	Actual 2024/25	Budget 2024/25
Governance	26,922	27,025	26,490	131,000	109,125	110,000	60,000	0	0	6,924	8,333	6,492	210,998	127,818	129,998
General Purpose Funding	5,659,106	5,947,663	4,335,064	0	0	0	0	0	0	0	0	0	5,659,106	5,947,663	4,335,064
Law Order & Public Safety	22,360	22,458	22,860	0	0	0	0	0	0	0	0	0	22,360	22,458	22,860
Health	300,317	462,417	415,666	33,000	29,091	28,000	140,691	72,224	72,224	0	889	0	474,008	562,843	515,890
Education & Welfare	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Housing	106,700	97,885	81,500	0	0	0	700,000	0	500,000	0	0	0	806,700	97,885	581,500
Community Amenities	181,500	190,550	174,000	0	0	0	0	0	0	0	0	0	181,500	190,550	174,000
Recreation & Culture	924,390	709,886	1,561,943	0	0	0	167,719	31,747	141,747	0	0	0	1,092,110	741,633	1,703,689
Transport	3,265,981	3,698,667	2,635,432	100,000	208,830	185,000	510,000	75,000	75,000	39,600	58,830	34,150	3,836,381	3,923,667	2,861,282
Economics Services	633,678	521,639	457,100	0	0	0	150,000	0	50,000	0	0	0	783,678	521,639	507,100
Other Property & Services	569,001	189,034	336,973	64,000	49,125	50,000	0	0	0	0	2,151	1,972	633,001	236,009	385,001
Surplus/Deficit B/Fwd	0	0	0	0	0	0	0	0	0	0	0	0	2,680,501	5,421,822	5,421,823
Total	11,689,956	11,867,224	10,047,028	328,000	396,171	373,000	1,728,410	178,970	838,971	46,524	70,202	42,614	16,380,341	17,793,986	16,638,205

	Expenses			Purchases/Construction			Financing Outward			Depn. & Losses et al.			Net Expenses, Assets, Transfers etc.		
Reporting Program	Budget 2025/26	Actual 2024/25	Budget 2024/25	Budget 2025/26	Actual 2024/25	Budget 2024/25	Budget 2025/26	Actual 2024/25	Budget 2024/25	Budget 2025/26	Actual 2024/25	Budget 2024/25	Budget 2025/26	Actual 2024/25	Budget 2024/25
Governance	420,914	367,078	423,503	170,000	235,710	166,000	50,000	40,000	40,000	84,873	88,604	92,250	556,041	554,183	537,253
General Purpose Funding	295,834	280,535	282,089	0	0	0	134,380	189,172	184,611	0	0	0	430,215	469,707	466,699
Law Order & Public Safety	149,261	133,893	133,614	0	0	0	0	0	0	19,260	19,232	19,150	130,001	114,662	114,464
Health	816,066	768,720	731,332	60,846	39,352	40,000	125,691	122,224	122,224	48,417	45,634	44,794	954,186	884,662	848,761
Education & Welfare	171,232	145,427	169,728	0	0	0	0	0	0	106,860	106,804	106,860	64,372	38,622	62,868
Housing	500,632	444,632	548,994	1,000,000	965,754	1,400,000	27,828	226,433	226,433	134,600	134,433	134,600	1,393,860	1,502,386	2,040,827
Community Amenities	911,883	846,684	954,138	0	67,115	100,942	108,138	103,762	103,762	62,830	62,313	59,430	957,191	955,248	1,099,412
Recreation & Culture	2,317,633	2,273,113	2,524,517	2,120,694	703,209	2,027,616	59,734	57,611	57,611	713,600	707,497	693,625	3,784,461	2,326,437	3,916,119
Transport	10,247,498	9,800,866	9,563,516	5,329,775	5,655,973	4,676,325	0	200,000	200,000	8,620,892	8,240,271	8,026,339	6,956,381	7,416,568	6,413,502
Economics Services	1,006,721	917,501	941,224	326,942	171,723	270,329	20,610	219,523	219,523	145,600	142,305	119,910	1,208,673	1,166,442	1,311,166
Other Property & Services	463,614	176,415	273,133	67,000	77,298	64,000	0	0	0	585,653	569,146	510,000	(55,039)	(315,432)	(172,868)
Total	17,301,289	16,154,865	16,545,789	9,075,257	7,916,134	8,745,212	526,380	1,158,725	1,154,164	10,522,585	10,116,238	9,806,958	16,380,341	15,113,485	16,638,205
Surplus(Deficit)	*(5,611,333)*	(4,287,640)	(6,498,761)										(0.00)	2,680,501	0

GENERAL PURPOSE FUNDING

RATES

Schedule 03
Sub Program 031

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
03101	Salaries Rates		*65,647*		50,460.58		62,021
03102	Superannuation Rates		*8,034*		4,451.94		7,089
03103	Accrued Al & Lsl - Rates		*1,500*		730.05		1,500
03105	Rate Notice/Advertising Costs		*1,000*		0.00		1,000
03106	Debt Collection/Legal Costs		*50,000*		75,305.65		50,000
03108	Financial Hardship Discount		*0*		12,039.10		0
03110	Valuation Expenses & Title Searches		*27,000*		11,469.80		27,000
03116	Allocated Administration Costs		*121,186*		107,234.89		113,392
OPERATING INCOME							
03120	General Rates Levied	*(3,855,957)*		(3,768,254.52)		(3,725,883)	
03121	Interim Rates Levied	*0*		0.00		0	
03126	Interim Rates Levied	*0*		0.00		0	
03130	Rates Discount	*97,000*		93,689.48		90,497	
03135	Ex-Gratia Rates (CBH)	*(59,000)*		(57,367.29)		(55,000)	
03140	Rates Written-back	*0*		0.00		0	
03145	Back Rates Levied	*0*		5,699.96		0	
03150	Penalty Interest Raised on Rates	*(25,000)*		(27,081.92)		(15,000)	
03152	Legal Fees Relating To Rates	*0*		(21,577.46)		0	
03155	Instalment Interest	*(2,000)*		(2,885.04)		(2,000)	
03160	Rates Administration Fee	*(1,500)*		(1,710.00)		(1,000)	
03170	Rates Inquiry Fees	*(3,000)*		(3,750.00)		(700)	
		(3,849,457)	*274,367*	(3,783,236.79)	261,692.01	(3,709,086)	262,002

GENERAL PURPOSE FUNDING

OTHER

Schedule 03
Sub Program 032

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
03200	Allocated Administration Costs		*21,467*		18,843.01		20,087
OPERATING INCOME							
03201	Grants Commission Grant Received - General	*(993,018)*		(1,214,923.00)		(221,905)	
03202	Grants Commission Grant Received - Roads	*(582,250)*		(676,712.00)		(94,462)	
03210	Interest Received - Reserves	*(134,380)*		(189,171.76)		(184,611)	
03212	Interest on Investments	*(100,000)*		(83,618.98)		(125,000)	
CAPITAL EXPENDITURE							
CAPITAL INCOME							
03290	Transfer from Reserve	*0*		0.00		-	
		(1,809,648)	*21,467*	(2,164,425.74)	18,843.01	(625,978)	20,087

GOVERNANCE - MEMBERS OF COUNCIL

Schedule 04
Sub Program 041

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
04100	President's Allowance Paid		*12,000*		12,000.00		12,000
04104	Members Sitting Fees Paid		*32,840*		27,730.00		33,740
04106	Members Telephone Subsidy Paid		*5,600*		5,201.68		4,400
04108	Members Travelling Expenses Paid		*10,000*		6,810.24		11,300
04110	Members Conference Expenses		*12,000*		6,196.22		12,000
04112	Refreshment & Reception Expenses		*12,000*		10,665.28		10,000
04114	Members Insurance		*579*		554.00		640
04116	Members Subscriptions		*1,500*		1,396.75		1,000
04118	Members Training Expenses		*10,000*		129.55		10,000
04130	Civic Reception Expense		*8,000*		7,277.49		8,000
04132	Council Chamber Maintenance		*500*		0.00		500
04134	Council Election Expenses		*15,000*		14,558.54		0
04136	Contributions		*79,488*		90,506.41		102,531
04138	Community Funding		*0*		0.00		0
04140	Depreciation - Council Chambers		*220*		214.99		4,000
04150	Regional Council Expenses		*0*		0.00		0
04155	Consultancy Services		*100,000*		76,469.07		100,000
04160	Allocated Administration Costs		*121,186*		107,367.51		113,392
04173	Loss On Asset disposal		*0*		0.00		0
OPERATING INCOME							
04170	Reimbursements	*0*		0.00		0	
CAPITAL EXPENDITURE							
04180	Transfer to Office Equipment Reserve		*50,000*		0		0
04181	PurchaseLand & Buildings		*0*		0.00		0
04182	Purchase Furniture & Equipment		*0*		0.00		0
CAPITAL INCOME							
04190	Transfer from Office Equipment Reserve	*(20,000.00)*		0.00			
04191	Proceeds on Sale of Asset						
04192	Realisation on Asset Disposal			0.00			
		(20,000)	*470,914*	0	367,077.73	-	423,503

ADMINISTRATION

Schedule 04
Sub Program 042

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
04200	Salaries & Wages - Admin		*684,267*		666,998.89		690,021
04201	Superannuation - Admin		*111,111*		104,497.15		97,788
04202	Workers Comp - Insurance Premiums		*87,450*		67,097.23		67,097
04203	Accrued Al & Lsl		*30,000*		26,329.69		25,000
04204	Staff Uniform		*5,000*		3,401.34		5,000
04206	Training Expenses		*20,000*		11,005.22		20,000
04208	Travel & Accomodation		*8,000*		6,360.26		8,000
04210	Conferences Expenses		*10,000*		7,546.97		5,500
04212	Fringe Benefits Tax		*50,000*		52,990.80		50,000
04214	Other Employee Costs		*10,000*		8,737.96		2,600
04216	Subscriptions and Membership - Admin		*35,000*		30,559.99		30,000
04220	Kondinin Office Maintenance		*70,000*		63,888.81		60,000
04221	Hyden Office Maintenance		*30,000*		26,517.52		27,000
04222	Kondinin Office Equipment Mtce		*40,810*		22,797.89		25,000
04223	Hyden Office Equipment Mtce		*5,000*		1,713.64		5,000
04224	Telecommunications		*37,000*		18,706.71		22,000
04226	Legal Expenses		*25,000*		9,202.72		60,000
04228	Printing and Stationery		*25,000*		21,243.35		25,000
04230	Consultancy Services		*150,000*		101,988.99		100,000
04232	Loss On Investment (LGHT)		*0*		2,663.50		0
04234	Administration Vehicle Operating Expenses		*27,000*		24,812.06		27,000
04236	Bank Service Charges		*25,000*		20,719.57		18,000
04238	Postage and Freight		*5,000*		4,160.15		5,000
04240	Advertising Expense		*23,000*		23,953.04		23,000
04242	Insurance (ex W/comp)		*57,940*		55,633.00		55,633
04250	Depreciation - Administration		*80,000*		76,230.01		88,000
04251	Audit Fees		*60,000*		55,500.00		56,000
04255	Doubtful debts expense (ECL)		*0*		4,509.63		7,000
04260	Office Expenses - Other		*15,000*		12,175.43		15,000
04262	Allocated Housing Costs		*0*		0.00		0
04273	Loss On Asset Disposal - Administration		*4,653*		0.00		250
04265	Administration Costs Allocated To Programs (ABC)		*(1,731,231)*		(1,531,941.52)		(1,619,889)
OPERATING INCOME							
04270	Sundry Income - Gst Incl	*(3,000)*		(1,788.17)		(3,000)	
04271	Reimbursements - Gst Free	*(12,000)*		(11,053.89)		(12,000)	
04272	Profit on Asset Disposal	*(6,924)*		(8,332.56)		(6,492)	
04274	Profit on Financial Assets - LG House Trust	*0*		0.00		0	
04275	Sundry Income - ex Gst	*(5,000)*		(5,850.76)		(5,000)	
04276	Grants, Contrib & Reimb.	*0*		0.00		0	
04277	Insurance Rebate	*0*		0.00		0	
CAPITAL EXPENDITURE							
04280	Transfer to Lsl Reserve		*0*		40,000.00		40,000
04281	Purchase Land & Buildings - Administration		*0*		41,034.90		0
04282	Purchase Furniture & Equipment - Administration		*0*		38,515.41		22,000
04283	Purchase Plant and Equipment - Administration		*170,000*		156,159.44		144,000
CAPITAL INCOME							
04290	Transfer from Lsl Reserves	*(40,000)*		0.00		0	
04291	Proceeds on Sale of Asset	*(131,000)*		(109,125.37)		(110,000)	
04292	Realisation On Asset Disposal	*131,000*		109,125.37		110,000	
		(66,924)	*170,000*	(27,025)	275,710.75	(26,492)	206,000

FIRE PREVENTION

Schedule 05
Sub Program 051

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
05100	Maintenance Plant & Equipment - Fire Prev		*5,000*		473.71		5,000
05102	Maintenance - Vehicles/Trailers		*15,000*		12,255.47		13,430
05104	Maintenance - Land & Buildings		*4,000*		3,630.02		2,500
05108	Other Goods & Services		*3,000*		1,209.95		3,000
05110	Insurances - Fire Prevention		*20,294*		18,114.70		19,334
05115	Purchases Plant >=$1200 to $5000		*5,000*		0.00		5,000
05150	Depreciation Expense		*18,800*		18,772.98		18,690
05160	Allocated Administration Costs		*8,656*		7,528.05		8,099
05165	Other Expenses - Fire Prev		*5,000*		8,106.64		5,000
OPERATING INCOME							
05170	Fesa Grant	*(16,560)*		(16,560.00)		(16,560)	
05171	Reimbursements - Fire Prev	*0*		0.00		0	
05172	Fines and Penalties	*0*		0.00		0	
05173	Grants, Subsidies and Contributions	*0*		0.00		0	
05175	ESL Subsidy	*(4,000)*		(4,400.00)		(4,000)	
CAPITAL EXPENDITURE							
05183	Purchase Plant - Fire Prevention				0.00		0
	Transfer to Reserves						
CAPITAL INCOME							
	Proceeds on Sale of Asset						
		(20,560)	*84,750*	(20,960)	70,091.52	(20,560)	80,053

ANIMAL CONTROL

Schedule 05
Sub Program 052

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
05200	Salaries & Wages		*0*		44.86		0
05201	Superannuation		*0*		0.00		0
05205	Animal Control Expenses		*55,394*		55,638.54		45,000
05250	Depreciation - Animal Control		*460*		458.75		460
05300	Expenses Relating to Other Law, ...		*0*		0.00		0
05260	Allocated Administration costs		*8,657*		7,659.70		8,100
OPERATING INCOME							
05270	Fines and Penalties - Animal Control	*(200)*		0.00		(200)	
05271	Grants, Subsidies & Contributions	*0*		0.00		0	
05272	Dog Registration Fees	*(1,500)*		(1,451.25)		(2,000)	
05273	Cat Registration Fees	*(100)*		(45.44)		(100)	
05274	Dog & Cat - Tag Replacement	*0*		(0.91)		0	
CAPITAL EXPENDITURE							
	Furniture & Equipment						
	Transfer to Reserves						
CAPITAL INCOME							
	Proceeds on Sale of Asset						
	Transfer from Reserves						
		(1,800)	*64,511*	(1,498)	63,802	(2,300)	53,560

PREVENTIVE SERVICES

Schedule 07
Sub Program 074

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
07400	Preventive services expenses		*0*		0.00		0
07405	EDRHS Scheme Expenses		*56,519*		54,345.45		47,682
07410	Analytical Expenses		*600*		520.61		600
07415	EHO Vehicle Operating Expenses		*0*		0.00		0
07450	Depreciation - HPS Admin		*0*		0.00		0
07460	Allocated Administration Costs		*3,462*		3,063.88		3,240
OPERATING INCOME							
07470	Grant & Contrib. - Preventive Serv	*0*		0.00		0	
07471	Food Business Registration Income	*0*		(1,971.93)		0	
		0	*60,582*	(1,971.93)	57,929.94	0	51,522

PEST CONTROL

Schedule 07
Sub Program 075

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
07500	Pest control - Expenses		*9,000*		0.00		9,000
07560	Allocated Administration Costs		*1,731*		1,531.94		1,620
		-	*10,731*	0.00	1,531.94	-	10,620

PREVENTIVE SERVICES - OTHER

Schedule 07
Sub Program 076

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
07600	Other Preventive Serv - Expenses		*0*		0		0
OPERATING INCOME							
07670	Income Relating Prev Services			(2,145.49)			
							0
		-	*0*	(2,145.49)	0	0	0

OTHER HEALTH

Schedule 07
Sub Program 077

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
07700	Medical Centre Expenses		*100,000*		100,847.66		70,000
07701	GP Locum Expenses		*340,000*		342,848.95		360,000
07702	Salaries and Wages - Staff		*103,162*		93,269.69		72,818
07703	Superannuation - Staff		*12,839*		9,943.22		8,937
07704	Accrued Annual & Long Service Leave		*6,000*		4,799.52		0
07710	Doctor's Vehicle Expenses		*7,000*		6,127.76		7,000
07712	Pharmacy Expense		*6,500*		6,095.78		6,500
07720	Practice Manager's Residence		*21,380*		2,825.00		0
07725	Rural Health West (Membership)		*0*		0.00		0
07730	Sundry Expenses - Other Health		*0*		0.00		0
07736	Bank Service Charges (Tyro)		*3,500*		2,912.11		2,800
07740	Loss On Asset Disposal - Other Health		*2,417*		0.00		1,894
07750	Depreciation Expense - Other Health		*46,000*		45,634.14		42,900
07755	Interest Loan #141 - KCRC		*44,017*		47,996.24		47,745
07760	Allocated Administration Costs		*51,937*		45,958.26		48,597
07765	Allocated Housing Costs		*0*		0.00		0
16137	Interest Loan #137A - Doctor's Residence		*0*		0.00		0
OPERATING INCOME							
07711	Profit on Asset Disposal	*0*		(889.31)		0	
07770	Consult Room Hire	*(300)*		(190.89)		(300)	
07771	Kondinin Medical Centre - Income	*(250,000)*		(258,061.45)		(250,000)	
07772	Kondinin Medical Centre - Pharmacy	*(6,000)*		(6,260.55)		(5,000)	
07773	Grant, Subsidies and Contributions	*0*		(4,782.51)		0	
07774	Shire of Kulin Contribution	*0*		(140,090.96)		(112,622)	
07775	Self Supporting Loan#141 - Interest Reimbursement	*(44,017)*		(48,024.40)		(47,745)	
CAPITAL EXPENDITURE							
07780	Transfer to SJA Capital Upgrade Reserve		*50,000*		50,000.00		50,000
07781	Purchase Land & Buildings		*0*		0.00		0
07782	Purchase Furniture & Equipment		*0*		0.00		0
07783	Purchase Plant & Equipment		*45,000*		39,352.40		40,000
07784	Purchase Other Infrastructure		*15,846*		0.00		0
07785	Principal Repayment Loan #141 - KCRC		*75,691*		72,223.55		72,224
16187	Principal Repayment Loan#137A - Doctor's Residence		*0*		0.00		0
07786	Transfer to KCRC - SSL		*0*		0.00		0
CAPITAL INCOME							
07791	Proceeds on Sale of Asset	*0*		(29,090.91)		(28,000)	
07792	Realisation On Asset Disposal	*0*		29,090.91		28,000	
07793	Transfer from Medical Services Reserve	*(65,000)*		0.00		0	
07794	Self supporting Loan#141 - Principal Reimbursement	*(75,691)*		(72,223.55)		(72,224)	
07795	Proceeds from New Loan (KCRC_WACH	*0*				0	
		(441,008)	*931,290*	(530,524)	870,834	(487,891)	831,415

CARE OF FAMILIES & CHILDREN

Schedule 08
Sub Program 083

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
08305	Building Maintenance - Child Care Ctre		*25,000*		4,437.75		25,000
08350	Depreciation - Care		*26,860*		26,797.15		26,860
08360	Allocated Administration Costs		*1,731*		1,531.94		1,620
OPERATING INCOME							
CAPITAL EXPENDITURE							
08381	Purchase Land & Buildings - Daycare Building (ReRoof)		*0*				0
		0	*53,591*	0.00	32,766.84	0	53,480

AGED & DISABLED - SENIOR CITIZENS

Schedule 08
Sub Program 084

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
08400	Yeerakine Lodge		*5,000*		5,642.78		5,000
08405	Aged Care Facilities Mtce - Kondinin		*5,000*		2,648.69		5,000
08410	Aged Care Facilities Mtce - Hyden		*6,000*		4,113.88		6,000
08450	Depreciation Expense - Aged & Disabled		*80,000*		80,007.24		80,000
08460	Allocated Administration Costs		*21,640*		20,247.23		20,249
OPERATING INCOME							
08470	Grants & Contributions	*0*		0.00		0	
08471	Reimbursements	*0*		0		0	
CAPTIAL EXPENDITURE							
08481	Purchase Land & Buildings		*0*		0.00		0
CAPITAL INCOME							
		0	*117,640*	0	112,660	0	116,249

STAFF HOUSING

Schedule 09
Sub Program 091

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
09101	Maintenance Staff House - Lot 252 Young Avenue, Kondinin (Lucas)		*43,000*		3,022.94		5,000
09102	Maintenance Staff House - Lot 44 Graham St, Kondinin (Hospital Staff)		*9,000*		8,263.52		15,000
09103	Maintenance Staff House - Lot 125 Graham St, Kondinin (MCS)		*27,660*		4,625.17		8,000
09104	Maintenance Staff House - Lot 255 Young Avenue, Kondinin (S/Pool Mgr)		*6,000*		5,559.61		47,000
09105	Maintenance Staff House - Lot 233 Graham St, Kondinin (Jones)		*7,000*		16,142.21		20,000
09106	Maintenance Staff House - Lot 210 Wignell St, Kondinin (R White)		*25,000*		4,263.00		25,000
09107	Maintenance Staff House - #28 Repacholi Pde, Kondinin (School Principal)		*8,000*		7,562.68		9,000
09108	Maintenance Staff House - Lot 130 Graham St, Kondinin (Valenta)		*10,000*		33,465.17		35,000
09109	Maintenance Staff House - Lot 283 Repacholi Pde Kondinin (Wright)		*6,000*		2,553.12		8,000
09110	Maintenance Staff House - Lot 243, Hinck St, Kondinin (Dr ???)		*20,000*		28,611.87		20,000
09111	Maintenance Staff House - Lot 143 Radbourne Drive, Hyden (Riddell)		*5,000*		4,125.38		7,500
09112	Maintenance Staff House - Lot 284 Repacholi Parade, Kondinin (MoW)		*9,000*		18,967.76		20,000
09113	Maintenance Staff House - Lot 169B Hynes St, Hyden Hann)		*5,000*		3,054.90		6,000
09114	Maintenance Staff House - Lot 161 Smiths Loop, Hyden (Thomas)		*5,000*		3,567.50		6,000
09115	Maintenance Staff House - Lot 246 Repacholi Parade, Kondinin (Dr Mackie)		*8,000*		7,671.59		15,000
09116	Maintenance Staff House - Lot 97 (No. 51) Jones Street, Kondinin (Humpleby)		*5,000*		1,591.07		10,000
09140	Loss On Asset Disposal - Staff Housing		*0*		0.00		0
09150	Depreciation Expense - Staff Housing		*125,750*		125,599.36		125,750
09155	Loan #140 Interest - Staff Housing		*0*		0.00		0
09160	Housing Costs Allocated to Programs		0		0.00		0
09165	Allocated Administration O'heads		*74,443*		68,937.48		69,655
09156	Loan #143 Interest - Staff Housing		*0*		0.00		0
OPERATING INCOME							
09170	Staff Housing Rental Income	*(40,200)*		(36,156.00)		(35,000)	
09171	Reimbursements - Gst Free	*(500)*		(343.37)		(1,500)	
09198	Profit on Asset Disposal - Staff Housing						
CAPITAL EXPENDITURE							
09180	Transfer to Housing Reserves		*0*		200,000.00		200,000
09181	Purchase Land & Buildings - Staff Housing		*1,000,000*		61,290.21		500,000
CAPITAL INCOME							
09190	Transfer from Housing Reserve	*(700,000)*		0.00		(500,000)	
		(740,700)	*1,398,853*	(36,499.37)	608,874.54	(536,500)	1,151,905

OTHER HOUSING

Schedule 09
Sub Program 092

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
09201	Staff Accomodation		*0*		1,045.80		0
09205	Maintenance WACHS Housing - No. 51 Rankin Street (Unit 1)		*3,000*		84.05		0
09210	Maintenance WACHS Housing - No. 51 Rankin Street (Unit 2)		*3,000*		79.70		0
09240	Maintenance Other Housing		*35,800*		34,473.50		35,800
09250	Depreciation Expense - Other Housing		*8,850*		8,833.23		8,850
09255	Loan #143 Interest - WACHS Housing		*51,129*		52,530.96		52,439
OPERATING INCOME							
09279	Income from Other Housing	*(66,000)*		(61,385.61)		(45,000)	
CAPITAL EXPENDITURE							
09281	Purchase Land & Buildings - Other Housing		*0*		904,463.77		900,000
09282	Purchase Furniture & Equipment - Staff Housing				0		0
09295	Principal Repayment Loan #143 - WACHS Housing		*27,828*		26,432.79		26,433
CAPITAL INCOME							
09296	Proceeds from New Loan (WACHS Housing)	*0*		0		0	
		(66,000)	*129,607*	(61,386)	1,027,944	(45,000)	1,023,522

