

ATTACHMENTS

**Ordinary Council Meeting
Under Separate Cover
Wednesday, 20 May 2026**

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SHIRE OF KONDININ
MINUTES OF MEETING
an Audit Risk and Improvement
Committee Meeting
ALL OPEN AND CONFIDENTIAL ITEMS
Audit Risk and Improvement Committee
Meeting

Held at the Hyden Community Resource Centre on 22 April 2026

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1 OPENING OF MEETING

The Presiding Member opened the meeting at 9.15am

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS AND DIGNITARIES

The Chief Executive Officer paid the Committee’s respect to the traditional owners of the land upon which we meet and to their elders, past, present and emerging.

3 RECORDING OF ATTENDANCE

3.1 ATTENDANCE

Presiding Member C Mayfield (Presiding Member), Deputy Presiding Member T Utley (Deputy Presiding Member), Cr D Pool, Deputy Shire President Cr B Gangell, Cr M James, Staff Chief Executive Officer B Wright, Manager Corporate Services Staff V Bugna

3.2 ATTENDANCE BY TELEPHONE OR INSTANTANEOUS COMMUNICATION

MOTION

COMMITTEE RESOLUTION ARIC/26/005

Moved: Cr Beverley Gangell

Seconded: Cr Murray James

That the Audit, Risk and Improvement Committee (ARIC) approve the attendance of Councillor Pool at the ARIC meeting scheduled for 22 April 2026 by telephone, on the basis that exceptional circumstances prevent physical attendance, and that the Councillor be deemed present for the purposes of the meeting and quorum.

CARRIED 4/0

For: Catherine Mayfield, Tracey Utley, Beverley Gangell and Murray James

Against: Nil

Councillor Pool is in attendance by telephone.

3.3 APOLOGIES

Nil

3.4 APPROVED LEAVE OF ABSENCE

Nil

3.5 DECLARATIONS OF DISCLOSURES OF INTEREST

Nil

4 APPLICATION FOR LEAVE OF ABSENCE

Nil

5 PUBLIC TIME

5.1 PUBLIC QUESTION TIME

Nil

5.2 PUBLIC STATEMENT TIME

Nil

6 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

7 ANNOUNCEMENTS BY PRESIDING MEMBERS WITHOUT DISCUSSION

Nil

8 DECLARATION OF MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE AGENDA BEFORE THE MEETING

The Committee declared consideration by show of hands.

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE RESOLUTION ARIC/26/006

Moved: Mrs Tracey Utley

Seconded: Cr Murray James

That the minutes of the Audit Risk and Improvement Committee Meeting of 10 February 2026 copies of which were previously circulated, are hereby confirmed as a true and correct record of the proceedings of that meeting.

CARRIED 5/0

For: Catherine Mayfield, Tracey Utley, Darren Pool, Beverley Gangell and Murray James

Against: Nil

10 REPORTS OF OFFICERS

10.1 PLANNING & ASSETS

10.1.1 ARIC & Organisation Frameworks

FILE NUMBER:

DATE: 17 April 2026

AUTHOR: Bruce Wright, Chief Executive Officer

AUTHORISED OFFICER: Bruce Wright, Chief Executive Officer

DISCLOSURE OF INTEREST: Author - Nil

Authoriser - Nil

- ATTACHMENTS:**
1. Organisation Enhancement Plan
 2. ARIC Workplan

RECOMMENDATION

That Audit Risk and Improvement Committee:

1. Notes the ARIC Workplan dated 16 April 2026 and the Organisation Enhancement Plan dated 16 April 2026, and the alignment between the Committee’s assurance activities and the management-led governance, risk and organisational reform program.
2. Is satisfied that the ARIC Workplan and Organisation Enhancement Plan collectively support the Shire’s statutory obligations under the Local Government Act 1995, Local Government (Audit) Regulations 1996 (including Regulation 17), and associated financial management, procurement, risk and compliance legislation.
3. Endorses, from an assurance perspective, the continued staged implementation of the Organisation Enhancement Plan, noting that the primary risk relates to execution and embedding of reforms rather than the adequacy of the frameworks themselves.
4. Requests that progress against the Organisation Enhancement Plan and any emerging implementation risks be reported to ARIC periodically, with particular regard to procurement and contract management, risk management maturity, asset management and financial sustainability.

SUMMARY

The attached ARIC Workplan and Organisation Enhancement Plan collectively establish a structured and increasingly mature governance, risk and assurance framework for the Shire. Together, the documents demonstrate alignment between ARIC oversight responsibilities and management-led organisational reform, with a clear emphasis on legislative compliance, procurement integrity, risk management, asset management maturity and financial sustainability.

While core frameworks are in place, both documents identify areas requiring ongoing management attention to ensure implementation risk is controlled and intended benefits are realised.

VOTING REQUIREMENT

Simple Majority

COUNCIL'S ROLE**Executive**

The substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

BACKGROUND

The ARIC Workplan sets out a comprehensive, cyclical program of assurance activities across financial reporting, risk management, internal audit, compliance and performance improvement. It confirms that several foundational assurance activities are complete or ongoing, including external audit review, financial health monitoring and procurement compliance, while also recognising that certain areas require continuous monitoring rather than one-off completion.

The Organisation Enhancement Plan provides the operational and structural reform pathway that underpins many of the risks and improvement areas identified in the ARIC Workplan. It outlines a whole-of-organisation reform agenda covering workforce structure, procurement and contract management, governance systems, enterprise risk management, asset management and financial sustainability. The Plan is being implemented on a staged basis, with several streams underway and others yet to commence.

FINANCIAL

The documents indicate no immediate unplanned financial impacts; however, several forward-looking implications are relevant to ARIC oversight:

- The Organisation Enhancement Plan anticipates long-term financial benefit through improved procurement controls, asset management maturity, and strengthened long-term financial planning, rather than short-term cost savings.
- There is a resource commitment implication, as successful delivery relies on sustained internal capacity and, in some areas, external support to complete reforms without degrading core service delivery.
- Failure to complete key reform elements (such as contract management systems or asset data maturity) would expose the Shire to long-term financial sustainability and value-for-money risks, rather than immediate budget overruns.

RISK

From an ARIC perspective, the key risks arising from the two documents are strategic and execution-based rather than procedural:

- Implementation risk, arising from the scale and breadth of the Organisation Enhancement Plan, particularly where multiple reform streams (governance, procurement, risk, asset management) are progressing concurrently.
- Control sustainability risk, where several ARIC workplan items are identified as requiring "ongoing management and maintenance", indicating reliance on discipline and resourcing rather than completed system controls.
- Procurement and contract exposure, noting that procurement reform is underway but not fully embedded, increasing short-term exposure to inconsistency or reliance on case-by-case controls.
- Change fatigue and capability risk, particularly where workforce reform, new KPIs, updated delegations and revised governance frameworks are introduced within compressed timeframes.

POLICY

Policy Manual

STATUTORY*Local Government Act 1995 (WA)*

Establishes the governance framework for local governments, including Council and CEO roles, financial management responsibilities, audit requirements, delegation of authority, asset management, and organisational governance obligations.

Local Government (Audit) Regulations 1996 (WA)

In particular Regulation 17, which requires local governments to ensure appropriate systems and practices are in place for:

- internal control
- risk management
- internal audit
- legislative compliance

These requirements underpin the role, function and work program of the Audit, Risk and Improvement Committee.

Local Government (Financial Management) Regulations 1996 (WA)

Prescribe requirements relating to financial reporting, internal financial controls, procurement, payments, budgeting, and long-term financial planning, all of which are addressed through the ARIC Workplan and Organisation Enhancement Plan.

Local Government (Administration) Regulations 1996 (WA)

Provide the legislative basis for administrative processes including delegations, records management, organisational structure, employee conduct and governance arrangements.

Local Government (Functions and General) Regulations 1996 (WA)

Establish procurement thresholds, tendering requirements, exemptions and contract management obligations addressed through procurement and contract management reform streams.

Corruption, Crime and Misconduct Act 2003 (WA)

Sets obligations for the prevention, identification and reporting of misconduct and corruption, informing fraud control, ethics frameworks, procurement integrity and governance reform initiatives.

Auditor General Act 2006 (WA)

Governs audits conducted by the Office of the Auditor General and supports ARIC responsibilities relating to external audit oversight and implementation of audit recommendations.

State Records Act 2000 (WA)

Imposes statutory obligations for records creation, retention, control and disposal, which are explicitly referenced in governance, compliance and records management reform initiatives.

Local Government (Audit) Regulations 1996 – Compliance Audit Return (CAR)

Requires annual certification of legislative compliance, supported through compliance systems, calendars and monitoring mechanisms referenced in both documents.

Work Health and Safety Act 2020 (WA) and WHS Regulations 2022 (WA)

Establish employer obligations for work health and safety systems, risk management and contractor safety, addressed through WHS and enterprise risk reform streams.

STRATEGIC

Theme

4. CIVIC LEADERSHIP

Goal

4.2 We are a compliant and resourced Local Government

Strategy

4.2.1 External audits and reviews confirm compliance with relevant Local Government legislation

4.2.2 Financial sustainability in achieving community aspirations

COMMENT

Taken together, the ARIC Workplan and Organisation Enhancement Plan demonstrate a coherent and aligned approach to strengthening governance, risk management, compliance and organisational performance. The primary challenge from an ARIC perspective is not the adequacy of the frameworks, but the sustained execution and embedding of reforms over time. Continued ARIC oversight, disciplined monitoring and periodic assurance will be critical to ensuring that implementation risks are managed and that the intended governance and financial benefits are realised.

CONSULTATION

Nil

COMMITTEE RESOLUTION ARIC/26/007

Moved: Cr Beverley Gangell

Seconded: Cr Murray James

That Audit Risk and Improvement Committee:

1. Notes the ARIC Workplan dated 16 April 2026 and the Organisation Enhancement Plan dated 16 April 2026, and the alignment between the Committee’s assurance activities and the management-led governance, risk and organisational reform program.
2. Is satisfied that the ARIC Workplan and Organisation Enhancement Plan collectively support the Shire’s statutory obligations under the Local Government Act 1995, Local Government (Audit) Regulations 1996 (including Regulation 17), and associated financial management, procurement, risk and compliance legislation.
3. Endorses, from an assurance perspective, the continued staged implementation of the Organisation Enhancement Plan, noting that the primary risk relates to execution and embedding of reforms rather than the adequacy of the frameworks themselves.
4. Requests that progress against the Organisation Enhancement Plan and any emerging implementation risks be reported to ARIC periodically, with particular regard to procurement and contract management, risk management maturity, asset management and financial sustainability.

CARRIED 5/0

For: Catherine Mayfield, Tracey Utley, Darren Pool, Beverley Gangell and Murray James

Against: Nil

10.2 CHIEF EXECUTIVE OFFICER

10.2.1 2026 Local Government Determination

FILE NUMBER:

DATE: 17 April 2026

AUTHOR: Bruce Wright, Chief Executive Officer

AUTHORISED OFFICER: Bruce Wright, Chief Executive Officer

DISCLOSURE OF INTEREST: Author - Nil

Authoriser - Nil

ATTACHMENTS: 1. 2026 - Local Government Determination

RECOMMENDATION

That Audit Risk and Improvement Committee

1. Notes the contents of this report, and
2. Endorses the Determination and is satisfied, based on the information provided, that it does not give rise to any unmitigated governance, compliance or financial risks to the Shire of Kondinin.

SUMMARY

The Tribunal has determined a general economic increase of 3.5% across most remuneration categories, including:

- CEO remuneration bands
- elected member attendance fees (per meeting and annual)
- committee and prescribed meeting fees
- independent committee member fees
- mayor/president/chair annual allowances

VOTING REQUIREMENT

Simple Majority

COUNCIL’S ROLE

Executive

The substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Legislative

Includes adopting local laws, town planning schemes and policies.

BACKGROUND

The Determination is made under sections 7A and 7B of the Salaries and Allowances Act 1975. It sets:

Audit Risk and Improvement Committee Meeting Minutes

22 April 2026

- remuneration bands for local government Chief Executive Officers (CEOs), and
- minimum and maximum ranges for fees, allowances and reimbursable expenses for elected council members under the Local Government Act 1995.

The Tribunal is required to issue determinations at intervals of no more than 12 months. The 2026 Determination was signed on 2 April 2026 and applies from 1 July 2026.

The Tribunal has applied a general economic increase of 3.5% across most components of the Determination, including:

- CEO remuneration bands
- councillor meeting attendance fees
- committee and prescribed meeting fees
- independent committee and ARIC member fees (minimums only)
- mayor/president/chair annual allowance ranges

Housing and motor vehicle arrangements remain unchanged.

CEO Remuneration and Regional / Isolation Allowance (Summary)

CEO remuneration bands have increased by 3.5%.

- No changes have been made to local government band classifications.
- Councils retain discretion to set CEO remuneration within the applicable band.
- The Regional / Isolation Allowance (RIA) has been recalculated and eligibility expanded, while remaining discretionary and subject to justification.

These matters are noted for completeness, noting that final decisions rest with Council rather than ARIC.

Governance consideration:

Any adjustment to the CEO’s Total Reward Package remains a Council responsibility and must be supported by documented assessment and transparency.

Councillor, President and Deputy President Fees and Allowances

Governance Framework

The Determination:

- does not automatically increase councillor or President fees, and
- does not set actual payments.

Instead, it prescribes minimum and maximum ranges. Council must formally resolve the actual fees and allowances it chooses to pay, within those ranges. From a governance perspective, councillor remuneration is expressly intended to compensate for part-time, elected office duties rather than to provide full-time income.

Councillor Meeting Attendance Fees (Per Meeting)

If Council elects to pay per-meeting attendance fees (rather than annual attendance fees), the following Band 4 ranges apply:

Councillor – Council Meetings

- Minimum: \$109 per meeting

Audit Risk and Improvement Committee Meeting Minutes

22 April 2026

- Maximum: \$280 per meeting

President – Council Meetings

- Minimum: \$109 per meeting
- Maximum: \$570 per meeting

These fees are payable only when meetings are attended.

Committee and Prescribed Meeting Fees

For committee meetings and prescribed meetings (including committee participation by councillors):

Band 4 range:

- Minimum: \$57 per meeting
- Maximum: \$140 per meeting

These rates apply equally to councillors and the President when attending committee or prescribed meetings.

Annual Attendance Fees (In Lieu of Per-Meeting Fees)

Council may resolve, by absolute majority, to pay annual attendance fees instead of per-meeting fees. Under Band 4, the annual ranges are:

Councillor – Annual Attendance Fee

- Minimum: \$4,161
- Maximum: \$11,023

President – Annual Attendance Fee

- Minimum: \$4,161
- Maximum: \$22,646

If adopted, annual attendance fees replace all council, committee and prescribed meeting fees. Councillors cannot be paid both.

President's Annual Allowance (Separate to Meeting Fees)

In addition to any meeting attendance fees, Council may pay the President an annual allowance recognising:

- leadership responsibilities
- civic and representational duties
- additional statutory obligations

For Band 4, the President annual allowance range is:

- Minimum: \$596
- Maximum: \$23,257

Payment of this allowance is discretionary and must be set by Council resolution.

Deputy President Allowance

The Deputy President allowance remains set at 25% of the President's annual allowance.

If the Deputy acts continuously in the President's role for four months or more, the Deputy becomes entitled to the full President allowance for that period.

Regional / Isolation Allowance (RIA)

The Tribunal undertook a comprehensive review of the RIA, resulting in:

- recalculation of allowance components using updated ARIA++ and SEIFA data;
- expansion of eligibility to include 17 additional local governments, including several in the Wheatbelt and Great Southern regions; and
- confirmation that the allowance is discretionary, not mandatory.

Relevance to ARIC:

Where applied, payment of the RIA must be:

- justified against attraction and retention factors;
- transparent; and
- capable of withstanding audit and review.

Independent ARIC Member Fees

The Determination includes specific changes relevant to the ARIC.

Independent Audit, Risk and Improvement Committee member minimum fees have increased by 3.5%.

The maximum fee remains unchanged, noting that these rates were only recently determined effective 1 January 2026.

Current fee range per ARIC meeting (all bands):

- Minimum: \$110
- Maximum: \$1,215

Council must resolve ARIC fees, ensuring that they:

- reflect the skills and expertise required, and
- represent value for money.

FINANCIAL

Any changes arising from this Determination:

- are known and quantifiable, and
- can be accommodated through normal budget and long-term financial planning processes.

No automatic increases are imposed.

RISK

Key Governance and Risk Considerations

- Councillor and President payments must sit within Tribunal-prescribed ranges.
- All amounts must be supported by clear Council resolutions.
- Payments and allowances must be correctly disclosed in financial reporting.
- The Tribunal has explicitly rejected treating councillor roles as full-time positions comparable to Members of Parliament.
- The 3.5% increase represents a known and quantifiable adjustment that can be incorporated into the 2026/27 Long Term Financial Plan and annual budget.

POLICY

Financial Management

STATUTORY

The Determination is issued under, and must be applied consistently with, the following legislation:

Salaries and Allowances Act 1975

- Establishes the Salaries and Allowances Tribunal.
- Requires the Tribunal to determine remuneration ranges for local government CEOs and the fees and allowances payable to elected council members.
- Limits Council discretion to setting remuneration within the Tribunal-determined ranges.

Local Government Act 1995

Part 5, Division 8 governs:

- meeting attendance fees,
- annual attendance fees,
- allowances for Presidents and Deputies, and
- reimbursement of expenses.

Requires Council resolutions (often by absolute majority) to give effect to adopted fees and allowances & confirms that elected council member roles are part-time in nature.

Local Government (Administration) Regulations 1996

- Prescribe eligible meeting types, reimbursable expenses, and procedural requirements.
- Regulate the interaction between attendance fees, annual fees and reimbursement arrangements

STRATEGIC

Theme

4. CIVIC LEADERSHIP

Goal

4.2 We are a compliant and resourced Local Government

Strategy

4.2.2 Financial sustainability in achieving community aspirations

4.2.1 External audits and reviews confirm compliance with relevant Local Government legislation

COMMENT

The 2026 Determination introduces a modest sector-wide adjustment while maintaining the existing governance framework. Councillor, President and Deputy President fees remain discretionary within well-defined ranges and continue to be subject to Council oversight.

CONSULTATION

Nil

COMMITTEE RESOLUTION ARIC/26/008

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22 April 2026

Moved: Cr Murray James

Seconded: Cr Beverley Gangell

That Audit Risk and Improvement Committee

1. Notes the contents of this report, and
2. Endorses the Determination and is satisfied, based on the information provided, that it does not give rise to any unmitigated governance, compliance or financial risks to the Shire of Kondinin.

CARRIED 5/0

For: Catherine Mayfield, Tracey Utley, Darren Pool, Beverley Gangell and Murray James

Against: Nil

10.2.2 Shire of Kondinin Ordinary Meeting of Council - March 2026**FILE NUMBER:**

DATE: 17 April 2026
AUTHOR: Bruce Wright, Chief Executive Officer
AUTHORISED OFFICER: Bruce Wright, Chief Executive Officer
DISCLOSURE OF INTEREST: Author - Nil
Authoriser - Nil
ATTACHMENTS: Nil

UPDATE

The Ordinary Council Meeting held on 25 March 2026 was conducted in accordance with legislative requirements, with all resolutions recorded and carried by the required majorities. No procedural irregularities or governance breaches were identified from a review of the adopted minutes.

ARIC-Relevant Governance Matters**Audit, Risk and Improvement Committee**

Council:

- formally received and adopted the minutes of the Audit, Risk and Improvement Committee meeting held on 10 February 2026.
- endorsed the recommendations contained within those minutes without amendment.

Financial Management and Compliance**Monthly Financial Reporting**

Council received and noted:

- the Monthly Financial Report for the period ending 28 February 2026, including the Statement of Financial Activity and Statement of Financial Position.

Key assurance points:

- reporting was undertaken in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.
- no material compliance issues were noted by Council.
- financial risks were identified primarily as non-compliance risk, which was mitigated through timely reporting and Council consideration.

Accounts Paid

Council:

- received and noted the List of Accounts Paid for February 2026, covering all payments made under delegated authority by the Chief Executive Officer.

This confirms:

- appropriate use of delegation under Regulation 13 of the Local Government (Financial Management) Regulations 1996; and
- transparency and accountability in financial transactions.

Policy and Control Environment

Employee Code of Conduct

Council:

- noted and endorsed the updated Shire of Kondinin Employee Code of Conduct.

Assurance significance:

- the Code aligns with section 5.51A of the Local Government Act 1995 and Part 4A of the Local Government (Administration) Regulations 1996;
- updates strengthen controls around conflicts of interest, secondary employment and ethical conduct;
- reduces governance, compliance and reputational risk.

Asset Management and Disposal

Several matters relating to asset disposal and leasing were considered, including:

- proposed disposal of Shire-owned infrastructure assets; and
- community leasing arrangements.

Key ARIC-relevant observations:

- decisions were supported by legal advice where required;
- statutory exemptions (e.g. tender exemptions under Regulation 30) were clearly documented; and
- risk assessments addressed financial, legal and operational considerations.

Confidential Items and Probity

Council closed the meeting in accordance with section 5.23 of the Local Government Act 1995 to consider:

- award of a significant RFQ; and
- the CEO probation review and confirmation of appointment.

From an assurance perspective:

- conflicts of interest were declared and appropriately managed;
- governance separation was maintained (CEO report prepared by the Shire President); and
- decisions were carried by the required absolute or simple majority, as applicable.

Overall Assurance Statement

Based on the ARIC-relevant matters arising from the Ordinary Council Meeting of 25 March 2026:

- legislative and financial compliance requirements were met;
- governance processes were followed; and
- no unmitigated risks or control weaknesses requiring escalation to ARIC were identified.

This is an Information Report and Update only.

10.2.3 Fuel and Construction Cost Risk Outlook

FILE NUMBER:

DATE: 17 April 2026

AUTHOR: Bruce Wright, Chief Executive Officer

AUTHORISED OFFICER: Bruce Wright, Chief Executive Officer

DISCLOSURE OF INTEREST: Author - Nil

Authoriser - Nil

ATTACHMENTS: 1. CCF Eslake Report Fuel Crisis Civil Impacts

RECOMMENDATION

That Audit Risk and Improvement Committee:

1. Notes the emerging current, medium and long-term risks to infrastructure delivery arising from fuel and construction cost volatility, as outlined in the CCF Eslake report, and,
2. Considers these risks to warrant ongoing monitoring and management through Council’s financial, procurement and risk frameworks.

SUMMARY

This report provides the Audit, Risk and Improvement Committee with an assessment of the current, medium-term and long-term financial and delivery risks arising from fuel and construction cost volatility identified in the attached Civil Contractors Federation (CCF) report.

The analysis focuses on how those risks translate to the Shire of Kondinin’s operating context, noting the Shire’s reliance on civil works, road construction, freight-intensive materials and external contractors.

VOTING REQUIREMENT

Simple Majority

COUNCIL’S ROLE

Executive

The substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

BACKGROUND

Recent global geopolitical events and ongoing supply-chain pressures have resulted in heightened volatility in fuel prices and construction input costs across Australia. These cost pressures are being felt acutely in the civil construction sector, which is highly reliant on diesel fuel, freight-intensive materials and petroleum-derived products such as bitumen, asphalt, pipes and geotextiles. Regional local governments, including the Shire of Kondinin, are particularly exposed due to longer transport distances, smaller contractor markets and a strong reliance on externally delivered civil works.

While these pressures are largely external to the Shire's direct control, they present identifiable current, medium-term and longer-term risks to the affordability, timing and delivery of infrastructure and asset renewal programs. Understanding the nature and trajectory of these fuel and construction cost risks is therefore important to inform strategic financial planning, capital works prioritisation and procurement decisions, and to support appropriate assurance and oversight by the Audit, Risk and Improvement Committee.

Fuel Cost Risk – Implications for the Shire of Kondinin

Current Risk Context

The attached report identifies that the Middle East conflict commencing in late February 2026 resulted in an immediate and severe escalation in global oil prices, which flowed rapidly through to Australian diesel prices. Terminal gate diesel prices increased by approximately 145 cents per litre (around 89%) within weeks, with price volatility persisting beyond the initial shock.

For the Shire of Kondinin, this creates an immediate exposure due to the heavy reliance on diesel-powered plant, equipment and freight, both for internal works and for externally contracted services. Regional local governments such as Kondinin are particularly sensitive to fuel price movements because longer haul distances apply to quarry materials, asphalt, bitumen, prefabricated assets and general freight. Even where the Shire is not directly purchasing fuel, these costs are embedded in contractor pricing and variation claims.

In the current period, the primary risk to the Shire is not fuel availability but cost pass-through pressure, including increased tender prices, claims for variations from contractors under stress, and reduced capacity or appetite among local and regional contractors to tender for Shire works.

Medium-Term Fuel Risk

Looking forward over the next 6 to 24 months, the report notes that Australia imports approximately 90% of its diesel, with almost all refined through Asian refineries dependent on Middle Eastern crude oil passing through the Strait of Hormuz. Any prolonged conflict, escalation, or shipping disruption materially increases the risk of both sustained high prices and potential supply constraints.

For the Shire of Kondinin, the medium-term risk is that fuel volatility becomes embedded in local construction pricing. Contractors are likely to price in contingency premiums to manage uncertainty, particularly for road, drainage and earthworks projects where diesel consumption is unavoidable. This risk is magnified in regional WA markets where contractor numbers are smaller and competition is limited.

The report draws on past experience following Covid-19 and the Ukraine conflict, highlighting that sharp input price shocks have historically led to a significant increase in contractor insolvencies. For the Shire, contractor insolvency mid-project represents a material delivery and financial risk, including delay costs, re-procurement expenses and potential reputational impacts.

Long-Term Fuel Risk

In the longer term, the report suggests that recurring global energy instability may result in structurally higher baseline fuel costs, even once the current conflict subsides. Fuel volatility is therefore likely to remain a permanent feature of infrastructure delivery rather than a temporary shock.

For Kondinin, this implies that future Long-Term Financial Planning and asset renewal assumptions may require recalibration, particularly for roads, transport infrastructure and remote assets that are inherently fuel-intensive to construct and maintain. While the risk is less acute than in the current and medium term, it is strategic in nature and relevant to the sustainability of the capital works program.

Building and Construction Cost Risk – Implications for the Shire of Kondinin

Current Building and Material Cost Pressures

In addition to fuel costs, the report highlights sharp increases in the prices of construction inputs that are directly or indirectly derived from petroleum products, including bitumen, asphalt, pipes,

geotextiles, and plastics. Industry evidence indicates price increases of 35–50% across many of these inputs since February 2026.

For the Shire of Kondinin, these cost pressures are particularly relevant to road sealing, drainage works, water infrastructure and building maintenance. Even relatively small projects can experience disproportionate cost escalation due to freight and material surcharges in regional locations. The immediate risk is that approved budgets for 2025-26 and early 2026-27 projects may no longer accurately reflect market costs.