COMMUNITY AMENITIES

SANITATION - HOUSEHOLD REFUSE

Schedule 10
Sub Program 101

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
10100	Domestic Refuse Collection		*88,635*		85,720.06		90,793
10105	Kondinin Waste Transfer Station		*88,892*		85,969.09		93,649
10106	Hyden Waste Transfer Station		*122,682*		118,647.91		132,921
10110	Recycling		*75,790*		73,298.24		74,158
10115	Tip Rehabilitation Costs (Bendering)		*0*		0.00		10,000
10120	RoeRoc Regional Refuse Site Expenses		*63,651*		61,557.55		75,000
10130	RoeROC Admin Contribution		*30,000*		38,316.52		30,000
10140	Bin Replacement Costs		*500*		0.00		500
10150	Depreciation Expense - Sanitation		*20,400*		20,302.89		20,400
10160	Allocated Administration Costs		*34,625*		30,638.93		32,398
10200	Other Sanitation Expenses		*0*		6,512.73		0
OPERATING INCOME							
10170	Domestic & Commercial Rubbish Bin Charges	*(160,000)*		(155,084.73)		(150,000)	
10171	Other Income - Refuse Management	*(500)*		(418.34)		(5,000)	
10172	Income - Regional Rubbish Site Management	*(1,000)*		0.00		(1,000)	
10173	Grant, Subsidies & Contributions	*0*		0.00		0	
10270	Waste Removal (Bulk Bins) - Income	*(3,000)*		(3,943.60)		(1,000)	
10271	Rubbish Bin Replacement - Income	*0*		0.00		0	
CAPITAL EXPENDITURE							
10180	Transfer to Reserve (Bendering Landfill)		*-*		0.00		0
10183	Bin Enclosures		*0*		0.00		0
		(164,500)	*525,174*	(159,446.67)	520,963.92	(157,000)	559,819

SEWERAGE

Schedule 10
Sub Program 103

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
10300	Sewerage Expenses		*500*		0.00		500
10301	Interest Loan #139 - Hyden Sewerage		*21,376*		23,381.07		24,977
10302	Expenses Relating To Hyden STED		*0*		0.00		0
10350	Depreciation - Sewerage		*170*		165.86		0
10360	Allocated Administration Costs		*34,625*		30,638.93		32,398
OPERATING INCOME							
10370	Sewerage Disposal Income	*(3,000)*		81.82		(3,000)	
10371	Income Relating To Hyden STED	*0*		0.00		0	
CAPITAL EXPENDITURE							
10383	Purchase Infrastructure - Dumpsite Karlgarin		*0*		40,360.66		42,000
16188	Principal Repayment Loan #139 - Hyden Sewerage		*33,605*		31,898.13		31,898
CAPITAL INCOME							
10393	Proceeds from New Loan (for Hyden Sewerage)			0.00			
		(3,000)	*90,275*	81.82	126,443.65	(3,000)	131,773

URBAN STORMWATER DRAINAGE

Schedule 10
Sub Program 104

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
10400	Drainage Management		*40,000*		0.00		40,000
10450	Depreciation Expense - Drainage		*7,260*		7,259.85		7,260
10455	Loan #142 Interest - Townsite Drainage		*54,217*		57,562.58		59,419
10460	Allocated Administration Costs		*17,312*		15,319.47		16,199
OPERATING INCOME							
10470	Grants/Contribution	*0*		0.00		0	
CAPITAL EXPENDITURE							
10483	Purchase Infrastructure Other - Stormwater Drainage		*0*		0.00		0
10486	Principal Repayment Loan #142 - Townsite Drainage		*74,533*		71,864.30		71,864
CAPITAL INCOME							
10496	Proceeds from New Debenture (Townsite Drainage)	*0*		0.00		0	
		-	*193,322*	0.00	152,007.20	0	194,742

TOWN PLANNING & REGIONAL DEVELOPMENT

Schedule 10
Sub Program 106

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
10600	Expenses Relating To Town Planning		*7,000*		4,784.85		7,000
10650	Depreciation - Town Planning		*0*		0.00		0
10660	Allocated Administration Costs		*34,625*		30,638.93		32,398
OPERATING INCOME							
10670	Income Relating To Town Planning	*(3,000)*		(20,421.14)		(3,000)	
		(3,000)	*41,625*	(20,421.14)	35,423.78	(3,000)	39,398

OTHER COMMUNITY AMENITIES

Schedule 10
Sub Program 107

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
10710	Maintenance - Public Conveniences		*65,000*		64,135.24		65,000
10720	Maintenance - Cemeteries		*25,000*		19,467.03		25,000
10740	Community Bus Expenses		*10,000*		7,143.07		20,000
10750	Depreciation - Other Community Amenities		*35,000*		34,584.66		31,770
10760	Allocated Administration Costs		*34,625*		30,638.64		32,398
OPERATING INCOME							
10770	Cemetery Fees	*(2,000)*		(2,888.40)		(2,000)	
10771	Community Bus Income	*(9,000)*		(7,875.53)		(9,000)	
10776	Grants & Contribution	*0*		-		0	
CAPITAL EXPENDITURE							
10780	Transfer to Bus Reserve		*0*		-		-
10781	Purchase Land & Buildings				-		
10782	Purchase Furniture & Equipment				-		
10785	Purchase Other Infras (KN Cemetery Entrance)		*0*		26,754.00		58,942
CAPITAL INCOME							
10790	Transfer from Community Bus Reserve	-		-		0	
		(11,000)	*169,625*	(10,763.93)	182,722.64	(11,000)	233,110

PUBLIC HALLS & CIVIC CENTRES

Schedule 11
Sub Program 111

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
11101	Hall Maintenance		*40,000*		30,992.46		60,000
11102	Hyden Youth Base		*10,000*		9,440.83		10,000
11104	Community Lodge Hall Maintenance		*2,500*		1,846.14		2,500
11105	Hyden Resource Centre Maintenance		*10,000*		9,517.88		25,000
11106	Kondinin Resource/Telecentre Maintenance		*6,000*		5,142.79		8,000
11150	Depreciation - Public Halls/Civic Centres		*207,600*		207,400.67		207,600
11160	Allocated Administration Costs		*51,937*		45,958.26		48,597
OPERATING INCOME							
11174	Community Lodge Hall - Income	*0*		0.00		0	
11176	Kondinin Resource/Telecentre - Income	*(250)*		0.00		(250)	
11179	Other Income Relating to Public Halls & Civic Centres	*(500)*		(639.09)		(500)	
CAPITAL EXPENDITURE							
11181	Purchase Land & Buildings - Public Halls & Civic Centres		*0*		0.00		0
11182	Purchase Furniture & Equipment - Public Hall/Civic Cent.		*0*		0.00		0
11183	Purchase Plant & Equipment - Public Hall/Civic Cent.		*0*		0.00		0
11184	Purchase Infrastrucrure Other - Hall Street Paving		*0*		0.00		0
CAPITAL INCOME							
	Proceeds on Sale of Asset						
		(750)	*328,037*	(639.09)	310,299.03	(750)	361,697

SWIMMING AREAS & BEACHES

Schedule 11
Sub Program 112

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
11200	Contract Manager - Wages		*80,250*		75,000.00		80,250
11201	Superannuation - Kondinin Pool		*0*		0.00		0
11203	Accrued AL & Lsl - Hyden Swim		*0*		-15,504.47		5,000
11204	Salaries and Wages - Hyden Pool		*89,781*		111,384.98		84,029
11205	Superannuation - Hyden Pool		*8,840*		12,275.67		8,165
11211	Kondinin Pool - Operating Expenses		*100,000*		92,107.48		70,000
11212	Hyden Pool - Operating Expenses		*100,000*		212,870.65		216,670
11250	Depreciation - Swimming Areas & Beaches		*170,000*		168,016.02		164,025
11260	Allocated Administration Costs		*103,874*		92,734.63		97,193
11261	Swimming Pool Insurance		*0*		0.00		0
11262	Kondinin Swimming Pool Upgrade Expenses		*0*		0.00		0
11265	Allocated Housing Costs		*0*		0.00		0
16136	Interest Loan#136 - Kondinin Swimming Pool		*11,917*		13,316.53		13,278
OPERATING INCOME							
11270	Swimming Pool Subsidy (GST Free)	*0*		0.00		0	
11271	Grant - Swimming Pool Construction (KN)	*0*		0.00		0	
11272	Hyden Pool - Income	*(5,500)*		(5,517.74)		(6,000)	
11273	Kondinin swimming Pool Income	*(5,500)*		(5,839.07)		(5,000)	
11275	Aquatic Centre Room Hire	*0*		(622.73)		0	
11279	Grants, Subsidies & Contributions - LRCI	*0*		-		0	
11280	Sundry Income	*0*		-		0	
CAPITAL EXPENDITURE							
11281	Purchase Land & Buildings - Swimming Areas & Beaches		*0*		0.00		0
11282	Purchase Furniture & Equipment - Swimming Areas & Beaches		*0*		0.00		0
11284	Purchase Infrastrucrure Other - Swimming Pool Carpark (Hyden)		*0*		0.00		0
11285	Purchase Infrastrucrure Other - Swimming Pool Blocks		*0*		17,357.75		18,500
11286	Purchase Infrastrucrure Other - Swimming Shade Sails		*0*		0.00		0
16186	Principal Repayment Loan #136 - Kondinin Pool		*27,015*		25,864.33		25,864
CAPITAL INCOME							
		(11,000)	*691,677*	(11,979.54)	805,423.57	(11,000)	782,976

OTHER RECREATION & SPORT

Schedule 11
Sub Program 113

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
11300	Public Parks, Gardens, Reserves		*100,000*		98,378.45		120,000
11302	Hyden Parks and Gardens		*55,000*		52,386.18		50,000
11303	Karlgarin Parks and Gardens		*15,000*		12,875.02		20,000
11310	Sporting Pavilion - Maintenance		*8,000*		7,469.50		7,000
11312	Kondinin Country Club - Maintenance		*20,000*		16,559.95		20,000
11320	Kondinin Sporting Precinct		*160,000*		164,838.95		160,000
11321	Hyden Sporting Precinct		*150,000*		149,143.85		160,000
11322	Hyden Tennis Club - Maintenance		*7,000*		5,418.96		7,000
11323	Karlgarin Sporting Precinct		*10,000*		8,325.98		10,000
11324	Karlgarin Bowling Club		*5,000*		1,042.06		5,000
11327	Golf Tournament - Expenses		*0*		0.00		0
11329	Kondinin Golf Club Expenses		*8,000*		3,383.54		8,000
11330	Hyden Golf Club Expenses		*131,569*		53,531.33		185,100
11336	Wheatbelt Kidsport Expenses		*0*		0.00		0
11350	Depreciation - Other Recreation & Sport		*330,000*		326,087.58		316,000
11352	Community Recreation Programs		*40,000*		40,467.18		52,541
11354	Community Mural Expenses		*0*		41,639.59		45,400
11360	Allocated Administration Costs		*103,874*		96,916.53		97,193
16134	Interest Loan#134A - Hyden Progress Assn		*2,695*		3,866.91		3,777
OPERATING INCOME							
11370	Grants, Subsidies and Contributions	*(898,645)*		(659,449.00)		(1,513,116)	
11371	Sporting Amenities Kondinin - Income	*(2,000)*		(2,327.27)		(2,000)	
11372	Kondinin Country Club Income	*(2,000)*		(1,690.78)		(7,000)	
11373	Sporting Amenities Hyden - Income	*(3,000)*		(2,572.71)		(3,000)	
11374	Contribution from Community Groups	*0*		(10,239.22)		(17,000)	
11375	Sporting Amenities Karlgarin - Income	*(200)*		(200.00)		(200)	
11394	Self supporting Loan#134A - Interest Reimbursement	*(2,695)*		(13,737.09)		(3,777)	
CAPITAL EXPENDITURE							
11381	Purchase Land & Buildings - Other Recreation & Sport		*2,091,484*		636,630.57		1,984,116
11388	Purchase Infrastructure Other - Parks and Gardens		*29,210*		49,220.58		25,000
16183	Principal Repayment Loan #134A - Hyden Progress Assn		*32,719*		31,746.67		31,747
CAPITAL INCOME							
11393	Self supporting Loan#134 - Principal Reimbursement	*(32,719)*		(31,746.67)		(31,747)	
11398	Transfer from Recreation Facilities Reserve	*(135,000)*		0.00		(110,000)	
		(1,076,260)	*3,299,551*	(721,962.74)	1,799,929.38	(1,687,839)	3,307,874

TELEVISION AND REBROADCASTING

Schedule 11
Sub Program 114

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
11400	Kondinin Radio Service - Maintenance		*3,000*		2,573.15		3,000
11410	Hyden Radio Service - Maintenance		*2,500*		1,212.54		2,500
11420	Varley - Holt Rock - Maintenance		*685*		0.00		685
11430	Other Expenses Relating To TV & Rebroadcasting		*0*		0.00		0
11450	Depreciation Expense - TV & Rebroadcasting		*3,500*		3,492.33		3,500
11460	Allocated Administration Costs		*1,731*		1,531.94		1,620
OPERATING INCOME							
	Television Rebroadcasting Income	*0*		0.00		0	
CAPITAL EXPENDITURE							
11402	Purchase Land & Buildings - Television & Rebroadcast.		*0*		0.00		0
11403	Purchase Furniture & Equipment - Television & Rebroad.		*0*		0.00		0
11404	Purchase Infrastructure Other - Television & Rebroadcast.		*0*		0.00		0
		0	*11,416*	0.00	8,809.96	0	11,305

LIBRARIES

Schedule 11
Sub Program 115

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
11500	Subscriptions/Periodicals/Supplies		*5,000*		0.00		5,000
11501	Salaries and Wages - Kondinin Library Staff		*24,757*		15,092.65		19,413
11502	Salaries and Wages - Hyden Library Staff		*17,499*		14,706.74		15,739
11503	Superannuation - Kondinin Library Staff		*2,971*		1,529.70		2,232
11504	Superannuation - Hyden Library Staff		*2,100*		1,506.96		3,214
11505	Library - Postage & Freight		*500*		219.08		2,000
11507	Library - Lost/Damaged Books		*500*		0.00		500
11510	Library - Sundry Expenses		*18,960*		12,030.45		12,000
11550	Depreciation Expense - Libraries		*0*		0.00		0
11560	Allocated Administration Costs		*25,968*		22,979.18		24,298
OPERATING INCOME							
11570	Charges - Lost Books	*(100)*		0.00		(100)	
11571	Grants & Contribution	*0*		0.00		0	
CAPITAL EXPENDITURE							
		(100)	*98,256*	0.00	68,064.76	(100)	84,396

OTHER CULTURE

Schedule 11
Sub Program 116

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
11600	Australia Day		*500*		0.00		600
11602	Building Mtce - Art Centre		*2,500*		1,551.50		6,000
11603	Building Mtce - Men's Shed		*1,500*		1,171.78		1,500
11605	Anzac Day Expenses		*2,500*		2,521.36		1,500
11612	Rentals Property Maintenance		*25,000*		3,023.02		17,000
11650	Depreciation Expense - Other Culture		*2,500*		2,500.01		2,500
11660	Allocated Administration Costs		*34,625*		30,638.93		32,398
OPERATING INCOME							
11670	Contributions/Donations			(2,901.64)			
11672	Other Culture Income	*(4,000)*		(4,149.96)		(4,000)	
CAPITAL EXPENDITURE							
		(4,000)	*69,125*	(7,051.60)	41,406.60	(4,000)	61,498

STREETS, ROADS, BRIDGES & DEPOT CONSTRUCTION

Schedule 12
Sub Program 121

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
OPERATING INCOME							
12172	Grant - Shared Pathway	*(11,480)*		0.00		0	
12271	Grant - MRWA RRG Project	*(421,847)*		(401,600.00)		(407,354)	
12274	Grants, Subsidies & Contributions	*(1,413,345.40)*		(1,306,654.60)		0	
12276	Grant - Roads To Recovery	*(810,250)*		(658,328.00)		(891,275)	
12277	Grant - Remote Road Upgrade (RRUPP)	*0*		(966,697.00)		(1,000,000)	
CAPITAL EXPENDITURE							
12100	Roads Construction - Council		*659,071*		377,961.37		184,900
12110	Roads - Regional Road Group		*632,770*		653,841.46		611,031
12120	Safer Local Road Infrastructure Program		*2,093,345.40*		1,306,654.60		0
12130	Roads To Recovery Construction		*2,102,091*		709,983.48		1,100,830
12140	Remote Roads Upgrade (RRUP)		*0*		1,511,005.53		1,547,795
12160	Truck Car Park (Hyden)		*0*		240,358.73		157,770
12170	Shared Pathway (Hyden and Kondinin)		*22,960*		16,095.98		127,000
12175	Coronation Park Laneway		*19,129*		55,871.50		75,000
CAPITAL INCOME							
	Proceeds from New Debenture						
	Transfer from Reserves						
		(2,656,922)	*5,529,366*	(3,333,279.60)	4,871,772.65	(2,298,629)	3,804,325

STREETS, ROADS, BRIDGES & DEPOT MAINTENANCE

Schedule 12
Sub Program 122

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
12200	Road Maintenance		*500,000*		493,016.20		300,000
12202	Winter Grading		*230,000*		230,256.49		230,000
12204	Summer Grading		*300,000*		298,741.90		270,000
12220	Street Lighting		*35,000*		33,788.63		30,000
12222	Streetscape/Cleaning		*120,000*		117,397.84		120,000
12224	Street Trees & Watering		*5,000*		0.00		5,000
12226	Street signs Maintenance		*2,500*		1,719.73		2,500
12228	Street/Traffic Signage		*2,500*		1,693.56		2,500
12230	Traffic Signs Maintenance		*5,000*		3,353.69		5,000
12232	Traffic Counter Maintenance		*3,000*		2,763.75		3,000
12250	Footpath Maintenance		*5,000*		0.00		5,000
12260	Depot Maintenance		*110,000*		107,794.22		180,000
12265	Roads Maintenance - Other Expense		*0*		0.00		95,000
12266	Depreciation - Roads/Streets		*8,400,000*		8,037,899.93		7,825,000
12267	Depreciation - Other Infrastructure		*125,000*		122,254.04		118,600
12290	Allocated Administration Costs		*213,811*		186,297.99		200,060
OPERATING INCOME							
12272	Grant - MRWA Direct	*(291,119)*		(298,653.00)		(298,653)	
12278	Subsidies & Contributions	*0*		0.00		0	
12279	Reimbursements/Reinstatements	*(4,000)*		(4,287.15)		(4,000)	
CAPITAL EXPENDITURE							
12280	Transfer to Roads Reserve		*0*		0.00		0
12181	Purchase Land & Buildings - Streets, Roads, Bridges		*0*		0.00		0
12283	Prchase Plant & Equipment - Fuel Tank		*0*		19,600.00		0
12285	Purchase Other Infrastructure - Streets, Roads, Bridges (Pullover Bay)		*(52,220)*		0.00		0
CAPITAL INCOME							
12295	Transfer from Roads Reserve	*(230,000)*		(75,000.00)			
		(525,119)	*10,004,591*	(377,940.15)	9,656,577.97	(302,653)	9,391,660

ROAD PLANT PURCHASES

Schedule 12
Sub Program 123

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
12400	Expenses Relating To Parking Facilities		*0*		0.00		0
12323	Loss on Asset Disposal - Road Plant		*25,220*		9,471.51		12,981
12326	Interest expense on lease liabilities		*0*		0.00		0
12450	Depreciation - Parking Facilities		*7,500*		7,473.42		6,586
12460	Allocated Administration Costs		*86,564*		76,597.19		80,996
OPERATING INCOME							
12301	Insurance Claim	*0*		(3,617.75)		0	
12350	Profit on Sale of Asset - Road Plant	*(39,600)*		(58,829.55)		(34,150)	
CAPITAL EXPENDITURE							
12380	Transfer To Plant Reserve		*0*		200,000.00		200,000
12481	Purchase Land & Buildings - Parking Facilities		*0*		0.00		0
12383	Purchase Plant & Equipment - Road Plant		*565,000*		784,200.00		845,000
12485	Purchase Infrastructure Other - Plant Shed (Hyden)		*27,000*		0.00		27,000
12486	Principal Repayment on Lease Assets		*0*		0.00		0
CAPITAL INCOME							
12390	Proceeds from Sale of Plant & Equipment	*(100,000)*		(208,829.55)		(185,000)	
12391	Realisation on Asset Disposal	*100,000*		208,829.55		185,000	
12395	Transfer from Plant Reserve	*(280,000)*		0.00		0	
		(319,600)	*711,284*	(62,447.30)	1,077,742.12	(34,150)	1,172,564

AERODROMES

Schedule 12
Sub Program 126

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
12600	Expenses Relating To Aerodrome		*0*		0.00		0
12604	Airport Maintenance		*6,500*		5,642.56		6,500
12650	Depreciation Expense - Aerodromes		*63,172*		63,171.74		63,172
12660	Allocated Administration Costs		*1,731*		1,531.94		1,620
OPERATING INCOME							
12670	Grant and Contributions - Aerodromes	*(274,340)*		0.00		0	
CAPITAL EXPENDITURE							
12675	Purchase Other Infrastructure - Aerodromes		*448,030*		0.00		0
		(274,340)	*519,433*	0.00	70,346.24	0	71,292

ECONOMIC SERVICES

RURAL SERVICES

Schedule 13
Sub Program 131

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
13100	Mosquito control Maintenance		*8,000*		7,701.20		6,958
13111	Hyden Child Care Centre - Maintenance		*1,000*		600.88		0
13115	Drum Muster - Maintenance		*0*		0.00		0
13120	Vermin Control - Wild Dogs		*100*		100.00		100
13133	Accrued AL & Lsl		*0*		33.39		0
13140	Community Garden		*30,000*		32,904.17		26,000
13160	Allocated Administration Costs		*2,770*		2,604.35		2,592
OPERATING INCOME							
13174	Drum Muster Income	*(3,000)*		(74.80)		(3,000)	
13177	Community Event Income	*(10,000)*		(8,116.81)		(10,000)	
13178	Community Garden Income	*0*		(63.63)		0	
13179	Grants & Contribution	*0*		(3,181.82)		0	
CAPITAL EXPENDITURE							
CAPITAL INCOME							
13182	Purchase Furniture & Equipment - Rural Serv		*0*		0.00		
		(13,000)	*41,870*	(11,437.06)	43,943.99	(13,000)	35,650

TOURISM & AREA PROMOTION

Schedule 13
Sub Program 132

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
13200	Hyden Tourism & Area Promotion		*63,000*		62,451.06		81,515
13230	Wave Rock Entrance Commission Expense		*20,000*		18,007.84		20,000
13235	Wave Rock Caravan Park Maintenance		*0*		0.00		0
13240	Kondinin Caravan Park Maintenance		*7,000*		6,274.72		5,000
13250	Kondinin Tourism & Area Promotion		*115,000*		115,142.41		105,000
13254	Other Tourist Facilities Maintenance		*25,000*		21,757.73		63,000
13258	Shire Area Promotion General Maintenance		*3,215*		31.82		5,000
13260	Depreciation Expense - Tourism & Area Promo		*60,000*		57,577.67		54,450
13265	Advertising/Tourism Promotion Expenses		*30,000*		27,290.14		30,000
13290	Allocated Administration Costs		*138,498*		129,555.31		129,591
OPERATING INCOME							
13271	Wave Rock Precinct - Income	*(290,000)*		(286,406.97)		(250,000)	
13274	Wild flower Shoppe Income	*(2,500)*		(2,252.55)		(2,500)	
13275	Kondinin Caravan Park Income	*(150,000)*		(153,516.59)		(130,000)	
13276	Information Bays Income	*(500)*		(385.51)		(500)	
13277	Grants, Subsidies & Contributions	*0*		(5,100.00)		(5,100)	
CAPITAL EXPENDITURE							
13280	Transfer to Tourism Reserve		*20,610*		19,523.00		19,523
13281	Purchase Land & Buildings - Tourism & Area Promotion		*17,017*		0.00		17,017
13283	Purchase IO - Wave Rock Precinct Improvements		*50,000*		25,817.02		50,000
13284	Purchase IO - Signage & Entry Statement		*71,925*		89,470.74		163,212
13285	Purchase IO - Railway Barracks Signage & Retaining Wall		*0*		56,435.69		40,100
13287	Transfer to Hyden Discovery Centre Reserve		*0*		200,000.00		200,000
CAPITAL INCOME							
13295	Transfer from Tourism Reserve	*(100,000)*		0.00		(50,000)	
						0	
		(543,000)	*621,265*	(447,661.62)	829,335.15	(438,100)	983,408

BUILDING CONTROL

Schedule 13
Sub Program 133

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
13300	Building Services - Expense		*25,000*		20,079.01		25,000
13350	Depreciation - Building Control		*5,600*		5,500.07		5,460
13360	Allocated Administration Costs		*34,625*		30,638.93		32,398
OPERATING INCOME							
13301	Building Licenses/Permits	*(4,000)*		(21,359.14)		(4,000)	
13304	BRB Commission	*(500)*		(578.73)		(500)	
CAPITAL EXPENDITURE							
CAPITAL INCOME							
		(4,500)	*65,225*	(21,937.87)	56,218.01	(4,500)	62,858

SALEYARDS & MARKETING

Schedule 13
Sub Program 134

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
13410	Kondinin Saleyards - Maintenance		*5,000*		3,175.54		5,000
13450	Depreciation Expense - Saleyards		*3,000*		2,999.94		3,000
13460	Allocated Administration Costs		*1,731*		1,531.94		1,620
13465	Utilities - Saleyards		*3,500*		86.73		3,500
OPERATING INCOME							
13471	Kondinin Saleyards - Income	*(1,500)*		0.00		(1,500)	
CAPITAL EXPENDITURE							
CAPITAL INCOME							
		(1,500)	*13,231*	0.00	7,794.15	(1,500)	13,120

TRANSPORT LICENSING

Schedule 13
Sub Program 135

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
13500	Licensing Expenses		*0*		0.00		0
13503	Superannuation - Kondinin Licensing Staff		*0*		3,412.16		2,000
13504	Superannuation - Hyden Licensing Staff		*4,200*		1,728.85		1,214
13505	Staff Training - Licensing		*6,000*		3,421.36		6,000
13510	Salaries and Wages - Licensing		*82,271*		46,049.92		15,739
13515	Utilities - Transport Licensing		*5,000*		3,534.00		5,000
13560	Allocated Administration Costs		*86,556*		80,597.19		80,988
OPERATING INCOME							
13511	Transport Licensing - Income	*(20,000)*		(21,402.64)		(20,000)	
CAPITAL EXPENDITURE							
CAPITAL INCOME							
		(20,000)	*184,026*	(21,402.64)	138,743.48	(20,000)	110,941

OTHER ECONOMIC SERVICES

Schedule 13
Sub Program 136

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
13600	Water Supply (Standpipe) - Maintenance		*80,000*		87,536.58		80,000
13610	Rural Water Supplies Maintenance		*50,000*		50,298.96		55,000
13620	Dam Cleaning		*25,000*		10,990.00		25,000
13650	Depreciation Expense - Other Eco Services		*77,000*		76,227.12		57,000
13660	Allocated Administration Costs		*8,656*		7,659.70		8,099
13665	Sundry Expenses - Other Economic Services		*0*		0.00		0
OPERATING INCOME							
13671	Water Supply (Standpipes) - Income	*(20,000)*		(19,199.95)		(30,000)	
13679	Grant & Contribution	*(131,678)*		0.00		0	
CAPITAL EXPENDITURE							
13680	Transfer to Water Infrastucture Reserve		*0*		0.00		0
13681	Purchase Land and Buildings - Other Eco Serv		*0*		0.00		0
13683	Purchase Plant and Equipment - Other Eco Serv		*0*		0.00		0
13685	Purchase Other Infrastructure - Gen Set & Rain Water Tanks for CBH & New Karlgarin Bowling Club		*188,000*		0.00		0
CAPITAL INCOME							
13698	Transfer from Water Infrastructure Reserve	*(50,000)*		0.00		0	
		(201,678)	*428,656*	(19,199.95)	232,712.36	(30,000)	225,099

OTHER PROPERTY & SERVICES

PRIVATE WORKS

Schedule 14
Sub Program 141

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
14110	Private Works - Expenditure GEN		*386,000*		76,477.53		200,000
14114	Private Works Exp - Main Roads		*0*		0.00		0
OPERATING INCOME							
14100	LA Plates - Income	*0*		(150.00)		0	
14115	Income for Private Works	*(464,000)*		(86,916.82)		(240,000)	
14117	Income for Private Works - Other LG	*0*		0.00		0	
14120	Main Roads Projects - Income	*0*		0.00		0	
14125	Sand/Gravel supply income	*0*		(2,188.18)		0	
CAPITAL EXPENDITURE							
CAPITAL INCOME							
		(464,000)	*386,000*	(89,255.00)	98,477.53	(240,000)	200,000

PUBLIC WORKS OVERHEAD

Schedule 14
Sub Program 142

COA	DESCRIPTION	BUDGET 2025 - 2026 REVENUES	BUDGET 2025 - 2026 EXPENSES	ACTUAL & EST'D 2024 - 2025 (To June 30) REVENUES	ACTUAL & EST'D 2024 - 2025 (To June 30) EXPENSES	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES
OPERATING EXPENDITURE							
14200	Accrued AL & Lsl - Pwoh		*120,000*		120,403.45		10,000
14201	Industry Allowance		*0*		0.00		0
14202	Other Minor Allowancws, MDLs, Etc		*5,000*		1,022.50		6,000
14203	Sick Leave Expense		*75,456*		32,304.19		73,761
14204	Public Holidays, Annual & Long Service Leaves		*142,969*		80,924.37		169,758
14205	Superannuation - Outside Staff		*159,297*		153,781.65		150,393
14206	Protective Clothing - Outside Staff		*10,000*		9,715.91		10,000
14207	Occupational Health & Safety Expenses		*18,000*		13,206.41		18,000
14208	Training - Outside Staff		*10,000*		33,266.52		10,000
14209	Unallocated Wages		*0*		0.00		0
14210	Engineering Salaries & Overheads		*162,406*		152,384.38		157,430
14211	Engineering Office & Vehicle Expenses		*40,000*		36,018.52		35,000
14212	Insurance - Works		*315*		597.71		598
14213	Relocation Expenses - Outside staff		*5,000*		0.00		5,000
14214	Expendable Stores Expense		*6,500*		0.00		6,500
14215	Minor/Sundry Plant Cost Recovery		*100,000*		96,007.26		80,000
14216	Workers Compensation Payments		*10,000*		639.53		25,000
14220	Building Maintenance Vehicle & Misc Expenses		*20,000*		2,446.89		20,000
14221	Building Maintenance Supplies		*6,000*		0.00		6,000
14223	Loss On Asset Disposal - Public Works		*5,653*		0.00		0
14226	Roman II Asset Management Services		*8,728*		8,498.19		8,498
14250	Depreciation Expense - Public Works		*40,000*		39,805.90		40,000
14265	Allocated Housing Costs		*0*		0.00		0
14290	Allocated Administration Costs		*103,874*		90,788.66		97,193
			1,049,198		871,812.04		929,131
LESS							
14260	Public Works Overhead Allocated To Works		*(1,049,198)*		(871,812.04)		(929,131)
OPERATING INCOME							
14271	Insurance Claims	0		0.00		0	
14272	Workers compensation Reimbursements	*(25,000)*		(1,190.23)		(25,000)	
14278	Profit On Sale of Asset - PWOH	*0*		(2,150.74)		(1,972)	
CAPITAL EXPENDITURE							
14283	Purchase Plant & Equipment - PWOH		*67,000*		77,298.10		64,000
CAPITAL INCOME							
14280	Proceeds from Sale of Plant & Equipment	*(64,000)*		(49,125.37)		(50,000)	
14291	Realisation On Asset Disposal	*64,000*		49,125.37		50,000	
		(25,000)	*67,000*	(3,340.97)	77,298.10	(26,972)	64,000

PLANT OPERATION COSTS

Schedule 14

Sub Program 143

COA	DESCRIPTION	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES	ACTUAL & EST'D 2023 - 20224 (To June 30) REVENUES	ACTUAL & EST'D 2023 - 20224 (To June 30) EXPENSES	BUDGET 2023 - 2024 REVENUES	BUDGET 2023 - 2024 EXPENSES
OPERATING EXPENDITURE							
14300	Fuel & Oil		*500,000*		450,814.64		500,000
14305	Tyres & Tubes		*50,000*		46,169.79		50,000
14310	Parts		*180,000*		165,813.60		180,000
14311	External Repair Wages		*160,000*		162,031.98		150,000
14315	Internal Repair Wages		*8,000*		7,855.32		5,000
14320	Licenses - Plant		*12,000*		12,188.00		12,000
14322	Insurance - Plant		*27,305*		27,639.46		30,031
14324	Depreciation Expense - Plant		*540,000*		529,339.73		470,000
14362	Plant Depreciation Costs allocated To Works		*(260,000)*		(252,968.84)		(260,000)
14390	Allocated Administration Costs		*138,498*		121,218.16		129,590
		0	*1,355,803*	0.00	1,270,101.84	0	1,266,621
LESS							
14360	Plant Operation Costs Allocated To Works		*(1,355,803)*		(1,270,101.84)		(1,266,621)
OPERATING INCOME							
14371	Sundry Income	*0*		(2,174.59)		0	
14471	Diesel Fuel Rebate/Reimbursements	*(80,000)*		(94,217.23)		(70,000)	
CAPITAL INCOME							
		(80,000)	-	(96,391.82)	0.00	(70,000)	-

SALARIES & WAGES

Schedule 14

Sub Program 146

COA	DESCRIPTION	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES	ACTUAL & EST'D 2023 - 20224 (To June 30) REVENUES	ACTUAL & EST'D 2023 - 20224 (To June 30) EXPENSES	BUDGET 2023 - 2024 REVENUES	BUDGET 2023 - 2024 EXPENSES
OPERATING EXPENDITURE							
14600	Gross Salaries & Wages		*2,821,581*		2,562,889.15		2,624,964
14620	Maternity Leave Payments						0
LESS							
14610	Salaries & Wages Allocated		*(2,821,581)*		(2,562,889.15)		(2,624,964)
14620	Maternity Leave Payments		*0*		0.00		
OPERATING INCOME							
14671	Maternity Leave Reimbursements	*0*		(46.27)	0.00	0	
		0	*0*	(46.27)	0.00	0	0
	Per LTFP	-	0				
	To balance	-	0				

TOWN PLANNING SCHEMES

Schedule 14
Sub Program 148

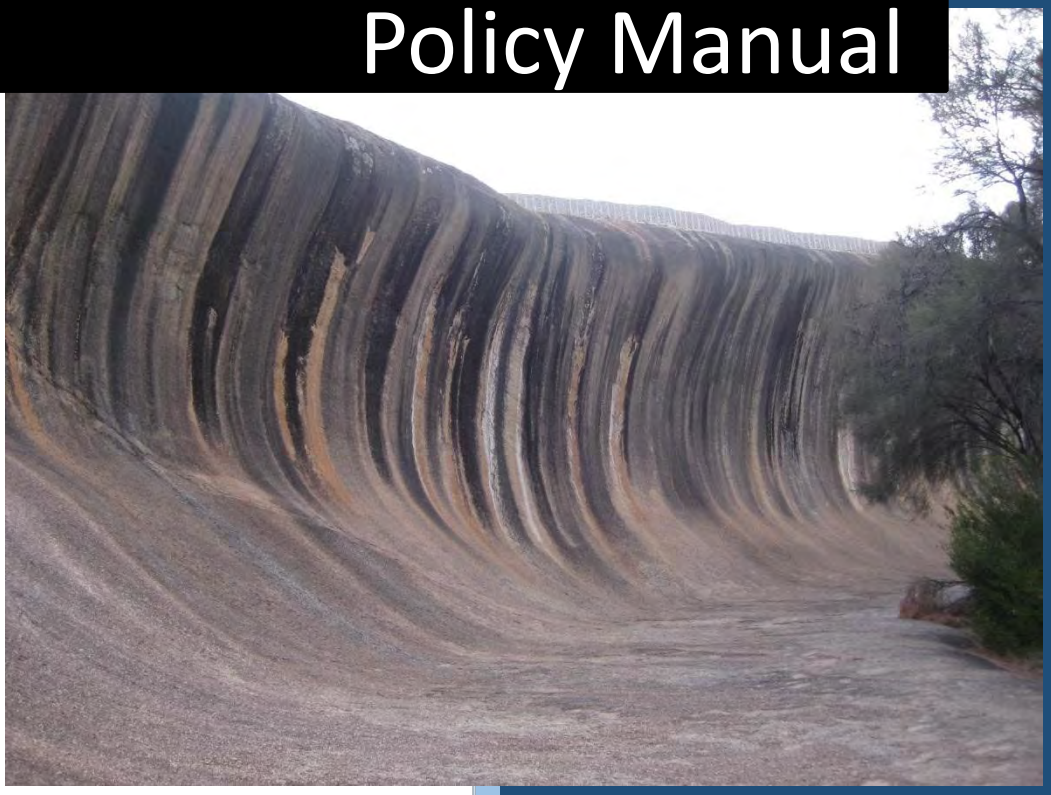
COA	DESCRIPTION	BUDGET 2024 - 2025 REVENUES	BUDGET 2024 - 2025 EXPENSES	ACTUAL & EST'D 2023 - 20224 (To June 30) REVENUES	ACTUAL & EST'D 2023 - 20224 (To June 30) EXPENSES	BUDGET 2023 - 2024 REVENUES	BUDGET 2023 - 2024 EXPENSES
OPERATING EXPENDITURE							
14800	Salaries & Wages - Town Planning Staff		*62,186*		59,201.11		58,544
14801	Superannuation - Town Planning Staff		*9,328*		6,759.42		8,489
14802	Town Planning Scheme Amendment		*5,000*		11,945.56		5,000
14803	Advertising - Town Planning Scheme		*600*		31.82		602
14805	Sundry Expense - Town Planning		*500*		0.00		500
OPERATING INCOME							
		-	*77,614*	0.00	77,937.91	-	73,135

9.2.3 Ministerial Approval Letter – Differential Rates 2025-2026

9.4.1 Policy Manual

2025

Policy Manual



(NOTE: Excluding policies adopted by the Council pursuant to the Planning and Development Act 2005)

Reviewed: June 2025

Kondinin Chambers

Shire of Kondinin

History Summary

Item	Date	Action	Policy Number	Description
1	February 2021	Major - Review		A complete update and review of the policy manual were undertaken.
2	June 2022	Minor - Review		Minor adjustments to policies
3	October 2022	Minor Review	FIN-005	Minor adjustment to Purchasing Policy
4	February 2023	New Policy	COM-002	Added the Community Grant Program Policy
5	May 2023	New Policy	ADM-005	Added the Habitual or Vexatious Complainants Policy
6	July 2023	Minor Review	COM-002	Minor adjustment to Community Grant Program
7	June 2023 April 2024	Minor Review	COM-002	Added the Community Grant Program Policy
8	December 2024	New Policy	STAFF-012	Internet and WIFI/Lan Use
9	December 2024	New Policy	STAFF-013	Software on Administration Systems
10	December 2024	New Policy	STAFF-011	Electronic Mail (E-mail) Use
11	February 2024 August 2024	Minor Review	STAFF-004	Staff Housing
12	December 2024	Minor Review	CMP-001	Meetings of Council
13	October 2023	Minor Review	FACS-003	Sporting Club and Amenities
14	May 2025	New Policy	STAFF-014	Senior Staff Policy
15	June 2025	New Policy	EHO-002	Temporary Accommodation
16				

17				
18				
19				
20				

Preface

The Policy Manual is the compiled decisions of Council to the Chief Executive Officer (CEO), employees and other officers, detailing how specific matters are to be administered, the standards to apply etc. Council Policy is over-ridden by –

o Commonwealth and State legislation and regulations,
o the Local Planning Schemes o Local Laws o Council resolutions o Delegations

Council Policy overrides – o Executive Instructions o Local Government Guidelines – although are not decisions of Council, close observance is strongly recommended o Administrative directions/instructions

The decisions can be made at any time and may be varied at Council's discretion. Council Policy is not binding on the Council, but is binding on employees and officers, unless discretion is stated. Council Policy is to be considered as Council's standing or permanent instructions.

The Local Government Act requires the development of only a few policies, otherwise all policies are at Council's sole discretion. Policies of a local government required by the Local Government Act 1995 include:

- Adoption of an Attendance at Events Policy (S5.90A) o refers Policy GOV-007
- Adoption of a Council Members Code of Conduct (S5.104) o refers Policy GOV-001
- Adoption of an Employees Code of Conduct (S5.51A) o refers Policy GOV-001
- Adoption of Continuing Professional Development Policy for Council Members (S5.128) o refers Policy GOV-008

- Adoption of a Policy relating to employing a CEO or Acting CEO (S5.39) o refers Policy ADM-001
- Adoption of Regional Price Preference Policy (R24C Local Government (Functions and General)

Regulations 1996) o refers Policy FIN-005

- Adoption of a Policy that pays employees more than required by their contract or award (recognition of service / gratuity) (S5.50) o refers Policy STAFF-003

Within the Policy Manual is a detailed outline of – o how actions and administrative decisions are to be made, o when they are to be implemented or made, o limitations and restrictions etc.

The Policy Statement is resolved by Council. All procedural or reference information, formatting and spelling errors may be amended or updated by the CEO.

Statutory and Corporate context

The Council is responsible for functions and activities under numerous Acts and other legislation, many of which permit Council to delegate responsibilities and authority to various employees and officers, and to stipulate conditions, standards or methods of control and management. This Council Policy Manual has been prepared to complement a range of obligations imposed by legislation including local laws, and various document adopted by Council.

The order of priority for compliance is –

1. Federal and State legislation and regulations.
2. the Local Planning Scheme.
3. a specific resolution of Council.
4. Delegations Register – being specific authorisations resolved by Council, and having a statutory context under the Local Government Act.
5. Local Planning Policy – as it is made under the authority of the Local Planning Scheme, by resolution of Council.
6. Council Policy – being instructions resolved by Council on how particular matters are to be dealt with.
7. Executive Instruction – standing instructions or procedures issued by the CEO.
8. Administrative directions or instructions.

Although not decisions of Council, and therefore not a requirement of staff, consideration should be given to the following as being best practice –

- DLGRD Guidelines
- WALGA Councillors Manual, Practice Notes etc.

Unless specifically resolved that the instruction is to be included in the Policy Manual, it is considered that it is for a specific matter and is not a general or on-going instruction.

There are some policies that have specific legislative provision, and these are noted in the individual policy.

IMPORTANT – Consequences of Breaching Council Policy

Where there is a breach of Council Policy –

(a) it may result in disciplinary action up to and including termination of employment.
(b) the Shire may also be obligated to refer a breach to an external agency where an employee may be held personally liable for their actions.
(c) the employee in breach may also be personally liable for their actions, such costs charged to the Shire or to repair as a result of the private/personal or unauthorised use.

Application – is to staff, not to community

Policy cannot be used to control or manage the general community – it is essentially an instruction to staff that in particular circumstances, a specific action or process is to be followed, for instance –

- Hire of facilities – if there is damage, then staff are to invoice the hirer or cancel their booking etc
- Caravan Park Rules – if a patron does not comply with these, staff are to take action
- HR / Personnel policies – outlines the circumstances in which actions are to be taken
- Crossovers – staff may approve if an application complies with requirements, or take action if a crossover does not comply

A Policy cannot be applied directly to the community as they may not be aware of its adoption. The community has to have had the opportunity to be aware of the requirements imposed on them.

However, policy may require staff to apply specific conditions to a licence, permit etc, and to provide a written copy of the conditions being applied. These conditions applied are then enforceable.

Advertising of a local law constitutes community wide notification, whether the person is aware of it or not. Accordingly, many policies expand on how a Local Law is to be interpreted or acted upon by staff.

Definitions

The LG Act has not defined the term "delegation" or "delegated power". However:

- s.5.16 refers to "… the exercise of any of its powers and duties …"
- s.5.42 refers to "… the exercise of any of its powers or the discharge of any of its duties …"

The term "policy" is not defined anywhere in the LG Act; however, Departmental guidelines refer to Council "acting through" the administration to fulfil requirements and obligations.

The following terms used in this document apply insofar as they are consistent with enabling legislation –

authority means the permission or requirement for Council, a committee or a person to act in accordance with –

- the Local Government Act, Regulation or other legislation,
- a delegation made by Council,
- a Council Policy,
- a specific decision of Council, or - an Executive Instruction.

delegation means the authority for a Committee, the CEO or other person to exercise a power, or discharge a duty, as conferred by absolute majority decision of Council under the provisions of the relevant legislation.

employee means a person employed by the Shire and is on the payroll and does not include contractors or consultants Council Policy is a standing instruction resolved by Council as to how a particular matter is to be implemented: Executive Instruction is a standing instruction issued by the CEO as to how a particular matter is to be implemented.

instruction means the requirement for a staff member to act in accordance with a direction given by the Council, the CEO, senior employee or supervisor.

officer generally only to be used in the context of a formal authorisation, and may include an authorised employee

Guidelines No.17 – Delegations (Department of Local Government)

The Department of Local Government and Communities has published Guidelines for the formation of Delegations.

The Guidelines outline the concept of "delegation" and "acting through" in parts 3 and 4, particularly in paragraph 13 where it is stated –

… the key difference between a delegation and "acting through" is that a delegate exercises the delegated decision-making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the "acting through" concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

In effect, "acting through" is an action that could reasonably be expected to be carried out as the result of a decision by Council (e.g. advertising of a tender), or as a function reasonably expected of the position that a person holds.

Not all matters which will be recorded in Policy are "acting through" matters. Similarly, not all "acting through" matters will be listed. Council Policy supported by Executive Instructions describe how that action or some other action is to be carried out.

Making, amending and revoking Council Policy

Administrative Policy requires approval by a simple majority of Council, and may be made, amended or revoked at any time by Council.

Council may impose limitations on Policy or the functions delegated as they see fit.

Review of Council Policy

There is no required timetable for the review of policy, however, it is suggested that it should be done regularly to ensure that policies are relevant, current and understood.

To maintain the Policy Manual up to date, an administrative review should be reviewed at least once a year, and a report made to Council on matters needing amendment or inclusion.

It is suggested that detailed consideration of all policies be undertaken by Council at least once every two years.

PLEASE FIND LINK BELOW TO THE STRATEGIC COMMUNITY PLAN 2022-2023

shire-of-kondinin-strategic-community-plan-2022-2032

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Policy Name	Policy #

Council / Governance (GOV)

Communications and Social Media GOV-001

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	3606
Resolution Date	17th June 2020
Old Policy Number	N/A
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995 Local Government (Rules of Conduct) 2007 State Records Act 2000 Freedom of Information Act 1992
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

This policy establishes protocols for the Shire of Kondinin's official communications with our community to ensure the Shire of Kondinin is professionally and accurately represented and to maximise a positive public perception of the Shire.

Scope

This policy applies to:

1. Communications initiated or responded to by the Shire of Kondinin with our community; and

2. Council Members, Committee Members, staff and contractors when making comment in either their Shire of Kondinin role or in a personal capacity perceived to be representing the Shire of Kondinin.

Policy

Definitions

Social Media – social media is a tool for communication and sharing of information.

Inappropriate Content –

a) is offensive, abusive, defamatory, objectionable, inaccurate, false or misleading.

b) is promotional, soliciting or commercial in nature, unless approved by the CEO.

c) is unlawful or incites others to break the law;

d) is overtly sexual or explicit;

e) is threatening or describing violent events or behaviours;

f) refers to or encourages the use of illegal drugs;

g) is harassing or hateful to an organisation or person, including the Shire of Kondinin, our employees, stakeholders, associates and suppliers;

h) contains information which may compromise individual or community safety or security;

i) is repetitive material copied and pasted or duplicated;

j) promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;

k) violates intellectual property rights or the legal ownership of interests or another party; and

l) contains inappropriate content or comments at the discretion of the Shire.

Official Communications

The purposes of the Shire's official communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the Community.
- Promoting Shire of Kondinin events and services.
- Promoting Public Notices and community consultation / engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the Shire.
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

The Shire will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website;
- Advertising and promotional materials;
- Media releases prepared for the President, to promote specific Shire of Kondinin positions;
- Social media; and
- Community newsletters, letter drops, and other modes of communications undertaken by the Shire of Kondinin's Administration at the discretion of the CEO.

Speaking on behalf of the Shire of Kondinin

The President is the official spokesperson for the Shire and may represent the Shire in official communications, including; speeches, comment, print, electronic and social media. [s.2.8(1)(d) of the Local Government Act 1995]

Where the Shire President is unavailable, the Deputy President may act as the spokesperson. [s.2.9 and s.5.34 of the Local Government Act 1995]

The CEO may speak on behalf of the Shire of Kondinin, where authorised to do so by the President. [s.5.41(f) of the Local Government Act 1995]

The provisions of the Local Government Act 1995 essentially direct that only the President, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the President has had opportunity to speak on behalf of the Shire of Kondinin.

Communications by Council Members, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire of Kondinin into disrepute,
- compromise the person's effectiveness in their role with the Shire,
- compromise the effectiveness of the Shire of Kondinin;
- imply the Shire's endorsement of personal views, or • disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Kondinin. Council member communications must comply with the Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007.

Responding to Media Enquiries

All enquiries from the Media for an official Shire of Kondinin comment, whether made to an individual Council Member or Employee, must be directed to the CEO or a person authorised by the CEO. Information will be coordinated to support the President or CEO (where authorised) to make an official response on behalf of the Shire of Kondinin.