Medium-Term Construction Cost Risk

Over the medium term, the report identifies a structural exposure across all levels of government, noting that approximately two-thirds of civil engineering work yet to be completed nationally is for public-sector clients, including local governments. This creates ongoing competition for a limited pool of contractors and materials, particularly in regional areas.

For the Shire of Kondinin, the key medium-term risk is that escalating material and construction costs lead to deferral, downsizing or reprioritisation of capital works, potentially affecting service levels and community expectations. The prevalence of fixed-price contracting increases the likelihood that contractors will either avoid risk-exposed projects or seek aggressive contract terms to protect themselves.

Long-Term Construction Cost Risk

In the longer term, the report cautions that if cost escalation mechanisms are not better addressed at a system level, construction pricing is likely to reset permanently at a higher level, with volatility priced into tenders as a matter of course.

For Kondinin, this presents a strategic risk to the affordability and timing of long-term infrastructure renewal, particularly for roads and community assets that form a core part of the Shire's service delivery obligations. While this risk does not require immediate operational action, it warrants ongoing monitoring through financial strategy and asset management planning.

FINANCIAL

The attached report makes clear that fuel and building cost pressures are external, macro-economic risks beyond the direct control of local governments. However, their impacts on the Shire of Kondinin are foreseeable, material and potentially compounding when combined with regional delivery constraints and fixed-price contracting structures.

From an Audit, Risk and Improvement Committee perspective, these risks primarily manifest as financial, delivery and sustainability risks, rather than compliance breaches. Appropriate oversight therefore lies in monitoring exposure, ensuring assumptions remain realistic, and confirming that management responses and contingency planning remain proportionate.

RISK

- Sustained fuel price volatility may increase the cost of civil works delivered for the Shire, particularly road construction and maintenance, due to the heavy reliance on diesel-powered plant, equipment and freight in regional locations.
- Contractor financial stress arising from fuel cost escalation may increase the risk of project delays, variation claims or contractor insolvency, particularly where fixed-price contracts limit the ability to absorb cost shocks.

- Reduced contractor participation in tenders may occur if fuel price uncertainty is priced into bids or deters contractors from pursuing regional projects, resulting in reduced competition and higher contract prices.
- Embedded fuel cost premiums in future tenders may increase the long-term cost of infrastructure delivery and impact the affordability of the Shire’s capital works program.
- Supply disruption or rationing risk, while currently low, may materially affect the delivery timelines of fuel-dependent works should broader national supply pressures escalate.
- Escalating costs of petroleum-derived construction inputs (including bitumen, asphalt, pipes and geotextiles) may lead to budget overruns or scope reductions for planned works.
- Increased transport and freight costs for bulk materials may disproportionately impact regional projects, further increasing costs relative to metropolitan benchmarks.
- Capital works deferral risk may arise if available budgets cannot accommodate sustained increases in construction costs, potentially impacting asset condition and service levels over time.
- Higher risk pricing in construction tenders may reduce value for money outcomes as contractors seek to protect against future input cost volatility.
- Long-term structural cost inflation in civil construction may require reassessment of long-term financial planning assumptions, particularly for road renewal and infrastructure replacement programs.
- Combined fuel and material cost pressures may compound delivery risk for infrastructure projects, increasing exposure to delays, contract disputes and reputational risk.
- Mismatch between approved budgets and prevailing market costs may reduce the Shire’s ability to deliver planned works within adopted financial frameworks.
- Increased reliance on external contractors under volatile market conditions may heighten the Shire’s exposure to external economic risks beyond direct operational control.

POLICY

Nil

STATUTORY

Nil

STRATEGIC

Theme

4. CIVIC LEADERSHIP

Goal

4.2 We are a compliant and resourced Local Government

Strategy

4.2.1 External audits and reviews confirm compliance with relevant Local Government legislation

4.2.2 Financial sustainability in achieving community aspirations

COMMENT

Fuel price volatility and escalating construction input costs represent material external risks to the Shire’s infrastructure delivery and financial planning. While these pressures are largely outside the Shire’s direct control, they have the potential to impact project affordability, contractor capacity and the timing of capital works, particularly in a regional context. Ongoing monitoring of market conditions

Audit Risk and Improvement Committee Meeting Minutes

22 April 2026

and their implications for capital planning, procurement and budget assumptions remains appropriate from an assurance and governance perspective.

CONSULTATION

Nil

COMMITTEE RESOLUTION ARIC/26/009

Moved: Cr Beverley Gangell

Seconded: Cr Murray James

That Audit Risk and Improvement Committee:

1. Notes the emerging current, medium and long-term risks to infrastructure delivery arising from fuel and construction cost volatility, as outlined in the CCF Eslake report, and,
2. Considers these risks to warrant ongoing monitoring and management through Council's financial, procurement and risk frameworks.

CARRIED 5/0

For: Catherine Mayfield, Tracey Utley, Darren Pool, Beverley Gangell and Murray James

Against: Nil

11 BUSINESS OF AN URGENT NATURE

Nil

12 CLOSE OF MEETING

12.1 DATE OF NEXT MEETING

To be held at 9am at Hyden Community Resource Centre on 9 June 2026.

12.2 CLOSURE

The Meeting closed at 9.51am.

20th May 2026

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

The Schedule of Cheques, EFTs and Direct Debits as submitted to each Member of Council on 20th May 2026 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	EFT22035 - 22089, 22091 - 22144	\$ 1,283,678.48
Cheques	19558 to 19562	\$ 95,148.45
Direct Debits - Transport - Hyden		\$ 15,974.75
Direct Debits - Transport - Kondinin		\$ 3,591.45
Direct Debits - Credit Cards	DD23821.1	\$ 983.48
Direct Debits - Other		\$ 25,577.13
EFTPOS & AKF Bank Fees		\$ 607.86
Payroll EFTs		\$ 128,997.32
	Total Muni	\$ 1,554,558.92
Trust Account		
Cheque/s		\$
Electronic Fund Transfers	EFT22090	\$ 128.00
	Total Trust	\$ 128.00
TOTAL		\$ 1,554,686.92

Signed:



CHIEF EXECUTIVE OFFICER

List of Accounts Due & Submitted to Council 01/04/2026 to 30/04/2026

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
EFT22035	01/04/2026	TAMORA PLUMBING & GAS PTY LTD	Backflow device check for Melba Street meter in Karlgarin	1		(\$374.00)
3270	27/03/2026	TAMORA PLUMBING & GAS PTY LTD	Backflow device check for Melba Street meter in Karlgarin	1	\$374.00	
EFT22038	01/04/2026	MOMA SOLAR	4x Bollard lights for new signage at Memorial Garden	1		(\$2,288.57)
3368	27/03/2026	MOMA SOLAR	4x Bollard lights for new signage at Memorial Garden	1	\$2,288.57	
EFT22037	01/04/2026	TONI MARIE SMEED	Sitting fees, Travel Fees, Accommodation	1		(\$688.32)
SITTING FEES	30/03/2026	TONI MARIE SMEED	Sitting fees, Travel Fees, Accommodation	1	\$688.32	
EFT22038	01/04/2026	TOM'S TREE SERVICE	Tree lopping - Hyden Clayton Street, Radbourne Drive, McPherson St - Hyden	1		(\$4,180.00)
293	30/03/2026	TOM'S TREE SERVICE	Tree lopping - Hyden Clayton Street, Radbourne Drive, McPherson St - Hyden	1	\$4,180.00	
EFT22039	01/04/2026	WILLWAY PLUMBING	Fix water fountain at Hyden Rec Centre	1		(\$836.88)
INV-05327	30/03/2026	WILLWAY PLUMBING	Fix water fountain at Hyden Rec Centre	1	\$836.88	
EFT22040	01/04/2026	PAUL SEIMON GREEN	Sitting Fees	1		(\$250.00)
SITTING FEES	30/03/2026	PAUL SEIMON GREEN	Sitting Fees	1	\$250.00	
EFT22041	01/04/2026	MURRAY WILLIAM JAMES	Sitting Fees	1		(\$328.72)
SITTING FEES	30/03/2026	MURRAY WILLIAM JAMES	Sitting Fees, Travel Fees	1	\$328.72	
EFT22042	01/04/2026	RICHARD KENT MOURITZ	Sitting Fees	1		(\$514.40)
SITTING FEES	30/03/2026	RICHARD KENT MOURITZ	Sitting Fees, Travel Fees	1	\$514.40	
EFT22043	01/04/2026	DARREN LYNDSAY POOL	Sitting Fees	1		(\$250.00)
SITTING FEES	30/03/2026	DARREN LYNDSAY POOL	Sitting Fees	1	\$250.00	
EFT22044	01/04/2026	Abco	Toilet paper, paper lowel	1		(\$1,139.80)
INV1141559	31/03/2026	Abco	Toilet paper, paper lowel	1	\$1,139.80	
EFT22045	01/04/2026	Synergy	471 037 150 U2 27 Smith Loop Pool Manager Rental	1		(\$82.25)
2300000715	04/03/2026	Synergy	471 037 150 U2 27 Smith Loop Pool Manager Rental	1	\$82.25	
EFT22046	01/04/2026	Telstra Limited	MOBILE PHONE USAGE	1		(\$10,688.43)
4915073318	02/03/2026	Telstra Limited	TIM System	1	\$512.83	
1214778000	27/03/2026	Telstra Limited	HYDEN SWIMMING POOL 9880 5038, HYDEN DEPOT 9880 5153, HYDEN LIBRARY 9880 5464, HYDEN LIBRARY 9880 5465, KONDININ OFFICE 9889 1197, KONDININ OFFICE 9889 1457, KONDININ DEPOT 9889 1741, KONDININ MEDICAL CENTRE 9889 1753, KONDININ MEDICAL CENTRE 9889 1754, HARVEST BAN LINE 9487 2190, DOCTOR 30 REPACHOLI INTERNET N9504315R, KONDININ MEDICAL CENTRE INTERNET N9609235R, KONDININ AQUATIC CENTRE INTERNET N9743047R, HYDEN OFFICE INTERNET N9605200R, KONDININ OFFICE INTERNET N9611242R, OFFICE HANDSET REPAYMENTS, ACCOUNT CHARGES AND ROUNDING	1	\$4,311.50	
2955043969	27/03/2026	Telstra Limited	WAVE ROCK TICKET MACHINE DATA PLAN 0409 425 790, TORY YOUNG MOBILE 0412 913 211, SECURITY CAMERA DATA PLAN 0419 294 872, SECURITY CAMERA DATA PLAN 0419 368 284, MOW MOBILE 0427 981 812, KONDININ MEDICAL CENTRE MOBILE 0429 082 746 - HYDEN PHONE, KONDININ MEDICAL CENTRE DATA PLAN 0429 367 399 - HYDEN INTERNET, CEO MOBILE 0429 891 006, MICK PRATZKY 0437 345 570, GARY VALENTA MOBILE 0448 875 286, MAINTENANCE TRUCK MOBILE 0491 228	1	\$4,266.40	
4915073342	27/03/2026	Telstra Limited	TIM System, Mobile 0429 467 240, Mobile 0436 372 858, Mobile 0436 392 405, Mobile 0436 396 376, Mobile 0436 424 463, Mobile 0436 428 446, Mobile 0436 442 631, Mobile 0455 904 784, Mobile 0456 796 381, Mobile 0460 770 050, Mobile 0473 098 511	1	\$4,266.40	
EFT22047	01/04/2026	Landgate	Mining Tenements M2026/6	1		(\$46.50)
77738919	31/03/2026	Landgate	Mining Tenements M2026/6	1	\$46.50	
EFT22048	01/04/2026	Perfect Computer Solutions Pty Ltd	Update play account and fix vairous email and synergy issues as well as help setup monitors	1		(\$297.50)
30278	26/03/2026	Perfect Computer Solutions Pty Ltd	Update play account and fix vairous email and synergy issues as well as help setup monitors	1	\$297.50	
EFT22049	01/04/2026	BRUCE BROWNING	Sitting Fees	1		(\$292.24)
SITTING FEES	30/03/2026	BRUCE BROWNING	Sitting Fees, Travel Fees	1	\$292.24	

List of Accounts Due & Submitted to Council 01/04/2026 to 30/04/2026

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
EFT22050	01/04/2026	T-QUIP	Lawn Mower Service parts and blades	1		(\$527.08)
148423	30/03/2026	T-QUIP	Lawn Mower Service parts and blades	1	\$527.08	
EFT22051	01/04/2026	DEPARTMENT OF WATER AND ENVIRONMENT REGULATION	Annual Fee 25/26	1		(\$1,483.02)
W-PAY-0003460-AF	19/08/2025	DEPARTMENT OF WATER AND ENVIRONMENT REGULATION	Annual Fee 25/26	1	\$1,028.52	
W-PAY-0005684-LF	27/03/2026	DEPARTMENT OF WATER AND ENVIRONMENT REGULATION	Annual Fee 26/27	1	\$434.50	
EFT22052	01/04/2026	ECOWATER SERVICES	Routine Maintenance Services	1		(\$682.60)
RM101017	19/03/2026	ECOWATER SERVICES	Routine Maintenance Services, #30 Repacholi Pde	1	\$390.00	
RM101020	19/03/2026	ECOWATER SERVICES	Biomax Routine Service, Chlorine Tablets - Kondinin Swimming Pool	1	\$292.60	
EFT22053	01/04/2026	REALITY LANDSCAPES & CONSULTANCY	Landscaping for Hyden CWA Grounds	1		(\$20,284.00)
57	09/01/2026	REALITY LANDSCAPES & CONSULTANCY	Landscaping for Hyden CWA Grounds	1	\$20,284.00	
EFT22054	01/04/2026	WE WILL DO CLEANING SERVICE	Cleaning Services 23/03/26 - 29/03/26	1		(\$2,964.50)
94	23/03/2026	WE WILL DO CLEANING SERVICE	Cleaning Services 23/03/26 - 29/03/26	1	\$2,964.50	
EFT22055	01/04/2026	Beverley Gangell	Sitting Fees	1		(\$250.00)
SITTING FEES	30/03/2026	Beverley Gangell	Sitting Fees	1	\$250.00	
EFT22056	01/04/2026	St John Ambulance Western Australia Ltd	Refund of unused chalet	1		(\$270.00)
REFUND	31/03/2026	St John Ambulance Western Australia Ltd	Refund of unused chalet	1	\$270.00	
EFT22057	01/04/2026	WA Contract Ranger Services Pty Ltd	Ranger Services 25/26	1		(\$3,559.88)
6973	28/03/2026	WA Contract Ranger Services Pty Ltd	Ranger Services 25/26	1	\$3,559.88	
EFT22058	01/04/2026	WEST COAST ASBESTOS REGISTERS	Removal of boundary asbestos fence between Karlgarin Bowling Club and Karlgarin Country	1		(\$1,956.90)
81	30/03/2026	WEST COAST ASBESTOS REGISTERS	Removal of boundary asbestos fence between Karlgarin Bowling Club and Karlgarin Country Club House	1	\$1,956.90	
EFT22059	01/04/2026	STALLION BUILDING CO PTY LTD	CONSTRUCTION OF RESIDENCE AT 39 REPACHOLI, PDE - TENDER 03-2024-2025 - RESOLUTION 4492	1		(\$82,912.04)
412	25/03/2026	STALLION BUILDING CO PTY LTD	CONSTRUCTION OF RESIDENCE AT 39 REPACHOLI, PDE - TENDER 03-2024-2025 - RESOLUTION 4492	1	\$82,912.04	
EFT22060	01/04/2026	COMPLETE OFFICE SUPPLIES PTY LTD	Paper order	1		(\$911.32)
14984367	19/03/2026	COMPLETE OFFICE SUPPLIES PTY LTD	Paper order	1	\$911.32	
EFT22061	01/04/2026	BURGESS RAWSON	License to occupy Railway Land Marshall Street Corridor	1		(\$2,860.00)
27794	11/03/2026	BURGESS RAWSON	License to occupy Railway Land Marshall Street Corridor	1	\$2,860.00	
EFT22062	01/04/2026	Glenora Auto Services	Service parts & wheel alignment (KNO)	1		(\$1,021.79)
50219	23/03/2026	Glenora Auto Services	Service parts & wheel alignment (KNO)	1	\$1,021.79	
EFT22063	01/04/2026	Trish's Cleaning Service	Cleaning Services 23/03/26 - 29/03/26	1		(\$2,267.98)
1143	23/03/2026	Trish's Cleaning Service	Cleaning Services 23/03/26 - 29/03/26	1	\$2,267.98	
EFT22064	01/04/2026	Young George	Chef/Catering for Gourmet in the Garden	1		(\$19,040.00)
88	23/03/2026	Young George	Chef/Catering for Gourmet in the Garden	1	\$19,040.00	
EFT22065	07/04/2026	Kondinin Social Club	Payroll deductions	1		(\$5.00)
DEDUCTION	05/04/2026	Kondinin Social Club	Payroll deductions	1	\$5.00	
EFT22066	07/04/2026	Australian Services Union	Payroll deductions	1		(\$73.50)
DEDUCTION	05/04/2026	Australian Services Union	Payroll deductions	1	\$73.50	
EFT22067	07/04/2026	Child Support Agency	Payroll deductions	1		(\$817.87)
DEDUCTION	05/04/2026	Child Support Agency	Payroll deductions	1	\$817.87	
EFT22068	07/04/2026	S U CRISPS CORNER PTY LTD	Payroll deductions	1		(\$95.00)
DEDUCTION	05/04/2026	S U CRISPS CORNER PTY LTD	Payroll deductions	1	\$95.00	
EFT22069	10/04/2026	Hyden Sports Council	Community Grant Canteen Fridge	1		(\$5,000.00)
1/2023/2024	08/11/2024	Hyden Sports Council	Community Grant Canteen Fridge	1	\$5,000.00	
EFT22070	10/04/2026	Kondinin Hotel	Catering March 26 OCM	1		(\$550.00)
31954	31/03/2026	Kondinin Hotel	Catering March 26 OCM	1	\$550.00	
EFT22071	10/04/2026	Landgate	Title Searches	1		(\$97.80)
1574447	01/04/2026	Landgate	Title Searches	1	\$97.80	

List of Accounts Due & Submitted to Council 01/04/2026 to 30/04/2026

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
EFT22072	10/04/2026	Kondinin Community Resource Centre	BBQ Hire for Gourmet in the Garden	1		(\$63.00)
479061	01/04/2026	Kondinin Community Resource Centre	BBQ Hire for Gourmet in the Garden	1	\$63.00	
EFT22073	10/04/2026	Hyden Community Resource Centre	Hyden Householder 25/26 and Printing	1		(\$731.10)
37591	27/03/2026	Hyden Community Resource Centre	Better Beginnings 25/26 (March 2026)	1	\$330.00	
37561	31/03/2026	Hyden Community Resource Centre	Hyden Householder 25/26 and Printing	1	\$401.10	
EFT22074	10/04/2026	Perfect Computer Solutions Pty Ltd	Get ESO laptop ready for use in Hyden and daily monitoring	1		(\$340.00)
30305	31/03/2026	Perfect Computer Solutions Pty Ltd	Get ESO laptop ready for use in Hyden and daily monitoring	1	\$340.00	
EFT22075	10/04/2026	KONDININ LIONS CLUB	Items for Works Manager House - 43 Repacholi Parade, Kondinin	1		(\$800.00)
24	08/04/2026	KONDININ LIONS CLUB	Items for Works Manager House - 43 Repacholi Parade, Kondinin	1	\$800.00	
EFT22076	10/04/2026	FEGAN BUILDING SURVEYING	Building Surveyor Services 25/26 (15/3/26 to 31/3/26)	1		(\$792.00)
1293	31/03/2026	FEGAN BUILDING SURVEYING	Building Surveyor Services 25/26 (15/3/26 to 31/3/26)	1	\$792.00	
EFT22077	10/04/2026	BITUTEK PTY LTD	Reseal - Nth Lake Kargarin	1		(\$327,837.81)
8425	23/03/2026	BITUTEK PTY LTD	Reseal - Lovering Road 2 km, Reseal Radbourne, Reseal Mouritz, Reseal Smith loop, Reseal - Unity, Reseal - Nth Lake Kargarin, Reseal - Pederah West,	1	\$327,837.81	
EFT22078	10/04/2026	SHAUN & ANN FRANICH	POOL MANAGEMENT SERVICES for February 2026	1		(\$38,128.93)
30	11/03/2026	SHAUN & ANN FRANICH	POOL MANAGEMENT SERVICES for February 2026, Telephone and Internet February 2026	1	\$18,780.00	
31	06/04/2026	SHAUN & ANN FRANICH	Pizzas Swin club wind up	1	\$140.00	
32	06/04/2026	SHAUN & ANN FRANICH	POOL MANAGEMENT SERVICES for March 2026, Reimbursements (Webscorer subscription & battery replacement for emergency lighting at pool) - March 2026	1	\$19,208.93	
EFT22079	10/04/2026	ACORP CONSTRUCTION	Upgrades to Kondinin Pavillion - Tender 04/2024/2025	1		(\$124,001.61)
A079_C10	31/03/2026	ACORP CONSTRUCTION	Upgrades to Kondinin Pavillion - Tender 04/2024/2025, Upgrades to Kondinin Pavillion - Tender 04/2024/2025 Rention Monies, Upgrades to Kondinin Pavillion - Tender 04/2024/2025 Rention Monies	1	\$124,001.61	
EFT22080	10/04/2026	LEE'S EARTHMOVING	Gravel Push up - East Hyden Bin	1		(\$116,424.00)
24257	28/03/2026	LEE'S EARTHMOVING	Gravel Push up - East Hyden Bin, Gravel Push up - Hyden Norseman Road, Gravel Push up - Allen Rocks, Gravel Push up - Kings Rock, Gravel Push up - Cashmore, Gravel Push up - Lake O'connor	1	\$116,424.00	
EFT22081	10/04/2026	WE WILL DO CLEANING SERVICE	Cleaning Services 30/03/26 - 05/04/26	1		(\$2,752.75)
95	30/03/2026	WE WILL DO CLEANING SERVICE	Cleaning Services 30/03/26 - 05/04/26	1	\$2,752.75	
EFT22082	10/04/2026	KONDININ ROADHOUSE MOTEL	ULP prepayment	1		(\$1,918.93)
PREPAYMENT	08/04/2026	KONDININ ROADHOUSE MOTEL	ULP pre payment	1	\$1,918.93	
EFT22083	10/04/2026	Rural South Coast RAY WHITE	Water Consumption	1		(\$10.26)
7258	02/04/2026	Rural South Coast RAY WHITE	Water Consumption	1	\$10.26	
EFT22084	10/04/2026	Kheldar Pty Ltd	Triathlon Winners Gift Vouchers	1		(\$503.00)
220385	04/03/2026	Kheldar Pty Ltd	March 26 purchases,	1	\$32.60	
221065	11/03/2026	Kheldar Pty Ltd	Triathlon Winners Gift Vouchers	1	\$340.00	
221071	11/03/2026	Kheldar Pty Ltd	March 26 purchases,	1	\$10.00	
221788	18/03/2026	Kheldar Pty Ltd	March 26 purchases,	1	\$24.20	
221793	18/03/2026	Kheldar Pty Ltd	March 26 purchases,	1	\$24.20	
222357	25/03/2026	Kheldar Pty Ltd	March 26 purchases,	1	\$20.00	
222752	30/03/2026	Kheldar Pty Ltd	March 26 purchases	1	\$20.00	
222750	30/03/2026	Kheldar Pty Ltd	March 26 purchases	1	\$32.00	

List of Accounts Due & Submitted to Council 01/04/2026 to 30/04/2026

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
EFT22085	10/04/2026	Trish's Cleaning Service	Cleaning Services 30/03/2026 - 05/04/2026	1		(\$2,412.41)
1144	30/03/2026	Trish's Cleaning Service	Cleaning Services 30/03/2026 - 05/04/2026	1	\$2,412.41	
EFT22086	10/04/2026	Kulin Hardware & Rural	Plants and Mulch for Kondinin Cemetery	1		(\$155.20)
10112733	08/04/2026	Kulin Hardware & Rural	Plants and Mulch for Kondinin Cemetery	1	\$155.20	
EFT22087	10/04/2026	Livingston Medical Pty Ltd	Medical Services Contract for the month of April 2026	1		(\$22,916.66)
877	01/04/2026	Livingston Medical Pty Ltd	Medical Services Contract for the month of April 2026	1	\$22,916.66	
EFT22088	10/04/2026	DCCM Pty Ltd	Building Maintenance contract	1		(\$9,730.27)
1075	07/04/2026	DCCM Pty Ltd	Building Maintenance contract	1	\$9,730.27	
EFT22089	10/04/2026	Merredin Carpets and Flooring Centre	Replacement of damaged and badly stained carpet with planks in foyer at Kondinin Town Hall 1 payment	1		(\$5,545.00)
A0042	06/04/2026	Merredin Carpets and Flooring Centre	Replacement Carpet at 35 Smith Loop, Hyden	1	\$1,970.00	
A0057	09/04/2026	Merredin Carpets and Flooring Centre	Replacement of damaged and badly stained carpet with planks in foyer at Kondinin Town Hall 1 payment	1	\$3,575.00	
EFT22090	16/04/2026	MARK A BURGESS	RETURN OF HOUSING BOND	2		(\$128.00)
T59	16/04/2026	MARK A BURGESS	RETURN OF HOUSING BOND	2	\$128.00	
EFT22091	17/04/2026	OFFICE OF REGIONAL ARCHITECTURE	Contract and Project Management for Kondinin Pavilion Upgrades	1		(\$5,445.00)
579	31/03/2026	OFFICE OF REGIONAL ARCHITECTURE	Contract and Project Management for Kondinin Pavilion Upgrades	1	\$5,445.00	
EFT22092	17/04/2026	Bookeasy Australia Pty Ltd	Room Manager 25/26 March	1		(\$84.70)
11310	31/03/2026	Bookeasy Australia Pty Ltd	Room Manager 25/26 March	1	\$84.70	
EFT22093	17/04/2026	BOC Limited	Medical Oxygen	1		(\$66.14)
1041382861	29/03/2026	BOC Limited	Medical Oxygen, Acetylene & oxygen	1	\$66.14	
EFT22094	17/04/2026	McCubbing Transport	Supply of aggregate for Aerodrome upgrade	1		(\$5,385.47)
17527	13/04/2026	McCubbing Transport	Supply of aggregate for Aerodrome upgrade	1	\$5,385.47	
EFT22095	17/04/2026	McLeods Lawyers Pty Ltd	Community lease agreement for the lease of the men's shed	1		(\$1,595.00)
150761	31/03/2026	McLeods Lawyers Pty Ltd	Community lease agreement for the lease of the men's shed	1	\$1,595.00	
EFT22096	17/04/2026	Synergy	Synergy bills	1		(\$926.21)
2540002495	27/03/2026	Synergy	177 002 250 Hyden Office,	1	\$699.51	
413766460	10/04/2026	Synergy	413 766 460 3 smith loop	1	\$226.70	
EFT22097	17/04/2026	Telstra Limited	TIM system	1		(\$603.00)
4915073318	02/04/2026	Telstra Limited	TIM system	1	\$603.00	
EFT22098	17/04/2026	Landgate	Mining Tenements	1		(\$37.20)
77783340	09/04/2026	Landgate	Mining Tenements	1	\$37.20	
EFT22099	17/04/2026	Liberty Rural	Diesel - Hyden Depot	1		(\$20,338.50)
FI5097480	01/04/2026	Liberty Rural	Diesel - Hyden Depot	1	\$20,338.50	
EFT22100	17/04/2026	Perfect Computer Solutions Pty Ltd	Annual Subscription for Office 365	1		(\$9,932.50)
30335	13/04/2026	Perfect Computer Solutions Pty Ltd	Fix synergy and emails and do in depth scan for deb computer	1	\$212.50	
30342	13/04/2026	Perfect Computer Solutions Pty Ltd	Annual Subscription for Office 365	1	\$9,720.00	
EFT22101	17/04/2026	WALGA	Councillor Training for CR Smeed	1		(\$2,271.50)
SI017921	07/04/2026	WALGA	Councillor Training for CR Smeed	1	\$2,271.50	
EFT22102	17/04/2026	HYDEN AUTO ELECTRICS	Diesel pump diagnosis	1		(\$143.00)
6718	20/02/2026	HYDEN AUTO ELECTRICS	Diesel pump diagnosis	1	\$143.00	
EFT22103	17/04/2026	HYDEN CWA	Morning Tea for Hyden Citizenship Ceremony	1		(\$225.00)
45	14/04/2026	HYDEN CWA	Morning Tea for Hyden Citizenship Ceremony	1	\$225.00	
EFT22104	17/04/2026	ACORP CONSTRUCTION	Upgrades to Kondinin Pavilion - Tender 04/2024/2025	1		(\$6,231.24)
A079_C10	31/03/2026	ACORP CONSTRUCTION	Upgrades to Kondinin Pavilion - Tender 04/2024/2025	1	\$6,231.24	
EFT22105	17/04/2026	WE WILL DO CLEANING SERVICE	Cleaning Services 06/04/2026 - 12/04/2026	1		(\$2,964.50)
96	06/04/2026	WE WILL DO CLEANING SERVICE	Cleaning Services 06/04/2026 - 12/04/2026	1	\$2,964.50	
EFT22106	17/04/2026	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Hydraulic hose and adaptors	1		(\$583.49)
3078622	26/03/2026	AFGRI EQUIPMENT AUSTRALIA	Hydraulic hose and adaptors	1	\$583.49	

List of Accounts Due & Submitted to Council 01/04/2026 to 30/04/2026

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
EFT22107	17/04/2026	NEWGROUND WATER SERVICES PTY LTD	Travel, Crane Truck, removal of dam pump, clean, replace clamps, reassemble, service kit for wetter	1		(\$7,874.90)
1299841	27/02/2026	NEWGROUND WATER SERVICES PTY LTD	Travel, Crane Truck, removal of dam pump, clean, replace clamps, reassemble, service kit for wetter	1	\$7,874.90	
EFT22108	17/04/2026	MINERAL CRUSHING SERVICES (WA) PTY LTD	7mm aggregate East Hyden Bin	1		(\$6,459.92)
3220	02/04/2026	MINERAL CRUSHING SERVICES (WA) PTY LTD	7mm aggregate East Hyden Bin	1	\$6,459.92	
EFT22109	17/04/2026	WA Contract Ranger Services Pty Ltd	Ranger Services 25/26	1		(\$2,084.50)
6985	11/04/2026	WA Contract Ranger Services Pty Ltd	Ranger Services 25/26	1	\$2,084.50	
EFT22110	17/04/2026	WA COUNTRY HEALTH SERVICE	Rent Hyden Medical	1		(\$660.00)
691423	02/04/2026	WA COUNTRY HEALTH SERVICE	Rent Hyden Medical	1	\$660.00	
EFT22111	17/04/2026	WACHS WHEATBELT BOND	Refund of remaining Bond	1		(\$120.00)
	17/04/2026	WACHS WHEATBELT	Refund of remaining Bond	1	\$120.00	
EFT22112	17/04/2026	WM & CL GARDNER	Water Carting - Synergy Lovering Road	1		(\$17,626.13)
140	07/01/2026	WM & CL GARDNER	Water Cart Hire 24.5hrs	1	\$3,975.13	
147	29/03/2026	WM & CL GARDNER	Water Carting	1	\$1,947.00	
149	29/03/2026	WM & CL GARDNER	Water Carting, Water Carting - Synergy	1	\$7,161.00	
146	29/03/2026	WM & CL GARDNER	Water Carting - Synergy Lovering Road	1	\$4,543.00	
EFT22113	17/04/2026	Trish's Cleaning Service	Cleaning Services 06/04/2026 - 12/04/2026	1		(\$2,172.88)
1145	06/04/2026	Trish's Cleaning Service	Cleaning Services 06/04/2026 - 12/04/2026	1	\$2,172.88	
EFT22114	17/04/2026	Collard Plumbing & Gas	Diagnose hot water issue	1		(\$1,852.84)
604	07/04/2026	Collard Plumbing & Gas	Diagnose and replace faulty retic sprinklers, isolate station, Water leak in line from CBH Dam, repair and replace joiner, Diagnose hot water issue	1	\$1,852.84	
EFT22115	17/04/2026	Telair Pty Ltd	Internet Medical Centre April26	1		(\$2,828.89)
TA20941-081	31/03/2026	Telair Pty Ltd	Internet Medical Centre April26	1	\$2,828.89	
EFT22116	17/04/2026	Bindelluti Pty Ltd	Fix and replace issues with air conditioning units at Hyden Community Resource Centre	1		(\$920.21)
620	19/03/2026	Bindelluti Pty Ltd	Fix and replace issues with air conditioning units at Hyden Community Resource Centre	1	\$590.21	
642	13/04/2026	Bindelluti Pty Ltd	Service of Air Conditioners at Chalet # 3	1	\$330.00	
EFT22117	17/04/2026	Windcave Pty. Limited	March 26 Service Fee	1		(\$435.82)
3164349	31/03/2026	Windcave Pty. Limited	March 26 Service Fee	1	\$435.82	
EFT22118	17/04/2026	Joanne Lane	Refund due to cancelation at cp bookings	1		(\$45.00)
REFUND	16/04/2026	Joanne Lane	Refund due to cancelation at cp bookings	1	\$45.00	
EFT22119	17/04/2026	Ian Prangell	Refund due to cancelation at cp bookings	1		(\$45.00)
REFUND	16/04/2026	Ian Prangell	Refund due to cancelation at cp bookings	1	\$45.00	
EFT22120	20/04/2026	Australian Services Union	Payroll deductions	1		(\$73.50)
DEDUCTION	19/04/2026	Australian Services Union	Payroll deductions	1	\$73.50	
EFT22121	20/04/2026	Child Support Agency	Payroll deductions	1		(\$817.87)
DEDUCTION	19/04/2026	Child Support Agency	Payroll deductions	1	\$817.87	
EFT22122	20/04/2026	S U CRISPS CORNER PTY LTD	Payroll deductions	1		(\$95.00)
DEDUCTION	19/04/2026	S U CRISPS CORNER PTY LTD	Payroll deductions	1	\$95.00	
EFT22123	23/04/2026	HYDEN SWIMMING CLUB	Hyden Swimming Club Sausages	1		(\$316.00)
25/26	13/04/2026	HYDEN SWIMMING CLUB	Hyden Swimming Club Sausages	1	\$316.00	
EFT22124	23/04/2026	Avon Waste	Rubbish	1		(\$25,298.89)
75897	31/03/2026	Avon Waste	Rubbish, Recycling, kn wts, hy wts, Bins, Landfill	1	\$25,298.89	
EFT22125	23/04/2026	Team Global Express Pty Ltd	PCS	1		(\$75.61)
0692	12/04/2026	Team Global Express Pty Ltd	PCS	1	\$75.61	
EFT22126	23/04/2026	Corrigin Shire Council	EHO Services March 2026	1		(\$6,382.20)
19893	14/04/2026	Corrigin Shire Council	EHO Services March 2026	1	\$6,382.20	
EFT22127	23/04/2026	Synergy	BORE ETC	1		(\$8,669.38)
BORES & MISC	20/04/2026	Synergy	724 880 100 HYDEN PAVILION SERVICE CHARGE & USAGE (kWh), 448 252 110 STREET LIGHTING SERVICE CHARGE & USAGE (kWh), 806 740 590 HYDEN SWIMMING POOL SERVICE CHARGE & USAGE (kWh)	1	\$8,669.38	
EFT22128	23/04/2026	KARLGARIN COUNTRY CLUB	Electricity Subsidy 2026	1		(\$6,000.00)
49489	19/04/2026	KARLGARIN COUNTRY CLUB	Electricity Subsidy 2026	1	\$6,000.00	
EFT22129	23/04/2026	LO-GO APPOINTMENTS	Temporary Manager of Works - Bob Edwards	1		(\$7,642.59)
H6689	15/04/2026	LO-GO APPOINTMENTS	Temporary Manager of Works - Bob Edwards	1	\$2,831.68	

List of Accounts Due & Submitted to Council 01/04/2026 to 30/04/2026

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
H6721	22/04/2026	LO-GO APPOINTMENTS	Temporary Manager of Works - Bob Edwards	1	\$4,810.91	
EFT22130	23/04/2026	FEGAN BUILDING SURVEYING	Building Surveyor Services 25/26	1		(\$792.00)
1298	15/04/2026	FEGAN BUILDING SURVEYING	Building Surveyor Services 25/26	1	\$792.00	
EFT22131	23/04/2026	THE AG SHOP	Monthly purchase - March 2026	1		(\$1,725.02)
10026964	26/03/2026	THE AG SHOP	Monthly purchase - March 2026	1	\$107.49	
10026973	26/03/2026	THE AG SHOP	Monthly purchase - March 2026	1	\$23.16	
10026997	27/03/2026	THE AG SHOP	Monthly purchase - March 2026	1	\$214.98	
10027004	27/03/2026	THE AG SHOP	Monthly purchase - March 2026	1	\$306.43	
10027086	31/03/2026	THE AG SHOP	Monthly purchase - March 2026	1	\$897.76	
10027144	01/04/2026	THE AG SHOP	Monthly purchase - March 2026	1	\$57.00	
10027149	01/04/2026	THE AG SHOP	Monthly purchase - March 2026	1	\$118.20	
EFT22132	23/04/2026	Mc Pest Control	Pest Control at 6 Hinck Street, Kondinin	1		(\$275.00)
335	16/04/2026	Mc Pest Control	Pest Control at 6 Hinck Street, Kondinin	1	\$275.00	
EFT22133	23/04/2026	CTI LOGISTICS REGIONAL FREIGHT	Sigma Chemicals	1		(\$755.02)
CISF716897	31/03/2026	CTI LOGISTICS REGIONAL FREIGHT	Sigma Chemicals	1	\$755.02	
EFT22134	23/04/2026	PERITUS TECHNOLOGY	Ticket Machine 25/26	1		(\$332.13)
104570	09/04/2026	PERITUS TECHNOLOGY	Ticket Machine 25/26	1	\$332.13	
EFT22135	23/04/2026	ISWEEP	Street Sweeping - Kondinin Hyden Karlagarin	1		(\$5,082.00)
2837	09/04/2026	ISWEEP	Street Sweeping - Kondinin Hyden Karlagarin	1	\$5,082.00	
EFT22136	23/04/2026	WE WILL DO CLEANING SERVICE	Cleaning Services06/04/2026 - 12/04/2026	1		(\$2,541.00)
97	06/04/2026	WE WILL DO CLEANING SERVICE	Cleaning Services06/04/2026 - 12/04/2026	1	\$2,541.00	
EFT22137	23/04/2026	MINERAL CRUSHING SERVICES (WA) PTY LTD	7mm aggregate East Hyden Bin	1		(\$6,462.61)
3227	09/04/2026	MINERAL CRUSHING SERVICES (WA) PTY LTD	7mm aggregate East Hyden Bin	1	\$6,462.61	
EFT22138	23/04/2026	COMPLETE OFFICE SUPPLIES PTY LTD	Stationery Order April 26	1		(\$151.73)
15049055	09/04/2026	COMPLETE OFFICE SUPPLIES PTY LTD	Stationery Order April 26,	1	\$151.73	
EFT22139	23/04/2026	KEY CIVIL PTY LTD	RFT 03/2025 - 2026 - Sealing of Kondinin Airstrip and Associated Asphalt of Taxiway and Apron	1		(\$274,959.53)
494	16/04/2026	KEY CIVIL PTY LTD	RFT 03/2025 - 2026 - Sealing of Kondinin Airstrip and Associated Asphalt of Taxiway and Apron	1	\$274,959.53	
EFT22140	23/04/2026	CRISP WIRELESS PTY LTD	Internet connections	1		(\$634.00)
202601003526	14/04/2026	CRISP WIRELESS PTY LTD	Kondinin office, Hyden office, Kondinin medical, Hyden medical, Kondinin depot, 6 Hinck Street doctor's residence	1	\$634.00	
EFT22141	23/04/2026	Trish's Cleaning Service	Cleaning Services 06/04/2026 - 12/04/2026	1		(\$2,745.60)
1146	06/04/2026	Trish's Cleaning Service	Cleaning Services 06/04/2026 - 12/04/2026	1	\$2,745.60	
EFT22142	23/04/2026	Supagas Pty Limited	Cylinder rent Service charge, ,	1		(\$223.30)
C650859-3-	31/03/2026	Supagas Pty Limited	Cylinder rent Service charge, ,	1	\$223.30	
EFT22143	23/04/2026	Xav Group Pty ltd	Hyden Pool Management Contract 25 - 26 season	1		(\$6,306.30)
0261	20/04/2026	Xav Group Pty ltd	Hyden Pool Management Contract 25 - 26 season	1	\$6,306.30	
EFT22144	23/04/2026	Muir's.Co	March and April Purchases	1		(\$432.84)
DI5920014	02/02/2026	Muir's.Co	monthly purchases	1	\$23.89	
DI5920040	03/02/2026	Muir's.Co	monthly purchases	1	\$17.00	
DI5920194	13/02/2026	Muir's.Co	Gas bottle McCanns	1	\$60.65	
DI5920204	13/02/2026	Muir's.Co	monthly purchases	1	\$68.00	
DI5920305	20/02/2026	Muir's.Co	monthly purchases	1	\$9.08	
DI5920361	25/02/2026	Muir's.Co	monthly purchases	1	\$10.20	
DI5920574	13/03/2026	Muir's.Co	March and April Purchases	1	\$60.65	
DI5920605	16/03/2026	Muir's.Co	March and April Purchases	1	\$8.95	
DI5920823	31/03/2026	Muir's.Co	March and April Purchases	1	\$24.62	
DI5920822	31/03/2026	Muir's.Co	March and April Purchases	1	\$150.00	
19558	01/04/2026	Water Corporation	KONDININ WATER	1		(\$6,843.07)
KONDININ	27/03/2026	Water Corporation	KONDININ WATER	1	\$6,843.07	
19559	07/04/2026	Kondinin Shire	Payroll deductions	1		(\$275.00)
DEDUCTION	05/04/2026	Kondinin Shire	Payroll deductions	1	\$275.00	
19560	10/04/2026	Water Corporation	KONDININ, HYDEN & STANDPIPES WATER	1		(\$22,640.45)
9007771597	19/03/2026	Water Corporation	9007771597 Lake Rd Standpipe 22/01/26 - 18/03/26	1	\$7,212.25	
KONDININ	09/04/2026	Water Corporation	KONDININ WATER	1	\$7,434.99	

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Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
HYDEN/KARL	09/04/2026	Water Corporation	9007773410 - SWIMMING POOL HYDEN SERVICE CHARGE & USAGE (kWh):	1	\$3,815.49	
STANDPIPES	09/04/2026	Water Corporation	9011516433 - STANDPIPE LA WORLAND ROAD SERVICE CHARGE & USAGE (kWh): 30/01/26 - 31/03/26, 9013167863 - STANDPIPE LA AYLMORE ROAD SERVICE CHARGE & USAGE (kWh);, 9007808142 - STANDPIPE LA KULIN ROAD SERVICE CHARGE & USAGE (kWh);, 9007808433 - STANDPIPE LA HENDERSON SERVICE CHARGE & USAGE (kWh);, 9025063754 - STANDPIPE MCCans Rock Standpipe SERVICE CHARGE & USAGE (kWh)	1	\$4,177.72	
19561	20/04/2026	Kondinin Shire	Payroll deductions	1		(\$275.00)
DEDUCTION	19/04/2026	Kondinin Shire	Payroll deductions	1	\$275.00	
19562	23/04/2026	Water Corporation	90 07808 67 9 Bendering Standpipe	1		(\$4,700.69)
9024958273	07/04/2026	Water Corporation	9024958273 Reservoir Rd Standpipe	1	\$399.61	
9007808679	15/04/2026	Water Corporation	90 07808 67 9 Bendering Standpipe	1	\$4,301.08	
DD23790.1	09/04/2026	Western Australian Treasury Corporation	Loan No. 142 Repayment - Townsite Drainage	1		(\$60,414.24)
142	09/04/2026	Western Australian Treasury Corporation	Loan No. 142 Repayment - Townsite Drainage	1	\$60,414.24	
DD23797.1	01/04/2026	Transport	Hyden Licensing	1		(\$484.00)
HYD	01/04/2026	Transport	Hyden Licensing	1	\$484.00	
DD23799.1	01/04/2026	Transport	Hyden Licensing	1		(\$473.95)
HYD01/04/2026	01/04/2026	Transport	Hyden Licensing	1	\$473.95	
DD23806.1	07/04/2026	Transport	Hyden Licensing	1		(\$2,489.85)
HYD7/4/2026	07/04/2026	Transport	Hyden Licensing	1	\$2,489.85	
DD23811.1	08/04/2026	Transport	Hyden Licensing	1		(\$6,323.90)
HYD8/4/2026	08/04/2026	Transport	Hyden Licensing	1	\$6,323.90	
DD23814.1	09/04/2026	Transport	Hyden Licensing	1		(\$19.40)
HYD	09/04/2026	Transport	Hyden Licensing	1	\$19.40	
DD23817.1	10/04/2026	Transport	Hyden Licensing	1		(\$168.00)
HYD	10/04/2026	Transport	Hyden Licensing	1	\$168.00	
DD23825.1	14/04/2026	Transport	Hyden Licensing	1		(\$162.45)
HYD14/04/2026	14/04/2026	Transport	Hyden Licensing	1	\$162.45	
DD23831.1	16/04/2026	Transport	Hyden Licensing	1		(\$168.00)
HYD	16/04/2026	Transport	Hyden Licensing	1	\$168.00	
DD23832.1	15/04/2026	Transport	Hyden Licensing	1		(\$168.00)
HYD	15/04/2026	Transport	Hyden Licensing	1	\$168.00	
DD23835.1	17/04/2026	Transport	Hyden Licensing	1		(\$919.65)
HYD	17/04/2026	Transport	Hyden Licensing	1	\$919.65	
DD23846.1	20/04/2026	Transport	Hyden Licensing	1		(\$427.45)
HYD20/04/2026	20/04/2026	Transport	Hyden Licensing	1	\$427.45	
DD23848.1	21/04/2026	Transport	Hyden Licensing	1		(\$32.00)
HYD21/04/2026	21/04/2026	Transport	Hyden Licensing	1	\$32.00	
DD23857.1	24/04/2026	Transport	Hyden Licensing	1		(\$536.30)
HYD	24/04/2026	Transport	Hyden Licensing	1	\$536.30	
DD23867.1	29/04/2026	Transport	Hyden Licensing	1		(\$489.40)
HYD	29/04/2026	Transport	Hyden Licensing	1	\$489.40	
DD23869.1	30/04/2026	Transport	Hyden Licensing	1		(\$3,112.40)
HYD	30/04/2026	Transport	Hyden Licensing	1	\$3,112.40	
DD23795.1	01/04/2026	Transport	KONININ LICENSING	1		(\$609.90)
KND01/04/26	01/04/2026	Transport	KONININ LICENSING	1	\$609.90	
DD23801.1	02/04/2026	Transport	KONININ LICENSING	1		(\$32.00)
KND02/04/2026	02/04/2026	Transport	KONININ LICENSING	1	\$32.00	
DD23808.1	07/04/2026	Transport	KONININ LICENSING	1		(\$573.60)
KND07/04/2026	07/04/2026	Transport	KONININ LICENSING	1	\$573.60	
DD23819.1	10/04/2026	Transport	KONININ LICENSING	1		(\$76.70)
KND10/04/2026	10/04/2026	Transport	KONININ LICENSING	1	\$76.70	
DD23837.1	17/04/2026	Transport	KONININ LICENSING	1		(\$831.60)
KND17.04.2026	17/04/2026	Transport	KONININ LICENSING	1	\$831.60	
DD23844.1	20/04/2026	Transport	KONININ LICENSING	1		(\$32.00)
20.4.2026	20/04/2026	Transport	KONININ LICENSING	1	\$32.00	
DD23850.1	21/04/2026	Transport	KONININ LICENSING	1		(\$76.70)
KND21.4.2026	21/04/2026	Transport	KONININ LICENSING	1	\$76.70	
DD23853.1	23/04/2026	Transport	KONININ LICENSING	1		(\$544.55)
KND23.4.2026	23/04/2026	Transport	KONININ LICENSING	1	\$544.55	
DD23855.1	24/04/2026	Transport	KONININ LICENSING	1		(\$718.00)
KND24.4.26	24/04/2026	Transport	KONININ LICENSING	1	\$718.00	
DD23862.1	28/04/2026	Transport	KONININ LICENSING	1		(\$48.20)
KND28.4.2026	28/04/2026	Transport	KONININ LICENSING	1	\$48.20	

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DD23865.1	29/04/2026	Transport	KONDININ LICENSING	1		(\$48.20)
KND29.4.2026	29/04/2026	Transport	KONDININ LICENSING	1	\$48.20	
DD23821.1	01/04/2026	National Australia Bank	Credit card charges for the month of March 2026	1		(\$983.48)
ceo_march	01/04/2026	National Australia Bank	CEO's credit card: LGMA Council planning networking \$70.00, monthly card fee \$9.00	1	\$79.00	
mcs_march	01/04/2026	National Australia Bank	MCS's credit card: SP CARD-Bush Trail Artwork \$305.45, State Law Publisher_LL \$255.84, KN04 fuel \$177.99, Shire of Kondinin Licensing_MDL-Dwight \$48.20, POST KONDININ PO Box annual fee \$99.00, monthly card fee \$9.00	1	\$895.48	
mpa_march	01/04/2026	National Australia Bank	MPA's credit card: monthly card fee \$9.00	1	\$9.00	
DD23803.1	05/04/2026	WA Local Government Superannuation Plan	Payroll deductions	1		(\$8,542.06)
SUPER	05/04/2026	WA Local Government Superannuation Plan	Superannuation contributions	1	\$7,349.16	
DEDUCTION	05/04/2026	WA Local Government Superannuation Plan	Payroll deductions	1	\$508.75	
DEDUCTION	05/04/2026	WA Local Government Superannuation Plan	Payroll deductions	1	\$20.00	
DEDUCTION	05/04/2026	WA Local Government Superannuation Plan	Payroll deductions	1	\$174.50	
DEDUCTION	05/04/2026	WA Local Government Superannuation Plan	Payroll deductions	1	\$100.00	
DEDUCTION	05/04/2026	WA Local Government Superannuation Plan	Payroll deductions	1	\$80.52	
DEDUCTION	05/04/2026	WA Local Government Superannuation Plan	Payroll deductions	1	\$161.04	
DEDUCTION	05/04/2026	WA Local Government Superannuation Plan	Payroll deductions	1	\$148.09	
DD23803.2	05/04/2026	cBus Super Administration	Superannuation contributions	1		(\$343.22)
SUPER	05/04/2026	cBus Super Administration	Superannuation contributions	1	\$343.22	
DD23803.3	05/04/2026	Host Plus	Superannuation contributions	1		(\$525.68)
SUPER	05/04/2026	Host Plus	Superannuation contributions	1	\$525.68	
DD23803.4	05/04/2026	MLC Nominees Pty Ltd	Superannuation contributions	1		(\$130.76)
DEDUCTION	05/04/2026	MLC Nominees Pty Ltd	Payroll deductions	1	\$29.72	
SUPER	05/04/2026	MLC Nominees Pty Ltd	Superannuation contributions	1	\$101.04	
DD23803.5	05/04/2026	Q SUPER	Superannuation contributions	1		(\$267.62)
SUPER	05/04/2026	Q SUPER	Superannuation contributions	1	\$267.62	
DD23803.6	05/04/2026	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1		(\$167.32)
SUPER	05/04/2026	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1	\$167.32	
DD23803.7	05/04/2026	GESB - SUPER SCHEME	Superannuation contributions	1		(\$305.56)
SUPER	05/04/2026	GESB - SUPER SCHEME	Superannuation contributions	1	\$305.56	
DD23803.8	05/04/2026	Prime Super	Superannuation contributions	1		(\$338.76)
SUPER	05/04/2026	Prime Super	Superannuation contributions	1	\$338.76	
DD23803.9	05/04/2026	MERCER SMART SUPER	Superannuation contributions	1		(\$128.61)
SUPER	05/04/2026	MERCER SMART SUPER	Superannuation contributions	1	\$128.61	
DD23821.3	01/04/2026	Westnet Pty Ltd	INTERNET - MARCH 2026	1		(\$89.95)
MARCH 26	01/04/2026	Westnet Pty Ltd	INTERNET - MARCH 2026	1	\$89.95	
DD23823.1	10/04/2026	AUSTRALIA POST - GATEWAY	Commisson Kondinin Caravan Park Booking Payments - MARCH-APRIL 2026	1		(\$45.28)
RDZXWF - APRIL 26	10/04/2026	AUSTRALIA POST - GATEWAY	Commisson Kondinin Caravan Park Booking Payments - MARCH-APRIL 2026	1	\$45.28	
DD23841.1	19/04/2026	WA Local Government	Payroll deductions	1		(\$8,457.20)
SUPER	19/04/2026	WA Local Government	Superannuation contributions	1	\$7,237.43	
DEDUCTION	19/04/2026	WA Local Government	Payroll deductions	1	\$563.65	
DEDUCTION	19/04/2026	WA Local Government	Payroll deductions	1	\$20.00	
DEDUCTION	19/04/2026	WA Local Government	Payroll deductions	1	\$138.64	
DEDUCTION	19/04/2026	WA Local Government	Payroll deductions	1	\$100.00	
DEDUCTION	19/04/2026	WA Local Government	Payroll deductions	1	\$80.52	
DEDUCTION	19/04/2026	WA Local Government	Payroll deductions	1	\$161.05	
DEDUCTION	19/04/2026	WA Local Government	Payroll deductions	1	\$155.91	
DD23841.2	19/04/2026	cBus Super Administration	Superannuation contributions	1		(\$338.76)
SUPER	19/04/2026	cBus Super Administration	Superannuation contributions	1	\$338.76	
DD23841.3	19/04/2026	MLC Nominees Pty Ltd	Superannuation contributions	1		(\$130.76)
DEDUCTION	19/04/2026	MLC Nominees Pty Ltd	Payroll deductions	1	\$29.72	
SUPER	19/04/2026	MLC Nominees Pty Ltd	Superannuation contributions	1	\$101.04	