Website

The Shire of Kondinin will maintain an official website, as our community's on-line resource to access to the Shire's official communications. The content of the website will be consistent with any advertisements or media releases published on the other social media platforms.

Social Media

The Shire of Kondinin uses Social Media to facilitate interactive information sharing and to provide responsive feedback to our community. Social Media will not however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs. The Shire of Kondinin maintains the following Social Media accounts:

- Social networks, including – Facebook;
- Media Sharing networks, including –Instagram;
- Apps (applications). The Shire can update content to third party apps such as the WALGA app Localeye and Snap Send Solve, but does not maintain content on these apps.

The Shire of Kondinin may also post and contribute to Social Media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

The Shire actively seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner. The Shire of Kondinin will moderate its Social Media accounts to address and where necessary delete content which is deemed to be Inappropriate Content as soon as the Shire becomes aware or as soon as practicable once notified.

Where a third-party contributor to a Shire of Kondinin's social media account is identified as posting content which is deleted is accordance with the above, the Shire may at its complete discretion block that contributor for a specific period of time or permanently.

Use of Social Media in Emergency Management and Response

The Shire of Kondinin will use Facebook, WhatsApp and the Harvest and vehicle Movement ban text messaging system to communicate and advise our community regarding Emergency Management.

Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire of Kondinin, including on the Shire's Social Media accounts and third-party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the State Records Act 2000. These records are also subject to the Freedom of Information Act 1992.

Personal Communications

Personal communications and statements referring to the business decisions of the Shire made privately in conversation, written, recorded email or posted on personal social media have the potential to be made public, whether it was intended to be made public or not. Therefore, on the basis that personal or private communications may be shared or become public at some point in the future, Council Members, Committee Members, staff and contractors must ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and/or the Local Government (Rules of Conduct) Regulations 2007.

This should be read in conjunction with the definitions of inappropriate content and Statements on Shire Matters as it applies to Council decisions, business and other fellow Councillors, Committee Members and Staff.

Statements on Shire Matters

A Council Member, Committee Member, staff and contractors may choose to make a personal statement publicly on a matter related to the business of the Shire of Kondinin. Any public statement made by an A Council Member, Committee Member, staff or contractor, whether made in a personal capacity or in their Local Government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire of Kondinin;
2. Be made with reasonable care and diligence;
3. Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
4. Be factually correct;
5. Avoid damage to the reputation of the local government;
6. Not reflect adversely on a decision of the Council;
7. Not reflect adversely on the character or actions of another Council Member, Committee Member or Employee;
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Council Member, Committee Member, Employee or community member.

A Council Member who is approached by the media for a personal statement may request the assistance of the CEO. Comments which become public and which breach this policy, the Code of Conduct or the Local Government (Rules of Conduct) Regulations 2007, may constitute a serious breach of the Local Government Act 1995 and may be referred for investigation.

Policy End

Honorary Freeman of the Shire of Kondinin GOV-002

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	3632
Resolution Date	19th August 2020
Old Policy Number	1.0.5
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	N/A
Guidelines	GUIDE-003
Next Review	

Objective

This policy sets out the circumstances under which the Shire of Kondinin Council may bestow the title of "Honorary Freeman of the Shire of Kondinin" upon individuals who have made an outstanding and exceptional contribution to the Shire or community.

Scope

This policy covers matters relating to the nomination and conferring of the honour.

Policy

Introduction

From time-to-time members of the Kondinin, Karlgarin and Hyden communities may demonstrate outstanding commitment and contribution to the Shire of Kondinin community and it is recognised that this contribution should be acknowledged. The Council will do this by, in special circumstances that meet the criteria of this policy and guidelines, awarding to an individual the title of "Honorary Freeman of the Shire of Kondinin".

The Council will recognise, under appropriate circumstances, individuals who have demonstrated an outstanding contribution. It is the highest honour available to the Shire.

Principles

1. The award of Freeman is intended to recognise outstanding community service over a significant period of time and in a diversity of activities within the Shire of Kondinin.
2. The award would not usually be presented for excellence of service in only one activity.

3. The award is intended to recognise service within the local community.
4. The award of Freeman is to be seen as independent of any other award.
5. This award is to be recognised as the highest honour that the local community, through its elected Shire Council, can bestow on one of its citizens. It therefore follows that the award is to be given sparingly.
6. For the award to have the desired standing within the community, it should only be conferred where there is a great assurance of public approval.
7. It is not seen as desirable that the award of Freeman be presented to a sitting Member of Council.

Policy End

Record Keeping Policy GOV-003

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	3067
Resolution Date	16th August 2017
Old Policy Number	10.1.7 (providing link to document only)
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995 Local Government (Rules of Conduct) 2007 State Records Act 2000 Freedom of Information Act 1992
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

The Shire of Kondinin is committed to the management of records in accordance with applicable legislation.

Scope

1. To encompass the principles of the State Records Act 2000;
2. To ensure uniformity and consistency within the creation and maintenance of records management systems within the Shire of Kondinin;
3. To define the roles and responsibilities of the officers who manage and perform record keeping processes for, or on behalf of, the Shire of Kondinin; and

4. To prescribe a methodical and organised approach in the management of the Shire of Kondinin's records.

Policy

Policy Statement

The Shire of Kondinin is committed to making and keeping full and accurate records of the business transactions and activities of Council. Records created and received by Kondinin council employees and contractors and Council members, irrespective of format, are to be managed in accordance with the Recordkeeping Policy and Procedures.

All employees, contractors and Council members as applicable will ensure that full and accurate records are created to provide evidence of business transactions and decisions.

The Shire of Kondinin is responsible for the security and protection of all records in its custody. Records will be maintained in a safe and secure environment ensuring their usability, reliability, authenticity and preservation for as long as they are needed.

Access to the Shire of Kondinin records by employees, contractors and Council members will be in accordance with appropriate security and access classifications. Access to Shire of Kondinin records by the general public will be in accordance with the Freedom of Information Act 1992.

Disposal of Shire of Kondinin records will be in accordance with the General Disposal Authority for Local Government Records following authorisation from the Chief Executive Officer as appropriate.

3 Roles and Responsibilities

3.1 Chief Executive Officer

The Chief Executive Officer will ensure that there is a system for the maintenance and management of Shire of Kondinin records that is compliant with the State Records Act 2000. The Chief Executive Officer will ensure that no records are disposed of except in accordance with an approved records retention and disposal authority.

3.2 Council Members

All Council Members will forward all records created and received relating to the activities they perform as a Councillor to the Chief Executive Officer for registration and capture into the recordkeeping system.

3.3 All Shire of Kondinin Staff

All Shire of Kondinin staff will create and receive records relating to the business activities they perform and are required to:

- Make records to document and support business activities.
- Ensure that records are captured and registered into the recordkeeping system.
- Ensure that records are secure at all times.

Shire of Kondinin staff must not:

- Hold records in informal or uncontrolled files that are not registered in the recordkeeping system.

- Delete, destroy or alter records without proper authority.
- Remove official records from the Shire of Kondinin without permission.
- Lose, misuse or pass records to an unauthorised person.

3.4 Legislation and Standards

Legislation and standards applicable to recordkeeping in Western Australian Local Government organisations include:

- State Records Act 2000
- State Records (Consequential Provisions) Act 2000
- Electronic Transactions Act 2003
- Freedom of Information Act 1992
- Local Government Act 1995
- State Records Commission: Principles and Standards
- Australian Standard on Records Management: AS ISO 15489

4 What is a Record?

- **Record** means information created, received and maintained as evidence and information by an organisation or person in pursuance of legal obligations or in the transaction of business however recorded and includes:

- Anything on which there is writing or Braille;
- A map, plan, diagram or graph;
- A drawing, pictorial or graphic work or photograph;
- Anything on which there are figures, marks, perforations or symbols, having meaning for persons qualified to interpret them;
- Anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- Anything on which information has been stored or recorded, either mechanically, magnetically or electronically.

- A record may have any or all of the following attributes:

- Information which is of evidentiary or historical value and is not recorded elsewhere;
- Formal communications and/or transactions between officers or between an officer and another party; or
- It may document the rationale behind agency policy, decisions or directives.

Ephemeral records have extremely short term value and are usually disposed of almost immediately. Examples include:

- Duplicate (or extract) copies;
- Information and brochures (other organisations);
- Reference sets of directories and addresses;

- Promotional material (other organisations);
- Rough drafts; and • Routine or trivial email.

Personal communications are private in nature, have nothing to do with the business of the Shire of Kondinin are not subject to this policy. Examples include:

- Messages making personal arrangements (e.g. lunch arrangements); or
- Unsolicited information with no relation to the business of the Shire.

Policy End

Meetings of Council GOV-004

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	3634
Resolution Date	19th August 2020
Old Policy Number	1.3.0
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996
Link to Strategic Plan	N/A
Guidelines	N/A
Next Review	

Objective

This policy sets out the place and timing details of meetings of Council.

Scope

This policy will set out the day of the month, place and time of Council meetings.

Policy

The Ordinary Meeting of the Council will be held at 3.00pm on the third Wednesday of each month, except:

1. January when there is no meeting:
2. November where the meeting will commence at 4.00pm, unless a change is carried by Council Resolution for a specific purpose; and
3. December where the meeting will be held the second week of the month depending on when Shire Offices close for the festive season.

The locality of the Ordinary Council Meetings is as follows;

Month	Locality
January	No meeting
February	Kondinin
March	Hyden
April	Kondinin
May	Kondinin
June	Kondinin
July	Kondinin
August	Hyden
September	Karlgarin
October	Kondinin
November	Hyden
December	Kondinin

Special meetings and committee meetings shall be held as and when business dictates.

Policy End

Legal Representation GOV-005

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	
Resolution Date	
Old Policy Number	1.3.5
Register of Delegations	N/A

Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government

Guidelines	N/A
Next Review	

Objective

This policy is to provide direction as to whether financial assistance will be provided in the instance legal representation is required when a Council member or Employee is involved in civil legal proceedings.

Scope

This policy relates to Council Members and Employees.

Policy **Introduction**

a) this policy is designed to protect the interests of council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

(b) in each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

General Principles

(a) The local government may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.

(b) the local government may provide such assistance in the following types of legal proceedings:

(i) proceedings brought by members and employees to enable them to carry out their local government functions (e.g. where a member or employee seeks a restraining order against a person using threatening behaviour);

(ii) proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions)]; and

(iii) statutory or other inquiries where representation of members or employees is justified.

(c) the local government will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their

conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

d) the legal services the subject of assistance under this policy will usually be provided by the local government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the local government.

Applications for Financial Assistance

(a) subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.

(b) a member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.

(c) an application to the Council is to be accompanied by an assessment of the request and with a recommendation that has been prepared by, or on behalf of, the Chief Executive Officer (CEO).

(d) a member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the Local Government Act 1995.

(e) where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of $5000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the Local Government Act 1995.

(f) where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

Repayment of Assistance

(a) Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any moneys paid or payable by the local government.

(b) assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the local government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.

(c) where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The local government may take action to recover any such moneys in a court of competent jurisdiction.

Policy End

Attendance at Events GOV-006

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	3947
Resolution Date	15 June 2022
Old Policy Number	
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

The Shire of Kondinin is required under the Local Government Act 1995 to approve and report on attendance at events for Council Members and the Chief Executive Officer. The purpose of this policy is to outline the process associated with attendance at an event.

This policy addresses attendance at any events, including concerts, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of Council members, the Chief Executive Officer (CEO) and other employees.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose a potential conflict of interest if the ticket is above $300 (inclusive of GST) and the donor has a matter before Council. Any gift received that is $300 or less (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.

Notewell:

- If a Council Member receives a ticket in their name, in their role as a Council Member, of $300 or greater value, they are still required to comply with normal gift disclosure requirements.
- Whilst the law permits gifts greater than $300 to be accepted by the Chief Executive Officer (but not other employees), in their role with the Shire, the Chief Executive Officer must seek Council approval before accepting a gift over $300, all other employees, by operation of this Policy, are prohibited from accepting any gift greater than $300, unless from the Shire as the organiser of the event, or as a gift pursuant to Section 5.50 of the Local Government Act 1995 (gratuity on termination).
- If the Chief Executive Officer or an employee receives a ticket in their name, in their role as an employee, of between $50 and $300, they are required to comply with normal gift disclosure requirements and the Code of Conduct re notifiable and prohibited gifts.
- An event does not include training, which is dealt with separately via Policy GOV-008 Council Member Continuing Professional Development.
- Nothing in this Policy shall be construed as diminishing the role of the Chief Executive Officer in approving attendance at activities or events by other employees that in the opinion of the CEO, are appropriate, relevant and beneficial to the Shire of Kondinin and its employees.

Definitions

District: is defined as the Wheatbelt Region of Western Australia.

Council Members: includes the Shire President and all Councillors.

In accordance with Section 5.90A of the Local Government Act 1995 an event is defined as a:

- Concert
- Conference
- Function
- Sporting event
- Occasions prescribed by the Local Government (Administration) Regulations 1996.

Acronyms

CEO - Chief Executive Officer

GST - Goods & Services Tax

LGIS - Local Government Insurance Services

WALGA - Western Australian Local Government Association

Scope

This policy applies to Council Members, the Chief Executive Officer and all employees of the Shire of Kondinin (the Shire) in their capacity as a Council Member or employee of the Shire.

Policy

Council Members, the Chief Executive Officer and Executive Managers occasionally receive tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community. The event may be a paid event, or a ticket/invitation may be gifted in kind, or indeed it may be to a free / open invitation event for the community in general.

Pre-Approved Events

In order to meet the policy requirements tickets and invitations to events must be received by the Shire (as opposed to in the name of a specific person in their role with the Shire).

Notewell: Individual tickets and associated hospitality with a dollar value above $500 (inclusive of GST and if relevant, travel) provided to the Shire are to be referred to Council for determination.

The Shire approves attendance at the following events by Council Members, the Chief Executive Officer and employees of the Shire:

a) Advocacy, lobbying or Members of Parliament or Ministerial briefings (Council Members, the Chief Executive Officer and Executive Management only);
b) Meetings of clubs or organisations within the Shire of Kondinin;
c) Any free event held within the Shire of Kondinin;
d) Australian or West Australian Local Government events;
e) Events hosted by Clubs or Not for Profit Organisations within the Shire of Kondinin to which the Shire President, Council Member, Chief Executive Officer or employee has been officially invited;
f) Shire hosted ceremonies and functions;
g) Shire hosted events with employees;
h) Shire run tournaments or events;
i) Shire sponsored functions or events;
j) Community art exhibitions within the Shire of Kondinin or District;
k) Cultural events/festivals within the Shire of Kondinin or District;
l) Events run by a Local, State or Federal Government;
m) Events run by schools within the Shire of Kondinin or District;
n) Major professional bodies associated with local government at a local, state and federal level;
o) Opening or launch of an event or facility within the Shire of Kondinin or District;
p) Recognition of Service events within the Shire of Kondinin or District;
q) RSL events within the Shire of Kondinin or District;
r) Events run by WALGA, LGIS or a recognised and incorporated WA based local government professional association;
s) Where Shire President, Council Member or Chief Executive Officer representation has been formally requested.

All Council Members, the Chief Executive Officer and employees with the approval of the CEO or their respective Executive Manager, are entitled to attend a pre-approved event.

If there is a fee associated with a pre-approved event, the fee, including the attendance of a partner, may be paid for by the Shire out of the Shire's budget by way of reimbursement, unless the event is a conference which is dealt with under clause 5 of this policy.

If there are more Council Members than tickets provided then the Shire President shall allocate the tickets.

Approval Process

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event for approval as follows:

- Events for the Shire President may be approved by the Deputy Shire President;
- Events for Councillors may be approved by the Shire President;
- Events for the Chief Executive Officer may be approved by the Shire President; and
- Events for employees may be approved by the Chief Executive Officer or their respective Executive Manager.

Considerations for approval of the event include:

Any justification provided by the applicant when the event is submitted for approval.

- The benefit to the Shire of the person attending.
- Alignment to the Shire's Strategic Objectives.
- The number of Shire representatives already approved to attend.

Where a Council Member has an event approved through this process and there is a fee associated with the event, then the cost of the event, including for attendance of a partner, is to be paid out of the Members Conference Expenses.

Where the Chief Executive Officer or employee has an event approved through this process and there is a fee associated with the event, then the cost of the event is to be paid for out of the Shire's relevant budget line.

Non-Approved Events

Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event.

- If the event is a free event to the public, then no action is required.
- If the event is ticketed and the Council Member, Chief Executive Officer or employee pays the full ticketed price and does not seek reimbursement, then no action is required.
- If the event is ticketed and the Council Member, Chief Executive Officer or employee pays a discounted rate, or is provided with a free ticket(s), with a discount value, then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days to the Chief Executive Officer (or President if the CEO) if the discount or free value is greater than $50 for employees, other than the Chief Executive Officer, and greater than $300 for Council Members and the CEO.

Conference Registration, Bookings, Payment and Expenses

Shall be dealt with in accordance with Council Policy:

• GOV-008 Council Member Continuing Professional Development

Dispute Resolution

All disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to Council Members and the Chief Executive Officer and the CEO in relation to other employees.

Procedures

Organisations that desire attendance at an event by a particular person(s), such as the President, Deputy President, Council Member, Chief Executive Officer or particular officer of the Shire, should clearly indicate that on the offer, together with what is expected of that individual, should they be available, and whether the invite / offer or ticket is transferable to another Shire representative.

Free or discounted Invitations / Offers or Tickets that are provided to the Shire without denotation as to who they are for, are be provided to the Chief Executive Officer and attendance determined by the

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Chief Executive Officer in liaison with the Shire President, based on relative benefit to the organisation in attending the event, the overall cost in attending the event, inclusive of travel or accommodation, availability of representatives, and the expected role of the relevant Council Member or employee.

Policy End

Council Member Continuing Professional Development GOV-007

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	
Resolution Date	
Old Policy Number	
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

To ensure that Council Members of the Shire of Kondinin meet and comply with the prescribed professional development requirements under the Local Government Act 1995, and to further encourage participation in other conferences and training specifically designed to enhance skills and knowledge relating to roles and responsibilities, as a Council Member of the Shire of Kondinin.

Scope

This policy applies to Council Members of the Shire of Kondinin.

Policy

The Local Government Act 1995 requires all Council Members to undertake compulsory training within 12 months of being elected. The Shire of Kondinin is required under the Local Government Act 1995 to adopt and report on compulsory training, and additionally, continuing development for Council Members of the Shire of Kondinin.

It is policy that – Council Members of the Shire of Kondinin undertake and successfully complete the following prescribed professional development training modules titled "Council Member Essentials" within the period of 12 months from the day the council member was elected, unless a prescribed exemption applies:

- Understanding Local Government;
- Serving on Council;

  Meeting Procedures;
- Conflicts of Interest; and
- Understanding Financial Reports and Budgets.

All units and associated costs will be paid for by the Shire and completed within the 12 months following election. The training is valid for 5 years. Additionally, the Shire will publish, on the Shire's website, training undertaken by all Council Members within one month after the end of the financial year pursuant to the Local Government Act 1995. It is Council's preference that the training is undertaken via the eLearning method which is the more cost-efficient form of delivery. It is acknowledged however that there may be Council Members who prefer to receive training face-toface and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

Ongoing Professional Development

The professional development of Council Members is an important activity of the Shire to ensure that its decision-making is of the highest standard and is the product of informed and ethical debate by well trained and committed Council Members acting in the best interest of all of the community. Members are encouraged to nominate to attend other conferences or training opportunities to enhance and broaden their knowledge of local government issues to support the community.

Eligible Formal Training Events

The formal training events to which this policy applies is limited to those conducted by, or organised by, any of the following organisations or individuals:

- The West Australian Local Government Association (WALGA);
- Local Government Professionals WA;
- Accredited training organisations offering training which directly related to the role and responsibilities of Council Members;
- Information sessions organised by the Department of Local Government, Sport and Cultural Industries; or
- Seminars, training and/or information sessions provided by individuals with a demonstrably strong knowledge of local government in Western Australia.

The following are examples of other conferences or training opportunities as described above:

- National General Assembly of Local Government;
- WA Local Government Week;
- Special "one off" conferences sponsored by WALGA or the Department of Local Government, Sport and Cultural Industries on important local government issues;

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- Annual conferences of major professions of local government;
- The Annual Road Congress;
- Conferences which advance the development of Council Members in their role as Councillors; or
- Conferences of organisations on which a Council Member has been elected or appointed as a delegate.

PROCEDURES

Approval of Professional Development

- Considerations for approval of the training or professional development activity include: • The costs of attendance including registration, travel and accommodation, if required;
- The Budget provisions allowed and the uncommitted or unspent funds remaining:
- Any justification provided by the applicant when the training is submitted for approval;
- The benefits to the Shire of the person attending;
- Identified skills gaps of Council members both individually and as a collective;
- Alignment to the Shire's Strategic Objectives; and
- The number of Shire representatives already approved to attend.

Consideration of attendance at training or professional development courses, other than the online Council Member Essentials, which are deemed to be approved, are to be assessed as follows:

- Events for the Shire President must be approved by the Deputy Shire President, in conjunction with the CEO; and
- Events for Councillors must be approved by either the Council or the Shire President, in conjunction with the CEO.

Travel Arrangements

All booking arrangements for other conferences and training for Council Members are coordinated through the Chief Executive's Office. Council Members should note that the Local Government Act 1995 precludes a Council Member to pre-spend Shire funds.

Any airline travel for a Council Member is to be booked at economy level and booking arrangements are to be reviewed upon any improved discount offer being identified. Any upgrade to Business Class is permissible provided the Council member funds the difference in cost.

Other than to amend departure times, tickets provided to representatives of the Shire shall not be exchanged, downgraded or rebated. Tickets or bookings may not be altered to include personal travel that is not part of the scheduled conference itinerary. The proposed duration of another conference or training attendance together with travel time and planned supplementary pre or post conference activities relevant to the Shire of Kondinin will be notified to Council or the Chief Executive Officer for confirmation and/or amendment prior to the delegate's departure for the other conference or training.

Expenses

Expenses relating to other conferences and training as approved, will be paid direct by the Shire. Expenses may include the following items:

- Air fare;
- Travel insurance;
- Conference registration;
- Copy of conference proceedings;
- Room accommodation;
- Reasonable phone utilisation;
- Reasonable laundry expenses; and

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- Meals in the hotel where registered if these are not provided during the course of the conference.

Incidental expenses include:

Phone calls made outside the accommodation premises and for the purposes of the conference and/or Council business; • Travel to and from the conference venue; and

- Travel to and from all airport destinations.

Reporting and Publishing

All Council Members attending any other conference or training are expected to report to Council on the benefits achieved by attending and should make the conference papers available to other Councillors. A record of conferences or other training attended by Council Members will be maintained by the Chief Executive Officer. The Chief Executive Officer is to prepare a report each financial year on prescribed professional development training completed by Council Members in the financial year. This report is to be published on the Shire official website within 1 month after the end of the financial year to which the report relates.

Policy End

Council Meeting Procedures (CMP)

Council Meeting Procedures CMP-001

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	
Resolution Date	
Old Policy Number	1.2.0 – 1.2.10
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995 Local Government (Rules of Conduct) 2007 WALGA Meeting Procedures
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

To provide guidance on the order of the meeting procedures of Council.

Scope

To provide the order of business and expected conduct of Council meetings.

Policy

Order of Business

The Order of Business at any Ordinary Meeting shall be as follows or as near thereto as shall be practicable but for greater convenience of Council at any Meeting it may be altered by resolution or General agreement.

1. Declaration of opening /announcement of visitors

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2. Record of attendance/apologies/leave of absence (previously approved)

3. Response to previous public questions taken on notice
4. Public question time

5. Applications for leave of absence

6. Petitions/deputations/presentations

7. Confirmation of minutes of previous meetings

8. Announcements by presiding member without discussion

9. Reports of committees and officers

10. New business of an urgent nature introduced by decision of meeting

11. Closure of meeting

Address of the Chairperson

Any Councillor moving a motion or amendment or taking part in discussion shall address the Chairperson.

Chairperson May Call Order

The Chairperson shall preserve order and may call any Councillor to order whenever in his opinion there shall be cause for so doing.

Points of Order

A member who is addressing the Chairperson shall not be interrupted except on a point of order, in which event he shall cease speaking until the member raising the point of order has been heard. Where the question or point of order has been disposed of the member so interrupted may, if permitted, proceed.

The following four points may be recognised as breaches of order -

1. The discussion of a question that is not being considered by Council.
2. The use of offensive or insulting language.
3. The violation of any By-Law or Standing Order of the Council.
4. When the Chairperson or any Councillor claims to have been misrepresented.

Chairperson's Ruling

The Chairperson, when called upon to decide a point of order, shall give his decision and no argument or comments shall be permitted thereon and his decision shall be final in that particular case except on a motion to the contrary being carried by simple majority of Councillors.
Whenever any motion, amendment or other matter before the Council is out of order, it shall be rejected.