List of Accounts Due & Submitted to Council 01/04/2026 to 30/04/2026

Chq/EFT/ INV	Date	Name	Description	Bank	Inv Amount	Paid Amount
DD23841.4	19/04/2026	Host Plus	Superannuation contributions	1		(\$461.39)
SUPER	19/04/2026	Host Plus	Superannuation contributions	1	\$461.39	
DD23841.5	19/04/2026	Q SUPER	Superannuation contributions	1		(\$267.62)
SUPER	19/04/2026	Q SUPER	Superannuation contributions	1	\$267.62	
DD23841.6	19/04/2026	THE TRUSTEE FOR	Superannuation contributions	1		(\$184.98)
SUPER	19/04/2026	THE TRUSTEE FOR	Superannuation contributions	1	\$184.98	
DD23841.7	19/04/2026	GESB - SUPER SCHEME	Superannuation contributions	1		(\$320.64)
SUPER	19/04/2026	GESB - SUPER SCHEME	Superannuation contributions	1	\$320.64	
DD23841.8	19/04/2026	Prime Super	Superannuation contributions	1		(\$304.88)
SUPER	19/04/2026	Prime Super	Superannuation contributions	1	\$304.88	
DD23841.9	19/04/2026	MERCER SMART SUPER	Superannuation contributions	1		(\$104.49)
SUPER	19/04/2026	MERCER SMART SUPER	Superannuation contributions	1	\$104.49	
DD23859.1	24/04/2026	Australia Post	POSTAGE - KONDININ & HYDEN OFFICE - POSTAGE - MARCH 2026	1		(\$487.31)
1014649070	03/04/2026	Australia Post	POSTAGE - KONDININ & HYDEN OFFICE - POSTAGE - MARCH 2026	1	\$487.31	
DD23871.1	30/04/2026	AUSTRALIA POST - GATEWAY CHALET REFUNDS (cancelled bookings)		1		(\$875.00)
FZ-30042026	30/04/2026	AUSTRALIA POST - GATEWAY CHALET REFUNDS (cancelled bookings)		1	\$875.00	
DD23803.10	05/04/2026	Australian Super	Superannuation contributions	1		(\$1,433.80)
SUPER	05/04/2026	Australian Super	Superannuation contributions	1	\$1,433.80	
DD23841.10	19/04/2026	Australian Super	Superannuation contributions	1		(\$1,325.48)
SUPER	19/04/2026	Australian Super	Superannuation contributions	1	\$1,325.48	
DD23821.2	01/04/2026	BankWest	MERCHANT FEES - MARCH 2026 - 1704	1		(\$349.79)
1712 - FEES - MARCH 26	01/04/2026	BankWest	MERCHANT FEES - HYDEN EFTPOS - 1712 - MARCH 2026	1	\$312.79	
1704 - MARCH	01/04/2026	BankWest	MERCHANT FEES - MARCH 2026 - 1704	1	\$37.00	
DD23821.4	01/04/2026	TYRO	MARCH 26 FEES	1		(\$29.00)
MARCH 26	01/04/2026	TYRO	MARCH 26 FEES	1	\$29.00	
DD23871.2	30/04/2026	BankWest	MERCHANT FEES - KONDININ & HYDEN	1		(\$180.07)
MERCHANT	30/04/2026	BankWest	MERCHANT FEES - KONDININ & HYDEN	1	\$180.07	
DD23871.3	30/04/2026	National Australia Bank	AKF FEES - TRUST ACCOUNT	1		(\$49.00)
141657	30/04/2026	National Australia Bank	MERCHANT FEES - SHIRE OF KONDININ	1	\$29.00	
AKF FEES	30/04/2026	National Australia Bank	AKF ACCOUNT FEES - MUNICIPAL ACCOUNT	1	\$10.00	
AKF TRUST	30/04/2026	National Australia Bank	AKF FEES - TRUST ACCOUNT	1	\$10.00	
PAY	05/04/2026	Payroll Direct	Payroll Direct Debit Of Net Pays	1		(\$65,184.38)
PAY	05/04/2026	Payroll Direct	Payroll Direct Debit Of Net Pays	1	\$65,184.38	
PAY	19/04/2026	Payroll Direct	Payroll Direct Debit Of Net Pays	1		(\$63,812.94)
PAY	19/04/2026	Payroll Direct	Payroll Direct Debit Of Net Pays	1	\$63,812.94	
Total						(\$1,554,686.92)



**Differential Rates
Objects and Reasons 2026/27**

The following Objects and Reasons are provided by Section 6.36 of the Local Government Act 1995 (the Act) and Council’s “Notice of Intention to Levy Differential Rates” to advertise the Objects and Reasons for the differential rates as part of the 2026/2027 Budget process.

RATES

Rates are levied on all rateable properties within the boundaries of the Shire of Kondinin by the Local Government Act 1995. The overall objective for the raising of the proposed rates and charges in the 2026/2027 Budget is to provide for the funding requirements of the Shires services, activities, financing costs and the current and future capital requirements of the Shire considering the Ten-Year Long-Term Financial Plan. This year it is proposed to increase the revenue collected from rates by 3.5%. Section 6.33 of the Local Government Act 1995 provides the ability to differentially rate properties based on zoning and/or land use as determined by the Shire of Kondinin. The application of differential rating maintains equity in the rating of properties across the Shire, enabling the Council to provide facilities, infrastructure and services that benefit the whole Shire and its visitors.

Summary of the proposed minimum payments and rates in the dollar for 2026/2027.

Rate Category	Minimum Payment	Rate in the \$ (cents) proposed
GRV – Townsite	\$507.00	13.2000
GRV – Mining Infrastructure	\$507.00	27.2000
UV – Rural	\$507.00	0.82920
UV – Mining	\$507.00	24.8000

Valuations

Landgate is the statutory authority responsible for the valuation process by the provisions of the Local Government Act 1995 and the Valuation of Land Act 1978 (as amended). The rates in the \$ are based on the general valuations as supplied by the Valuer General concerning Gross Rental Values (GRV) and Unimproved Values (UV). More information on the different valuation methods can be found on the Valuer Generals website at www.landgate.wa.gov.au

Gross Rental Valuations (GRV)

A property's GRV represents the amount of the gross annual rental the land might obtain if it is let on a tenancy from year to year. GRV properties are reviewed every 3-6 years as per the Valuation of Land Act 1978 (as amended), the latest review for the Shire of Kondinin was on 1 July 2022.

Unimproved Valuation (UV)

A property's UV means the amount the land may reasonably be expected to obtain if it was sold and assuming no improvements to the land had been made. UV properties are reviewed annually, the latest review for the Shire of Kondinin being effective 1 July 2026.

Objects and Reasons for Differential Rating**GRV–Townsite**

This rating category applies to all properties within the townsite boundaries of Kondinin, Karlgarin & Hyden as per the Local Planning Scheme No. 1 and the area zoned for a public purpose within the Wave Rock precinct.

The object of this differential is to ensure that all properties with GRV valuation make a reasonable contribution towards the services and facilities provided and maintained by the Shire of Kondinin for the benefit of residents within the towns of Kondinin, Karlgarin and Hyden.

Revenue derived from this category will assist in funding the service levels expected by the community and achieving the outcomes of the Strategic Community Plan.

GRV–Mining Infrastructure

This rating category applies to mining leases with improvements on the land. These improvements include workforce accommodation and facilities, offices, workshops and processing facilities.

The object of this differential is to raise additional revenue to contribute towards higher maintenance and construction costs associated with mining activity due to its remote location and the weights and volumes involved. This rate reflects the cost of servicing the remote mining activity including road infrastructure and waste disposal.

The reason this category is rated higher than GRV is due to the additional costs of maintaining infrastructure (roads) in the eastern sector of the Shire associated with the frequent vehicle use from servicing the mining companies operating in the area. The servicing of mining operations results in the Shire's road network and waste facilities requiring continual ongoing maintenance and renewal work to service these users.

UV–Rural

This rating category applies to properties that are predominately used for farming. The object of this differential is to maintain equity in the rating of property throughout the Shire of Kondinin enabling the Council to provide facilities, infrastructure and services for the entire Shire communities.

The reason for the differential rate is that the UV Rural valuations are by far higher than the UV Mining valuations.

UV-Mining

This rate category applies to properties used for mining, exploration or prospecting purposes.

The object of the differential rate for this category is to raise additional revenue to fund the additional cost impacts on the Shire of Kondinin.

This category is rated higher than UV Rural because mining traffic increases the cost of maintaining road infrastructure in the eastern part of the Shire. Mining activity places heavier demands on the Shire's road network, requiring ongoing maintenance and renewal to support these users.

Minimum Payments

The Local Government Act 1995 (section 6.35) allows Council to impose a minimum rate, which may not apply to more than 50% of rateable properties. The setting of minimum rates within rating categories recognizes that every property receives some minimum level of benefit from the works and services provided by the Shire, and the costs of providing non-exclusive services are shared equitably. A proposed minimum rate of \$507.00 has been applied to all rating categories.

Bruce Wright
Chief Executive Officer
Shire of Kondinin



SHIRE OF KONDININ

MONTHLY FINANCIAL REPORT

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

FOR THE PERIOD ENDED 30 APRIL 2026

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 APRIL 2026**

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	3,817,957	3,786,971	3,786,971	3,789,956	2,985	0.08%	
Grants, subsidies and contributions	1,905,396	1,905,396	1,510,641	1,536,133	25,492	2%	▲
Fees and charges	1,292,750	1,143,801	935,042	1,108,298	173,256	19%	▲
Service charges	0	0	0	0	0		
Interest revenue	275,394	267,809	145,958	140,068	(5,890)	(4%)	
Other revenue	391,312	426,884	343,780	263,492	(80,289)	(23%)	▼
Profit on asset disposals	46,524	46,525	44,409	20,464	(23,945)	(54%)	▼
	7,729,333	7,577,387	6,766,801	6,858,410			
Expenditure from operating activities							
Employee costs	(2,429,594)	(2,334,404)	(1,928,207)	(1,921,453)	6,754	0%	
Materials and contracts	(3,161,349)	(3,052,905)	(2,543,827)	(2,185,295)	358,532	14%	▲
Utility charges	(414,566)	(414,566)	(312,462)	(304,461)	8,001	3%	
Depreciation	(10,484,642)	(10,484,642)	(8,711,005)	(8,630,901)	80,104	0.9%	▲
Finance costs	(185,352)	(185,352)	(111,022)	(111,023)	(1)	(0%)	
Insurance	(321,864)	(346,979)	(346,963)	(337,973)	8,990	3%	
Other expenditure	(227,828)	(227,828)	(166,675)	(180,235)	(13,560)	(8%)	▼
Loss on asset disposals	(37,943)	(37,943)	(10,306)	(4,683)	5,624	55%	
	(17,263,138)	(17,084,620)	(14,130,467)	(13,676,023)			
Non-cash amounts excluded from operating activities	10,476,060	10,476,060	8,676,902	8,615,119	(61,783)	(1%)	
Amount attributable to operating activities	942,255	968,827	1,313,235	1,797,507			
INVESTING ACTIVITIES							
Inflows from investing activities							
Capital grants, subsidies and contributions	3,947,005	5,891,247	5,407,510	4,693,398	(714,112)	(13%)	▼
Proceeds from disposal of assets	328,000	328,000	220,000	84,884	(135,116)	(61%)	▼
Proceeds from financial assets at amortised cost - self-supporting loans	108,410	108,410	53,638	53,638	(0)	(0%)	
	4,383,415	6,327,657	5,681,148	4,831,920			
Outflows from investing activities							
Purchase of property, plant and equipment	(3,955,501)	(4,070,057)	(2,755,913)	(2,293,003)	462,910	17%	▲
Purchase and construction of infrastructure	(5,105,176)	(7,128,340)	(5,722,167)	(4,379,573)	1,342,594	23%	▲
	(9,060,677)	(11,198,397)	(8,478,080)	(6,672,576)			
Non-cash amounts excluded from investing activities	0	0	0	0	0		
Amount attributable to investing activities	(4,677,262)	(4,870,740)	(2,796,932)	(1,840,656)			
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserve accounts	1,620,000	1,806,261	1,085,000	1,085,000	0	0%	
	1,620,000	1,806,261	1,085,000	1,085,000			
Outflows from financing activities							
Repayment of borrowings	(271,390)	(271,390)	(202,525)	(202,525)	0	0.000%	
Transfer to reserve accounts	(289,004)	(305,643)	(215,091)	(215,091)	0	0%	
	(560,394)	(577,033)	(417,616)	(417,616)			
Amount attributable to financing activities	1,059,607	1,229,229	667,384	667,384			
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2,675,401	2,675,401	2,675,401	2,684,779	9,378	(0.351%)	
Amount attributable to operating activities	942,255	968,827	1,313,235	1,797,507	484,272	(36.876%)	▲
Amount attributable to investing activities	(4,677,262)	(4,870,740)	(2,796,932)	(1,840,656)	956,276	34.190%	▲
Amount attributable to financing activities	1,059,607	1,229,229	667,384	667,384	0	0.000%	
Surplus or deficit after imposition of general rates	0	2,717	1,859,088	3,309,014	1,449,926	78%	

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 APRIL 2026**

	NOTE	30 April 2026 \$	30 April 2025 \$
CURRENT ASSETS			
Cash and cash equivalents	6	6,733,726	6,308,038
Trade and other receivables		1,865,371	1,169,528
Other financial assets	11	54,772	52,528
Inventories	11	11,573	27,329
Other assets		1,027	234,295
TOTAL CURRENT ASSETS		8,666,469	7,791,719
NON-CURRENT ASSETS			
Trade and other receivables		59,715	60,297
Other financial assets		803,053	911,463
Investment in associate		41,553	65,977
Property, plant and equipment Infrastructure		33,737,765	31,847,414
		223,999,534	227,010,297
TOTAL NON-CURRENT ASSETS		258,641,620	259,895,449
TOTAL ASSETS		267,308,088	267,687,167
CURRENT LIABILITIES			
Trade and other payables		390,437	378,994
Other liabilities	14	846,492	335,460
Borrowings		68,864	65,914
Employee related provisions	14	456,313	501,221
TOTAL CURRENT LIABILITIES		1,762,106	1,281,588
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		5,268,201	5,049,576
NET ASSETS		262,039,888	262,637,590
EQUITY			
Retained surplus		24,764,316	24,614,918
Reserves accounts		3,609,441	4,356,541
Revaluation surplus		233,666,131	233,666,131
TOTAL EQUITY		262,039,888	262,637,590

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

**SHIRE OF KONDININ
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2026**

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

Judgements and estimates

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

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

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

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

SIGNIFICANT ACCOUNTING POLICIES

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

PREPARATION TIMING AND REVIEW

Date prepared. All known transactions up to 12 May 2026.

SHIRE OF KONDININ
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2026

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

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

Note	Last Year Closing 30 June 2025	This Time Last Year 30 April 2025	Year to Date 30 April 2026
Current Assets	\$	\$	\$
Cash and cash equivalents	8,705,958	6,308,038	6,733,726
Trade and other receivables	495,766	1,169,528	1,865,371
Other financial assets	108,410	52,528	54,772
Inventories	7,148	27,329	11,573
Other assets	356,720	234,295	1,027
	<u>9,674,002</u>	<u>7,791,719</u>	<u>8,666,469</u>
Less: Current liabilities			
Trade and other payables	1,637,535	378,994	390,437
Other liabilities	278,765	335,460	846,492
Borrowings	271,390	65,914	68,864
Employee related provisions	485,162	501,221	456,313
	<u>2,672,852</u>	<u>1,281,587</u>	<u>1,762,106</u>
Net current assets	<u>7,001,151</u>	<u>6,510,132</u>	<u>6,904,362</u>
Less: Total adjustments to net current assets	2(c) (4,316,370)	(4,343,154)	(3,595,348)
Closing funding surplus / (deficit)	<u>2,684,779</u>	<u>2,166,978</u>	<u>3,309,014</u>

(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	(46,525)	(44,409)	(20,464)
Add: Fair value adjustments to financial assets at fair value through profit or loss	0	0	0
Add: Loss on disposal of assets	37,943	10,306	4,683
Add: Loss on revaluation of Fixed assets	0	0	0
Add: Depreciation	10,484,642	8,711,005	8,630,901
Non cash amounts excluded from operating activities	<u>10,476,060</u>	<u>8,676,902</u>	<u>8,615,119</u>

(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 April 2025	Year to Date 30 April 2026
	\$	\$	\$
Adjustments to net current assets			
Less: Reserves - restricted cash	(4,479,350)	(4,356,541)	(3,609,441)
Less: Financial assets at amortised cost - self supporting loans	(108,410)	(52,528)	(54,772)
Add: Current portion of long-term borrowings	271,390	65,914	68,864
Add: Current portion of employee benefit provisions held in reserve	0	0	0
Total adjustments to net current assets	<u>(4,316,370)</u>	<u>(4,343,154)</u>	<u>(3,595,348)</u>

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 APRIL 2026

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially. The material variance adopted by Council for the 2025-26 year is \$10,000 and 10% whichever is the greater.

Note	Original Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$	Var. %
	\$	\$	\$	\$	%
Revenue from operating activities					
Grants, subsidies and contributions					
Higher fuel rebate claimed to date than estimated.	1,905,396	1,510,641	1,536,133	25,492	2% ▲
				Timing	
Fees and charges	1,292,750	935,042	1,108,298	173,256	19% ▲
Income from private works and wave rock precinct higher to date than estimated.				Timing	
Other revenue	391,312	343,780	263,492	(80,289)	(23%) ▼
Other revenue from private works lower to date than estimated.				Timing	
Profit on asset disposals	46,525	44,409	20,464	(23,945)	(54%) ▼
Disposal of vehicles to date lower than anticipated.				Timing	
Expenditure from operating activities					
Employee costs					
Lower actual employee operating cost due to capital works program prioritised.	(2,429,594)	(1,928,207)	(1,921,453)	6,754	0%
				Timing	
Materials and contracts	(3,161,349)	(2,543,827)	(2,185,295)	358,532	14% ▲
Maintenance costs (general) plus road mtce summer grading lower to date than anticipated.				Timing	
Utility charges	(414,566)	(312,462)	(304,461)	8,001	3%
Estimated utility charges year to date lower than anticipated.				Timing	
Depreciation	(10,484,142)	(8,711,005)	(8,630,901)	80,104	0.9% ▲
Lower depreciation to-date than estimated (non-cash).				Timing	
INVESTING ACTIVITIES					
Inflows from investing activities					
Capital grants, subsidies and contributions					
Regional Road Safety Program grant (RRSP) East Hyden Road lower to-date than estimated.	3,947,005	5,407,510	4,693,398	(714,112)	(13%) ▼
				Timing	
Proceeds from disposal of assets	328,000	220,000	84,884	(135,116)	(61%) ▼
Delayed in plant assets disposal result to a lower actual proceeds to date.				Timing	
Outflows from investing activities					
Purchase of property, plant and equipment					
Plant and machinery acquisition to-date lower than anticipated.	(3,955,501)	(2,755,913)	(2,293,003)	462,910	17% ▲
				Timing	
Purchase and construction of infrastructure	(5,105,176)	(5,722,167)	(4,379,573)	1,342,594	23% ▲
Lower to date actual SLRIP-Hyden Norseman Road and RRSP-East Hyden Bln Road than anticipated.				Timing	

**SHIRE OF KONDININ
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026**

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 April 2026 of \$ 3,309,014

Items of Significance

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

	%	Annual Budget	YTD Budget	YTD Actual
Capital Projects	Completed			
Roadworks	61%	\$ 6,170,300	\$ 5,034,492	\$ 3,766,422
Plant and Equipment	8%	\$ 992,000	\$ 667,000	\$ 77,609
Land and Buildings	72%	\$ 3,078,057	\$ 2,088,913	\$ 2,215,394
Other Infrastructure	64%	\$ 958,040	\$ 687,675	\$ 613,151
<i>(Details on Note 8)</i>				
Grants, Subsidies and Contributions	Collected			
Operating Grants, Subsidies and Contributions	81%	\$ 1,905,396	\$ 1,510,641	\$ 1,536,133
Capital Grants, Subsidies and Contributions	62%	\$ 5,891,247	\$ 5,407,510	\$ 4,693,398
<i>(Details on Notes 15 & 16)</i>				
		\$ 7,796,643	\$ 6,918,151	\$ 6,229,531
Rates <i>(% collected on Note 10)</i>	Levied			
	100.08%	\$ 3,786,971	\$ 3,786,971	\$ 3,789,956

% Compares current ytd actuals to annual budget

		Last Year 30 April 2025	Current Year 30 April 2026
Financial Position			
Adjusted Net Current Assets	106%	\$ 6,510,132	\$ 6,904,362
Cash and Equivalent - Unrestricted	160%	\$ 1,951,497	\$ 3,124,285
Cash and Equivalent - Restricted	83%	\$ 4,356,541	\$ 3,609,441
Receivables - Rates	202%	\$ 143,454	\$ 289,286
Receivables - Other	487%	\$ 335,289	\$ 1,631,884
Payables	97%	\$ 1,345,925	\$ 1,305,808
Current Ratio =	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$	2.83	2.99

Preparation

Prepared by: mcs

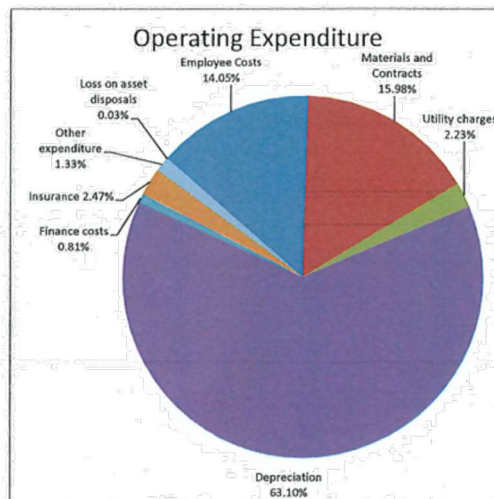
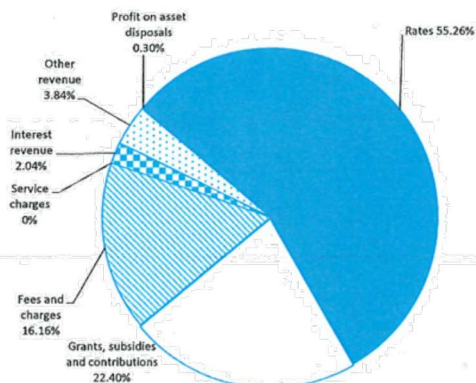
Reviewed by: ceo

Date prepared: 12/05/2026

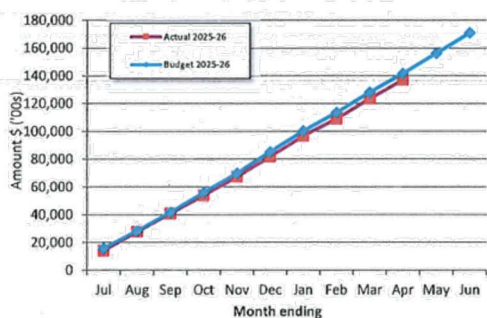
SHIRE OF KONDININ
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 30 APRIL 2026

5. KEY INFORMATION - GRAPHICAL

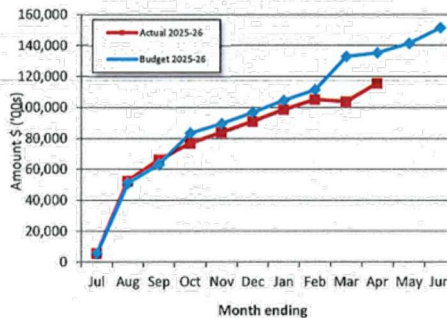
Operating Revenue



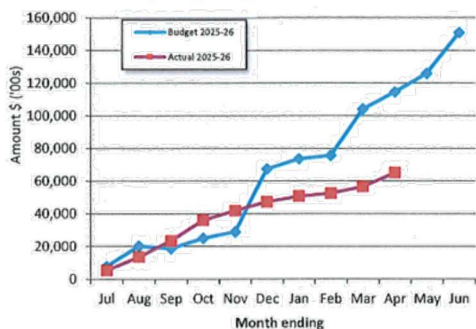
Budget Operating Expenses -v- YTD Actual



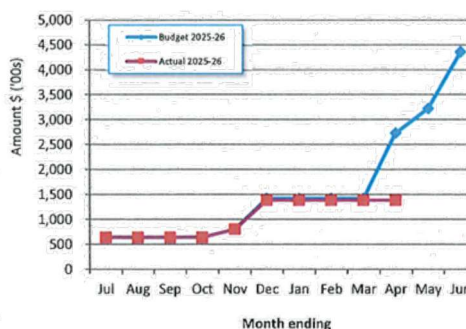
Budget Operating Revenues -v- YTD Actual



Budget Capital Expenses -v- Actual



Budget Capital Revenue -v- Actual



SHIRE OF KONDININ
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

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	784,559	0	784,559		NAB	Variable	Cheque Acc
Overnight Cash Deposit Facility	Cash and cash equivalents	6,865	0	6,865		WATC	3.80%	At Call
Trust Bank Account	Cash and cash equivalents	0	0	0	13,444	NAB	Variable	Cheque Acc.
(b) Term Deposits								
Plant Replacement Reserve	Cash and cash equivalents	0	839,616	839,616		NAB	4.45%	09-Jun-26
Housing Reserve	Cash and cash equivalents	0	286,023	286,023		NAB	4.55%	02-Jun-26
Employee Liability Reserve	Financial assets at amortised cost	0	479,674	479,674		NAB	4.10%	16-Jun-26
Tourism Development Reserve	Financial assets at amortised cost	0	157,463	157,463		NAB	4.30%	09-Jun-26
Water Infrastructure Reserve	Financial assets at amortised cost	0	9,591	9,591		NAB	4.15%	05-May-26
Community Bus Reserve	Financial assets at amortised cost	0	58,933	58,933		NAB	4.20%	21-May-26
Radio Reserve	Financial assets at amortised cost	0	28,914	28,914		NAB	4.20%	21-May-26
Landfill Reserve	Financial assets at amortised cost	0	144,321	144,321		NAB	4.15%	05-May-26
SIA Capital Upgrade Reserve	Financial assets at amortised cost	0	215,885	215,885		NAB	4.12%	09-Jun-26
Medical Services Reserve	Financial assets at amortised cost	0	8,692	8,692		NAB	4.10%	02-Jun-26
Recreation Facilities Reserve	Financial assets at amortised cost	0	306,926	306,926		NAB	4.10%	16-Jun-26
Roads Reserve	Financial assets at amortised cost	0	40,028	40,028		NAB	4.12%	09-Jun-26
Discovery Centre Reserve	Financial assets at amortised cost	0	945,833	945,833		NAB	4.10%	16-Jun-26
Office Equipment Reserve	Financial assets at amortised cost	0	87,544	87,544		NAB	4.15%	05-May-26
(c) Investments								
Term Deposit	Cash and cash equivalents	2,254,423	0	2,254,423		NAB	4.60%	09-Jun-26
Hyden LCDC Fund	Financial assets at amortised cost	0	54,193	54,193		NAB	4.10%	16-Jun-26
Total		3,047,048	3,663,634	6,710,681	13,444			
Comprising								
Cash and cash equivalents		3,047,048	1,125,639	4,172,687	13,444			
Financial assets at amortised cost		0	2,537,995	2,537,995	0			
		3,047,048	3,663,634	6,710,681	13,444			