Withdrawal of Offensive Expressions

Any Councillor who uses an expression, which in the opinion of the Chairperson reflects offensively on any Councillor or Officer of the Council, shall, when required by the Chairperson withdraw such expression and make an apology to the Chair. If the Councillor declines or neglects to do that, the Chairperson shall refuse to hear the Councillor further upon the matter, and shall call upon the next speaker.

Priority of Speakers

If two or more Councillors simultaneously begin to speak on a matter before Council, the Chairperson shall decide who is entitled to priority.

Councillor not to Speak Twice

No Councillor shall speak twice on the same question unless allowed by the Chairperson and except by way of explanation or in reply upon any original motion of which he may be the mover. No Councillor shall speak on any question after the mover has been permitted his reply. The Chairman shall call to order any Councillor proceeding to speak a second time on the same motion.

Mover or Seconder to be held to Have Spoken

A Councillor moving or seconding a motion shall be held to have spoken thereon except where the Councillor who seconds the motion reserves the right to speak later in the debate.

Limit of Speeches

A Councillor shall not speak on any motion or amendment or in reply for a longer period than 10 minutes, without the consent of Council.

Procedure for Unopposed Business

The following procedure, whenever possible, will apply:

Upon recommendation on an item of business being submitted from a Committee, the Chairperson will ask the Meeting if any Member opposes it. If no one signifies his opposition to the recommendation, the Chairperson shall put the recommendation to the vote without further debate thereon. If any member signifies his opposition to the recommendation, the Chairperson will call for further consideration of the subject.

Policy End

Appointment of the Acting CEO ADM-001

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	3403
Resolution Date	25th June 2019
Old Policy Number	1.1.25
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

Under Section 5.36 of the Local Government Act 1995 a local government is to employ a person to be the Chief Executive Officer of the local government along with other persons as the council believes are necessary to enable the functions of the local government and council to be performed.

Scope

To provide for the appointment of one of the Shire's Employees or other Suitable Individuals as Acting Chief Executive Officer during limited absences of the Chief Executive Officer.

Policy

1. Council has determined that individuals holding the following positions within the Shire of Kondinin and the individuals nominated within this policy are considered to be suitably qualified to act in the position of Chief Executive Officer.
   Manager of Corporate Services, Manager of Planning and Assets and Manager of Works. Individuals Nominated by Council Resolution in accordance with Section 5.36 (Including a review and/or expiry date)
2. Employees or individuals nominated by Council under this policy will be appointed to the role of Acting Chief Executive Officer at the discretion of the Chief Executive Officer, subject to performance.
3. Appointment to the role of Acting Chief Executive Officer shall be made in writing for a defined period that is longer than 5 Days and does not exceed 3 months. A Council resolution is required for periods exceeding 3 months.
4. The Remuneration/Contract for the position of Acting Chief Executive Officer is to be determined by Council for Nominated Individuals and ninety percent (90%) of the CEO cash component for the employee positions listed in this policy.

Policy End

Flag Protocol for Funerals ADM-002

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	
Resolution Date	
Old Policy Number	1.1.11
Register of Delegations	N/A
Relevant Legislation	N/A
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

To provide protocols for the flying of the national flag in the instance of funerals.

Scope

To provide protocols for the flying of the national flag in the instance of funerals for Administration Staff.

Policy

The National Flag is to be flown at half-mast at the Kondinin Administration Building as a mark of respect on the day of funerals held locally or for the funeral of a present or past resident on request to the Administration.

Policy End

Community Owned Assets ADM-003

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	
Resolution Date	
Old Policy Number	1.0
Register of Delegations	N/A
Relevant Legislation	N/A
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

To provide guidance to community groups or organisations when handing control of assets over to the Shire.

Scope

To provide guidance to asset users, on the expectation from the Shire when being handed assets from community groups / organisations.

Policy

A Community Group/Organisation wishing to pass ownership of their community assets over to Council are to be advised that in handing over the control of their asset, Council will determine maintenance, usage and any other matters pertaining to the asset.

Policy End

Operating Hours ADM-004

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	3947
Resolution Date	15 June 2022
Old Policy Number	1.1.4
Register of Delegations	N/A
Relevant Legislation	N/A

Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

To designate the Kondinin and Hyden Administration Office Hours.

Scope

To provide guidance to staff and community on the Hyden and Kondinin Administration Office hours.

Policy

Kondinin Administration Office

The Kondinin Administrative Office hours are from 8.30am to 4.30pm every weekday, excluding public holidays.

Department of Transport licensing will close at 3pm.

Hyden Library and Licencing Office

The Hyden Library and Licencing Office hours are from 10am to 4.30pm every weekday, excluding public holidays.

Department of Transport licensing will close at 3pm.

Christmas Closure Period

The Kondinin Administrative Office, Hyden Library and Licencing Office and Kondinin and Hyden Depots will be closed on 24th December and reopen on the first business day following New Years Day each year unless otherwise approved by Council.

Policy End

Habitual or Vexatious Complainants Policy ADM-005

Responsible Department	**Chief Executive Officer**
Policy Owner	Chief Executive Officer
Resolution Number	4129

Resolution Date	17 May 2023
Old Policy Number	
Register of Delegations	
Relevant Legislation	
Link to Strategic Plan	4.1 Skilled, capable and transparent team
Guidelines	N/A
Next Review	

Objective

1. To identify situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered to be "habitual or vexatious" and ways of responding to these situations.
2. This policy is intended to assist in identifying and managing persons who seek to be disruptive to the Council or Administration through pursing an unreasonable course of conduct.

Background

Habitual or vexatious complaints can be a problem for Council staff and members. The difficulty in handling such complainants is that they are time-consuming and wasteful of resources in terms of Officer and Member time and displace scarce human resources that could otherwise be spent on Council priorities. Whilst the Council endeavours to respond with patience and sympathy to all needs of all complainants, there are times when there is nothing further that can reasonably be done to assist or to rectify a real or perceived problem.

In this policy, the term habitual means "done repeatedly or as a habit‟. The term vexatious is recognised in law and means „denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant‟

Scope

To provide guidance to Members and Staff to identify and manage Habitual or Vexatious Complainants.

Policy

Habitual or Vexatious Complainants

1. For the purpose of this policy, the following definition of habitual or vexatious complainants will be used:

   The repeated and/or obsessive pursuit of:
   (i) Unreasonable complaints and/or unrealistic outcomes; and/or (ii) Reasonable complaints in an unreasonable manner.

2. Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in the attached document (Schedule A), the CEO, following discussions with the Senior Management Team, will seek agreement to treat the complainant as a habitual or vexatious complainant and for an appropriate course of action to be taken. The attached schedule (B) details the options available for dealing with habitual or vexatious complaints.
3. The CEO will notify complainants, in writing, of the reasons why their complaint has been treated as habitual or vexatious, and the action that will be taken. The CEO will also notify the Council Members that a constituent has been designated as a habitual or vexatious complainant.
4. Once a complainant has been determined to be habitual or vexatious, their status will be kept under review after one year and monitored by the CEO with reports being taken to Council as required. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

Schedule A – Criteria for Determining Habitual or Vexatious Complaints

Complainants (and/or anyone acting on their behalf) may be deemed to be habitual or vexatious where previous or current contact with them shows how they meet one of the following criteria:

Where complainants:

1. Persist in pursuing a complaint where the Council's complaints process has been fully and properly implemented and exhausted.
2. Persistently change the substance of a complaint or continually raise new issues or seek to prolong contact by continually raising further concerns or questions whilst the complaint is being addressed. (Care must be taken, however, not to disregard new issues which are significantly different from the original complaint as they need to be addressed as separate complaints).
3. Are repeatedly unwilling to accept documented evidence given as being factual or deny receipt of an adequate response in spite of correspondence specifically answering their questions or do not accept that facts can sometimes be difficult to verify when a long period of time has elapsed.
4. Repeatedly do not clearly identify the precise issues which they wish to be investigated, despite reasonable efforts of the Council to help them specify their concerns, and/or where the concerns identified are not within the remit of the Council to investigate.
5. Regularly focus on a trivial matter to an extent which is out of proportion to its significance and continue to focus on this point. It is recognized that determining what is a trivial matter can be subjective, and careful judgment will be used in applying this criteria.
6. Have threatened or used physical violence towards employees at any time. This will, in itself, cause personal contact with the complainant and/or their representative to be discontinued and the complaint will, thereafter, only be continued through written communication. The Council has determined that any complainant who threatens or uses actual physical violence towards employees will be regarded as a vexatious complainant. The complainant will be informed of this in writing together with notification of how future contact with the Council is to be made.
7. Have, in the course of addressing a registered complaint, had an excessive number of contacts with the Council – placing unreasonable demands on employees. A contact may

be in person, by telephone, letter, email or fax. Judgment will be used to determine excessive contact taking into account the specific circumstances of each individual case.

8. Have harassed or been verbally abusive on more than one occasion towards employees dealing with the complaint. Employees recognize that complainants may sometimes act out of character in times of stress, anxiety or distress and will make reasonable allowances for this. Some complainants may have a mental health disability and there is a need to be sensitive in circumstances of that kind.
9. Are known to have recorded meetings or face-to-face/telephone conversations without the prior knowledge and consent of other parties involved.
10. Make unreasonable demands on the Council and its employees and fail to accept that these may be unreasonable, for example, insist on responses to complaints or enquiries being provided more urgently than is reasonable or within the Council's complaints procedure or normal recognized practice.
11. Make unreasonable complaints that impose a significant burden on the human resources of the Council and where the complaint:
    - Clearly does not have any serious purpose or value; or
    - Is designed to cause disruption or annoyance; or
    - Has the effect of harassing the public authority; or
    - Can otherwise fairly be characterized as obsessive or manifestly unreasonable.
12. Make repetitive complaints and allegations which ignore the replies which Council Officers have supplied in previous correspondence.

Schedule B – Options for Dealing with Habitual or Vexatious Complainants

The options below can be used singularly or in combination depending on the circumstances of the case and whether the complaint process is ongoing or completed.

1. A letter to the complainant setting out responsibilities for the parties involved if the Council is to continue processing the complaint. If terms are contravened, consideration will then be given to implementing other action as indicated below.
2. Decline contact with the complainant, either in person, be telephone, by fax, by letter, by email or any combination of these, provided that one form of contact is maintained. This may also mean that only one named officer will be nominated to maintain contact (and a named deputy in their absence). The complainant will be notified of this in person.
3. Notify the complainant, in writing, that the Council has responded fully to the points raised and has tried to resolve the complaint but there is nothing more to add and continuing contact on the matter will serve no useful purpose. The complainant will also be notified that the correspondence is at an end, advising the complainant that they are being treated as a habitual or vexatious complainant and as such the Council does not intend to engage in further correspondence dealing with the complaint.
4. Inform the complainant that in extreme circumstances the Council will seek legal advice on habitual or vexatious complaints.
5. Temporarily suspend all contact with the complainant, in connection with the issues relating to the complaint being considered habitual or vexatious, while seeking legal advice or guidance from its solicitor or other relevant agencies.

Policy End

Financial Hardship FIN-001

Responsible Department	Corporate Services
Policy Owner	Manager Corporate Services
Resolution Number	3585
Resolution Date	20th May 2020
Old Policy Number	
Register of Delegations	1.2.16 Agreement as to Payment of Rates and Service Charges
Relevant Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Civil Judgments Enforcement Act 2004
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government.
Guidelines	GUIDE-001 Financial Hardship
Next Review	

Objective

This financial hardship policy outlines how the Shire of Kondinin will assist customers who cannot pay a debt because of financial hardship.

Scope

This policy applies to charges levied for all ratepayers and may include debtors. Tenants who have agreed with the landowner to receive a rate notice are also covered by this policy.
The Shire of Kondinin is committed to working with customers and ratepayers to find an appropriate payment solution that works for both parties.
The Shire of Kondinin understands that it can be difficult to ask for support and will treat all applications with sensitivity and respect.

Policy

Definition of Financial Hardship

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay their debts in full in one payment, without affecting their ability to meet their basic living needs or the basic living needs of their dependants,

Identifying customers in financial hardship

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances.

Financial Hardship may, for example, be caused by;

- Separation or divorce or loss of spouse or partner
- Unemployment or under-employment
- Physical or mental health issues
- A chronically ill family member
- Sickness or recovery from sickness
- Declared State of Emergency Restrictions

Ratepayers and debtors are encourage to contact Shire of Kondinin as soon as possible. They may ask a financial counsellor to contact us on their behalf.

As part of our assessment we will consider any information provided by the applicant and, if applicable, their financial counsellor. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying with our statutory responsibilities.

We will also take into account any information we may have on payment history.

Payment Plans

On the determination of financial hardship, the Shire of Kondinin will offer more time to pay the amount in question or enter into a payment plan arrangement. The Shire of Kondinin will not charge any fees as part of your arrangement. We will involve the ratepayer/debtor and if applicable their financial counsellor in setting a payment plan.

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer/debtor has made genuine effort to meet rate and service charge obligations in the past.
- The payment arrangement has established a known end date that is realistic and achievable.
- The ratepayer/debtor will be responsible for informing the Shire of Kondinin of any change in circumstances that may jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

Interest Charges

A ratepayer/debtor that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- Remains as a debt on the property until paid;

- Becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- May be paid at any time. BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- Does not incur penalty interest charges.

Debt recovery

The Shire of Kondinin will suspend any debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises the Shire and makes an alternative plan before defaulting on the 3rd due payment, then any debt recovery processes will be suspended.

Where a ratepayer has not reasonably adhered to the agreed payment plan, any Rates and Service Charge debts that remain outstanding at the start of the financial year, the Shire will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of that financial year.

Rates and service charge debts that remain outstanding at the end of the end of the financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995.*

Review

The Shire of Kondinin will establish a mechanism for review of decisions made under this policy and advise the applicant of their right to seek advice and the procedure to be followed.

Communication and Confidentiality

The Shire of Kondinin will maintain confidential communications at all times and will direct all communication to a nominated support person or other third party at your request.

The Shire of Kondinin will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

The Shire of Kondinin recognises that applicants for hardship consideration are experiencing additional stressor and may have complex needs. The Shire will provide additional time to respond to communication and will communicate in alternative formats where appropriate. They will ensure all communication with applicants is clear and respectful.

Policy End

Outstanding Debtors FIN-002

Responsible Department	Corporate Services
Policy Owner	Manager Corporate Services
Resolution Number	3947
Resolution Date	15th June 2022
Old Policy Number	1.1.22
Register of Delegations	1.2.16 Agreement as to Payment of Rates and Service Charges
Relevant Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Civil Judgments Enforcement Act 2004
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government.
Guidelines	N/A
Next Review	

Objective

To ensure that outstanding accounts are collected in a timely manner.

Scope

Debtors who receive goods and services from the Shire and do not pay in a prompt manner will be referred to debt collectors to recover debt.

Policy

Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

The following guidelines are to be followed for outstanding debtors:

- End of month statements for outstanding debts to be sent out.
- If payment outstanding at end of second month, final demand letter to be sent requesting payment within 15 days or the matter will be referred to Collection Agent.
- If payment not received and/or suitable explanation given as to explain non-payment, final letter sent advising matter referred to the Shire's Collection Agent.
- Contact Shire's Collection Agent with details and proceed with action to recover debt.
- Manager of Corporate Services to assess cost effectiveness of collection process before deciding to proceed with action.

Policy End

Outstanding Rate Debtors FIN-003

Responsible Department	Corporate Services
Policy Owner	Manager Corporate Services
Resolution Number	3947
Resolution Date	15th June 2022
Old Policy Number	1.1.23
Register of Delegations	1.2.16 Agreement as to Payment of Rates and Service Charges
Relevant Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Civil Judgments Enforcement Act 2004 Rates and Charges (Rebates and Deferments) Act 1992
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government.
Guidelines	N/A
Next Review	

Objective

To ensure that outstanding rates are collected in a timely manner.

Scope

Ratepayers with outstanding rates will be referred to debt collectors to recover debt.

Policy

The following guidelines are to be followed for outstanding rates debtors:

- Final rates notice sent to all outstanding rates debtors except those on instalment plans after completion of nominated payment period giving 21 days to pay.
- For rates on ad-hoc instalments plans, notice to be sent out 15 days after failure to make a payment then normal process to follow.
- For rates on standard instalments plans, notice to be sent 15 days after the final instalment
- Final demand letter to be sent to last known address of rate debtor giving further 15 days to pay debt otherwise legal action will proceed to recover debt.
- Unless suitable explanation or a payment arrangement is made, refer to Collection Agent.
- Contact the Shires Collection Agent with details and proceed with action to recover debt.

Policy End

Corporate Credit Card FIN-004

Responsible Department	Corporate Services
Policy Owner	Chief Executive Officer
Resolution Number	3947
Resolution Date	15th June 2022
Old Policy Number	1.1.24
Register of Delegations	1.3.2 Financial Management Systems and Procedures
Relevant Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Local Government (Audit) Regulations 1996
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government.
Guidelines	N/A
Next Review	

Objective

The purpose of the Corporate Credit Card Policy is to establish rules for their use and the responsibilities of cardholders using the Shire's corporate credit cards.

Scope

The policy ensures that operational and administrative costs and the risks associated with credit card use are minimised while providing cardholders with a convenient method of purchasing goods and services on behalf of the Shire.

Policy

Authority for Use of Corporate Credit Cards

Shire of Kondinin Corporate Credit Cards may be issued to the Chief Executive Officer, Manager Corporate Services and Manager of Works where it is inappropriate or inconvenient to use the Shire's normal payment systems.

Authority for Approval of Corporate Credit Cards

The Council must approve the issue of a credit card to the Chief Executive Officer, Manager Corporate Services and Manager of Works and any change to the credit card limit. The following Limits to apply–

$10,000	Chief Executive Officer
$5,000	Manager Corporate Services
$5,000	Manager of Works
$5,000	Manager of Planning and Assets

The Local Government Act 1995 does not allow for the issue of Credit Cards to Council members of Local Governments. Councillors are entitled to allowances or the reimbursement of expenses incurred on Council business.

Legislation

The Local Government Act 1995 does not specifically mention the use of Corporate Credit Cards by officers in a Local Government. However, Section 6.5(a) of the Act requires the CEO to ensure that proper accounts and records of the transactions and affairs of the Local Government are kept in accordance with regulations. In addition, the Local Government (Financial Management) Regulation 11(1)(a) requires Local Government to develop procedures for the authorisation and payment of accounts to ensure that there is effective security and appropriate authorisation in place for the use of credit cards.

Purchases and Use of Corporate Credit Cards

The Shire's Corporate Credit Cards shall only be used for purchases of goods and services in the performance of official duties for which there is a budget provision. Under no circumstances are they to be used for personal or private purposes or for the withdrawal of cash through a bank branch or any automatic teller machine.

Most internet transactions provide this ability, and any telephone or facsimile communications provide the opportunity to make such a request. If no invoice or receipt is available, as much detail about the transaction should be recorded and used to support the payment when required. (Date, Company, Address, ABN, amount, any GST included).

Where a payment is made for entertainment, it is important to note on the invoice/receipt the number of persons entertained and the names of any Shire of Kondinin employees in that number. This is required to ensure the Shire pays the correct amount of Fringe Benefits Tax.

Accounts and Settlement

The provider of the credit card will supply the Shire with a statement on each card each month. This statement will be forwarded to each cardholder for certification and the supply of receipts and tax invoices to support the Shire's claim for the GST component of purchases and services obtained. The Chief Executive Officer will approve the expenses by signing all statements.

The credit shall be linked to Council's Municipal bank account and a recoup of expenditure be made, on a monthly basis, via funds transferred from the Shire of Kondinin Municipal Account.

Card Lost or Stolen

Cards that are lost or stolen must be reported immediately by the cardholder to the issuing banker by telephone. At the earliest opportunity, written notification must also be given to the Manager Finance Services so that the cancellation of the card may be confirmed and a reconciliation of the card account from the date the card was lost or stolen may be performed.

Misuse of Corporate Credit Cards

Cards which show unreasonable, excessive or unauthorised expenditure will be subject to audit and may result in the withdrawal of the card from the cardholder.

Recovery of Unauthorised Expenditure

Unauthorised expenditure or expenditure of a private nature that is proved to be inappropriate will be recovered by deductions from the officer's salary.

Internal Audit of the Corporate Credit Card System

The Chief Executive Officer will monitor the use of all credit cards and the adherence to the policy and procedures.

Reward/Bonus Points

Where the Corporate Cards carry rewards or bonus points, usually to encourage the use of the card by the issuing institution, these rewards or points will be accumulated in the name of the Shire of Kondinin. The Chief Executive Officer will decide how these points are to be utilised and may include a charitable, social or sporting distribution. Under no circumstances are rewards or bonus points to be redeemed for an officer's private benefit.

Return of Cards

When the Chief Executive Officer or other Managers cease to occupy a position that is authorised to be issued with a corporate credit card, they must return the card to the Manager Corporate Services at least one week prior to vacating the position so that the card may be cancelled and the account settled.

Manager Corporate Services Responsibilities

The Manager Corporate Services is responsible for arranging the issue of the Corporate Credit Card on advice from the CEO.

The Finance and Corporate services section responsibilities in relation to the Shire's Corporate Credit Cards include:-

1. Maintain a Card Register of all cardholders.
2. Arrange the issue/cancellation of the Corporate Cards.
3. Arrange for all cardholders to sign the Card User Instruction Agreement (see Appendix A) on receipt of the new card and ensure the signed agreement is filed with the Card Register.
4. Verify payment of card expenditure on receipt of the card statement from the Bank after certification from the cardholder. Ensure that all receipts and tax invoices are in place prior to authorisation for payment.
5. To keep cardholders informed of any changes to policy and procedures on the use of the Corporate Cards.

Cardholders Responsibilities

Officers who are issued with Corporate Cards must –

(i) Ensure the care and safe keeping of the card.

(ii) Adhere to the policy and procedures in relation to use of the card and its financial limits.

(iii) Ensure receipts and tax invoices are received when the card is used and to produce them as evidence for settlement with the Bank.

(iv) Ensure the monthly card statement is certified correct and approved for payment when received from the Finance and Corporate Services section and return to the Finance and Corporate Services section together with the receipts and tax invoices

(v) To provide an early response to enquiries that may be made by the bank, creditors or related parties, as the case may be.

Appendix A

To: _____

Title: _____

From: Manager Corporate Services

Date: _____

CORPORATE CARD USER INSTRUCTIONS

You have been provided with a Shire of Kondinin sponsored Corporate Card in line with your official duties. The limit of this card is $_____.

The following guidelines are provided for your information.

a. The card is issued in your name. It is a corporate card, and all transactions made with it are the responsibility of the Shire of Kondinin.

b. The card is to be used for official expenditure in the performance of official duties for which there is budget provision. Under no circumstances is it to be used for personal or private purposes.

c. Being in your name, you are responsible for the care and safe keeping of the card and therefore held accountable to the Shire for its proper use.

d. The card is not to be used to withdraw cash even for official functions.

e. Any unauthorised, excessive or unreasonable use of the card will result in an enquiry and appropriate disciplinary action.

f. When using the card, the holder is required to obtain Tax Invoices to support all purchases. A credit card statement or credit card transaction slip is not acceptable as support for purchases. (Only a Tax Invoice allows the Shire to reclaim the GST component of purchases from the Australian Taxation Office). A Tax Invoice should provide a description of the goods or services supplied, the suppliers Australian Business Number and identifies any GST component of the amount paid.

7. When a Statement of Account is provided, you are required to certify the correctness of the expenditure and return the Statement to the Finance and Corporate Services section together with all supporting Tax Invoices.

8. If the card is lost or stolen, you must immediately notify Bankwest by phone on 1370 00. The Manager Corporate Services should be notified on the next working day.

9. The card must be returned to the Shire via the Manager Corporate Services if you vacate the position. This must be done one week prior to your last working day so the card can be cancelled and accounts settled.

10. Please acknowledge the above by signing and returning the duplicate copy of this statement to the Manager Corporate Services

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_____ _____

Name Title

_____Policy End_____

Purchasing FIN-005

Responsible Department	Corporate Services
Policy Owner	Chief Executive Officer
Resolution Number	4030
Resolution Date	26th October 2022
Old Policy Number	1.1.19
Register of Delegations	1.3.2 Financial Management Systems and Procedures
Relevant Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Local Government (Audit) Regulations 1996
Link to Strategic Plan	CIVIC LEADERSHIP 4.1 Skilled, capable and transparent team 4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

This policy aims to deliver a high level of accountability whilst providing a flexible, efficient and effective procurement framework.

Scope

The requirements that must be complied with by the Local Governments, including purchasing thresholds and processes, are prescribed within the Local Government (Functions and General) Regulations 1996 and this Purchasing Policy.

Policy

Purchasing that is below $250,000 in total value (excluding GST) must utilise a Request for Quotation process, either direct to the market or through a panel of pre-qualified suppliers (such as a WALGA Preferred Supply Contract).

Purchasing that exceeds $250,000 in total value (excluding GST) must be put into a public Tender unless a regulatory Tender exemption is utilised by the Local Government. Tender exemptions apply in the following instances:

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is from a WALGA Preferred Supply Contract or Business Service. All WALGA Preferred Supply Contracts have been established utilising a competitive public procurement process to pre-qualify suppliers that meet compliance requirements and offer optimal value for money to the Local Government sector.
- The purchase is from a Department of Finance Common Use Arrangements (where Local Government use is permitted), a Regional Local Government or another Local Government;
- The purchase is under auction that has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- Any of the other exclusions under Regulation 11 of the Local Government (Functions and General) Regulations 1996 apply.