KEY INFORMATION

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

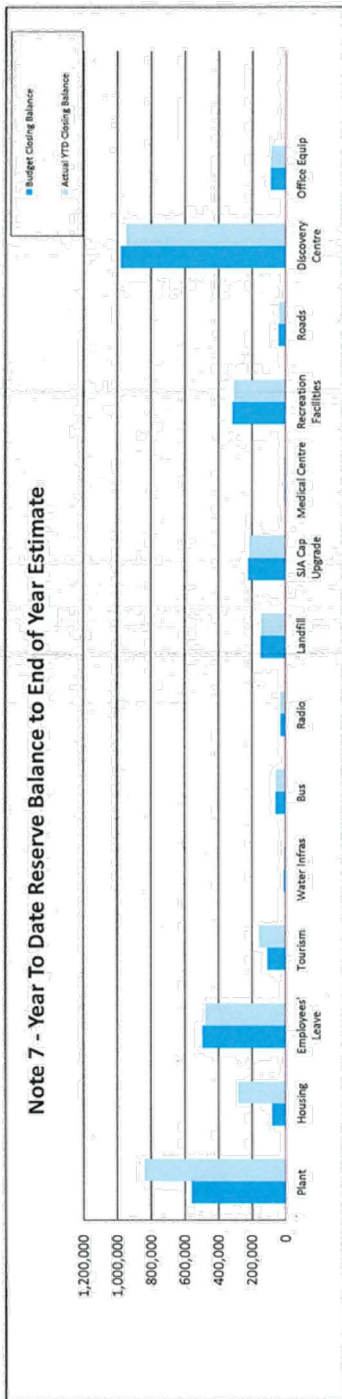
The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

SHIRE OF KONDININ
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

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	\$ 808,264	\$ 30,730	\$ 37,206	\$ 0	\$ 0	\$ (280,000)	\$ (425,000)	\$ 558,994	\$ 420,470	\$ 808,264	\$ 31,352	\$ 0	\$ 0	\$ 839,616
Housing	759,072	22,710	34,703	0	0	(700,000)	(700,000)	81,782	95,775	759,072	26,951	0	(500,000)	286,023
Employees' Leave	514,159	21,679	21,679	0	0	(40,000)	(40,000)	495,838	495,838	514,159	5,515	0	(40,000)	479,674
Tourism	182,634	6,916	7,176	20,610	20,610	(100,000)	(100,000)	110,160	110,420	182,634	3,818	21,010	(50,000)	157,463
Water Infras	58,312	2,650	1,484	0	0	(50,000)	(50,000)	10,962	9,796	58,312	1,279	0	(50,000)	9,591
Bus	58,301	2,362	2,332	0	0	0	0	60,663	60,633	58,301	632	0	0	58,933
Radio	28,604	1,159	1,036	0	0	0	0	29,763	29,640	28,604	310	0	0	28,914
Landfill	141,223	6,418	6,101	0	0	0	0	147,641	147,324	141,223	3,098	0	0	144,321
SJA Cap Upgrade	164,107	8,779	8,431	50,000	50,000	0	0	222,886	222,538	164,107	1,779	50,000	0	215,885
Medical Centre	67,963	830	995	0	0	(65,000)	(65,000)	3,793	3,958	67,963	729	0	(60,000)	8,692
Recreation Facilities	437,236	15,033	15,033	0	0	(135,000)	(135,000)	317,269	317,269	437,236	4,690	0	(135,000)	306,926
Roads	267,164	4,148	4,097	0	0	(230,000)	(271,261)	41,312	0	267,164	2,864	0	(230,000)	40,028
Discovery Centre	935,795	41,910	41,910	0	0	0	0	977,705	977,705	935,795	10,037	0	0	945,833
Office Equip	56,516	3,070	2,850	50,000	50,000	(20,000)	(20,000)	89,586	89,366	56,516	1,028	50,000	(20,000)	87,544
	4,479,350	168,394	185,033	120,610	120,610	(1,620,000)	(1,806,261)	3,148,354	2,978,732	4,479,350	94,081	121,010	(1,085,000)	3,609,441



INVESTING ACTIVITIES

SHIRE OF KONDININ
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

8 CAPITAL ACQUISITIONS



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

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

%	Assets	Account	Original Budget	Amended Budget	YTD Budget	YTD Actual	YTD Variance	Source of Funding					
								Grants & Contributions	Cash Backed Reserves	Sale of Assets	Council Contribution & Loans		
								Total					
Land and Buildings													
Housing													
0.84		09181	500,000	438,710	331,050	420,945	(89,895)	0	438,710	0	0	0	438,710
0.00		09181	500,000	500,000	0	0	0	0	261,290	0	238,710	0	500,000
1.00		09281	0	15,000	15,000	15,000	0	0	0	0	0	0	15,000
		Housing Total	1,000,000	953,710	346,050	435,945	(89,895)	0	700,000	0	238,710	0	953,710
Recreation And Culture													
1.00		11181	0	0	0	34,851	(34,851)	34,851	0	0	0	0	34,851
0.76		11381	1,546,484	1,546,484	1,180,846	1,175,024	5,822	668,645	0	0	877,839	0	1,546,484
1.01		11381	545,000	560,846	545,000	550,647	(5,647)	230,000	135,000	0	195,846	0	560,846
		Recreation And Culture Total	2,091,484	2,107,330	1,725,846	1,760,522	(34,676)	933,496	135,000	0	1,073,685	0	2,142,181
Economic Services													
1.11		13281	17,017	17,017	17,017	18,927	(1,910)	0	0	0	0	0	17,017
		Economic Services Total	17,017	17,017	17,017	18,927	(1,910)	0	0	0	0	0	17,017
0.71			3,108,501	3,078,057	2,088,913	2,215,394	(126,481)	933,496	835,000	0	1,344,412	0	3,112,908
Land and Buildings Total													
Plant, Equip. & Vehicles													
Governance													
0.00		04283	80,000	80,000	80,000	0	80,000	0	0	0	65,000	15,000	80,000
0.00		04283	45,000	45,000	45,000	0	45,000	0	0	0	33,000	12,000	45,000
0.00		04283	45,000	45,000	45,000	0	45,000	0	0	0	33,000	12,000	45,000
		Governance Total	170,000	170,000	170,000	0	170,000	0	0	0	131,000	39,000	170,000
Health													
0.00		07783	45,000	45,000	0	0	0	0	0	0	33,000	12,000	45,000
		Health Total	45,000	45,000	0	0	0	0	0	0	33,000	12,000	45,000
Transport													
0.00		12383	45,000	45,000	0	0	0	0	0	0	15,000	30,000	45,000
0.00		12383	45,000	45,000	0	0	0	0	0	0	15,000	30,000	45,000
0.00		12383	45,000	45,000	0	0	0	0	0	0	15,000	30,000	45,000
0.00		12383	180,000	180,000	180,000	0	180,000	0	100,000	0	55,000	25,000	180,000
0.00		12383	200,000	0	0	0	0	0	0	0	0	0	0
		Transport Total	470,000	470,000	180,000	0	180,000	0	100,000	0	85,000	80,000	470,000

INVESTING ACTIVITIES

SHIRE OF KONDININ
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

8 CAPITAL ACQUISITIONS



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

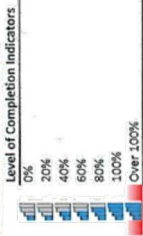
Level of completion indicator, please see table at the end of this note for further detail.

%	Assets	Account	Budget		YTD Budget	YTD Actual	YTD Variance	Source of Funding				
			Original	Amended				Grants & Contributions	Cash Backed Reserves	Sale of Assets	Council Contribution & Loans	Total
1.07	Radbourne - R2R133	12130	17,542	17,542	17,542	18,716	(1,174)	17,542	0	0	0	17,542
0.93	Mouritz Street - R2R134	12130	12,190	12,190	12,190	11,375	815	12,190	0	0	0	12,190
0.99	Smith Loop - R2R135	12130	20,762	20,762	20,762	20,453	309	20,762	0	0	0	20,762
1.12	Pederah West Road - R2R137	12130	102,215	102,215	102,215	114,278	(12,063)	102,215	0	0	0	102,215
1.01	Nth Lake Grace-Karigarin Road - R2R147	12130	300,206	300,206	300,206	303,594	(3,388)	300,206	0	0	0	300,206
1.00	Kondinin-Naremben Road - SRF146	12150	0	73,840	73,840	0	73,840	73,840	0	0	0	73,840
0.00	Shared Pathway (Hyden)	12170	12,960	50,614	0	0	0	6,480	20,000	0	24,134	50,614
0.00	Shared Pathway (Kondinin)	12170	10,000	10,000	0	0	0	5,000	0	0	5,000	10,000
0.00	Coronation Park Laneway	12175	19,129	0	0	0	0	0	0	0	0	0
0.78	Footpath (Hyden)	12170	52,220	52,220	60,614	40,967	19,647	0	0	0	52,220	52,220
0.65	Kondinin Airstrip	12675	448,030	515,540	351,500	290,232	61,268	274,340	41,261	0	199,939	515,540
	Transport Total		4,723,195	6,746,454	5,385,992	4,097,621	1,288,371	4,797,105	291,261	0	1,658,088	6,746,454
0.87	Roadworks Total		4,723,195	6,746,454	5,385,992	4,097,621	1,288,371	4,797,105	291,261	0	1,658,088	6,746,454
	Public Facilities / Other Infrastructure											
0.00	Health											
	Medical Centre Car Park (Extend Seal)	07784	15,846	0	0	0	0	0	0	0	0	0
	Other Health Total		15,846	0	0	0	0	0	0	0	0	0
0.92	Depot											
	Plant Shed (Hyden) - C/F	12485	27,000	27,000	27,000	24,735	2,265	0	0	0	27,000	27,000
	Transport Depot Total		27,000	27,000	27,000	24,735	2,265	0	0	0	27,000	27,000
0.07	Parks & Gardens											
	Hyden War Memorial Garden Improvements	11388	29,210	29,210	0	2,081	(2,081)	0	0	0	29,210	29,210
	Parks & Gardens Total		29,210	29,210	0	2,081	(2,081)	0	0	0	29,210	29,210

INVESTING ACTIVITIES

SHIRE OF KONDININ
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

8 CAPITAL ACQUISITIONS



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

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

%	Assets	Account	Original Budget	Amended Budget	YTD Budget	YTD Actual	YTD Variance	Source of Funding				
								Grants & Contributions	Cash Backed Reserves	Sale of Assets	Council Contribution & Loans	
	Economic Services											
1.00		13183	0	65,751	49,250	63,571	(14,321)	60,000	0	0	5,751	65,751
0.00		13283	50,000	0	0	0	0	0	0	0	0	0
0.00		13284	5,343	5,343	5,343	0	5,343	0	0	0	5,343	5,343
0.00		13284	66,582	66,582	66,582	0	66,582	0	0	0	66,582	66,582
1.02		13685	188,000	188,000	188,000	191,566	(3,566)	131,678	50,000	0	6,322	188,000
		Economic Services Total	309,925	325,676	309,175	255,137	54,038	191,678	50,000	0	83,998	325,676
0.74		Public Facilities Total	381,981	381,886	336,175	281,952	54,223	191,678	50,000	0	140,208	381,886
0.74		Capital Expenditure Total	9,060,677	11,198,397	8,478,080	6,672,576	1,805,504	5,922,279	1,601,261	328,000	3,381,708	11,233,248
	Summary Acquisitions											
		Annual Budget	Amended Budget	YTD Budget	YTD Actual	YTD Variance		Grants	Cash Backed Reserves	Sale of Assets	Council Contribution - Operations	Total
0.71		3,108,501	3,078,057	2,088,913	2,215,394.46	(126,481)	933,496	835,000	0	1,344,412	3,112,908	
0.09		847,000	992,000	667,000	77,608.50	589,392	0	425,000	328,000	239,000	992,000	
0.89		4,252,205	6,170,300	5,034,492	3,766,422	1,227,103	4,511,285	230,000	0	1,429,015	6,170,300	
0.72		852,971	958,040	687,675	613,151	115,491	477,498	111,261	0	369,281	958,040	
		9,060,677	11,198,397	8,478,080	6,672,576.30	1,805,504	5,922,279	1,601,261	328,000	3,381,708	11,233,248	

SHIRE OF KONDININ
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 30 APRIL 2026

OPERATING ACTIVITIES

9 DISPOSAL OF ASSETS

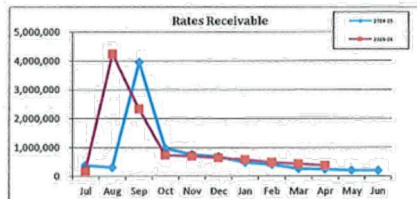
Asset Number	Asset Description	Budget			Actual		
		Net Book Value	Proceeds	Profit (loss)	Net Book Value	Proceeds	Profit (loss)
PLANT & EQUIPMENT							
<i>Governance</i>							
25001	Toyota Prado (0KN)	69,653	65,000	0	0	0	0
25004	Subaru Outback (KN04)	29,562	33,000	3,438	0	0	0
25052	Subaru Outback (KN52)	29,514	33,000	3,486	0	0	0
<i>Other Health</i>							
25054	Subaru Outback (KN54)	35,417	33,000	0	0	0	0
<i>Road Plant</i>							
19006	2020 Toyota Hilux (All Purpose) - KN49	0	15,000	15,000	0	0	0
23002	2018 Toyota Hilux (Grader) - KN55	13,328	15,000	1,672	0	0	0
23003	2018 Toyota Hilux (Grader Hyden) - KN61	13,730	15,000	1,270	0	0	0
275A	2015 Isuzu - Tray Top - Mitce Truck - KN57	3,341	25,000	21,659	784	21,248	20,464
151603	2015 Bomag - Multi Roller - KN72	55,220	30,000	0	0	0	0
<i>Other Property & Services</i>							
25010	Toyota Prado (KN0)	69,653	64,000	0	68,319	63,636	(4,683)
		319,418	328,000	46,523	69,103	84,884	(4,683)
		BUDGET 2025/2026			ACTUAL 2025/2026		
		46,523			20,464		
		(37,943)			(4,683)		
		8,581			15,781		
Summary							
Profit on Asset Disposals							
Loss on Asset Disposals							

SHIRE OF KONDININ
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

OPERATING ACTIVITIES

10 RECEIVABLES

Rates receivable	Current	30-Jun-25
	\$	\$
Opening Arrears Previous Years	259,659	444,897
Rates Levied this year	3,950,792	3,881,317
Less Collections to date	(3,786,474)	(4,066,555)
Equals Current Outstanding	423,977	259,659
Net Rates Collectable	423,977	259,659
% Collected	90%	94%



Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
Receivables - general	\$ (1,326)	\$ 1,042,457	\$ 13,129	\$ 152,910	\$ 217,569	1,424,740
Percentage	(0.09%)	73.17%	0.92%	10.73%	15.27%	
Balance per Trial Balance						
Sundry receivables						1,424,740
GST receivable						104,157
ESL and pensioners related receivables						47,188
Total Receivables General Outstanding						1,576,085

KEY INFORMATION

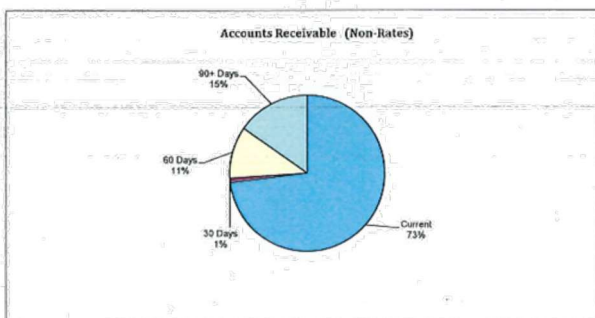
Trade and other receivables include amounts due from ratepayers for unpaid rates and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



SHIRE OF KONDININ
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 30 APRIL 2026

11 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2024 \$	Asset Increase \$	Asset Reduction \$	Closing Balance 30 April 2026 \$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	108,410	0	(53,638)	54,772
Inventory				
Fuel and materials	7,148	355,829	(351,405)	11,573
Contract assets				
Contract assets	342,633	0	(342,633)	0
Total other current assets	458,191	355,829	(747,675)	66,345

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:
 - the asset is held within a business model whose objectives is to collect the contractual cashflows, and
 - the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

Inventories are measured at the lower of cost and net realisable value.
 Net realisable value is the estimated selling price in the ordinary course of business less the estimated cost of completion and the estimated costs necessary to make the sale.

Contract assets

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

SHIRE OF KONDININ
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 30 APRIL 2026

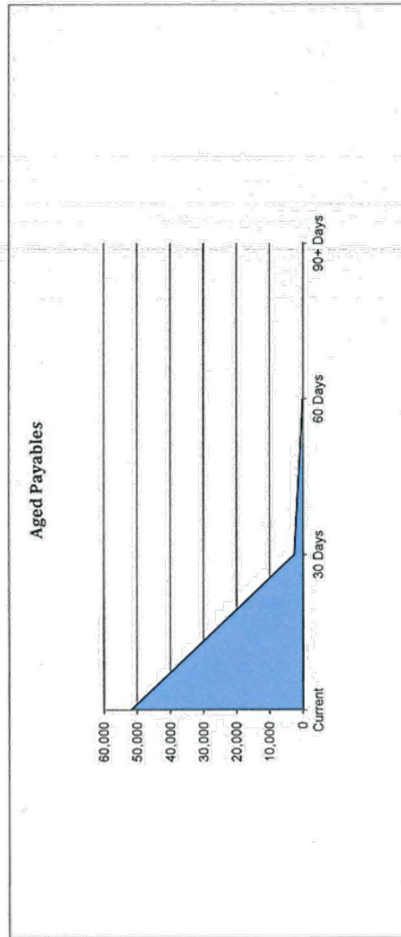
12 PAYABLES

	Credit	Current	30 Days	60 Days	90+ Days	Total
Payables - general	0	\$ 51,945	\$ 2,591	\$ 0	\$ 0	54,536
Percentage	0%	95.25%	4.75%	0.00%	0.00%	
Balance per Trial Balance						54,536
Sundry creditors						335,901
Other payables						390,437
Total payables general outstanding						390,437

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



SHIRE OF KONDININ
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

13 BORROWINGS

Repayments - Borrowings

Information on Borrowings Particulars	Maturity Date	Principal 1-Jul-25	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
				Original Budget	Amended Budget	Original Budget	Amended Budget	Original Budget	Amended Budget
Housing									
Loan #143 - WACHS Housing (20)	05/44	873,567	0	27,828	0	845,739	0	859,832	51,129
Community Amenities									
Loan #139 - Hyden Sewerage (20)	03/34	375,923	0	33,605	0	342,318	0	342,318	21,376
Loan #142 - Townsite Drainage (20)	10/38	1,276,487	0	74,533	0	1,201,954	0	1,201,954	54,217
Recreation & Culture									
Loan #136 - Kondinin Pool Redevelopment (20)	01/33	252,934	0	27,015	0	225,919	0	225,919	11,917
Totals		2,778,911	0	162,980	0	2,615,930	0	2,630,023	138,659
Self supporting Loans									
Health									
Loan #141 - Kondinin Community Recr Committee*** (10)	06/34	827,776	0	75,691	0	752,085	0	790,374	44,017
Recreation & Culture									
Loan #134A Hyden Progress Association*** (10)	11/27	83,686	0	32,719	0	50,967	0	67,450	2,695
Totals		911,462	0	108,410	0	803,052	0	857,824	46,713
Totals		3,690,373	0	271,390	0	3,418,982	0	3,487,848	185,352
Current borrowings		271,390						68,865	
Non-current borrowings		3,418,983						3,418,983	
		3,690,373						3,487,848	

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

KEY INFORMATION

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

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

SHIRE OF KONDININ
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

14 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2025 \$	Liability transferred from (to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 30 April 2026 \$
Other current liabilities						
Other liabilities						
- Capital grant/contributions liabilities		278,765	0	846,492	(278,765)	846,492
Total other liabilities		278,765	0	846,492	(278,765)	846,492
Employee benefit provisions						
Annual leave		245,375	0	0	0	245,375
Long service leave		239,787	0	0	(28,849)	210,938
		485,162	0	0	(28,849)	456,313
Total other current liabilities		763,927	0	846,492	(307,615)	1,302,805

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 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 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 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 APRIL 2026

15 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability			Grants, subsidies and contributions revenue			
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As Revenue)	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	1,006,950	1,006,950	755,214	755,213
Grants Commission - Road Funds	0	0	0	502,767	502,767	377,075	377,075
Law, Order and Public Safety							
DFES - LGGs Operating	0	0	0	16,560	16,560	16,563	14,625
ESL Administration Fee	0	0	0	4,000	4,000	4,000	9,763
Transport							
MRWA - Anywhere Road - Mtce	0	0	0	291,119	291,119	291,119	291,119
MRWA - Street Lighting Subsidy	0	0	0	4,000	4,000	0	4,630
Economic Services							
Sponsorships - Gourmet in the Garden	0	0	0	0	0	0	3,818
Stronger Communities Grant	0	0	0	0	0	0	4,075
Other Property & Services							
ATO - Diesel Fuel Rebate/Subsidies	0	0	0	80,000	80,000	66,670	75,816
TOTALS	0	0	0	1,905,396	1,905,396	1,510,641	1,536,133

SHIRE OF KONDININ
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 30 APRIL 2026

INVESTING ACTIVITIES

16 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability			Capital grants, subsidies and contributions revenue				
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As Revenue)	Current Liability 31 March 2026	Original Annual Budget Revenue	Amended Annual Budget Revenue	YTD Budget	YTD Actual Revenue
Recreation and Culture								
Synergy Grant - Aircon at Hyden Recreation Centre	0	0	0	0	0	0	0	34,851
Department of Sports and Recreation	0	0	0	0	268,645	268,645	192,430	192,430
Kondinin Community Recreation Committee Contribution	0	0	0	0	400,000	400,000	400,000	400,000
Karigarin Bowling Club Contribution	0	0	0	0	80,000	80,000	80,000	80,000
Karigarin Progress Assn Contribution	0	0	0	0	150,000	150,000	150,000	150,000
Transport								
RRG Grants - Capital Projects	0	0	0	0	421,847	535,447	475,291	526,060
DOT Grant - Shared Pathway (Hyden)	0	0	0	0	6,480	6,480	6,500	3,500
DOT Grant - Shared Pathway (Kondinin)	0	0	0	0	5,000	5,000	1,000	1,000
Grant - WSPN (Kondinin-Naremben Rd)	0	0	0	0	0	73,840	59,072	59,072
Grant - Safer Local Road and Infrastructure Program	278,765	0	278,765	0	1,398,765	1,398,765	1,398,765	1,398,765
Grant - Regional Road Safety Program	0	846,492	0	846,492	0	1,692,984	1,692,984	846,492
R2R Grants - Capital Projects	0	0	0	0	810,250	810,250	810,250	810,250
RADS Grant	0	0	0	0	224,340	224,340	0	0
Shire of Kulin Contribution	0	0	0	0	50,000	50,000	0	0
Economic Services								
Grant - RDRP	0	0	0	0	0	63,818	30,000	30,000
Grant - Grass Roots (Kondinin Walk Trail)	0	0	0	0	0	0	0	9,300
Community Water Supply Grant	0	0	0	0	131,678	131,678	111,218	151,678
TOTALS	278,765	846,492	278,765	846,492	3,947,005	5,891,247	5,407,510	4,693,398

**SHIRE OF KONDININ
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026**

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 Apr 2026
	\$	\$	\$	\$
Election Deposits	100	600	(600)	100
Staff Christmas Funds	13,010	13,130	(26,140)	0
Housing Bonds	5,756	1,176	(1,188)	5,744
Other Bonds	0	2,200	(200)	2,000
Miscellaneous Funds	1,750	5,055	(1,205)	5,600
	20,616	22,161	(29,333)	13,444

SHIRE OF KONDININ
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 30 APRIL 2026

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
03101	Salaries rates	OCM/26/004	Operating Expenses		24,803		24,803
03120	General rates levied	OCM/26/004	Operating Revenue			(30,986)	(6,183)
03210	Interest Received in Reserves	OCM/26/004	Operating Revenue		16,639		10,456
03212	Interest Received on Investments	OCM/26/004	Operating Revenue			(24,223)	(13,767)
04202	Workers compensation insurance premiums	OCM/26/004	Operating Expenses			(18,593)	(32,360)
04242	Insurance (ex W/Comp)	OCM/26/004	Operating Expenses			(6,522)	(38,882)
07701	GP Locum expenses	OCM/26/004	Operating Expenses		118,444		79,562
07702	Salaries & wages - staff	OCM/26/004	Operating Expenses		62,224		141,786
07703	Superannuation - staff	OCM/26/004	Operating Expenses		8,163		149,949
07771	Medical Centre income	OCM/26/004	Operating Revenue			(148,949)	1,000
07784	Medical Centre carpark (Extend seal / 90 degree)	SCM/26/015	Capital Expenses		15,846		16,846
09181	Purchase land & buildings - Staff housing	OCM/26/004	Capital Expenses		61,290		78,136
09281	Purchase land & buildings - Other housing	OCM/26/004	Capital Expenses			(15,000)	63,136
10400	Drainage management	OCM/26/004	Operating Expenses		20,000		83,136
11103	Hyden CWA Hall Garden Improvement	4651	Operating Expenses			(20,000)	63,136
11381	Kargarin Sports Building (SPB03)	SCM/26/015	Capital Expenses			(15,846)	47,290
12110	Regional Road Group	OCM/26/004	Capital Expenses			(170,400)	(123,110)
12115	Regional Road Safety Program	OCM/26/004	Capital Expenses			(1,692,984)	(1,816,094)
12150	Secondary Freight Network	OCM/26/004	Capital Expenses			(73,840)	(1,889,934)
12170	Footpath Construction	4651	Capital Expenses			(37,654)	(1,927,588)
12175	Other Infrastructure Construction	OCM/26/004	Capital Expenses		19,129		(1,908,459)
12184	Grant - WSN Project	OCM/26/004	Operating Revenue		73,840		(1,834,619)
12271	Grant - MRWA RRG Project	OCM/26/004	Operating Revenue		113,600		(1,721,019)
12272	Grant - Regional Road Safety Program (RRSP)	OCM/26/004	Operating Revenue		1,692,984		(28,035)
12295	Transfer from Roads Reserve	SCM/26/016	Capital Revenue		41,262		13,227
12675	Purchase Aerodrome Construction	SCM/26/016	Capital Expenses			(67,510)	(54,283)
12301	Insurance claim	OCM/26/004	Operating Revenue		35,572		(18,711)
12383	Purchase Plant & Equipment	OCM/26/004	Capital Expenses			(145,000)	(163,711)
12395	Transfer from Plant Reserve	OCM/26/004	Capital Revenue		145,000		(18,711)
13179	Grants, Subsidies & Contribution	OCM/26/004	Operating Revenue		63,818		45,107
13183	Purchase Other Infrastructure	OCM/26/004	Capital Expenses			(65,751)	(20,644)
13250	Kondinin Tourism & area promotion	4651	Operating Expenses			(10,000)	(30,644)
13283	Wave Rock Precinct Improvement	4651	Capital Expenses		50,000		19,356
70102	Transfer to Reserves	OCM/26/004	Capital Expenses			(16,639)	2,717
Closing Funding Surplus (Deficit)				0	2,562,614	(2,559,897)	2,717



Acknowledgement of Country

The Community Citizen of the Year Awards acknowledges our First Australians, the traditional custodians of country throughout Western Australia. We recognise their continuing culture, their contribution and connection to land, waters and community, and we pay our respect to their elders, past and present.