Determining purchasing value is to be based on the following considerations:

1. The actual or expected value of a contract over the full contract period (including all options to extend); or
2. The extent to which it could be reasonably expected that the Local Government will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased.

WALGA Note: When deciding about whether to conduct a public Tender or utilise a Tender exempt arrangement, the Local Government should compare the cost and benefits of both processes.

The compliance requirements, time constraints, costs and risks associated with a public Tender should be evaluated against the value delivered by such a process. This should then be compared with the costs and benefits of using a Tender exempt arrangement which includes direct access to pre-qualified suppliers, full regulatory compliance, risk mitigation, administrative efficiencies and cost savings.

Purchasing Thresholds - Requirements

Below is the purchasing process that must be followed based on the actual or expected value of each purchase by the Local Government: **Purchasing Thresholds (ex GST) Up to $1,999**

No quotes are required as a purchase is of minor value. This is for a single item only and cannot be used for multiple purchases of items to avoid the quote requirements

Purchasing Thresholds (ex GST) $2,000 to $4,999

Obtain one verbal or written quotation from suppliers supported by evidence of the quotation (e.g. email, fax, name of salesperson providing the quote or record of quotation) in each instance.

Purchasing Thresholds (ex GST) $5,000 to $19,999

Obtain at least two (2) written quotations from suppliers supported by evidence of the quotation (e.g. email, fax or record of quotation) in each instance.

OR

Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least two Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.

Purchasing Thresholds (ex GST) $20,000 - $49,999

Obtain at least three (3) written quotations (e.g. email, fax or original copy).

OR

Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.

Purchasing Thresholds (ex GST) $50,000 - $249,999

Obtain at least three (3) written quotations (e.g. email, fax or original copy) from suppliers containing the price and specification of goods and services. The procurement decision is to be based on all valuefor-money considerations in accordance with the definition stated within this Policy.

OR

Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.

Purchasing Thresholds (ex GST) $250,000 and above

Conduct a public Tender process in accordance with this policy and the WALGA Procurement Handbook. The procurement decision is to be based on value-for-money considerations in accordance with the definition stated within this Policy.

OR

Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.

Local Price Preference

When officers seek quotations or purchase goods or services, quotes must be obtained from businesses that could provide the goods or services required that are located within the Shire of Kondinin. When the provision of goods or services is not being sought by tender the following preference will be provided to local suppliers whose business is based within the Shire of Kondinin, the product quality is comparable, and the cost of freight has been taken into consideration.

5% for any purchase up to $20,000.00

2% for any purchase between $20,001.00 and $99,999.00

Purchase Orders and Incurring Liability

WALGA Notes

Incurring liabilities is not described in the Local Government Act or Regulations as an express power or duty, rather it is only described as a requirement for the Local Government and the CEO to control by developing "systems and procedures" [see FM Regs 5 and 11].

Incurring liabilities is therefore not an express (written) power or duty that is capable of being delegated.

Therefore, the CEO must establish systems and written procedures which give effect compliance with legislation and purchasing policy and provide appropriate internal controls and risk mitigation for incurring liabilities.

Issuing a Requisition – the Requisition is only a proposal to purchase (FM Regs 5 & 11), describing the goods or services required to enable a decision to issue a Purchase Order. It does not incur liability as the goods/services may only be provided on the basis of an appropriately issued Purchase Order.

A decision to issue a requisition and therefore Purchase Order is informed by other, previous Council decisions, for example – the Budget adopted by Council, and Council decisions to approve projects or implement policies.

The decision to incur liability is in fact and in operation a method of implementing a Council decision and therefore accords with the CEO's duties under s.5.41(c) to cause council decisions to be implemented.

Issuing a Purchase Order – The Purchase Order creates a contract between the supplier and the Local Government. It incurs a liability (FM Regs.5 & 11), provided that the goods or services are ultimately

supplied in accordance with the requirements specified in the purchase order. Administrative procedures should establish which positions are authorised to issue Purchase Orders, with prerequisite requirements for a Purchase Order to only be issued, where due diligence confirms:

a) Compliance with the Purchasing Policy
b) The committal value of the Purchase Order is within an appropriate and available budget allocation.
c) The proposed goods/services are within the scope of implementing a Council decision either specific or general.

Using Credit or Transaction Cards (store card, fuel card or corporate credit card) is a method of incurring liability, with the goods or services received and a monthly statement provided to the Local Government for acquittal (verification of a liability) on a monthly basis. Please refer to the Credit Card Policy.

Verification of Liability

Goods / Services Received – Officers are required to check packing slips and follow up directly on any discrepancies. Reports and evidence of goods/services are to be kept as per the Shires Record Keeping Plan.

Verification of Invoice or Transaction Card Statement – Officers, their Manager or the CEO are to ensure that charges align with the accepted quote or the contracted schedule or rates and are to sign all such invoices as being both Received and Authorised for payment.

Council through its Audit Committee, may form an opinion as to its satisfaction with the procedures prepared in accordance with FM 11 when it undertakes the review of Internal Controls in accordance with Audit Reg. 17(1)(b).

Internal Controls

The Shire of Kondinin utilises the Synergy Soft Purchase Order Software Module distributed by IT Vision as well as controlled triplicate Purchase Order Books issued to a specific Officer.

All Municipal and Trust Payments require dual authorisation so that if a payment batch contains an invoice approved by an officer with Delegation of “Payments from the Municipal or Trust Funds” there is a second officer separating the roles of verifying the liability and approving the payment.

Payment batches require each of the following for a payment to a creditor:

- Quotes or exemption explanations
- A valid purchase order
- Invoice
- An “authorising/received” signature from the issuer of the Purchase Order or their Manager/ the CEO.
- A “checked” signature showing that a second officer has entered the Invoice and compared it to the Purchase Order.
- A signature and date from the Manager of Corporate Services or Chief Executive Officer agreeing with the total amount of the batch and its allocations including the allocation of GST.

All generated and handwritten purchase orders require the following:

(i) The appropriate number of supporting quotes or the relevant contract as per the Purchasing Policy. This includes a description of an exemption if it applies such as "Fuel".

(ii) An allocation that is within budget or variance. Officers are required to regularly check and operate within adopted budget allocations.

(iii) The cost of the work (goods or services) - actual or a maximum estimation that is below that particular officer's liability threshold.

(iv) A brief description of the services and an itemised list of goods – reference can be made to a quote for itemised descriptions but all other requirements (i) to (v) must be included on the purchase order.

(v) The signature of the officer showing that they accept, on behalf of the Shire of Kondinin, liability for the purchase of the detailed goods or services.

Purchase Order Threshold

≤ $249,999	≤ $39,999	≤ $15,000	≤ $5,000	≤ $3,000
CEO	**MCS**	**Community Development Officers**	**Administration Staff (limit at CEO's discretion)**	**Pool Manager**
	MOW			
	MPA		**Depot Storeman/Depot Admin**	

Officers are responsible for ensuring that purchases are within budget limits unless details of additional funds are submitted to the Manager of Corporate Services.

An Officer may, with the verbal or written permission of their Manager provide Purchase Orders above their threshold for the purchase of Fuel or other requested items that will be countersigned by that Manager at the earliest possible opportunity and is not above the Purchase Threshold of that Manager.

Officers may provide a Purchase Order above their threshold for a payment that was directly approved via minutes Council Resolution at the verbal or written request of the CEO.

The Council Resolution number and/or WALGA preferred supplier contract number must appear in the purchase order description.

Policy End

Asset Management FIN-006

Responsible Department	Corporate Services
Policy Owner	Manager Corporate Services
Resolution Number	2022
Resolution Date	20/03/2013

Old Policy Number	1.1.20
Register of Delegations	1.3.2 Financial Management Systems and Procedures
Relevant Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government

Guidelines	N/A
Next Review	

Objective

This Policy provides clear direction in the provision and management of all the Shire's assets. It defines the key principles, responsibilities and framework that underpins the Shire's asset management practices. It seeks to ensure that assets support the Strategic Vision and Values in order to deliver sustainable service outcomes and achieve a thriving future.

Scope

This policy applies to physical assets which are required to be managed by the Shire and where their components have a useful life of more than one year and a replacement cost greater than $5,000.

The Shire considers physical assets (such as infrastructure, land, plant and equipment) to be any that support the delivery of one or more of the following services:

- Property
- Recreation
- Transport
- Fleet
- Information Technology
- Waste

Policy

This Policy will ensure that assets are provided at appropriate levels of service for present and future stakeholders. A key indicator of our asset management success will be whether the Shire provides better services, not better assets. The Shire will monitor success through the reporting of Key Performance Indicators.

The Shire will plan for, acquire and manage appropriate assets that directly support the delivery of services in line with its Strategic Vision (Strategic Community Plan). Assets that do not support these services will be disposed of.

To provide optimal management of these assets, the Shire will develop and implement an asset management framework. The framework will consist of a Vision, a Strategy and Management Plans.

The Shire's asset management will:

- Define agreed asset levels of service, matched with the associated resources and assets required to enable their delivery;
- Manage assets in a whole-of-life and economically, environmentally and socially sustainable manner;
- Balance decisions with other key Shire policies and functions;
- Give priority to the needs of existing assets and services before new ones;
- Manage the risks associated with asset ownership and management;
- Commit to continuous improvement; and
- Involve a whole of organisation approach.

For clarity, the following describes the Shire's definition of its Assets' Lifecycles.

Lifecycle asset management involves the decisions made at each stage of an asset's life, from conception to disposal. The decisions made at one stage may affect the asset's performance and cost in others.

Policy End

Capitalisation of Assets FIN-007

Responsible Department	Corporate Services
Policy Owner	Chief Executive Officer
Resolution Number	2539
Resolution Date	17th June 2015
Old Policy Number	1.1.16
Register of Delegations	1.3.2 Financial Management Systems and Procedures
Relevant Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government.

Guidelines	N/A
Next Review	

Objective

This Policy provides clear direction in the provision and management of all the Shire's assets.

Scope

This policy applies to physical assets which are required to be managed by the Shire and where their components have a useful life of more than one year and a replacement cost greater than $5,000.

Policy

Assets to the value greater than $5,000 only are to be capitalised in the books of accounts.

Policy End

Financial Contributions to Community Groups FIN-008

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	2524
Resolution Date	20th May 2015
Old Policy Number	1.1.21
Register of Delegations	N/A
Relevant Legislation	N/A
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

This policy provides clear direction when entering into funding agreements with community groups.

Scope

This policy is applicable in decision making when entering into funding agreements with community groups.

Policy

The Shire of Kondinin as a matter of policy will not contribute financially to a community group or any other organisation in respect of capital infrastructure of a fixed nature (building, etc.) that is located on private property.

Policy End

Financial Investment FIN-009

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	2583
Resolution Date	16th September 2015
Old Policy Number	1.1.12
Register of Delegations	1.2.14 Power to Invest and Manage Investments
Relevant Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Trustees Amendment Act 1997 – Part 111 Investments
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government.

Guidelines	N/A
Next Review	

Objective

To provide guidelines for financial investment activities by the Shire of Kondinin, which includes the scope of authority, compliance, and reporting

Scope

To invest the Shire of Kondinin's surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met.

While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

Policy

Rationale

Local governments are required to ensure that they have effective and accountable systems in place to safeguard the Shire's financial resources. This includes the development of proper systems to authorise, verify and record the investment of monies in appropriate financial institutions. Hence, it is necessary to amend the Shire's (inadequate) investment procedures numbered 1.1.13.

Legislative Compliance

All investments are to comply with the minimum requirements set out in the following:

- Local Government Act 1995 – Section 6.14;

- Trustees Amendment Act 1997 – Part 111 Investments;
- Local Government (Financial Management) Regulations 1996 – Regulations 19, 28, and 49; and
- Australian Accounting Standards.

Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the Chief Executive Officer (CEO) in accordance with the Local Government Act 1995. The CEO may in turn delegate the day-to-day management of Council's investment to senior staff or the Manager Corporate Services, subject to regular reviews.

Prudent Person Standard

The investment will be managed with care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolio to safeguard portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Ethics and Conflict of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's portfolio and requires officers to disclose any conflict of interest to the CEO.

Diversification/Credit Risk

Investment shall be made with institutions that meet diversification credit risk ratings as defined by Standard and Poor's ratings. To control the credit quality of the investment funds, the following credit framework limits the percentage of the funds exposed to any particular rating category:

Long Term Rating (Standard & Poor's)	Short Term Rating (Standard & Poor's)	Direct Investment (Maximum %)	Manage Funds (Maximum %)
AAA	A1+	100%	100%
AA	A1	100%	100%
A	A2	80%	80%

Should the credit rating of investment institution or funds be downgraded such that no longer fall within the Council's investment policy guidelines, then any investment will be divested as soon as practicable with the exception of Bendigo Bank (A- rating) term deposits which shall be restricted to terms not exceeding three (3) months, providing that a Hyden sub branch of Kulin Bendigo Bank is established in Hyden.

If Bendigo Bank's rating drops below A-, then no investment funds are to be placed with them.

Not less than 3 quotes or comparative interest shall be obtained from authorised institutions whenever an investment is proposed. Authorised officer to determine the best quote on the day after considering the administration and banking cost and having regard set in this policy.

Credit Ratings

The short term (0-365 days) rating as defined by Standard and Poor's Australia Ratings is:

A+ Extremely strong degree of safety regarding timely payment

A1 A strong degree of safety for timely payment

A2 A satisfactory capacity for timely payment

The long-term rating is:

AAA An extremely strong capacity to repay

AA A very strong capacity to repay

A Strong capacity to repay

Approved Investments

Investments shall be restricted to term deposits or commercial bills offered by the following banks or government institutions:

- National Australia Bank
- Bank of Western Australia Ltd
- Commonwealth Bank of Australia
- Westpac Banking corporation
- Australia and New Zealand Bank (ANZ)
- WA Treasury Corporation
- Bendigo Bank, subject to conditions details shown under **Diversification/Credit Risk** above**.**

Without approval from Council, investments shall be limited to:

- State/Commonwealth Government bonds
- Interest bearing deposits
- Bank accepted/endorsed bank bills
- Bank negotiable certificate of deposits; and
- Managed funds with a minimum long term Standard and Poor's rating of "A" and short-term rating of "A2".

Prohibited Investments

In accordance with regulation 19C of the Local Government (Financial Management) Regulations 1996 when investing money, the Shire of Kondinin will not do any of the following:

- Deposit with an institution except an authorised institution (an authorized deposit-taking institution as defined in the Banking Act 1959 of the Western Australian Treasury Corporation);
- Deposit for a fixed term for more than 3 years;
- Invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory Government;
- Invest in bonds with a term to maturity of more than 3 years; and • Invest in a foreign currency.

This investment policy also prohibits any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow;
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind; and
- The use of leveraging (borrowing for investment purposes).

Reporting and Review

- Documentary evidence must be held for each investment and details thereof maintained in an Investment Register;
- A monthly report will be provided to Council detailing the performance of all investments;
- This investment policy will be reviewed at least once a year or as required in the event of legislative changes.

Policy Variation

The Chief Executive Officer (CEO) or any Officer with delegated authority by the CEO is authorised to approve variations to this policy if the investment is to the Shire's advantage and/or due to a revised legislative requirement.

Policy End

Order, Public Safety (OPS)

Nil Policy

Policy End

Fire Control (FIRE)

Fire Control FIRE-001

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	2539
Resolution Date	17th June 2015
Old Policy Number	2.1.0 – 2.1.9
Register of Delegations	3.17 Fire Breaks
Relevant Legislation	Local Government Act 1995 Bush Fires Act 1954 Bushfires Regulations 1954
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

The purpose of this policy is to provide guidance to officers on fire control.

Scope

The policy applies to all bush fire control operations and fire control officers appointed by Council.

Policy

Firebreaks

Land within Townsites

a) On land not exceeding 2023 square metres in area, all flammable material shall be removed.
b) On land no exceeding 2023 square metres, a firebreak 3 metres wide shall be constructed inside and immediately adjoining all external boundaries.
c) Firebreaks 3 metres wide shall be constructed immediately surrounding all buildings.
d) Haystacks must not be located more than 20 metres to an external boundary. They shall be surrounded by a 10 metre wide firebreak situated between 10 and 20 metres distance from the stack.
e) Stored fuel, oil and flammable materials shall be protected from fire as prescribed in the Explosives and Dangerous Goods Act 1961 and the Flammable Liquids Regulations 1967.

Rural Land

a) Firebreaks 3 metres wide shall be constructed immediately inside and adjoining all property boundaries.
b) Firebreaks 3 metres wide shall be constructed immediately surrounding all buildings.
c) Firebreaks 3 metres wide shall be constructed between 10 and 20 metres distance from and surrounding all haystacks.
d) Stored fuel, oil and flammable materials shall be protected from fire as prescribed in the Explosives and Dangerous Goods Act 1961 and the Flammable Liquids Act 1967 and which include a firebreak 6 metres wide will be provided immediately surrounding storage areas.

Roadside Burning

No roadside burning is allowed within the Shire for the purpose of fire protection, except for traffic control of intersection and corners with Councils approval and any landholder wishing to utilise road reserves for fire protection may apply to Council for permission to use chemical spray or ploughing.

Annual Meeting of the Bushfire Brigades

That the annual bush fires advisory meeting be held in September each year and that all Bush Fire Brigades be encouraged to hold their annual meeting prior to the Advisory meeting.

Fire Control Officers

Council's policy is that the Chief Fire Control Officer is the Chief Executive Officer and a Deputy Fire Control Officer from both the West and East end of the Shire. It is the responsibility of the individual brigades to nominate fire control officers for their brigade area.

Harvesting Ban Officers

That the officer authorised to impose a harvesting ban within the Shire of Kondinin be as follows: The Chief Executive Officer, and the Deputy Chief Fire Control Officers.

Harvesting Ban Procedure

1. If the reading is 35 or higher on the McArthur Metre, a harvest ban should be imposed immediately.
2. Send out an SMS to all contact numbers supplied to the Shire for harvest ban notification.
3. Contact the ABC, 6MD, 747 Esperance and Radio West and advise them of the ban conditions.
4. Contact each CBH Bin in the Shire and request that they post advice on their notice boards about the ban.

Policy End

Environmental Health / Food (EHO)

Kondinin and Hyden Waste Transfer Station EHO-001

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	850
Resolution Date	17th December 2008
Old Policy Number	10.1.0
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995 Waste Avoidance and Resource Recovery Act 2007

Link to Strategic Plan	3.1 Maintain a high standard of environmental health and waste services. Transfer stations are accessible, safe and tidy.

Guidelines	N/A
Next Review	

Objective

This policy is to provide clear direction as to the expected operations of the Kondinin and Hyden Waste Transfer facilities. **Scope**

This policy applies to all employees engaged to undertake work within either waste transfer facility.

Policy

Definitions

Green Waste – means waste that originates from trees or plants.

Clean Fill – material that will have no harmful effects on the environment and which consists of rocks or soil arising from the excavation of undisturbed material. That it is not contaminated with any other material.

Construction and Demolition Waste – materials in the waste stream which arise from construction, refurbishment or demolition activities. Including but not limited to building and demolition waste (e.g. bricks, concrete and associated small quantities of paper, plastic, glass, metal and timber), being material resulting from the demolition, erection, construction, repair or alteration of infrastructuretype development such as roads, bridges and dams and which is not mixed with any other type of waste, and does not contain any asbestos.

This policy applies to the Kondinin and Hyden Waste Transfer Stations within the Shire of Kondinin.

1. The Kondinin and Hyden Waste Transfer Stations are not landfill sites.
2. The attendant/Shire has discretion to refuse acceptance of any waste at the transfer stations.
3. In the event of bins being full at either site, no further refuse is to be accepted, but directed to the alternate Shire transfer site during opening hours.
4. All waste material coming onto site is to be segregated by type and placed in the appropriate container or location:
   - Putrescible (domestic)
   - Inert
   - Recyclables
   - Green waste
5. No liquid chemical or hazardous waste shall be stored or accepted at the stations whatsoever.

6. Green waste is to be deposited within the green waste designated area. No contaminated green waste shall be accepted at the stations.
7. Clean fill is to be placed in the designated area. No contaminated clean fill shall be accepted.
8. All oil shall be deposited in receptacles provided.
9. Only asbestos suitably wrapped, as per current guidelines, shall be accepted at the transfer stations.
10. Construction and demolition waste greater than 0.5 cubic metres (level 6 foot x 4 foot trailer) will not be accepted at the sites without prior arrangements being made.

The purpose of this policy is to avoid filling of Skip Bins from a single use, preventing the use by the whole community and to enhance site operation.

Policy End

Environmental Health / Food (EHO)

Temporary Accommodation EHO-002

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	
Resolution Date	25 June 2025
Old Policy Number	N/A
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995 Caravan and Camping Ground Act 1995 Caravan and Camping Ground Regulations 1997 (as amended 1 September 2024) Health (Miscellaneous Provisions) Act 1911 Building Code of Australia / National Construction Code Shire of Kondinin Local Planning Scheme No.1
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	Temporary Accommodation Guidelines
Next Review	

Objective

This policy provides guidance to support applications seeking an approval for temporary accommodation on private property or in an area other than a caravan park or camping ground.

Scope

A person may stay in temporary accommodation on a property for up to 5 nights per 28-day consecutive period without Shire approval. A person staying in temporary accommodation on a property for more than 5 nights per 28 days consecutive period requires Shire approval.

The Shire can approve one temporary accommodation application for up to 24 months per allotment. An applicant may reapply after 24 months to renew their application.

The Shire may consider an additional temporary accommodation application on the same lot, but the maximum term for any additional application is 3 months. Any period longer than 3 months is required from the Minister for Local Government, Sport and Cultural Industries.

If an applicant is seeking to camp on a State or Federal reserve, approval must be obtained from the relevant authority who manages that land.

Policy

This policy is supported by the Shire's temporary accommodation guidelines, application and assessment process. For applications to be considered, the requirements detailed in the guidelines must be adhered to.

The applicant must own or have a legal right to occupy the land and is to complete the application form and submit to the Shire with the applicable fee.

Applications will not be considered outside the following zoned areas:

- Rural
- Rural Residential
- Residential
- Rural Townsite
- Urban Development

Any camp is to be located wholly on the property and be at least 1 metre from the property boundary, at least 1 metre from vehicle access areas, and at least 1.8 metres from structures.
Occupiers of adjacent properties will be notified in writing, and the responses will be considered prior to the approval of any application.

Approvals will only be granted where health, safety and hygiene requirements have been met. This includes the following requirements:

- power
- potable water
- waste water management
- cooking and laundry facilities
- emergency management (fire suppression and smoke detection)
- waste and recycling (rubbish collection service or waste management plan is required)
- any other requirement at the request of the Shire.

Upon receival of an application and fee, the Environmental Health Officer will assess the application, conduct an evaluation of the site, and issue a permit where the application is approved. Follow-up site assessments may be conducted throughout the duration of the approval period by an authorised officer.

Approval can be for a maximum period for 24 months, and any reapplication will require the completion of a new form, fee payable and be accompanied by a structural report confirming the integrity of the habitable camp.

The temporary accommodation cannot be used as holiday rental or for tourism purposes.

Should the temporary accommodation cease prior to the expiry of the permit, the local government must be notified. No refund is applicable.

The Shire reserves the right to withdraw an approval, where a breach of an approval condition has occurred.

Community Buses COM-001

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	2539
Resolution Date	17th June 2015
Old Policy Number	6.1.24
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government.
Guidelines	N/A
Next Review	

Objective

The purpose of this policy is to provide guidance to the use and expectations of hiring the community buses.

Scope

The policy applies to all users of the community buses.

Policy

The following be adhered to in the hiring of the Shire's Community Bus:

I. A request for the use of the community bus can made to the Shire in person, by telephone or in writing. Groups requesting the use of the bus must provide detail on dates, hours booked, destination and client group;

II. Preference will be given to locally based groups or organisations, defined as groups of residents and community agencies and organisations who reside or provide services in the Shire of Kondinin. For the purpose of this Policy the Kondinin Primary School, the Hyden Primary School, the Kulin District High School and the Narembeen District High School all have equal status as organisations that provide services in the Shire of Kondinin;

III. Should a non-locally based organisation book the bus then they be advised that a locally based group or organisation will receive preference over that booking, provided at least two (2) weeks notice is given by the locally based organisation;

IV. Fees and Charges for bookings will be as per the Shire's current Fees and Charges Schedule;

V. The bus is to be collected and returned to the Bus Shed in Kondinin or Hyden. On request, depending on adjacent bookings and Shire staff resources, the Works Manager can approve for the bus to be collected and returned to an alternate location;

VI. The community bus is not to be driven under the influence of alcohol or other drugs in any circumstance.

VII. The bus must be cleaned inside and outside on return, including windows. If the vehicle is returned in an unsatisfactory condition, a cleaning fee will be charged. Under no circumstances is the bus to be "hosed out" and any resulting damage will be on charged to the hirer.