We respectfully advise this document may contain images of Aboriginal and Torres Strait Islander peoples who have passed away.

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Assisted by the Australian Government through the National Australia Day Council.

Introduction

Auspire - Australia Day Council WA is the organisation responsible for running the Community Citizen of the Year Awards. These prestigious awards are presented by Local Governments across Western Australia with His Excellency the Honourable Chris Dawson AC APM, Governor of Western Australia, and Mrs Darrilyn Dawson serving as Joint Patrons of Auspire. Certificates presented at the Awards' ceremony bear their signatures.

The awards seek to recognise outstanding individuals and organisations that have made significant contributions to their local communities during the past year, or those who have given exceptional service over a sustained period.

These contributions can take many forms, including but not limited to education, health, fundraising, voluntary services, business, employment, sport, arts, environment, social inclusion, or any other area that contributes to the betterment of the community.

There are four award categories:

1. Community Citizen of the Year (for individuals over 16 years)
2. Young Community Citizen of the Year (for individuals aged 16-30 years)
3. Senior Community Citizen of the Year (for individuals aged 65 years or over)
4. Active Citizenship Award (for community groups or events)

We strongly encourage individuals and groups from diverse backgrounds to consider submitting a nomination.



Thanks to our Partners

Auspire acknowledges the Program Partners who make the Australia Day Community Citizen of the Year Awards a success.

Principal Partner



The Department of Communities is the Principal Partner of the Community Citizen of the Year Awards. The Community Citizen of the Year Awards bears a strong synergy with the Department of Communities' vision, values and strategic focus. The key elements of People, Place and Home are core foundations of what the Awards are based on as they celebrate people, activate their place and build a better sense of home.

Media Partner



9News Perth, 6PR and WAtoday partner with Auspire in the roll-out of a state-wide, eight-week nominations marketing campaign that includes TV, radio and digital ads.

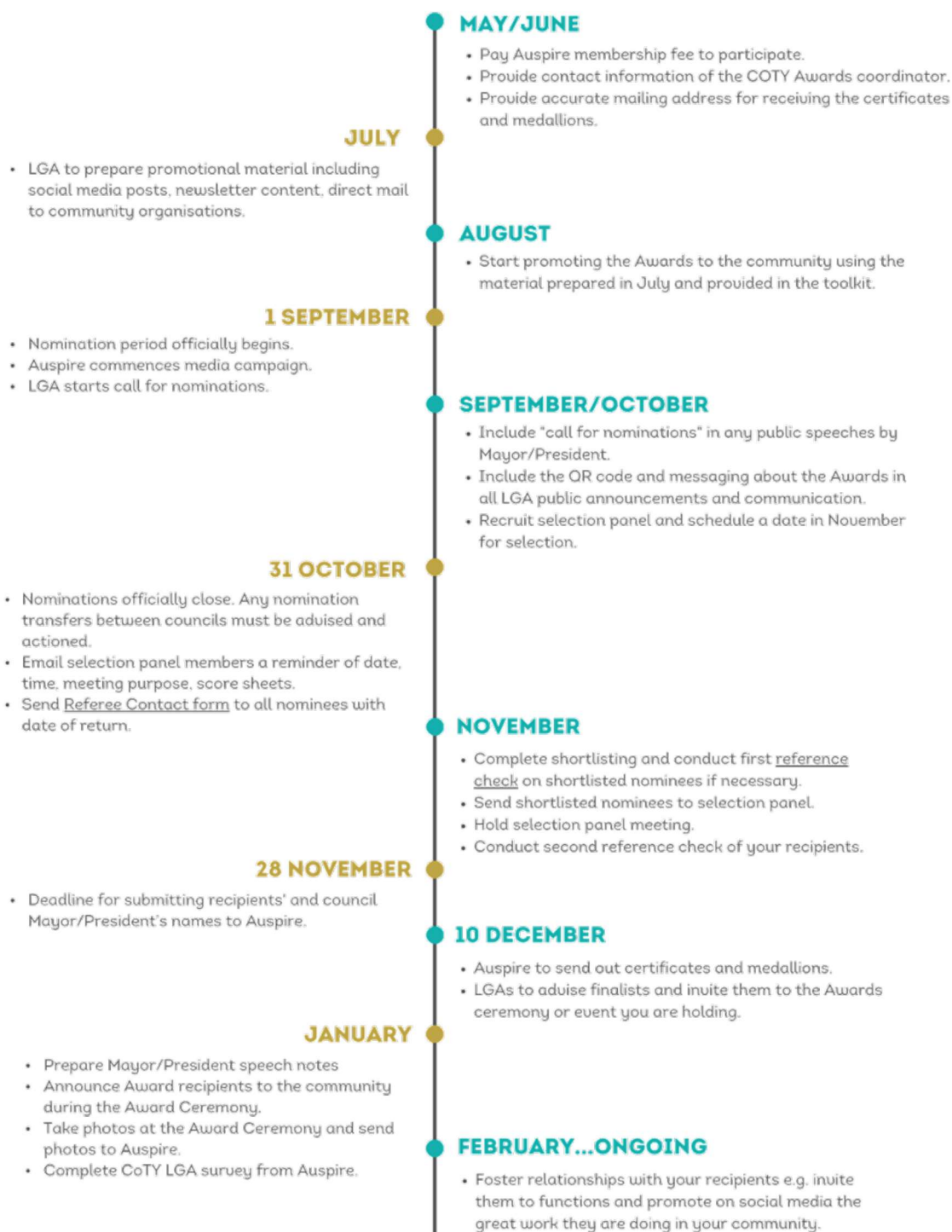
Print and Fulfillment Partner



Westcare Incorporated prints and packages the high quality certificates that are supplied to all WA Local Governments that present the Awards.



Program Timeline



Program Timeline

May - June

LGA confirms Membership

To participate in the Community Citizen of the Year Awards Program, your Local Government Authority must confirm its Auspire Gold Member status by paying the annual subscription fee, which will be invoiced in May of each year. Once it is confirmed as a member, your LGA will be activated in the online nomination portal and the public will be able to nominate members or groups from your community.

Confirm your LGA Community Citizen of the Year Awards Program Coordinator

You are required to confirm the contact details of the person who will serve as the main point of contact (the coordinator) for the program on behalf of your LGA. All nominations will be automatically forwarded to the coordinator directly from the Awards' nomination portal. They will also have access to a unique password-protected link that allows them to view all nominations received, as well as receive regular updates and prompts from Auspire.

July

Promotional Material

Start preparing promotional material that you can use to tell your residents about the Awards and encourage them to nominate. This may include posters, social media posts, newsletter content and direct mail to community organisations. Auspire has prepared artwork for use that is available in the toolkit.



August - October

Nominations

Nominations officially open on 1 September and close on 31 October. During this time, Auspire runs a state-wide nominations campaign, which calls on all individuals, groups, and organisations to nominate.

LGAs are strongly recommended to also promote the call for nominations throughout their own communities to drive engagement and secure quality nominations. Details on page 10.

November

Shortlisting and Selections

At each participating council's discretion, a committee comprised of Councillors and/or representatives from the community should be appointed to shortlist nominations, and select finalists and recipients. The selection panel will select finalists and recipients in each of the four Award categories, using the selection process provided from page 15. Tip: you could also invite a previous recipient to be on the committee.

Recipient Information (confidentially) Provided to Auspire

Once the recipients are confirmed, provide their correctly spelt names and category details to Auspire by completing the [recipient form](#) in the toolkit so we can prepare the certificates and medallions.

Confirm LGA Logo and Mayor/President's Name

The Award certificate includes each LGA's logo and the Mayor/President's name and space for their signature. Your COTY coordinator will receive an email prompt to submit this information to Auspire. By showcasing the LGA logo and Mayor/President's signature alongside the Governor's signature, the certificates are a proud reminder of all recipients' contributions to their local communities.

December

Finalists Advised and Invited to the Awards Ceremony

LGAs should advise finalists and invite them to the Awards Ceremony. You may want to promote your finalists in your marketing. We also recommend providing this information to your local media. Details on pages 21-22.

January

Recipients Awarded

Recipients will be announced and presented with their certificate and medallion at an event organised by your LGA. Details on page 23.

Photographs of Your Recipients

Arrange for photographs to be taken of your recipients and share them with Auspire for marketing purposes. [Submit your photos here](#). Below are some examples of what is required so that we can use them for future promotions focusing on the great people in our communities. The photos don't have to be taken by a professional photographer, but do try to take a good head-and-shoulders shot with the certificate and medal. We would also welcome photos with the Mayor/President and other recipients.



February onwards

Fostering Relationships with Your Recipients

Research suggests it is important for recipients to feel they are part of the community in which they are making a difference, beyond the moment they receive an award. Consider ways to make them feel valued and appreciated all year-round, which may also be of assistance to your LGA's strategic plans. Details on how to positively do this can be found on page 25.

Section 1: Nominations

Who Can Nominate

Anyone within a community with local knowledge of that community and its active citizens may nominate including:

- a. Members of the public.
- b. Individuals on behalf of a group or organisation.
- c. Local council/shire staff and elected members.*

Auspire State-wide Nomination Campaign

Local Promotions

There are many ways to promote the Awards locally, using social media, local newspapers, engaging with community groups and more. Ideas can be found from page 10.

Any speeches or public appearances by elected members and council/shire staff during the nomination period can be used to mention the Awards and that nominations are now open.

To ensure that all outstanding contributions are recognised, LGA staff can be prompted through regular internal communications and newsletters to nominate community heroes who may otherwise go unnoticed. Local service groups and organisations can also be contacted to submit nominations, with follow-up reminders prior to the closing date of 31 October.

The community should feel proud of the recipients who are being recognised at the Awards ceremony, so all efforts to attract quality nominations are encouraged.

**These are Auspire's recommended nomination principles. Some local councils amend this guideline to exclude staff and councillors. Please confirm your own criteria with your selection panel. However, note this is the criteria that will appear on the [website](#).*

When marketing locally and on social media, please refer to and tag Program Partners:

Auspire - Australia Day Council WA
Media Partner: 9News Perth, 6PR and WAtoday
Principal Partner: Department of Communities
Print and Fulfillment Partner: Westcare Incorporated

Seeking Nominations

Strategies to Increase Nominations

1. Raise Awareness

a. Utilise social media: use platforms like Facebook, Instagram, X and LinkedIn to promote the Awards. You can create posts using graphics provided by Auspire, which can be found in the [Toolkit](#) on the COTY website. Share stories of past recipients to generate interest. Always include links to the nomination page.

b. Use local newspapers: local newspapers are a great way to reach a broad audience in the community. You can submit articles about the Awards, highlight past recipients, and encourage nominations.

c. Send out postal and electronic newsletters: you can send these out to residents, community groups, and local businesses to raise awareness about the Awards Program. Include details about the Program, the nomination process, and the benefits of being a recipient.

2. Engage with Local Community Groups

The following list is suggested for consideration but is not exhaustive. You should consider other groups within your local area.

a. Service clubs:

- Rotary Clubs of Western Australia
- Kiwanis Clubs of Western Australia
- Zonta Clubs of Western Australia
- YMCA/YWCA
- CWA, Scouts, Guides
- Lions Clubs of Western Australia
- Apex Clubs of Western Australia
- Soroptimist International Clubs of Western Australia
- Quota International Clubs of Western Australia

b. Sports clubs and teams:

- Western Australian Football League (WAFL) clubs
- Soccer, rugby union, basketball, netball, cricket, tennis, etc.
- Western Australian Cricket Association (WACA) clubs
- Western Force rugby union team

c. Faith-based organisations:

- Uniting Church in Western Australia
- Catholic Archdiocese of Perth
- Jewish Community Council of Western Australia
- Anglican Church of Australia (Diocese of Perth)
- Islamic Council of Western Australia
- Buddhist Society of Western Australia

d. Not-for-profit organisations:

- Conservation Council of Western Australia
- Foodbank Western Australia
- Royal Flying Doctor Service of Western Australia
- St. John Ambulance Western Australia
- Red Cross WA
- WA Deaf Society
- Greenpeace Australia Pacific
- World Wildlife Fund Australia
- Telethon Kids Institute
- Ronald McDonald House Charities Western Australia
- The Smith Family Western Australia
- Lifeline WA
- Save the Children Australia
- RSPCA WA
- St Vincent de Paul Society WA
- Doctors Without Borders

e. Local Schools:

Students, parents, volunteers, teachers, support & administration staff who go 'above and beyond'. Note: most high schools already recognise civic minded students with citizenship awards. This is an opportunity to have their outstanding students recognised in the wider local community.

f. Multicultural Groups:

- The Ethnic Communities Council of Western Australia (ECCWA)
- Australian Red Cross - Migration Support Programs
- The Indian Society of Western Australia (ISWA)
- The Multicultural Association of Western Australia (MAWA)
- The Western Australian Chinese Chamber of Commerce (WACCC)

g. Community and Other:

- Volunteer Task Force
- Surf Life Saving WA
- Clean Up Australia
- Australian Army Cadets
- Conservation Volunteers Australia
- Western Australian Council of Social Service
- Salvation Army
- State Emergency Services (SES)
- Aboriginal Elders
- Senior Citizen Centres
- Aged Care
- Meals on Wheels WA
- Australian Volunteer Coast Guard
- Australian Red Cross Blood Service
- Sea Shepherd Australia
- Anglicare
- Oxfam
- Volunteer Fire & Rescue
- Historical Societies
- Youth Groups
- Men's Sheds, Book Clubs, etc.

There may be many other organisations in your community worth approaching. The key is to identify groups that have members who are actively engaged in making a positive impact in your community and encourage them to nominate these individuals.



3. Reach Out to Past Nominees and Recipients

a. Send personalised emails: Contact past nominees and recipients thanking them for their contributions to the community and asking them to spread the word about the Award Program.

b. Use testimonials: Ask past nominees and recipients to become a Community Citizen of the Year Ambassador (profile them on your webpage/newsletter), get them to provide testimonials about their experience with the Award Program. These testimonials can be shared on the council/shire's website, social media, and other promotional materials.

4. Highlight the Benefits of the Award

Emphasise the benefits of the award to encourage people to submit nominations. For example, the award can provide recognition for the recipient's contributions to the community, help build their resume, and increase their profile in the community as well as shed light on a specific cause or issue.



Submitting Nominations Online

We strongly encourage local councils/shires to submit nominations through the website, which offers numerous benefits over traditional paper-based methods:

1. Efficiency: save time and resources, reduce errors and delays, and access real-time updates on the status of your nominations.
2. Accurate tracking: paper nominations can get lost whereas digital nominations are always in the system, maintaining accurate records of the number of nominations received and details about each nominee.
3. Transparency: you can track the status of your nominations in real-time giving you greater visibility and transparency into the process.

How to Submit Paper Nominations Digitally

A paper nomination form can be downloaded from the Toolkit on the COTY website. You can submit any paper nominations in one of two ways:

1. Manually add the data provided in the paper nomination into the nomination form on the website citizenshipawards.com.au/nominate.
2. Scan the paper nomination and upload it in the "supporting documents" field of the digital nomination form on the website citizenshipawards.com.au/nominate. When using this method, ensure the name of the nominee and the category in which they are being nominated are entered manually for accurate record keeping.



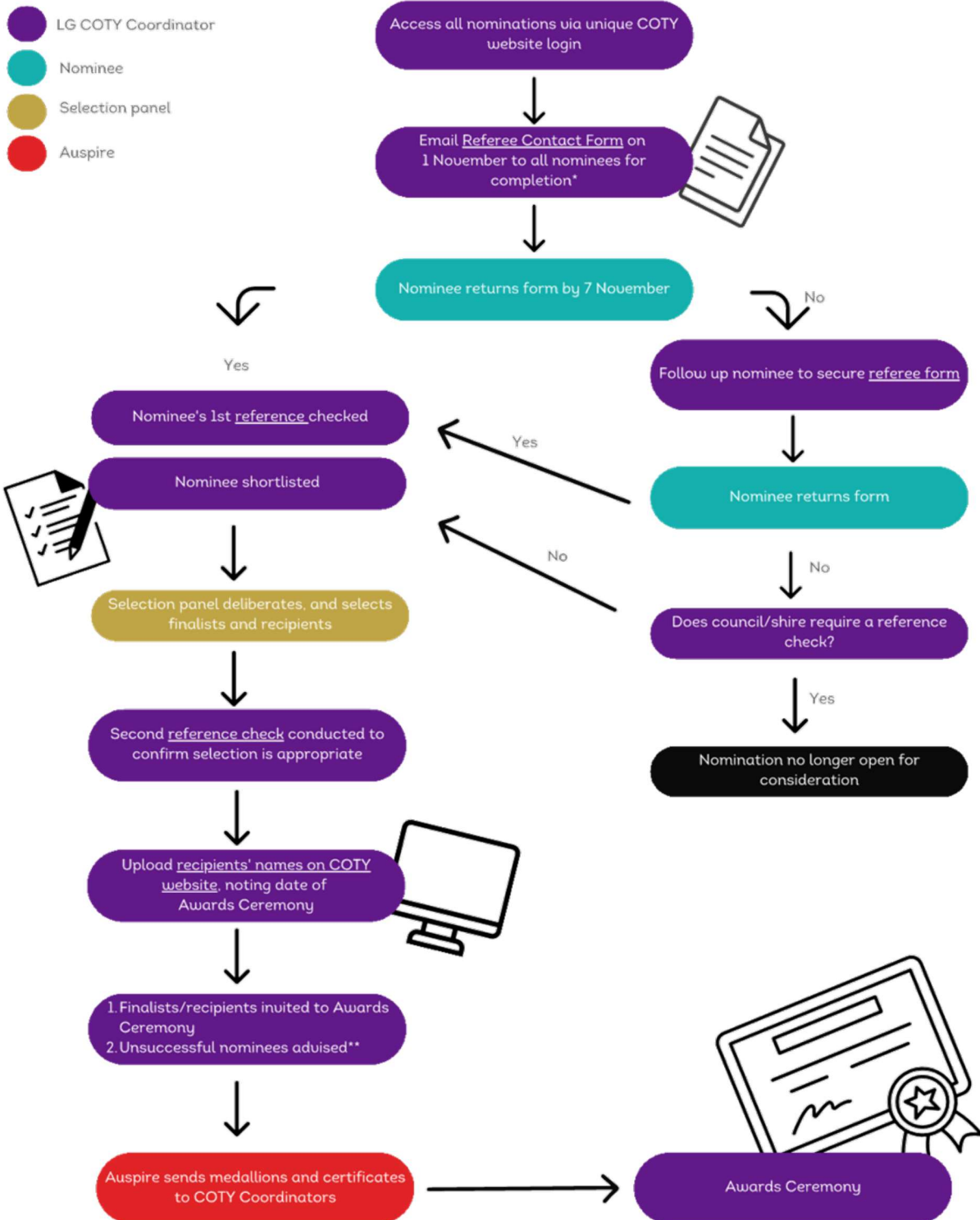
14

Section 2: Shortlisting and Selections

Eligibility Criteria

- A person must be nominated by another person to be considered for an award. Self-nominations are not accepted.
- One nomination is sufficient; multiple nominations should not necessarily strengthen an individual's chances of selection.
- Individuals can be recognised in one category only, so if they cross over multiple categories, a decision needs to be made which category they will be awarded in.
- Nominees should reside or work principally within the local government authority presenting the Award.
- Nominees do not have to be Australian Citizens.
- Awards may be granted posthumously in recognition of recent achievements.
- Groups of people will not normally be eligible except when meeting the criteria for a community group.
- A couple or partnership with equal standing for the achievement/contribution may be recognised in an individual category.
- A person may receive an award even if they have received it in the past, in recognition of outstanding continued community contribution or involvement in a different initiative.
- Individuals must be at least 16 years of age on 26 January, though younger nominees may be considered for exceptional contribution. Definition of exceptional contribution is at the discretion of the LGA's selection panel.
- Unsuccessful nominees may be nominated in future years.
- Sitting members of State, Federal, and Local Government are not eligible for the individual categories.
- Nominations must be apolitical in their nature.

Nomination Flowchart



Whilst not mandatory, Auspire recommends:
 *reference checks are undertaken
 **advising those who are not selected as a finalist and send a congratulations letter and or appreciation certificate from Mayor/President on their nomination.

Selection Criteria

Nominees for the individual award categories (Community, Young and Senior Citizen of the Year) must demonstrate active positive community engagement and meet the following criteria:

- Significant contribution to the local community.
- Demonstrated leadership on a community issue resulting in the enhancement of community life.
- A significant initiative which has brought about positive change and added value to community life.
- Inspiring qualities as a role model for the community.

Nominees for the group/event award category must demonstrate community engagement and meet any or all of the following criteria:

- Group/event that creates community engagement.
- Group/event that creates initiatives for new employment.
- Created significant initiative that has brought positive change.

All nominations should uphold standards of conduct that will not risk placing the Awards Program or Local Government’s reputation into disrepute. Consideration should also be given to gender, age, ethnicity, cultural background and field of endeavour to help ensure recipients are representative of our diverse society.



Shortlisting

Depending on the number of nominations received for each category and the staff resources available in your council, you may decide to undertake a shortlisting process prior to the selection panel. We recommend that you have no more than 5 nominations in each category for your selection panel to assess and deliberate over. If you do determine you need to shortlist, the shortlisting process can be at the discretion of your LGA.

Prior to the selection panel

Once you have shortlisted your nominees, undertake some due diligence such as a reference check (see [Referee Contact Form](#) and [Reference Check Form](#) provided in the Toolkit). If necessary, you may decide to go back to the nominator and ask for more information and/or conduct additional research to assist decision-making, as the information provided by the nominator will vary in quality and quantity.

Other recommendations prior to the selection panel meeting include:

- Ensure all selection panel members have signed a [confidentiality agreement](#).
- Provide all shortlisted nominations to panel members prior to the selection panel meeting along with [selection criteria ranking sheets](#) and instructions on how to use them.
- Advise selection panel members to pre-read all nominations and supporting material prior to the panel meeting, and select their top three using the ranking sheets to score nominees and write additional notes.

Selection panel

At each LGA's discretion, a selection committee of up to 11 people comprised of Councillors and/or representatives from your community should be appointed to select finalists and recipients.

We recommend appointing a Chair for the selection panel and to aim to achieve a representative balance of the general community on your selection panel. It is recommended that the selection panel is made up of an odd number of people as this may assist with decision making. Each panel member will have one vote and the panel Chair will have an additional casting vote should a tie in votes occur.

1. At the meeting, discuss each nominee in detail, with all panellists provided the opportunity to put forth their opinion.
2. After each selection panel member has had a chance to participate, cast a vote to reach a consensus.

Tip: Go through one category at a time (e.g. begin with Community Citizen of the Year, followed by Senior Community Citizen of the Year, Young Community Citizen of the Year, and Group/Active Citizenship Award nominations).

Notes to Consider:

- Selection criteria are intentionally broad, and additional factors may need to be considered. While it is essential that the individual's contribution benefits your local community, their place of residence is not necessarily a limiting factor. This should be discussed during the meeting.
Example: A doctor may have made significant contributions to the community only through their paid work, or a renowned artist may be living outside the area but still deserving of recognition. We encourage open discussion and consideration of these complexities during the selection panel meeting.
- Nominees may be better suited for a different category. Moving nominees from one category is permitted if the selection panel members all agree.
- One backup nominee for each category should be agreed upon by the panel in case reference checks raise a concern or a finalist declines participation. Reference checks are conducted at the LGA's discretion.

We recommend that some basic due diligence is undertaken on your shortlisted nominees before the selection panel. That way, if something comes up, you can confidentially share it with the panel members as part of the deliberations.



At the Selection Panel Meeting

- The panel Chair should open the meeting, remind everyone of the confidential nature of the deliberations and call in any conflicts of interest.
- Panel members should bring their pre-filled ranking sheets and notes to the meeting.
- Panel members should join in discussion and debate to support individuals they deem worthy of being recipients.
- If panel members have additional information about a shortlisted nominee, they should share it with the selection panel.
- If your numbers allow, it is recommended to select a recipient and one back-up finalist in each category.

Conflict of Interest

If any member of the selection panel is related to an individual that has been shortlisted or has a commercial interest in an individual or their business' operations, they must disclose this information upfront as a potential conflict of interest. The Chair will then advise if the conflict is material and, if deemed to be a conflict, the Chair must take appropriate measures to manage the potential conflict i.e the panel member with the conflict should not vote on that category.

Confidentiality

The contents of the nominee pack and the conversations that take place in the meeting are to be kept in the strictest confidence. This is to protect the dignity of individuals and to enable frank debate.

Please take necessary measures to secure the confidentiality of the selection process, such as storing the selection pack in a secure location and not discussing the contents with anyone outside of the selection panel.



Section 3: Finalists Announced

After the Selection Panel Meeting

Follow up with a (second) reference check on the confirmed recipient and finalists. Due diligence should be taken to ensure that the reputation of recipients doesn't disqualify them or risk bringing the Program or the council/shire into disrepute.