VIII. Please ensure that any damages or breakages are noted before the bus is taken out. You will be responsible for any damages discovered after your use that weren't written down on your damage report sheet.

IX. The bus and driver checklist are completed for every outing of the bus.

X. The Shire reserves the right to reject any booking

Policy End

Community Grant Program COM-002

Responsible Department	Chief Executive Officer
Policy Owner	Community Development Officer
Resolution Number	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 Resource Centres in the Shire usually service their own community, as this will not be considered as a competing 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 or not-for-profit commission or sub-committee's 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-forprofit 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 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, E.g.: 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_____

Building / Development (BUILD)

Unauthorised Structures BUILD-001

Responsible Department	Planning and Development
Policy Owner	Manager Planning and Assets
Resolution Number	2539
Resolution Date	17th June 2015
Old Policy Number	8.1.0
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995 Building Act 2011
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

The purpose of this policy is to provide guidance for matters relating to unauthorised structures within the Shire.

Scope

The policy applies to all staff of the Shire of Kondinin.

Policy

Procedure for Rectifications

Where any building, work or structure is constructed in breach of any provisions of the Building Act 2011, the Chief Executive Officer is authorised to give notice to the owner in accordance with the following procedures for the purpose of bringing the building work or structure into conformity with the Code.

a) Serve written notice on the owner or building, drawing attention to the existence of the structure in breach of the Code and requiring a written explanation within 14 days of the Notice.

b) Provided a satisfactory explanation is received, and the relevant action is taken to comply with the requirements of the notice and the By-Laws, the Building Surveyor is authorised to issue a Building License.

c) Should the owner or builder fail to comply with the requirements of the notice within the prescribed time or show good and sufficient reason for not doing so, the matter shall be placed before Council for their consideration.

Policy End

Re-Erection of Second-hand Houses BUILD-002

Responsible Department	Planning and Development
Policy Owner	Manager Planning and Assets
Resolution Number	3947
Resolution Date	15th June 2022
Old Policy Number	8.1.1
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

The purpose of this policy is to provide guidance for matters relating to re-erection of second-hand houses within the Shire.

Scope

The policy applies to all employees of the Shire of Kondinin.

Policy

All applications for the re-erection of second-hand houses are to be accompanied by a Certificate of a Practising Structural Engineer, stating that the house has been built as a transportable and that it is in good sound condition and when re-erected will comply with all requirements of the Building Act 2011.

When a Practising Structural Engineer is not available, Council's Building Surveyor may carry out the inspection.

Deposit of $2,000 required upon application and to be refunded when the building is made habitable to Councils satisfaction by the specified time otherwise deposit forfeited.

Policy End

Prohibition of Unsightly Objects BUILD-003

Responsible Department	Planning and Development
Policy Owner	Manager Planning and Assets
Resolution Number	2539
Resolution Date	17th June 2015
Old Policy Number	8.1.5
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

The purpose of this policy is to provide guidance for matters relating to prohibition of unsightly objects within the Shire.

Scope

The policy applies to all employees of the Shire of Kondinin.

Policy

No person shall cause, allow or permit to be placed on any building lot, any article object or thing which shall be visible from any street, way or public place from any other land or building or any part thereof, which is in the opinion of Council offensive, unsightly or otherwise considered to be detrimental to the amenity of the neighbourhood.

Where land is used, or is to be used for the storage of goods, Council may require the area to be screened by a closed wall or fence situated at or on the building line.

Policy End

Outbuilding BUILD-004

Responsible Department	Planning and Development
Policy Owner	Manager Planning and Assets
Resolution Number	2727
Resolution Date	18th May 2016
Old Policy Number	8.1.6
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

The purpose of this policy is to provide guidance for matters relating to outbuildings within the Shire.

Scope

The policy applies to all employees of the Shire of Kondinin.

Policy

Planning Approval is required first if the Outbuilding does not comply with the 'Deemed to Comply' provisions of the R Codes of Western Australia. Building Permits are to be issued by the Chief Executive Officer upon application.

Policy End

Fencing Permit BUILD-005

Responsible Department	Planning and Development
Policy Owner	Manager Planning and Assets
Resolution Number	2727
Resolution Date	18th May 2016
Old Policy Number	8.1.9
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995 Residential Design Codes of WA
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

The purpose of this policy is to provide guidance for matters relating to fencing requirements within the Shire.

Scope

The policy applies to all employees of the Shire of Kondinin.

Policy

In the townsites of Kondinin, Karlgarin and Hyden all new fences shall comply with the Shire's Local Law relating to Fences (1979) and where applicable to the R Codes of Western Australia. Planning Approval is required for fences in the primary street set back that do not comply with the 'Deemed to Comply' provisions of the R Codes of Western Australia. Side and boundary fences that do not comply with the provisions of the Shire's Local Law relating to Fences (1979) shall be determined by the Council and require written approval in the form of a permit issued by the Local Government. A person shall not construct a fence on a Residential lot, Commercial lot or Industrial lot from pre-used material without the approval of the Council. Where the Council approves the use of pre-used materials in the construction of a fence that approval shall be conditioned on the applicant painting or treating the pre-used material as stated in the form of approval issued.

Policy End

Public Facilities (FACS)

Caravan Parks & Overflow Camping FACS-001

Responsible Department	Assets
Policy Owner	Manager Planning and Assets
Resolution Number	3932
Resolution Date	18 May 2022
Old Policy Number	7.1.0 – 7.1.3
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995 Caravan Parks and Camping Grounds Act 1995
Link to Strategic Plan	2.3 Coordinated planning and promotion of the visitor and tourist experience. Visitors receive timely and up to date information on experiences, attractions and amenities.
Guidelines	N/A
Next Review	

Objective

The purpose of this policy is to provide guidance for matters relating to caravanning and camping with the Shire.

Scope

The policy applies to all staff and users of the caravan park and overflow camping areas.

Policy

Camping at Sports Grounds

At their discretion, the Chief Executive Officer can authorise the use of the sporting grounds as an overflow area to be used to occupy caravans.

Dogs in Caravan Park

In accordance with the Caravan and Camping Ground Regulations 1997 it is Council policy that dogs be allowed in the Caravan Parks provided that dogs are kept on a leash or enclosed in a caravan at all times.

Should the dog become a nuisance to anyone in the facility the ranger is authorised to ask for them to be removed from the caravan park.

Dogs are not allowed in any on-site accommodation.

Kondinin Caravan Park Occupancy

The following provisions apply in relation to the allowable occupancy tenure at the Shire run facility at Kondinin:

- The Chief Executive Officer is to have the authority to allow any stay longer than a month if established that any use longer than this is only temporary with the occupant required to be able to establish accommodation is available elsewhere after this time.
- The maximum allowable time that will be permitted unless extenuating circumstances can be proven (i.e. the need to finish a building project or similar) is limited to three months.
- No caravan is to be setup for the purpose of an onsite van to be separately rented out sub-let without the written approval of the Chief Executive Officer.
- Any permission to occupy any site at the caravan park for any length of time does not confer that tenancy rights are granted under the provisions of the Residential Tenancy Act or any Amendment thereto.

Booking and Cancellation for the Caravan Park and Chalets

Payments for bookings at the caravan park and chalets must be made 24 hours prior to stay. Bookings cancelled less than 24 hours prior to stay will be non-refundable up to 1 night's accommodation for that booking.

Bookings and payments made in person on the day do not apply to this policy.

Policy End

Swimming Pools FACS-002

Responsible Department	Assets
Policy Owner	Manager Planning and Assets
Resolution Number	2539
Resolution Date	17th June 2015
Old Policy Number	5.2.3 – 5.2.5 5.2.11
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	1.4 Recreational and social spaces encourage active and healthy lifestyles.
Guidelines	N/A
Next Review	

Objective

The purpose of this policy is to provide guidance for patronage and use of the Kondinin and Hyden Public Swimming Pools.

Scope

The policy applies to all users of the Kondinin and Hyden swimming pools.

Policy

School Use of Pools for Swimming Carnivals

When the Kondinin and Hyden Schools are given exclusive use of the Kondinin and Hyden Swimming Pools for school or interschool swimming sports, all persons participating or spectating will be allowed in free of charge. The pools should advertise this a minimum of two weeks prior to the event.

Kondinin and Hyden Swimming Club

Onlookers and officials at Swimming Club swims must pay normal entrance fee, if not the holder of a current season ticket.

Supervision of Children

- Children under 10 years of age who do not possess at least a stage 5 (Junior) swimming certificate will not be allowed entry to the pool unless under supervision of a person 16 years or older.

- Parents or guardians (including those persons described in the section above) should supervise their charges at all times.
- Signage or literature indicating the parental supervision policy of the pool is to be provided.
- Ratio of children to supervisor is 5 to 1

Closure

The Hyden and Kondinin Swimming Pools will be closed all day on Good Friday and Christmas Day and will open on New Years Day at the discretion of the Pool Manager.

Any closures of the pool shall be coordinated between the pool managers and the Chief Executive Officer and closing times have to be advertised locally.

The Pool Manager has the discretion to open the pool on extremely hot Mondays, being the Manager's day off, and have the discretion to close the Pool on days of inclement weather, the implications to be under constant review.

Early Morning Swimming

- Applications must be received from four or more swimmers of which all are season or monthly ticket holders.
- A person with Life Saving Bronze Medallion Certificate must be in attendance at all times.
- Hours are from 6.00am to 8.00am only.

No Smoking

In accordance with the Health (Smoking in Enclosed Public Place) Regulations 2003, smoking is prohibited at all times at both the Kondinin and Hyden swimming pools.

Policy End

Sporting Club and Amenities FACS-003

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	2539
Resolution Date	17 June 2015
Old Policy Number	5.3.0 – 5.3.2
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government

Guidelines	N/A
Next Review	

Objective

To provide guidance to staff members when considering projects with sporting clubs and amenities.

Scope

This policy applies to all staff of the Shire of Kondinin.

Policy

Capital Works Programs

All requests to improve existing facilities or construction of new facilities will be considered by Council on a 1/3 Council, 1/3 Organisations and 1/3 Government Grant Basis. All projects to be discussed fully by the appropriate Council Committee with the Organisation Committee before the application is submitted to Council for consideration. All Government Grants to be approved and the Organisations funds received by Council before an approved project shall commence. Council shall consider no capital works unless it is on the organisation's five-year plan and has the full support of the Sports Council.

Power – Sporting Clubs

Council to pay the first $6,000 for electricity charges at the Kondinin Country Club and the Karlgarin Club.

It is recommended that this Policy amount be reviewed at least every 5 years to allow for increases. Last Review was October 2023.

Policy End

Transport (TRANS)

Road Maintenance and Operations TRANS-001

Responsible Department	Works
Policy Owner	Manager of Work
Resolution Number	3947
Resolution Date	15 June 2022
Old Policy Number	6.1.0 – 6.1.5 6.1.10 10.1.2
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	2.2 Safe and efficient transport network enables economic growth.
Guidelines	N/A
Next Review	

Objective

The purpose of this policy is to provide guidance to officers on road maintenance and operations.

Scope

The policy applies to all road maintenance and operations.

Policy

Maintenance Grading

That Council's policy for maintenance grading is to cut rubbish out of water tables and drains. This rubbish is not to be brought back onto the road surface. Push gravel or stabilising material out of the road surface to remove potholes or corrugations, grade back and make sufficient crown on the formation for drainage into table drains, no ridges to be left between formation and the table drains.

Gravel Supplies – Road Reserves

Be it Council policy that where possible gravel for road building not be obtained from the road reserve. The private purchase of gravel is preferred over the creation of a new pit.

Roadside Memorials

Council has adopted the Main Roads Western Australia "Roadside Memorials Policy and Guidelines" Document No D10#252657 Issued 01/12/10 as its Roadside Memorials Policy.

Policy End

Motor Vehicle Replacement TRANS-002

Responsible Department	Works
Policy Owner	Manager of Work
Resolution Number	3947
Resolution Date	15th June 2022
Old Policy Number	6.1.16
Register of Delegations	1.3.2 Financial Management Systems and Procedures
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

The purpose of this policy is to provide guidance to officers on replacement of the Shire's motor vehicle fleet.

Scope

The policy applies to all officers undertaking purchasing delegation.

Policy

With regard to vehicles that are not subject to the provisions of Section 3.57 of the Local Government Act 1995, the CEO from time to time may obtain quotations for their purchase and replacement. Upon receipt of these quotations, the CEO is authorised to purchase vehicles as per the Purchasing Policy.

Policy End

Property Crossovers & Rural Gateways TRANS-003

Responsible Department	Works
Policy Owner	Manager of Work
Resolution Number	3785
Resolution Date	21 July 2021
Old Policy Number	6.1.6 – 6.1.8
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

The purpose of this policy is to provide guidance to officers on construction and responsibilities for property crossovers and rural gateways.

Scope

The policy applies to all officers and residence requesting work in regards to crossovers and rural gateways.

Policy

Townsite Crossover

That Council allows one crossover per lot, as per Council specifications at 50% of cost to ratepayers. Additional costs involved in wider crossovers or additional crossovers to be paid in full by the ratepayer.

Footpath Replacement/Upgrade.

In areas where a footpath is replaced or upgraded (i.e. from asphalt to concrete), if a crossover has previously been installed, then the owner can request replacement of the crossover to the new material. This will be done as per Council specifications at 50% cost to the ratepayer following the same process as an initial install. Additional costs involved in wider crossovers or additional crossovers to be paid in full by the ratepayer.

If the Owner is not willing to contribute to a new crossover, then the Shire will attempt to minimise the impact of the new footpath by providing gravel for vehicles to transition between the existing crossover and the new footpath.

Rural Crossover

Council is to provide one free 8 metre culverted crossover and thereafter all crossovers to be paid in full by the Land Owner.

Rural Gateways

Grader Operators are to leave reasonable access to all property gateways.

Policy End

Gravel Supplies – Private Property TRANS-004

Responsible Department	Works
Policy Owner	Manager of Work
Resolution Number	2539
Resolution Date	17th June 2015
Old Policy Number	6.1.9
Register of Delegations	1.3.2 Financial Management Systems and Procedures
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

The purpose of this policy is to provide guidance to officers when purchasing gravel from private property.

Scope

The policy applies to all officers purchasing gravel from private property.

Policy

The following procedure will apply when Council proposes to remove gravel from private properties.

1. The Manager of Works is to approach the landowner at least 30 days prior to the time when works are due to commence to advise the landowner of Council's intention to

remove gravel, by way of a letter of intention, to negotiate compensation, to enable the landowner to make any domestic arrangements in relation to stock etc.

2. A gravel procurement agreement is to be signed with the farmer setting out the compensation and the rehabilitation works to be done.
3. All gravel pits opened on private property are to be reclaimed as soon as possible, unless firm arrangements are made with the landowner for not reclaiming.
4. All care is to be taken to ensure that the least amount of inconvenience is caused to the landowners as possible.

Policy End

Private Works TRANS-005

Responsible Department	Works
Policy Owner	Manager of Work
Resolution Number	3947
Resolution Date	15th June 2022
Old Policy Number	9.1.0-9.1.1
Register of Delegations	1.3.2 Financial Management Systems and Procedures
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

The purpose of this policy is to provide guidance to officers when entering into agreements to undertake private works

Scope

The policy applies to all officers who undertake private works.

Policy

Private Works Authorisation Forms

1. Whenever private works are carried out the client must sign a private works authorisation form. Private Works are carried out on the following conditions:
   The client is responsible for marking out and supervising the work.
2. The Shire of Kondinin is not responsible for damage to property, foundations, cables, etc., caused when working within the client's instructions.
3. The Shire of Kondinin is not responsible for any expense whatsoever incurred through breakdown or delay.
4. The times of work and travelling shown are correct and chargeable.

Grade Hire – Soil Conservation Committee

Any grader work carried out for the Soil Conservation Committee is to be done at the to cover costs and administration.

Policy End

School Bus Stops TRANS-006

Responsible Department	Works
Policy Owner	Manager of Work
Resolution Number	2539
Resolution Date	17th June 2015
Old Policy Number	6.1.4, 6.1.22
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

The purpose of this policy is to provide guidance to employees when receiving requests for school bus stop signs

Scope

The policy applies to all depot employees.

Policy

School Bus Stop Signs

Council has resolved that all requests for School Bus Stop Signs will be acceded to, provided that the requester is prepared to pay for the cost of the Signs. Council will meet the cost of erection.

School Bus Stop Signs - Removal

Signs are to be removed once it has been established that they are no longer required.

Policy End

Drainage and Interceptor Banks TRANS-007

Responsible Department	Works
Policy Owner	Manager of Work
Resolution Number	2539
Resolution Date	17th June 2015
Old Policy Number	6.1.15
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	3.1 Maintain a high standard of environmental health and waste services.
Guidelines	N/A
Next Review	

Objective

To allow storm water from properties in town sites within the Shire of Kondinin to be disposed of into Council's roadside drainage.

Scope

The policy applies to Shire of Kondinin Management staff.

Policy

Council policy is that where contour banks are constructed and no previous problem existed, then either culvert installation or alternative roadway alterations be carried out at the landowner's expense.

Property owners within the town sites of Kondinin, Karlgarin and Hyden shall be permitted to drain storm water from their properties into the main roadside drainage system.

Permission to dispose of storm water into Council's roadside drainage system must be provided by the Manager of Works.

Policy End

Wave Rock Precinct NRM-001

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	2539
Resolution Date	17th June 2015
Old Policy Number	8.1.10-8.1.11
Register of Delegations	1.3.2 Financial Management Systems and Procedures
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

The purpose of this policy is to encourage the care and protection of the Wave Rock Precinct Scope

Scope

The policy applies to all employees within the Shire.

Policy

Wave Rock Precinct

That it is Council policy not to allow the area between the Dam wall, Hippo's Yawn and the road or associated tourist areas to be utilised for abseiling and orienteering activities. Further that all

organisations be advised that Wave Rock is vested in the Water Corporation and therefore, their permission is required to use any other area of Hyden Rock.

Wave Rock Depreciation

That it is Council Policy that the Depreciation allocation for Expense Account No. 1132600 is be transferred to the Tourism Development Reserve as a cash amount.

Policy End

Personnel (STAFF)

Community Services Leave STAFF-001

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	3652
Resolution Date	16th September 2020
Old Policy Number	1.1.18
Register of Delegations	N/A
Relevant Legislation	Fair Work Act 2009 Defence Reserve Service (Protection) Act 2001
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

To enable employees to engage in Community Services and provide them with access to a reasonable amount of additional leave for the purpose of performing those functions when required.

Scope

The policy applies to all employees within the Shire.

Policy

Employees seeking to participate in volunteer emergency service organisations or defence reservists under this policy must provide certification or documentation that they have become members of a recognised volunteer service organisation or reservist. This record will be placed on the employee's personnel file and recorded electronically within payroll records.

Employees requiring access to Community Services Leave are to provide as much notice as reasonably practicable to the Shire of Kondinin.

Jury duty

- Jury Duty is a legal responsibility shared between all members of the community. Any employee who has been summoned to Jury Duty should advise their Manager as soon as reasonably practicable.
- It is the employee's responsibility to keep their Manager informed of the expected period of time they will be absent from work.
- Employees will continue to receive full pay for any periods of Jury Duty. The employee is required to provide evidence of attendance at Jury Duty to receive full pay, this includes attendance for the Jury selection process and attendance should the employee be selected on a Jury.

Volunteer emergency management activities

- The Shire of Kondinin recognises and supports the participation of employees in volunteer emergency organisations such as the Volunteer Bush Fire Brigade and St John Ambulance as a positive and a vital role to the community.
- Paid leave of up to 38 hours per calendar year will be granted to employees who are members of an approved volunteer emergency service organisation (such as Volunteer Bush Fire Brigade and St John Ambulance) for the purpose of participating in training or service, at the discretion of the Chief Executive Officer, or Manager of the employee. This leave will be in addition to all other leave entitlements.
- Service or training in excess of 38 hours per calendar year is subject to the approval of the Chief Executive Officer and is conditional upon the likely disruption to the employee's work.
- Paid leave granted under this Policy will be treated as continuous service for the purposes of calculating annual leave, long service leave, personal leave or any other entitlements. Unpaid leave will be treated as leave without pay.
- Employees requiring access to leave to perform volunteer emergency services require the approval of the Chief Executive Officer or Manager of the employee.
- Employees granted paid leave under this Policy shall be paid for time absent from duty up to the total of ordinary time usually worked in that day or period during the emergency, but not including time in excess of ordinary working hours, weekends or public holidays.

Defence Reservist

- The Shire of Kondinin recognises that the Australian Defence Reserves continue to be an important part of our national defence strategy and that support to Defence Reserves is essential to their continued effectiveness.

- This Policy applies to all employees who are Reservists and undertake training and/or service with the Australian Defence Forces.
- At the discretion of the Chief Executive Officer, paid leave or top-up pay may be granted to employees who are members of the Defence Forces Reserves for the purpose of participating in training or other defence service. This leave will be in addition to the use of annual leave or long service leave entitlements. Any other periods of leave for defence service shall be unpaid leave.
- Paid leave granted under this Policy will be treated as continuous service for the purposes of calculating annual leave, long service leave, personal leave or any other entitlements. Unpaid leave will be treated as leave without pay.

Policy End

Superannuation Contributions STAFF-002

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	2539
Resolution Date	17th June 2015
Old Policy Number	1.4.9
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995 Superannuation Guarantee Administration Act 1992 Superannuation Guarantee Charge Act 1992
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

To enable employees to engage in Community Services and provide them with access to a reasonable amount of additional leave for the purpose of performing those functions when required.

Scope

This policy applies to all employees at the Shire.

Policy

- Upon engagement, the Shire of Kondinin shall notify the Employee that they shall have freedom of choice over the complying fund that their superannuation contributions are paid into. The parties shall be bound by the Employee's choice and an Employer shall not unreasonably refuse an Employee's choice of fund.
- Should a fund not be nominated by the employee, the default fund shall be the WA Super Fund (previously known as the WA Local Government Superannuation Plan)
- Matching payments made by the Employer in excess of the amount prescribed in Superannuation Guarantee Administration Act 1992 and the Superannuation Guarantee Charge Act 1992 (as varied from time to time) of up to 3% will be contingent upon the Employee making their own contributions of up to 3%. After 4 years of service Council will contribute 4% with the employee making a contribution of 4% or higher. After 10 years of service Council will contribute 5% with the employee making a contribution of 5% or higher.

Tenure	Council	Employee
1-4 years	3%	3%
5-9 years	4%	4% or higher
10 years onwards	5%	5% or higher

- At the request of the Employee, the Employer may from time to time vary the amount of the Employee's contribution towards superannuation by way of Salary/Wages Sacrifice or by Salary/Wages Deduction and any variation will result in a lower corresponding employer component being paid.

Policy End

Gratuity Payments and Farewell Gifts to Employees STAFF-003

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	3933
Resolution Date	18 May 2022
Old Policy Number	STAFF-003
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996
Link to Strategic Plan	4.2 We are a compliant and resourced Local Government
Guidelines	N/A
Next Review	

Objective

To provide guidance on gratuities made to employees who retire, resign or are made redundant from full-time or permanent part-time employment as a token of appreciation for their commitment and service to the Shire of Kondinin.

This policy outlines the circumstances in which gratuity payments may be made to an employee. This policy should be read in conjunction with section 5.50 of the Local Government Act 1995 and regulation 19a of the Local Government Administration Regulations 1996.

Scope

This policy applies to all employees at the Shire.

Policy

Eligibility for Gratuity Payments

An employee may be entitled to a gratuity payment as outlined within this policy at the discretion of the CEO, when an employee's services cease with the Shire of Kondinin after a period of continuous employment for any of the following reasons:

- Resignation (not as a result of any performance management or investigation being conducted by Local Government);
- Retirement; or
- Redundancy (An employee who has been dismissed by the Shire of Kondinin for any other reason than redundancy will not be eligible for any Gratuity Payment.)

Prescribed Amounts for Gratuity Payments

In accordance with Section 5.50 (1) of the Local Government Act 1995 the Shire of Kondinin authorises a gratuity payment or gift to an employee who after continuous employment with the Shire ceases employment, retires or resigns. The maximum value of the gift or gratuity will correlate to the length of continuous employment by the employee with the Shire as follows:

5 – 10 years $800	10 – 15 years $2,000
15 – 20 years $3,000	20 years plus $4,000

The Chief Executive Officer may elect to confer a farewell gift up to the value of $60 for each year of service to an employee with more than 2 years and less than 5 years continuous service who has displayed exceptional performance, initiative or commitment to the Shire.

Determining Continuous Service

Continuous service includes –

- Any period of absence from duty on approved annual leave, long service leave, paid compassionate leave, paid personal/carer's leave and public holidays.
- Any period of absence that has been supported by an approved worker's compensation claim up to a maximum of 1 year.

For the purpose of this policy, unless otherwise determined by Council resolution, continuous service does not include –

- Any period of unauthorised absence from duty
- Any period of unpaid leave unless the Shire determines otherwise.

_____Policy End_____

Appendix A

SHIRE OF KONDININ
EMPLOYEE CONFIDENTIALITY UNDERTAKING

I (Print name) _____

DECLARE that **I am / am not** (cross out the option that does not apply) 18 years of age or older.

IN CONSIDERATION of being provided with and or given access to confidential information from the SHIRE OF KONDININ or the like ("the Confidential Information") and unless ordered otherwise to so do by a competent court:

AGREE AND HEREBY UNDERTAKE as follows:

1. That I shall not divulge or communicate any of the Confidential Information to any other person, including any identification number or password that enables me to obtain access to the Shire of Kondinin Database.

2. That I shall not use the Confidential Information for any purpose other than the purpose for which the Confidential Information was given or released to me and I acknowledge that the Confidential Information and or any documents created and information imparted are created and imparted in circumstances to which privacy obligations are imposed.

3. That I shall at all times comply with the processes for ensuring security for storage of or access to the Confidential Information.

4. That I understand and agree that divulging Confidential Information may result in legal action against the Shire of Kondinin and/or myself and I accept legal responsibility.

5. That I shall indemnify the Shire of Kondinin from and against all losses, claims, or proceedings arising out of any negligent or other wrongful act, omission or breach by me in connection with undertaking.

6. That this undertaking shall survive the termination or expiry of my employment with or engagement by my employer (whether directly or indirectly) and inure for the benefit of my (then)

employer and or the Shire of Kondinin and is binding upon me, my executors, administrators and others in interest.

7. That I give this undertaking on the condition that no claim for damages or compensation shall be made against me in respect of any breach of this undertaking save and except where the breach is knowing or deliberate.

GIVEN by me (signature) _____

In the presence of (signature of witness)_____

at (place and date of signature) _____

_____Policy End_____

Staff Housing STAFF-004

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	3947
Resolution Date	15th June 2022
Old Policy Number	4.1.1 – 4.1.5
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	4.2 We are a compliant and resources Local Government.
Guidelines	N/A
Next Review	

Objective

To provide clear expectations of employees occupying housing provided by the Shire as part of their employment agreement.

Scope

This policy applies to all employees who are provided housing as part of their employment agreement.

Policy

Tenancy Agreement

All Tenants are required to sign Council's Tenancy Agreement prior to occupying a Council owned house.

Standard of Gardens

All tenants in Shire Houses are expected to maintain a satisfactory standard of garden and if this standard is not kept to a satisfactory level, the Chief Executive Officer is required to discuss the matter with the tenant.

Annual Inspection of Council houses

That an annual inspection of all Council Houses be carried out in Feb-May to ascertain the housing maintenance items that should be included in the next budget.

Building Alterations

That all tenants be advised that Council permission is required prior to any structural alterations being made to Shire Houses.

Water Consumption

Council will bear the cost of Water Rates and Water Consumption (to 600Kls) on all Council residential properties occupied by a Shire employee, providing that the gardens are maintained to a satisfactory level.

Rent Fees

Rent Fees for staff housing will be addressed through the Fees and Charges section of the Budget adoption process and reviewed annually.

Rent will be established for the various categories of houses.

It should be noted that due to current practices with housing, the style of house does not indicate the position of the occupant of the house as staff been given which ever house was available at the time.

Housing Classification

House will be separated into 4 categories of style of housing pending on age, construction material, size of house, carport/garage or other factors which may be warranted.

General classification of housing level are:

Housing Classification	General conditions	Houses in category
Housing Level 1	Housing under 30 years construction brick construction (normally), 4x2 or 3x2, double/single garage, possible office.	***Kondinin*** *- 94 Graham Street, 43 Repacholi Parade, 6 Hinck Street.* ***Hyden*** *– 37 Radbourne Drive.*
Housing Level 2	Houses under 30 years, brick construction (normally), 4x2 or 3x2 with carport.	***Kondinin -*** *41 Repacholi Parade, 84 Graham Street, 30 Repacholi Parade, 76 Graham Street.*
Housing Level 3	Houses generally over 30 years construction or constructed from materials other than brick, 4x2 or 3x2	***Kondinin-*** *21 Young Avenue, 11 Young Avenue, 76 Graham Street.* ***Hyden -****2 Hynes Street 37 Smith-Loop.*
Housing Level 4	Houses over 50 years on construction, or other materials, 3x1 or 2x1**.**	***Kondinin-*** *4 Wignell Street, 46 Graham Street, and 51 Jones Street.*

Staff rebate/rent reduction

The maximum rent reduction for staff housing is $70 per week for all houses unless included in renumeration package. This allowance in only available for one (1) member per household. Subsidy is pro-rata based for casual/part time staff.

In order to ensure that all staff receive a similar reward (reduced rent is considered a reward for services) staff who own and inhabit their own homes will be entitled to a Housing Allowance of $70 to reduce the rent paid by staff in shire housing. This allowance is only available for one (1) staff member per household. Subsidy is to be pro-rata based for casual/part time staff.

The current Shire of Kondinin Enterprise Bargain Agreement (EBA - currently negotiated for outside staff) has an allowance of $50 per week for households. This requirement may be removed from future Agreements in favour of this Policy.

MANAGERS REMUNERATION PACKAGE INCENTIVES:

To the discretion of the Chief Executive Officer, rental for "Manager" position housing can be included as part of the Managers Remunerations Package as negotiated. This includes the positions of Manager of Corporate Services, Manager of Planning and Assets, Manager of Works.

CEO REMUNERATION PACKAGE INCENTIVES:

To the discretion of Council, the rental for the Chief Executive Officers housing can be included as part of the Remuneration Package as is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7A.

NOTE: Some staff may have current employment contracts or conditions that are outside this current policy. As contracts are renewed or staff leave, all employment conditions will be brought into line with this policy.

Policy End

Drugs and Alcohol in the Workplace STAFF-005

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	1472
Resolution Date	16th February 2011
Old Policy Number	1.4.14
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	4.2 We are a compliant and resources Local Government.

Guidelines	N/A
Next Review	

Objective

To provide clear direction of employee's use of drugs and alcohol in the workplace. **Scope**

This policy applies to all employees of the Shire.

Policy

AN ALCOHOL READING OF 0.00 IS REQUIRED ON ALL COUNCIL PROJECTS

The use of drugs and alcohol in the workplace – including Council premises, parks, reserves, vehicles, plant or any other Council building or physical asset – is prohibited.

Persons suspected of being under the influence of alcohol or drugs may be requested to provide a blood or urine sample

The Chief Executive Officer may waive this requirement when circumstances warrant – for example, when Council sponsors a social event, such as an official farewell or a Christmas Party.

The focus of this policy is drug and alcohol use that affects the work performance of the individual. This policy is directed towards maintaining a satisfactory level of employee safety, health and work performance.

Policy End

Employer Unions – Authority to Act STAFF-006

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	3947
Resolution Date	15 June 2022
Old Policy Number	1.4.1
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	4.2 We are a compliant and resources Local Government.
Guidelines	N/A
Next Review	

Objective

To provide authorisation for the Chief Executive Officer to act on behalf of Council with the employer unions.

Scope

This policy applies to the Chief Executive Officer in respect to the Employer Unions.

Policy

The Chief Executive Officer is authorised to sign the Employees Unions Warrant to appear "on behalf of Council on all matters relating to Award Variation".

Policy End

Staff Uniform Allowance STAFF-007

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	2539
Resolution Date	17th June 2015
Old Policy Number	1.4.11
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	4.2 We are a compliant and resources Local Government.

Guidelines	N/A
Next Review	

Objective

To provide employees with a uniform allowance to ensure a professional dress standard is maintained.

Scope

This policy applies to all inside staff.

Policy

The Shire of Kondinin shall supply uniforms for all staff as per the following:

- Outside Staff - as per the current Workplace Agreement
- Inside Staff – Full Time – up to $500
- Inside Staff – Part Time – up to $300

Policy End

Employee Use of Plant & Equipment STAFF-008

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	3947
Resolution Date	15th June 2022
Old Policy Number	1.4.10
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	4.2 We are a compliant and resources Local Government.

Guidelines	N/A
Next Review	

Objective

To provide guidance for employees when using Shire owned plant and equipment.

Scope

This policy applies to all employees.

Policy

Employees may use the shire plant after hours free of charge, only with the express written approval of the Chief Executive Officer or Manager of Works. This approval will be allowed or disallowed depending on the nature of the work to be carried out.

Approval will only be granted for private use by the Employee. At no time will the employee charge a fee or make any profit by way of barter or exchange from the use of Shire owned plant or equipment.

Policy End

Occupational Safety and Health (OSH) STAFF-009

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	2846
Resolution Date	21st December 2016
Old Policy Number	10.1.4
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995 Work Health and Safety Act 2020
Link to Strategic Plan	4.2 We are a compliant and resources Local Government.

Guidelines	N/A
Next Review	

Objective

To provide clear expectations of employees in relation to health and safety of workers and workplaces.

Scope

This policy applies to all employees and contractors.

Policy

The Shire of Kondinin is committed to providing a safe and healthy workplace for all employees, contractors and visitors. This means that we aim to avoid or eliminate the causes, which lead to:

- Accidents, Injury or sickness of employees, contractors or visitors.
- Damage and downtime of Shire plant, equipment and of Shire or public infrastructure.
- Unsafe or poor-quality products and environmental damage.

In order to fulfil our aim, we are committed to:

- Leading by example.
- Providing a safe and healthy working environment for all our Employees, Contractors and Visitors.
- Implement safe systems of work and maintain plant and equipment to a safe standard where associated hazards are identified, assessed and controlled.
- Taking action to eliminate, control or reduce to an acceptable level, hazards to which Employees, Contractors and Visitors may be exposed.
- Providing Information and training on matters relating to Safety together with a high standard of supervision
- Implement ongoing processes to prevent accidents including performing work place inspections, hazard/near miss reporting.
- Fostering cooperation and consultation with Employees, their representatives (where required) and Contractors through Daily Pre Start Safety Committee meetings, Toolbox Meetings, Management Safety Committee Meetings.
- Recorded/update the Action Register, make available and reported back to the entire organisation outcomes of all meetings/reports
- Provide Appropriate Personal Protective Equipment (PPE) to protect all employees and Visitors.
- Protect members of the public, customers and the environment from potential adverse effects which may be associated with our activities or the use of our products
- Conform with the requirements of Legislation and Statutory authorities
- Conduct annual audits of the Shire OSH Management System and implement agreed outcomes to continually improve current systems of work

Policy End

Equal Employment Opportunity and Harassment STAFF-010

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

Objective

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

Scope

This policy applies to all managers and employees.

Policy

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

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

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

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

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

Definitions

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

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

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

Procedure

It is the responsibility of all staff to ensure that proper standards of conduct as contained in the Local Governments Code of Conduct are upheld in the workplace. Management and staff in supervisory positions shall ensure that the work environment is free from all forms of harassment and discrimination.
Allegations of discrimination or harassment may be discussed or assistance sought from the Human Resources Department or the Chief Executive Officer.

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

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

Equal Employment Opportunity

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

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

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

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

Council's Obligations

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

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

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

Responsibilities

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

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

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

- The maintenance of equal opportunity statistics;

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

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

Managers and Supervisors are responsible for:

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

All employees of Council are responsible for:

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

Approach

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

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

Purpose

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

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

Policy End

Electronic Mail (E-mail) Use STAFF-011

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	
Resolution Date	
Old Policy Number	
Register of Delegations	N/A
Relevant Legislation	
Link to Strategic Plan	4.2 Manage the organisation in a responsible and accountable manner
Guidelines	N/A
Next Review	

Objective

1. To make all employees aware of the Shire of Kondinin's e-mail policy.

2.To ensure that the Shire's investment in computer hardware, software and services is used in the most productive manner to the greatest possible benefit of the Shire.

3. To ensure that all Shire's business emails are preserved and shared as corporate knowledge.

Scope

This policy applies to all managers and employees.

Policy

The use of electronic mail as a medium for communication continues to grow in importance. There is a legal responsibility upon any business organisation to inform its employees of the guidelines for using this communication tool.

This document details the e-mail (electronic mail) policy for the Shire of Kondinin. It sets out guidelines for e-mail usage by all Shire employees and elected representatives. It identifies those areas where common sense is required (e.g., personal e-mails in the case of a family emergency), as well as those areas where there is no leeway, 9e.g. racist or sexually explicit).

Overview

The Shire of Kondinin's e-mail system is a corporate resource and is to be used for corporate business as vehicle for business-to-business and business-to customer transactions. It should be viewed in a similar manner to the Shire's telephone system in that personal usage should be kept to an absolute minimum. For example, if all exchange lines were used for personal business, the Shire would not be able to function. The following policies are to ensure that the Shire's e-mail system is used almost exclusively for the Shire of Kondinin business. To this end, all e-mails sent or received by a Shire employees are the property of the Shire. There is no concept in the Shire of Kondinin e-mail system of 'personal' e-mails.

1. All e-mails sent or received via the Shire of Kondinin e-mail system is the property of the Shire of Kondinin.
2. Employees may give their shire of Kondinin e-mail address to people and organisations that are business partners of the Shire.
3. Employees should be careful about distributing their Shire of Kondinin e-ail address to friends, relatives or personal associates.
4. All employees must ensure that the latest update of the Shire's anti- virus software is running on their PC. No attachment can be opened unless the latest version is installed and operational.
5. The transmission and receipt of personal e-mail messages should be kept to minimum. This is especially the case with attachments that can congest the network.
6. No employee may send or distribute e-mail containing expletives or inappropriate material (racist, slanderous, sexually explicit, etc).

7. No employee may send or distribute e-mail containing derogatory, inflammatory, racially offensive, discriminatory or libellous information about any other person or organisation.
8. No Shire employee may conduct business (whether personal or professional) via the Shire's e-mail system other than legitimate Shire of Kondinin business.
9. Any Shire of Kondinin employee receiving questionable material (as described in conditions 6 and 7) should immediately delete all such material and all local copies.
10. Employees' personal equipment (smartphones, tablets) are not to receive Shire emails unless authorised by the CEO.

Monitoring emails

The Shire reserves the right to monitor all e-mails messages. Therefore, there is an expectation that the Shire's employees will act professionally and use its electronic resources responsibly.

Consequences of Abuse of the Policy

Any Shire of Kondinin employee found to be acting in contravention of the above policies will be warned by the appropriate manager and asked not to re-offend. Employees who continue to disregard the above polices may face dismissal if the offence is considered to be of a serious nature. Note that any offence associated with inappropriate (condition 6) or libellous behaviour (condition 7) will be automatically classified as being of a serious nature and may result in immediate dismissal.

Policy End

Internet and WIF/LAN use STAFF-012

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	
Resolution Date	
Old Policy Number	10.1.5
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995

Link to Strategic Plan	4.2 Manage the organisation in a responsible and accountable manner
Guidelines	N/A
Next Review	

Objective

To provide guidance for employees for Internet or WIFI/LAN use

1. To make all employees aware of the Shire of Kondinin's policy on INTERNET, WIFI and LAN usage.
2. To ensure that the Shire's Investment in computer networks and services is sued in the most productive manner to the greatest possible benefit of the Shire. **Scope**

This policy applies to all employees.

Policy

All IT Equipment including PCs Laptop's, Tablets and Smart Phones within the Shire of Kondinin network can access the Internet Wi-Fi (Wireless Connection) LAN (Local area Connection). There is a legal responsibility upon any business organisation to inform its employees on the on the guidelines for using this information and communication tool including software.

The document details the Internet usage policy for the Shire of Kondinin. It sets out the conditions of use to be followed by all Shire employees. It clearly identifies those areas where common sense is required (e.g., personal usage at lunchtime or after hours), as well those areas where there is no leeway, (e.g. inappropriate use such as racist or sexually explicit material).

Overview

The Shire of Kondinin's Internet connection is a corporate resource and is to be used primarily for corporate business. It should be viewed in a similar manner to the Shire's e-mail system in that

personal usage should be kept to an absolute minimum. The following conditions of use are to ensure that the Shire's Internet connection is used almost exclusively for Shire of Kondinin's business.

Monitoring Internet Traffic

The Shire of Kondinin reserves the right to monitor and record all Internet traffic. Therefore, no employee should have any expectation of privacy as to his or her Internet usage. There is an expectation that the Shire employees will act professionally and use its electronic resources responsibly.

Conditions of Use

All Shire of Kondinin policies relating to employee conduct apply to Internet, WIFI and LAN usage. This includes especially (but not exclusively) those that deal with intellectual property protection, privacy, sexual or racial harassment, information security and confidentiality.

These are detailed in the following conditions.

- 1.1. Any software or files downloaded via the Internet into the Shire network become the property of the Shire. No employee may use Shire facilities to download or distribute pirated software or data.
- 1.2. All employees will accept that there is no expectation of privacy with Internet usage. Management reserves the right to monitor and record each World Wide Web site visit, each chat or newsgroup message and each file transfer.
- 1.3. The display or distribution of any sexually explicit or racially discriminatory information is a violation of the Shire policies. Any such illegal activity is grounds for immediate dismissal. o 1.4. Any file that is downloaded must be scanned for viruses before it is run or accessed.
- 1.5. The Internet is not a secure communications medium. Any employee who obtains from the Shire a password or ID for an Internet resource must keep that password confidential. Similarly, any files containing sensitive Shire of Kondinin data that are transferred in any way must be encrypted.
- 1.6. Files retained in the Shire of Kondinin server are the property of the Shire of Kondinin and may be monitored and viewed.
- 1.7. No employee's private equipment is to be connected to the Shire of Kondinin WIFI or LAN services.

2. Employees may use the Internet for minimal non-business research or browsing during lunchtime or after hours provided all other conditions are followed. **This is not for downloading large files or viewing large visual files unless approved by the CEO or Manager.**

Consequences of Abuse of this Policy

Any Shire of Kondinin employee found to be acting in contravention of this policy will be warned or be limited to restricted access and asked not to re-offend by the appropriate manager or in serious matters, dismissed immediately. Employees who continue to disregard the policy may face dismissal if the offence is considered to be of a serious nature. (NB: any offence associated with inappropriate material such as racist, sexually explicit or libellous behaviour will be automatically classified as being of a serious nature).

Policy End

Software on Administration Systems STAFF-013

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	
Resolution Date	
Old Policy Number	N/A
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995
Link to Strategic Plan	4.2 Manage the organisation in a responsible and accountable manner
Guidelines	N/A
Next Review	

Objective

To provide guidance for employees for email use

1. To make all employees aware of the Shire of Kondinin's policy on software used in administration systems.
2. To ensure that the Shire's investment in computer networks and services is used in the most productive manner to the greatest possible benefit of the shire.

Scope

This policy applies to all employees.

All IT Equipment including PCs Laptop's, Tablets and Smart Phones within the Shire of Kondinin network can access the Internet Wi-Fi (Wireless Connection) LAN (Local area Connection). There is a legal responsibility upon any business organisation to inform its employees on the on the guidelines for using this information and communication tool including software.

This document details the Software Installation Policy for the Shire of Kondinin. It sets out the conditions of use to be followed by all Shire employees. It clearly identifies what items can be installed on systems and how this is to be done.

Overview

The Shire of Kondinin's computer systems including PC's laptops, mobile phones and other electronic devices are a corporate resource and is to be used primarily for corporate business.

It should be viewed in a similar manner to the Shire's e-mail and internet system in that personal usage should be kept to an absolute minimum.

Installation of Software

The Shire of Kondinin uses the Microsoft Office suite of products for general use for email, documents and spreadsheet functions. This includes:

Outlook Word Excel Publisher Teams Edge OneNote

The Shire of Kondinin also uses **SynergySoft** as the main accounting package for our financial needs.

Other software used for various functions includes:

Zoom

RAMM (Road Management System)

Trend Micro - Security/Anti-virus

Staff may need to have specific software for various functions. This is to be approved by the CEO or Manager before installation.

Installation of software is to be completed by the current computer services provider (PCS) to ensure:

only valid software is used

software does not contain any viruses or malicious software any

licence requirements are met

Consequences of Abuse of this Policy

Any Shire of Kondinin employee found to be acting in contravention of this policy will be warned or be limited to restricted access and asked not to re-offend by the appropriate manager or in serious matters (security risk), dismissed immediately. Employees who continue to disregard the policy may face dismissal if the offence is considered to be of a serious nature and a security risk for the Shire.

Policy End

Responsible Department	Chief Executive Officer
Policy Owner	Chief Executive Officer
Resolution Number	
Resolution Date	
Old Policy Number	N/A
Register of Delegations	N/A
Relevant Legislation	Local Government Act 1995 – Section 5.37
Link to Strategic Plan	4.2 Manage the organisation in a responsible and accountable manner
Guidelines	N/A
Next Review	

Objective

To designate Senior Employees as per Section 5.37 of the Local Government Act 1995.

Scope

This policy applies to senior employees.

Policy

For the requirements of Section 5.37 of the Local Government Act 1995, the following position are to be designated as Senior Officers:

Chief Executive Officer

Manager of Corporate Services

Manager of Works and Services

Manager of Planning and Assets

Overview

The designation of Senior Officers requires compliance with the Local Government Act 1995 and associated Regulations

Local Government Act 1995

5.37. Senior employees

(1) A local government may designate employees or persons belonging to a class of employee to be senior employees.

(2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.

(3) Unless subsection (4A) applies, if the position of a senior employee of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.

(4A) Subsection (3) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.

(4) For the avoidance of doubt, subsection (3) does not impose a requirement to advertise a position where a contract referred to in section 5.39 is renewed.

[Section 5.37 amended: No. 49 of 2004 s. 45 and 46(4); No. 17 of 2009 s. 22.]

Local Government (Administration) Regulations 1996 18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))

(1) If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government must give Statewide public notice of the position unless it is proposed that the position be filled by —

(a) a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or (b) a person who will be acting in the position for a term not exceeding one year.

(2) The Statewide public notice must contain —

(a) the details of the remuneration and benefits offered; and

(b) details of the place where applications for the position are to be submitted; and

(c) the date and time for the closing of applications for the position; and

(d) the duration of the proposed contract; and

(da) a website address where the job description form for the position can be accessed; and

(e) contact details for a person who can provide further information about the position; and

(f) any other information that the local government considers is relevant.

[Regulation 18A inserted: Gazette 31 Mar 2005 p. 1037-8; amended: Gazette 19 Aug 2005 p. 3872; 3 May 2011 p. 1594; SL 2021/14 r. 4.]

18B. Contracts of CEOs and senior employees, content of (Act s. 5.39(3)(c))

For the purposes of section 5.39(3)(c), a contract governing the employment of a person who is a

CEO, or a senior employee, of a local government is to provide for a maximum amount of money (or a method of calculating such an amount) to which the person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of —

(a) the value of one year's remuneration under the contract; or

(b) the value of the remuneration that the person would have been entitled to had the contract not been terminated.

[Regulation 18B inserted: Gazette 13 May 2005 p. 2086.]

Policy End

Goal One

Goal: Council will work to actively raise the level of awareness of Equal Opportunity and Diversity principles and practices within Council.

Objective	Strategy	Performance Measure	Responsible Officer	Timeframe
Dissemination of Information which addresses Equal Opportunity and Diversity issues	Place information on staff notices boards	Audits of material on noticeboards, memos distributed and minutes of staff meetings	Chief Executive Officer	Ongoing
	Internal circulation			Ongoing
	Discussion at staff meetings			Ongoing
All staff and councillors are aware of their responsibility for Equal Opportunity and Diversity issues	Provide training and/or information sessions to all staff	Training completed within time frame		
	Include Equal Opportunity and Diversity information during induction of new employees	Equal opportunity and diversity included in induction checklist		Include in induction checklist by all new employees

Reviewed: May 2025

All staff and councillors are aware of their responsibility for Equal Opportunity and Diversity issues	Provide training and/or information sessions to all staff Include Equal Opportunity and Diversity information during induction of new employees	Training completed within time frame Equal opportunity and diversity included in induction checklist	Chief Executive Officer	Ongoing Include in induction checklist by all new employees

Goal Two

Goal: Council will actively promote an environment for all staff that is free of discrimination and harassment.

Objective	Strategy	Performance Measure	Responsible Officer	Time Frame

All Council policies and practices support the application of Equal Opportunity and Diversity principles	Selection criteria to include an item on Equal Opportunity and Diversity Review of Council policies	Audit of position descriptions Council policies reviewed and recommendations made if required	Chief Executive Officer	Ongoing Review completed by July of each year

All staff have access to equity procedures	Implement an issue handling policy Nominate an Equity Officer	Equity policy implemented Equity Officer nominated in policy	Chief Executive Officer	Ongoing Ongoing

Employment of staff to be fair and equitable	Review Selection and Recruitment Manual	Audit of manual to ensure it incorporates the principles fairness and equity, and reflects current legislative requirements	Chief Executive Officer	Annually
	Provide information to interview panel members at commencement of process	Chief Executive Officer to ensure that panel members are informed, and all Equal Opportunity and Diversity procedures are followed during the employment process	Chief Executive Officer	Ongoing
Staff have access to information about their rights, responsibilities and their legislative obligations to ensure that no discriminatory practices develop or are promoted	Information on Equal Opportunity and Diversity issues is readily available to all staff	Training provided to all staff on equal opportunity and diversity	Chief Executive Officer	Ongoing
	Staff are aware of contact person should they require advice or assistance regarding discrimination or harassment	Information provided in training sessions	Chief Executive Officer	Ongoing

Policy End