If you learn something after the selection panel and before your Awards' announcement that risks jeopardising the Program's integrity and/or reputation, we strongly recommend you move to the back-up finalist as a replacement recipient.

Notify Auspire of your Awards recipients' names by 28 November to allow time to produce certificates and medallions and post to you before your Awards' ceremony in January.

Notify finalists that they are a finalist for the relevant Award category and invite them and their friends and family to attend the presentation.

Recipients should NOT be notified before the presentation that they are recipients, only that they are finalists.

Inviting Finalists to the Awards Ceremony

It is recommended that LGAs extend an invitation to all finalists to attend the Awards ceremony. If you don't have enough nominations to warrant finalists and simply wish to invite all those who were nominated, that too is fine. Inviting finalists who may not have previously been aware of the Awards can help increase participation and promote a greater sense of community involvement.



Examples of how you can invite finalists to the Awards ceremony:

- Send a formal invitation letter.
- Make a personal phone call.
- Send an email invitation.

Ensure finalists understand what they have been nominated for. It's important for LGAs to provide clear and comprehensive information about the Awards and the categories. Direct them to your council website if it features promotional material on the Awards, or to the Community Citizen of the Year Awards website (www.citizenshipawards.com.au).

Ideas to help spread the word about your Awards ceremony.

- Use social media: you can use platforms such as Facebook, Instagram and X (formerly Twitter), to post information about the Awards ceremony and who the finalists are (after you have notified them formally).
- Work with community organisations: you can work with community organisations that have been chosen as finalists to help extend invitations to their members to attend the Awards ceremony.



Section 4: Recipients Awarded

At the Awards Ceremony

On the day of the Awards ceremony, we encourage you to personalise your speeches and introductions to your local communities, as you are uniquely positioned to understand their needs and values.

We also ask that you take a moment to acknowledge Principal Partner, the Department of Communities, and Media Partner, 9News Perth, 6PR and WAtoday, whose help in spreading the word about these Awards is invaluable.

To ensure that the Awards Program continues to inspire future nominations and a deeper understanding of their purpose, we suggest providing a brief overview of the Awards Program.

We recommend that as each recipient is being announced, there is a description of their accomplishments - why they have been selected. Depending on the number of finalists, your council/shire may want to do this for finalists too.

For example: "The Community Citizen of the Year Awards recognise individuals and organisations who have made notable contributions that support the advancement and wellbeing of the community.

"It is my pleasure to announce this year's Community Citizen of the Year Award recipient is John Smith. John is being recognised for his selflessness and continuing contributions to the community in [insert specific area of contribution]. Congratulations, John."

We encourage you to distribute a flyer on the day to promote nominations for next year. Flyers can be printed and placed on seats, given away by ushers or placed on tables. The downloadable flyers can be found in the [Toolkit](#) and can be printed at your office.

Some suggestions for speech notes that the Mayor/President could use on the day of the Awards ceremony:

1. Introduction

- If you don't have a Welcome to Country planned by a local First Nations' leader, we strongly recommend an Acknowledgement of Country.
- Welcome everyone to the ceremony and thank them for attending.
- Recognise any special guests, sponsors, or partners who are in attendance.
- Share your excitement for the Awards and your appreciation for the hard work and dedication of all the nominees, finalists and recipients.

2. Overview of the Awards

- Provide an overview of the Awards Program and its purpose.
- Highlight the significance of the Program and its impact on the community.

3. Acknowledgements

- Thank the Program partners and sponsors for their help in organising and promoting the Awards.

"The Community Citizen of the Year Awards recognise individuals and organisations making a notable contribution or providing outstanding service to our community and we celebrate all nominees and recipients as role models who inspire us with their achievements. These Awards are proudly supported by the Department of Communities, 9News Perth, 6PR and WAtoday; and delivered in partnership with Auspire - Australia Day Council WA."

- Acknowledge each finalist and recipient by name and provide a brief overview of their accomplishments and contributions to the community.
- Share any personal anecdotes or stories about the finalists and recipients that highlight their character and impact on the community.

4. Closing Remarks

- Thank everyone for attending the ceremony and for their contributions to the community.
- Encourage everyone to continue to support and recognise the important work of community members and organisations.
- Encourage people to nominate for next year's Awards (show a 'Nominate Now' slide with a QR code on a screen if available).

Section 5: Recipient Promotion and Ongoing Relationship

Active members of the community can be a valuable asset to that community. As such, we strongly recommend that LGAs find ways to foster stronger relationships with Award recipients and promote their achievements. This can be as simple as maintaining regular communication with them and inviting them to participate in local events throughout the year.

Ideas include hosting morning teas with the Mayor/President, and giving recipients the opportunity to showcase their work by speaking at relevant town or LGA events. To facilitate this ongoing connection, it's important for LGAs to collect and maintain up-to-date contact information for all Award recipients and finalists.

As well as maintaining contact, we encourage LGAs to promote their Award recipients on their social media channels, websites, in newsletters, and provide media releases to local newspapers and other media outlets to share their stories.

Here are some additional ways your LGA can foster better relationships with award recipients:

1. A simple email or phone call every few months can help maintain the relationship and keep the lines of communication open.
2. Provide information about the ongoing support and resources available to help recipients continue their work. This might include knowledge about where and how to access funding, training opportunities, or other resources that could help them expand their efforts and make an even greater impact in your community.
3. Consider collaborating with recipients on community projects or initiatives. This could involve partnering with them on existing projects or working together to develop new ones that address pressing community needs. This creates a sense of shared ownership in community development.
4. Offer mentorship or coaching opportunities to recipients, either through the LGA or by connecting them with other community leaders who can provide guidance and support.

5. Offer recipients the opportunity to be Community Ambassadors. They can be part of your network for participating in local events, meetings, and community activities or for when you need a keynote speaker for an event.

6. Draw on their insights and seek their input. Award recipients can be at the coalface of important community issues and projects so you could get them involved in community reference groups. This also helps demonstrate that their contributions, insights and perspectives are valued.



Section 6: Revoing an Award and Handling Complaints

In certain circumstances, it may be necessary to revoke an award. The decision to revoke an award should not be taken lightly and should only be done after careful consideration including a review of all the available information and, where relevant, further investigation to confirm or dismiss alleged misconduct. In any instance of a revoke scenario, consultation with Auspire is required. This assists in any risk mitigation, in protecting the Awards Patrons' reputation.

Reasons for revoking an award may include, but are not limited to:

1. Misconduct, illegal or unethical behaviour on the part of the recipient.
2. Discovery of false or misleading information in the nomination or during the selection process.
3. Changes in circumstances that render the Award inappropriate or unwarranted.
4. Receipt of feedback from the community or contradictory information about a recipient that may put the Program's reputation at risk.
5. The recipient not being eligible based on the eligibility criteria on page 15.

If it is determined, after a thorough process of review that an award should be revoked, the recipient should be notified in writing of the decision and the reasons for it. The notification should also provide information about any appeal process that your local council/shire may wish to introduce to form part of your program delivery protocols.

It is important to maintain transparency and fairness throughout the revocation process, and to ensure that any decisions made are in line with the values and objectives of the Program.

While the selection decisions of finalists and recipients by your appointed selection panel are based on the nominations received and information available at the time to the selection panel, Auspire reserves the right to revoke an award if further information is provided or the recipient's conduct brings the Community Citizen of the Year Awards into disrepute.

Complaint Handling Process

As the Community Citizen of the Year Awards Program relies on nominations by members of the community, there may be gaps in the information provided. Councils are recommended to undertake their own due diligence and research nominations to support shortlisting of finalists that progress through to the selection panel.

This notwithstanding, there is a possibility that information about a recipient becomes known after the Award and a LGA's selection may be disputed by a member of the community.

Should complaints be raised, below is a suggested way to handle the issue after receiving the complaint:

1. Inform the complainant of the expected timeframe for resolution.
2. Inform Auspire of the complaint, the general nature of the alleged issue, and how you intend to resolve/handle it. It's important for Auspire to be aware, so we can respond in a unified way with you should the complainant make direct contact with us.
3. If the complaint warrants action, the LGA should investigate further to gather relevant information, including the details and nature of the complaint, background, influencing circumstances, relationship between the complainant and the recipient, and any other supporting documentation or evidence.
4. The LGA should analyse the information gathered during the investigation to determine the root cause of the complaint and identify any potential solutions.
5. The LGA should provide a written response to the complainant outlining the findings of the investigation, any actions taken or proposed, and any other relevant information.
6. Auspire should be informed once the issue is closed and be provided with any relevant information to ensure the appropriate informed response should the complainant make direct contact with Auspire.
7. The LGA may choose to follow up with the complainant to ensure that they are satisfied with the response and the resolution of the complaint.

Use the complaint handling process to inform potential program implementation improvements. The above is a suggested framework for handling complaints, but LGAs should refer to their own policies and procedures to handle complaints as per your knowledge and relationship with your citizens and community.

Section 7: Frequently Asked Questions

Is it compulsory to use the marketing template provided?

No. You may use any marketing collateral you feel will get a good response from your community.

Can we provide paper nomination forms for our community to nominate with?

We recognise every community is different and have made available printable nomination forms, available in the Toolkit.

What should we do if we receive a paper nomination form?

Paper nominations need to be entered by the LGA onto the website for record keeping purposes and a centralised repository for you to keep track of all your nominations. These can be scanned and uploaded. Once entered, you do not need to retain the paper nomination.

We are a small Local Government Authority and don't receive many nominations from the public. Can we nominate people ourselves?

You know your local community better than anyone, so it is acceptable for Local Government Authorities to nominate people, based on their local knowledge of who has been making an outstanding contribution to the community.

If we consider the nomination is better suited in an alternative category, can we move it?

Our aim is for all nominees to be considered, so feel free to move them to a more appropriate category, especially if there is a higher chance they will be considered a finalist or recipient in the category you move them to.

Is it compulsory to complete the Reference Form?

Whilst the form is not mandatory, it's a guideline for good governance and to support you so that your selection panel has confidence to make informed decisions. It also assists to qualify nominations that may be a little light on detail.

Is the recipient required to live within our council/shire area?

Your recipients should either reside or work principally within the council/shire in which they are being recognised. If you receive a nomination that you feel is best suited to another Local Government Area, please let us know and we can assist in transferring it to the correct LGA.

Can former recipients receive the Award in subsequent years?

Recipients can receive the Award on more than one occasion in recognition of their particularly outstanding community contribution or their involvement in an alternative initiative.

Does the Citizen of the Year have to be between 30 and 65 years of age?

All nominations received can be considered in the main category. If you have an outstanding senior or young citizen who you think is worthy of the Community Citizen of the Year category, move them into that category before your deliberations of that category.

Can we accept nominations after the closing date?

The official closing date for nominations is 31 October to allow you plenty of time to consider your nominees, shortlist, reference check, hold your selection panel and provide your Award recipients' names to Auspire by 28 November. This allows Auspire to produce certificates and medallions and send them in time for your Awards ceremony.

Do we have to present all four categories?

If your council/shire decides to not present a particular category, then you are not required to do so. It is not appropriate to announce the reason the category was not awarded such as 'not receiving enough nominations' or 'not having a suitable nomination'. The council/shire need not provide a reason as it is solely at your council/shire's discretion.

Can we choose two recipients for a category?

We strongly encourage you to choose one recipient per category. The guidelines state that the Chair of the selection committee makes the casting vote if there is a tie in a category. However, if you as a council decide that awarding two recipients is in the best interest for your community, you may do so. Please note that your membership fee includes the provision of four medallions in total, but you may order extra medallions for a fee.

What if we don't have enough information in the nomination to make an informed decision?

It is highly advised to undertake additional research and find supporting information for a nomination that is light on detail, especially if you are knowledgeable of the nominee and feel they would be a worthy recipient. Nominations will vary in quality, we therefore advise to not dismiss a potential nomination because of missing or insufficient information the nominee has left out. You may alternatively decide to contact the nominator to get more information, or even contact the referees mentioned in the nomination form to obtain more details and take it forward.

What should we do if the Chair of the panel, who also has a casting vote in the case of a tie, has a conflict of interest in a category?

At the beginning of the panel session, and again at the commencement of each category deliberations, all panellists should declare their potential and perceived conflicts of interest, including the Chair. If it is agreed that a conflict of interest is warranted, then the Chair must abstain from voting, step down as Chair for the duration of that category's deliberations and delegate the Chair role to another panel member. In the case of a tie in the category, the acting Chair has the casting vote. The panel Chair resumes their role after the conflicted category is completed.

We'd like to recognise all nominees. Is this possible?

Auspire has an appreciation certificate available to download from the Toolkit.

We have several different ceremonies within our council/shire because we are very spread out and it's hard to get our whole community in one place. Can we receive multiple award kits for our multiple community ceremonies?

We encourage you to engage with as many communities as possible within your local council/shire and welcome your request for extra certificates and medallions. There will be a small additional cost for multiple kits to cover production and postage. Please contact us to discuss your needs and depending on quantities, we will advise the fee to cover the additional costs.

We have a large group of people receiving the Active Citizenship Award. Can we have more than one medallion?

Whilst the membership fee only covers the provision of four category medallions, extra medallions can be ordered for a fee.

A recipient has refused to accept the recognition of being a finalist and doesn't want to participate in the Awards. What should we do?

If a recipient (selected but not yet announced) requests to not be considered and does not want to participate in the Awards Program, ask for and record their feedback, and if you can't convince them to remain involved, respect their decision. You should learn of this well before your Awards ceremony, when you contact finalists to advise them of their status as a finalist and invite them to attend the Awards ceremony. Advise your selection panel that the selected recipient (only known to the selection panel at this stage) has declined to participate and that you are moving to the backup finalist as the replacement recipient.

Do we have to present the Awards on Australia Day? Our community celebration is not always held on that day.

We are aware that these Awards ceremonies often coincide with Citizenship Ceremonies, which may be before or after Australia Day. Your announcement date must be provided in the Recipient Submission Form to ensure that the names will not be published on our website before the event. Names will be published on the website at 8pm AWST of the submitted announcement date.

What happens after the Awards ceremony?

Please provide photos of your Awards ceremony as well as recipients receiving their Award. This can be submitted via the online form on our website. We also encourage you to consider how you might engage with your recipients throughout the year, which is covered on page 25 of this guide.

Community Citizen of the Year Awards Program Evaluation

Evaluation helps ensure the program continues to meet the needs of participating local governments and the communities they serve.

To this end, Auspire sends out a survey to participating Local Government Program Coordinators and to Award recipients. We send recipients a survey directly after the Award has been announced and again three months later to see how the recognition has impacted them since they received the Award.



Tag us on social media

Facebook - Auspire

Instagram - @ausdaywa

LinkedIn - Auspire - Australia Day Council WA

#ReflectRespectCelebrate #WereAllPartOfTheStory



AUSPIRE - AUSTRALIA DAY COUNCIL WA

Contact the team at Auspire for any queries on the
Community Citizen of the Year Awards Program

CONTACT

E: coty@auspire.org.au

T: 0499 111 944

W: www.citizenshipawards.com.au

SHIRE OF KONDININ



Freedom of Information Statement

May 2026

1. Introduction

This Information Statement is published in accordance with Part 5 of the Freedom of Information Act 1992 (WA) (FOI Act).

Sections 94, 96 and 97 of the FOI Act require government agencies, including local governments, to publish and maintain an up-to-date Information Statement that provides information about the agency's structure, functions, documents held, and the arrangements for public access to those documents.

This Information Statement applies to the Shire of Kondinin, a local government established under the Local Government Act 1995 (WA).

This Statement is reviewed and updated at intervals of not more than 12 months, in accordance with section 96 of the FOI Act.

2. Structure and Functions of the Shire

2.1 Structure

The Shire of Kondinin operates under the Local Government Act 1995 and consists of:

- A Council of elected Members who are responsible for governance, policy setting and strategic decision-making; and
- A Chief Executive Officer (CEO) and employees who are responsible for the administration of the Shire and the implementation of Council decisions.

The CEO is responsible for the day-to-day operations of the Shire and the management of Shire employees in accordance with the Act and applicable written laws.

2.2 Functions

The Shire's functions include, but are not limited to:

- Provision and maintenance of local infrastructure (including roads, drainage and waste services);
- Planning, building and development control;
- Environmental health and ranger services;
- Community services, recreation and cultural facilities;
- Administration of local laws;
- Corporate governance, financial management and record keeping; and
- Advocacy on behalf of the local community.

3. Public Participation

Members of the public may participate in the Shire's decision-making processes by:

- Attending Council and Committee meetings
- Making submissions or deputations to Council
- Participating in community consultations and engagement activities
- Contacting elected Members or Shire officers
- Submitting public questions in accordance with Council meeting procedures

Information relevant to community participation is published on the Shire's website and made available at Shire offices.

4. Documents Held by the Shire

4.1 Documents available for inspection under another written law

In accordance with section 5.94 of the Local Government Act 1995, the following documents may be inspected free of charge during normal office hours, subject to any limitations imposed by law:

- Council and Committee agendas and confirmed minutes
- Minutes of Electors' Meetings
- Local laws (proposed and made)
- Annual Budget
- Annual Report
- Schedule of Fees and Charges
- Strategic Community Plan and Corporate Business Plan
- Plans for principal activities
- Registers required by legislation, including:
 - Register of Financial Interests
 - Register of Gifts
 - Tender Register
 - Delegations Register
- Town Planning Scheme
- Reviews of local laws

Certain information may be restricted in accordance with section 5.95 of the Local Government Act 1995 or other written laws.

4.2 Documents available for purchase or copying

Copies of documents listed above, and other publicly available documents, may be purchased at the applicable fee. Fees are limited to the reasonable cost of copying, reproduction or delivery, unless otherwise prescribed by law.

4.3 Documents available under section 97 of the FOI Act

In accordance with section 97 of the FOI Act, the Shire makes available for inspection and purchase, subject to the deletion of exempt matter, certain internal manuals, policies and governance documents used by officers in decision-making, including:

- Council-adopted policies
- Standing Orders
- Delegations and Authorisations
- Management plans adopted by Council
- Governance and operational frameworks that affect members of the public

Draft documents, working papers, internal administrative instructions and documents containing exempt matter under Schedule 1 of the FOI Act are not available for public inspection.

5. Access to Documents under the FOI Act (Part 2)

5.1 How to apply

An application for access to documents under Part 2 of the FOI Act must:

- Be in writing
- Provide sufficient information to identify the documents sought
- Provide an Australian address for correspondence
- Be lodged with the Shire
- Be accompanied by the applicable application fee (if any)

5.2 Fees and charges

Fees and charges are set by the Freedom of Information Regulations 1993:

- Personal information: no application fee
- Non-personal information: \$30 application fee

Additional processing, access or copying charges may apply but are discretionary

5.3 Timeframes and decisions

The Shire will provide a Notice of Decision as soon as practicable and within 45 days of receiving a valid application.

The Notice of Decision will include:

- The decision made
- Reasons for refusal or partial access (if applicable)
- Review rights and procedures

6. Amendment of Personal Information (Part 3)

Individuals may apply for the amendment of personal information held by the Shire if they believe it is inaccurate, incomplete, out of date or misleading, in accordance with Part 3 of the FOI Act.

7. Review Rights

Applicants dissatisfied with a decision may:

- Seek internal review by the CEO within 30 days; and/or
- Apply for external review by the Information Commissioner of Western Australia

8. FOI Contact Details

Freedom of Information Coordinator
Shire of Kondinin
11 Gordon Street, Kondinin WA 6367
PO Box 7, Kondinin WA 6367
Phone: (08) 9889 1006
Email: cso@kondinin.wa.gov.au

9. Accuracy Statement

This Information Statement is published in accordance with Part 5 of the Freedom of Information Act 1992 (WA) and is correct as at [insert date of Council adoption].

SHIRE OF KONDININ FREEDOM OF INFORMATION STATEMENT



REVIEWED BY COUNCIL OCTOBER 2022

Introduction

Under Sections 96 and 97 of the Freedom of Information Act (1992) a government agency including a local government is required to publish an Information Statement Annually.

The Information Statements requirements are as follows:

- (a) *a statement of the structure and functions of the agency;*
- (b) *a description of the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;*
- (c) *a description of any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the performance of the agency's functions;*
- (d) *a description of the kinds of documents that are usually held by the agency including —*
 - (i) *which kinds of documents can be inspected at the agency under a written law other than this Act (whether or not inspection is subject to a fee or charge); and*
 - (ii) *which kinds of documents can be purchased; and*
 - (iii) *which kinds of documents can be obtained free of charge;*
- (e) *a description of the agency's arrangements for giving members of the public access to documents mentioned in paragraph (d)(i), (ii) or (iii) including details of library facilities of the agency that are available for use by members of the public;*
- (f) *a description of the agency's procedures for giving members of the public access to the documents of the agency under Part 2 including —*
 - (i) *the designation of the officer or officers to whom initial inquiries as to access to documents can be made; and*
 - (ii) *the address or addresses at which access applications can be lodged;*
- (g) *a description of the agency's procedures for amending personal information in the documents of the agency under Part 3 including —*
- (h) *the designation of the officer or officers to whom initial inquiries as to amendment of personal information can be made; and*
 - (iii) *the address or addresses at which applications for amendment of personal information can be lodged.*

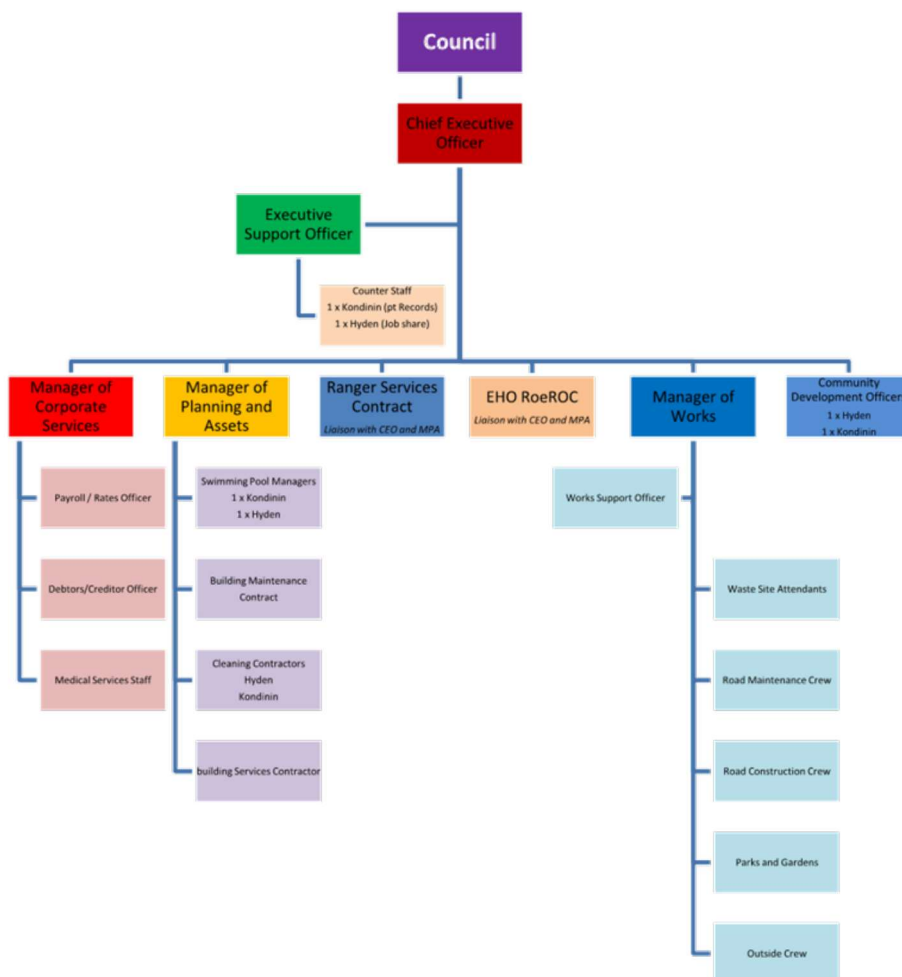
Copies of this document can be obtained from the Shire of Kondinin
CEO
SHIRE OF KONDININ
PO Box 7
11 Gordon Street
KONDININ WA 6367
Or on our website at www.kondinin.wa.gov.au

Shire of Kondinin Structure and Function

The Shire of Kondinin is dedicated to providing facilities and services that meet the needs of the community to enable them to enjoy a pleasant healthy country lifestyle.

Structure

The Shire of Kondinin operates under the Local Government Act 1995 with nine elected councillors who represent the interests of electors, ratepayers and residents of the district. They provide leadership and guidance to the community of the district, facilitate communication between the community and the council, participate in the local government’s decision-making processes at council and committee meetings and perform such other functions as are given to a councillor by the Local Government Act 1995 or any other written law. The Chief Executive Officer and Shire Staff administrate Council decisions and policies.



Function

The Shire of Kondinin is a local government body established under the Local Government Act 1995 to deliver services and infrastructure in the form of good government to persons of the district. The roles and responsibilities of Local Government differ across the state, but the Shire of Kondinin actively services its community in a variety of ways namely:

- Infrastructure and associated services including local roads, footpaths, drainage, waste collection and management
- Provision of recreation facilities such as parks and gardens, sports fields, golf courses, swimming pools, recreation centres, town halls and caravan parks
- Care of the environment
- Health services such as water and food inspection, toilet facilities, noise control and animal control
- Community services such as child care, aged care and accommodation, community care and welfare services
- Building services including inspections, licensing certification and enforcement
- Planning and development approval
- Administration of facilities such as airports, cemeteries and street parking
- Cultural facilities and services such as libraries
- Working with State and Federal Government
- Advocating for local need
- Corporate Governance to ensure it delivers good decision-making, leadership and professional management

Public Interaction

The public's first point of call to discuss issues, relating to the functions of the Shire, is often their elected members of the council. The elected members of council act as a body to determine the Shire's policies, plans and procedures and can advise whether the issue should go before council or be directed to the CEO.

Electors, Ratepayers and Residents as well as other members of the public are able to contact the Shire at any time with feedback and suggestions. The public is also able to attend Council Meetings held at 3:00 pm on the third Wednesday of each month or other meetings including Electors Meetings and Special Meetings where they are locally advertised. Public questions can also be presented during a council meeting and should be presented to the Chief Executive Officer or a presiding member prior to a respective council meeting.

Issues and information affecting residents are published in local newsletters and the Shire Website or accessible at the Shire Offices and Depots and in some cases publically signed.

The Shire of Kondinin endeavours to make available a majority of our publications and information. Most information that can be copied is provided on our website www.kondinin.wa.gov.au or it can be inspected at either of our two public libraries both of which are joint Shire Offices. Library and Shire Staff are able to assist with the inspection of documents during our open hours Monday to Friday.

Documents Held

Any person can attend the office of a local government during office hours and free of charge inspect any of the following in relation to the local government, whether or not current at the time of inspection.

- Code of Conduct
- Register of Financial Interests
- Annual Report
- Annual Budget
- Schedule of Fees and Charges
- Plans for Principal Activities
- Local Laws Proposed or Made
- Regulations made by a Governor as if they were a Local Law
- Text that is or would be adopted by a Local Law
- Subsidiary Legislation made or adopted by the Local Government
- Any written law having a provision in respect of which the local government has a power or duty to enforce
- Rates Record
- Confirmed Minutes of Council or Committee Meetings
- Minutes of Electors Meetings
- Council Agendas
- Reviews of Local Laws
- Business Plan
- Register of Owner Occupiers and Electoral Rolls
- Contract for CEO and Senior Employees
- Other information as required or prescribed by the Local Government Act 1995

Information of a personal nature that is held with respect to an employee or councillor can be provided to the respective individual during work hours or any other individual who has been authorised in writing by that individual.

In some instances, there are limits on the right to inspect local government information outlined in section 5.95 of the Local Government Act 1995 that does not affect the operation of the Freedom of Information Act 1992.

The Shire also archives numerous reports and correspondence in accordance with our Record Keeping requirements. On a case-by-case basis, these may be available on request or freedom of information request may be required.

Freedom of Information Process

Applications for Records that include (not limiting) plans, reports, correspondence or recordings must:

- be in writing
- provide enough information so that the document/s requested can be identified
- give an Australian address to which notices can be sent
- be lodged with the Shire of Kondinin and accompanied by the applicable fee

Access Arrangements

Access to documents can be granted by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, or a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

Notice of Decision

As soon as possible but within 45 days of being received and deemed valid applicants will be provided with a Notice of Decision.

- the date on which the decision was made
- the name and the designation of the officer who made the decision
- if the document is an exempt document the reasons for classifying the matter exempt; or the fact that access is given to an edited document
- information on the right to review and the procedures to be followed to exercise those rights

Refusal of Access

Applicants who are dissatisfied with a decision of the Shire of Kondinin are entitled to ask for an **internal review** by the CEO. The application should be made in writing within 30 days of receiving the notice of decision.

If the applicant disagrees with the result the applicant can apply to the Information Commissioner for an **external review**.

Fees and Charges

A scale of fees and charges is set under the FOI Act Regulations. Apart from the application fee for non-personal information, all charges are discretionary. The charges are as follows

Personal Information – no fee

Non-Personal Information - \$30

Charge for time dealing with the application - \$30 per hour

Access time supervised by staff - \$30 per hour

Photocopying staff time - \$30 per hour

Transcribing from tape, film or computer - (all per hour, or pro rata) \$30 per hour

Per Photocopy – \$0.20
 Duplicating an electronic record (Actual Cost)
 Delivery, Packaging and Postage (Actual Cost)

Freedom of Information Enquiries and Applications

For queries please contact the Shire of Kondinin Freedom of Information Coordinator on 08 9889 1006 (9am to 4pm Monday to Friday) or by email foi@kondinin.wa.gov.au

Freedom of Information Applications must be submitted on the following:

- in writing
- include sufficient information to allow the Freedom of Information Coordinator to identify the records requested
- include a fee (unless you are a child or a person with a disability)
- include a valid email address and a contact telephone number

Additional information is available at:

FOI Act

1

Shire of Kondinin

Box 7

KONDIN WA 6367

FOI Act

Shire of Kondinin

11 Gordon Street

KONDIN WA 6367

This document has been prepared using the latest version of the Freedom of Information Act 1992 and is correct as of 12 October 2022.

Copies of this document can be obtained from:

Freedom of Information Coordinator
 Shire of Kondinin
 11 Gordon Street, Kondinin WA 6367

Or on the Shire of Kondinin Website www.kondinin.wa.gov.au/foi/council/council-documents

Enquiries to the Kondinin Shire Office on 08 9889 1006 (8:30 am – 4:30 pm) Monday – Friday or by emailing foi@kondinin.wa.gov.au

Legislation under which the Shire of Kondinin can act

- Building Act 2011
- Building and Construction Industry Training Fund & Levy Collection Act 1990
- Building Services Levy Act 2011
- Bush Fires Act 1954
- Cat Act 2011
- Cemeteries Act 1986
- Control of Vehicles (Off Road Areas) Act 1978
- Copyright Act
- Corruption and Crimes Commission Act 2003
- Disability Services Act 1993
- Dividing Fences Act 1961
- Dog Act 1976
- Dangerous Goods Safety Act 2004
- Environmental Protection Act 1986
- Equal Opportunity Act 1984
- Freedom of Information Act 1992
- Health Act 1911
- Heritage Act 2018
- Justices of the Peace Act 2004
- Land Administration Act 1997
- Library Board of WA Act 1951
- Liquor Licensing Act 1988
- Litter Act 1979
- Local Government (Miscellaneous Provisions) Act 1960
- Local Government Act 1995
- Main Roads Act 1930
- Noongar Recognition Act 2016
- Occupational Safety and Health Act 1984
- Parks and Reserves Act 1895
- Privacy Amendment Act 2004
- Road Traffic Act 1974
- State Records Act 2000
- Transfer of Land Act 1893
- Valuation of Land Act 1978
- Working with Children (Criminal Record Checking) Act 2004

Shire of Kondinin Local Laws not limited to

Shire of Kondinin Health Local Law 2016

Shire of Kondinin Animal, Environment and Nuisance Local Law 2016

Documents held by the Shire of Kondinin

- Annual Budget
- Annual Report
- Annual Financial Statement
- Council Minutes and Agendas
- Local Laws
- Schedule of Fees and Charges
- Tender Register
- Gift Register
- Electoral Rolls
- Annual and Primary Returns
- Delegations Register – Delegated Authority
- Policy Manual
- Strategic and Community Plan
- Corporate Business Plan
- Management Plans – Asbestos, Risk, Fire, Local Recovery
- Local Emergency Management Arrangements
- Disability Access and Inclusion
- Code of Conduct
- Wave Rock Improvements Plan
- Recorders Disaster
- Evacuation Plans
- Standing Orders
- Contracts that fall under the Local Government Act 1995
- Local Government Records Retention and Disposal Schedule
- Register of Financial Interests
- Register of Owner and Occupiers
- Town Planning Scheme
- Roadside Memorials Policy
- Local Newsletters and Brochures
- Cemetery Register
- Rate Records

Community Grant 2026/2027: OCM 20th May 2026									
Community Group	Project	Amount Requested	Project total \$	25/26	24/25	23/24	22/23	Community Development Officer Comment	Council Meeting Notes
St John Ambulance KN HY	Training Equipment	\$7,500.00	\$9,671.86		\$7,500		\$6,829	St John is an integral part of our rural communities and provides an essential emergency service, and as such we should commend them for their proactive approach to maintaining high levels of training and knowledge for their ambulance officers.	
Kondinin P&C	IPAD lease	\$7,500.00	\$26,550.91		\$4,356.00		\$7,500.00	The Kondinin P&C Association plays a valuable role in supporting families of Kondinin Primary School by promoting parental engagement in education and advocating for a strong public schooling system that benefits all students in the community. This grant supports the lease of iPads to assist with the use of technology in education.	
KK Hockey Club	Goals	\$7,500.00	\$14,000.00					The Kulin Kondinin Hockey Club promotes and manages men's, women's, and junior teams across the Kondinin-Kulin district, fostering team spirit and developing sporting skills. This grant will fund new goals to support the club's ongoing operations and player development.	
Kondinin Lions Club	Clothing Racks	\$458.59	\$983.59	\$600.00	\$536.40			The Kondinin Lions Club supports local charities and essential services, including the RFDS and St John Ambulance. It manages Harvest Place, a second-hand clothing store that provides affordable, quality clothing and serves as an informal community hub. New clothing racks will help older volunteers manage stock more easily and safely.	

Kondinin CRC	Urn & Mugs	\$588.86	\$734.76		\$119.00		\$6,540.00	The Kondinin CRC is a committee-run organisation that provides government services, information, and training to the community. This grant will help purchase a new urn and mugs, enabling the CRC to continue offering a warm and welcoming community hub for events and catering.	
Kondinin Burnouts	Construct Permanent Bar	\$7,500.00	\$11,139.00	\$7,500.00	\$7,500.00	\$2,565.00	\$5,500.00	The Kondinin Burnout Challenge is an annual event that attracts around 500 people every year, with fundraising from the event going to local charities and organisations. The erection of a permanent bar area will support the continued success of the event into the future by reducing volunteer workload and improving safety.	
Hyden Golf Club	Dishwasher	\$4,745.00	\$4,745.00			\$1,721.00		The Hyden Golf Club aims to significantly increase its membership by 2027 and ensure it continues to operate successfully, supporting and encouraging both locals and visitors to enjoy the game of golf. The Club is committed to upgrading the kitchen and clubhouse facilities to meet current regulations, enabling it to continue hosting successful tournaments and community events.	
Hyden CRC	Island bench, cupboard, stools, blinds	\$3,992.00	\$4,712.00	\$4,533.00	\$3,759.00		\$7,000.00	The Hyden CRC is a not-for-profit organisation providing government services, information, and economic, business, and social development opportunities to Hyden and surrounding communities. The installation of a kitchen island and additional storage cupboards will support a wide range of activities and catering needs. New blinds will also improve comfort and privacy for users of the CRC meeting rooms.	

Hyden CWA	custom display cabinet	\$7,500.00	\$9,715.00	\$1,764.10	\$1,251.93				The CWA is a proud and active women's organisation working to improve the welfare, wellbeing, and education of women everywhere, particularly in country areas. The Hyden Branch has over 80 years of history; however, much of its historical information is currently stored in cabinets and is not easily accessible to the public. This grant will fund a customised display cabinet, ensuring future generations can view and appreciate the valuable contributions the CWA has made to the betterment of our community.
TOTAL =		\$47,284.45		\$41,242.00	\$70,656.26	\$65,104.75	\$83,113.00		
Total Awarded in Prior Years									

MEMORANDUM OF UNDERSTANDING (MOU)

1. Parties

This Memorandum of Understanding provides the basis for a collaborative partnership for the design, development, construction and subsequent occupation of a Discovery Centre in Hyden, Western Australia. It is intended to be a high-level document and not to resolve all project and operational details.

This Memorandum of Understanding (MOU) is entered into on XXXX 2026, by and between:

1. **The Shire of Kondinin** ("The Shire"), located at Gordon Street, Kondinin, WA 6367, represented by the Chief Executive Officer or his/her delegate, and
2. **The Hyden Community Resource Centre (HCRC)** ("The Community Group"), located at 40 Naughton Street, Hyden, WA 6359, represented by the Chairperson or his/her delegate.

Collectively referred to as "the Parties."

2. Purpose

The purpose of this MOU is to define and support the operational relationship between the Shire and HCRC in relation to the Hyden Discovery Centre, including shared use of facilities, staffing and volunteer arrangements, delivery of tourism and community services, and day-to-day coordination.

Specifically, this MOU is intended to:

- Support the effective operation of the Hyden Discovery Centre as a multi-purpose community, tourism and service hub.
- Clarify roles and responsibilities for shared spaces, staffing, volunteers and service delivery.
- Provide an agreed framework for cooperation, communication and practical decision-making.

3. Background

- a) The Shire is the lessor of premises at 38 Marshall Street, Hyden, under a Lease with HCRC for the purpose of operating a Community Resource Centre. The principles of this lease agreement are used to inform this MOU.
- b) The Parties have jointly supported the development of the Hyden Discovery Centre as a contemporary, multi-functional facility incorporating community services, visitor information, tourism promotion, shared office accommodation and meeting spaces.
- c) The Discovery Centre is intended to act as a focal point for community engagement, service delivery, volunteer participation, tourism activity and local economic development.
- d) This MOU clarifies how the Parties will work collaboratively upon occupation of the Discovery Centre to deliver these outcomes.

4. Operational Assumptions

The Parties acknowledge and agree that the Hyden Discovery Centre is intended to operate on the following core assumptions:

1. The Centre will function as a shared facility, with defined areas under the operational control of each Party.
2. The Centre will support both community service delivery and tourism-related functions.
3. Staffing and volunteer involvement will be integral to the Centre's operation. Day-to-day operations will be managed pragmatically, recognising the scale of the community and the need for flexibility.
4. Clear communication and cooperation are essential to the Centre's success.

5. Principles

The Parties agree to operate under the following principles:

- Mutual respect and cooperation.
- Transparency and accountability.
- Compliance with statutory and governance obligations.
- Community benefit and accessibility.
- Practical, sustainable and fit-for-purpose arrangements.

6. Roles and Responsibilities

The HCRC and the Shire of Kondinin acknowledge that the Hyden Discovery Centre is a shared facility and agree to work together in a cooperative and collaborative manner to mutually support one another in the day-to-day operating functions of the Centre.

The Parties recognise that effective operation will, from time to time, require flexibility, coordination and practical support across organisational boundaries, and commit to acting in good faith to ensure the Centre operates efficiently, safely and for the benefit of the community, while remaining consistent with future occupation agreements and each Party's respective governance and statutory obligations.

Responsibilities of Hyden Community Resource Centre Inc.

HCRC is responsible for:

- Occupying and operating the premises in accordance with the permitted use under agreed operational arrangements.
- Managing day-to-day operations of Discovery Centre areas under its control, including reception, community service spaces, visitor servicing functions and general public areas as agreed.
- Coordinating and delivering community services traditionally provided through the Community Resource Centre.
- With the support of the Shire, managing volunteers engaged in Discovery Centre operations, including recruitment, induction, supervision, training and compliance with relevant legislation, insurance and WHS requirements.
- With the support of the Shire, coordinating room and venue hire within the Discovery Centre where permitted under agreed operational arrangements.
- With the support of the Shire, supporting visitor information and tourism services, including liaison with local tourism operators and community groups.
- Ensuring compliance with all obligations under the agreed operational arrangements, including maintenance, cleaning, insurance, WHS and reporting requirements.
- Liaising with the Shire on operational matters affecting shared spaces or Shire-controlled areas.

Responsibilities of the Shire of Kondinin

The Shire is responsible for:

- Supporting the operation, positioning and promotion of the Hyden Discovery Centre as a key community and tourism asset for the Shire.
- Managing and operating any areas of the Discovery Centre allocated to the Shire, including staff accommodation, offices or service delivery spaces as agreed.
- Supporting tourism development outcomes associated with the Discovery Centre, including marketing, visitor promotion and alignment with regional tourism strategies. Maintaining the building structure, capital works and

essential services to the extent required under the agreed operating arrangements.

- Supporting community engagement activities and coordination with other service providers where appropriate.
- With the support of the HCRC, managing volunteers engaged in Discovery Centre operations, including recruitment, induction, supervision, training and compliance with relevant legislation, insurance and WHS requirements.
- With the support of the HCRC, coordinating room and venue hire within the Discovery Centre where permitted under agreed operational arrangements.
- With the support of the HCRC, supporting visitor information and tourism services, including liaison with local tourism operators and community groups.
- Liaising with HCRC on governance, compliance, risk and operational matters relevant to the facility.

7. Shared Spaces and Facilities

The Parties acknowledge that the Discovery Centre includes shared spaces, including meeting rooms, public areas and visitor facilities.

The Parties agree that:

- Shared spaces will be scheduled and managed cooperatively to maximise community benefit.
- Operational protocols for shared spaces may be developed and amended by agreement from time to time.
- Neither Party will unreasonably restrict access to shared spaces where such access supports the objectives of the Discovery Centre.

8. Staffing and Volunteers

The Parties acknowledge that staffing and volunteer involvement are central to the successful operation of the Discovery Centre.

- The Shire will be responsible for managing its own employees operating from or within the Discovery Centre.
- The HCRC will be responsible for managing its own employees operating from or within the Discovery Centre.
- The HCRC and the Shire will share responsibility for managing volunteers associated with community services, visitor support and Discovery Centre operations.
- Where staff or volunteers work across shared functions, the Parties will cooperate to ensure clarity of roles, supervision and accountability.
- The Parties may collaborate on training, induction and operational protocols where this supports efficient and safe service delivery.

9. Tourism and Community Service Functions

The Discovery Centre is intended to support both tourism and community service outcomes.

The Parties agree that:

- Tourism functions may include visitor information, promotion of local attractions, support for tourism operators and coordination of events or experiences.
- Community service functions may include access to information, referrals, support services, meeting spaces and volunteer-led activities.
- The Parties will work cooperatively to ensure these functions complement rather than conflict with one another.

10. Governance, Communication and Issue Resolution

The Parties acknowledge that clear governance arrangements, open communication and timely resolution of issues are essential to the effective and sustainable operation of the Hyden Discovery Centre.

The Shire of Kondinin and Hyden Community Resource Centre Inc. commit to working collaboratively, respectfully and transparently in addressing operational, compliance and strategic matters, with the shared objective of maintaining a well-functioning Centre that delivers positive outcomes for the community.

The Parties agree to raise issues early, communicate openly, and seek practical, good-faith solutions before escalation, while recognising and respecting each Party's governance responsibilities and decision-making authority.

- Each Party will nominate a primary contact officer for operational matters.
- Regular liaison meetings may be held as required to address operational, compliance or strategic issues.
- Any significant issues relating to safety, compliance or risk must be escalated promptly between the Parties.
- Issues will be addressed in a cooperative and solutions-focused manner.

11. Compliance and Risk

Each Party remains responsible for compliance with its own statutory obligations, insurance requirements and risk management responsibilities.

Nothing in this MOU limits, alters or reduces the obligations of either Party under the agreed operational arrangements or at law.

12. Outcomes

This MOU will contribute to the following outcomes for the community of Hyden:

- a. Ongoing supportive relationships between the local government and the community for a shared vision of economic and social development within the Hyden town centre.
- b. Improved economic activity within the town centre.
- c. Increased visibility and access to social and community services reducing isolation and increasing community connectivity for the Hyden community, especially for vulnerable community members.
- d. Improved outcomes for children (resulting from the freeing up of the HCRC and the potential to relocate the early childhood centre to a more appropriate venue).
- e. Improved outcomes for Aboriginal people within the Shire through expressions of reconciliation and acknowledgement, and opportunities for small business development in tourism related activities facilitated by the Discovery Centre.

13. Duration and Review

This MOU will commence on the date of signing and will remain in effect for the duration of the Discovery Centre Project and transition to operations unless terminated earlier by agreement.

The MOU may be reviewed periodically by mutual agreement to ensure it remains fit for purpose and aligned with operational needs.

14. Termination

Either Party may terminate this MOU by providing thirty (30) days' written notice to the other Party.

15. Legal Status

This MOU is not intended to create legal relations or to be legally binding. It records the shared understanding of the Parties and does not override the agreed (future) operational arrangements or any statutory obligations.

16. Confidentiality

Both parties agree to respect the confidentiality of sensitive information shared during the project, including financial, proprietary, and personal data.

17. Executed

By signing below, both Parties agree to the terms outlined in this MOU and commit to working together toward the successful development, construction, and operation of the Discovery Centre.

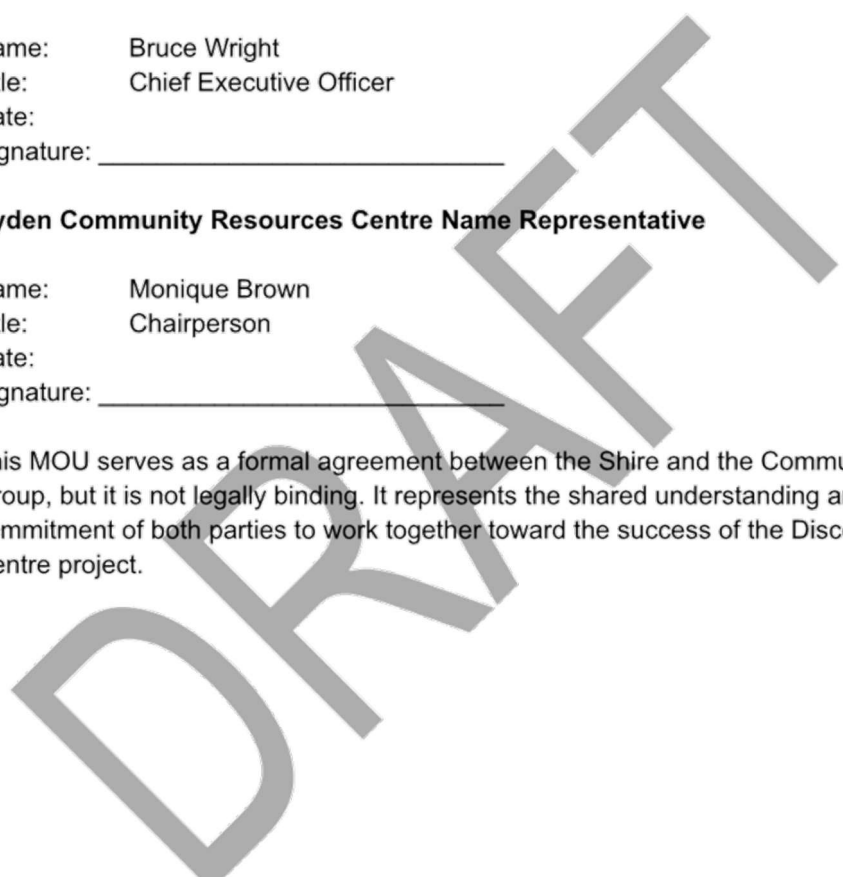
Shire Representative

Name: Bruce Wright
Title: Chief Executive Officer
Date:
Signature: _____

Hyden Community Resources Centre Name Representative

Name: Monique Brown
Title: Chairperson
Date:
Signature: _____

This MOU serves as a formal agreement between the Shire and the Community Group, but it is not legally binding. It represents the shared understanding and commitment of both parties to work together toward the success of the Discovery Centre project.



MEMORANDUM OF UNDERSTANDING (MOU)

1. Parties

This Memorandum of Understanding provides the basis for a collaborative partnership for the design, development, construction and subsequent occupation of a Discovery Centre in Hyden, Western Australia. It is intended to be a high-level document and not to resolve all project and operational details.

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2. **The Hyden Community Resource Centre (HCRC)** ("The Community Group"), located at 40 Naughton Street, Hyden, WA 6359, represented by the Chairperson or his/her delegate.

Collectively referred to as "the Parties."

2. Purpose

The purpose of this MOU is to define and support the operational relationship between the Shire and HCRC in relation to the Hyden Discovery Centre, including shared use of facilities, staffing and volunteer arrangements, delivery of tourism and community services, and day-to-day coordination.

Specifically, this MOU is intended to:

- Support the effective operation of the Hyden Discovery Centre as a multi-purpose community, tourism and service hub.
- Clarify roles and responsibilities for shared spaces, staffing, volunteers and service delivery.
- Provide an agreed framework for cooperation, communication and practical decision-making.

3. Background

- a) The Shire is the lessor of premises at 38 Marshall Street, Hyden, under a Lease with HCRC for the purpose of operating a Community Resource Centre. The principles of this lease agreement are used to inform this MOU.
- b) The Parties have jointly supported the development of the Hyden Discovery Centre as a contemporary, multi-functional facility incorporating community services, visitor information, tourism promotion, shared office accommodation and meeting spaces.
- c) The Discovery Centre is intended to act as a focal point for community engagement, service delivery, volunteer participation, tourism activity and local economic development.
- d) This MOU clarifies how the Parties will work collaboratively upon occupation of the Discovery Centre to deliver these outcomes.

4. Operational Assumptions

The Parties acknowledge and agree that the Hyden Discovery Centre is intended to operate on the following core assumptions:

1. The Centre will function as a shared facility, with defined areas under the operational control of each Party.
2. The Centre will support both community service delivery and tourism-related functions.
3. Staffing and volunteer involvement will be integral to the Centre's operation. Day-to-day operations will be managed pragmatically, recognising the scale of the community and the need for flexibility.
4. Clear communication and cooperation are essential to the Centre's success.

5. Principles

The Parties agree to operate under the following principles:

- Mutual respect and cooperation.
- Transparency and accountability.
- Compliance with statutory and governance obligations.
- Community benefit and accessibility.
- Practical, sustainable and fit-for-purpose arrangements.

6. Roles and Responsibilities

The HCRC and the Shire of Kondinin acknowledge that the Hyden Discovery Centre is a shared facility and agree to work together in a cooperative and collaborative manner to mutually support one another in the day-to-day operating functions of the Centre.

The Parties recognise that effective operation will, from time to time, require flexibility, coordination and practical support across organisational boundaries, and commit to acting in good faith to ensure the Centre operates efficiently, safely and for the benefit of the community, while remaining consistent with future occupation agreements and each Party's respective governance and statutory obligations.

Responsibilities of Hyden Community Resource Centre Inc.

HCRC is responsible for:

- Occupying and operating the premises in accordance with the permitted use under agreed operational arrangements.
- Managing day-to-day operations of Discovery Centre areas under its control, including reception, community service spaces, visitor servicing functions and general public areas as agreed.
- Coordinating and delivering community services traditionally provided through the Community Resource Centre.
- With the support of the Shire, managing volunteers engaged in Discovery Centre operations, including recruitment, induction, supervision, training and compliance with relevant legislation, insurance and WHS requirements.
- With the support of the Shire, coordinating room and venue hire within the Discovery Centre where permitted under agreed operational arrangements.
- With the support of the Shire, supporting visitor information and tourism services, including liaison with local tourism operators and community groups.
- Ensuring compliance with all obligations under the agreed operational arrangements, including maintenance, cleaning, insurance, WHS and reporting requirements.
- Liaising with the Shire on operational matters affecting shared spaces or Shire-controlled areas.

Responsibilities of the Shire of Kondinin

The Shire is responsible for:

- Supporting the operation, positioning and promotion of the Hyden Discovery Centre as a key community and tourism asset for the Shire.
- Managing and operating any areas of the Discovery Centre allocated to the Shire, including staff accommodation, offices or service delivery spaces as agreed.
- Supporting tourism development outcomes associated with the Discovery Centre, including marketing, visitor promotion and alignment with regional tourism strategies. Maintaining the building structure, capital works and

essential services to the extent required under the agreed operating arrangements.

- Supporting community engagement activities and coordination with other service providers where appropriate.
- With the support of the HCRC, managing volunteers engaged in Discovery Centre operations, including recruitment, induction, supervision, training and compliance with relevant legislation, insurance and WHS requirements.
- With the support of the HCRC, coordinating room and venue hire within the Discovery Centre where permitted under agreed operational arrangements.
- With the support of the HCRC, supporting visitor information and tourism services, including liaison with local tourism operators and community groups.
- Liaising with HCRC on governance, compliance, risk and operational matters relevant to the facility.

7. Shared Spaces and Facilities

The Parties acknowledge that the Discovery Centre includes shared spaces, including meeting rooms, public areas and visitor facilities.

The Parties agree that:

- Shared spaces will be scheduled and managed cooperatively to maximise community benefit.
- Operational protocols for shared spaces may be developed and amended by agreement from time to time.
- Neither Party will unreasonably restrict access to shared spaces where such access supports the objectives of the Discovery Centre.

8. Staffing and Volunteers

The Parties acknowledge that staffing and volunteer involvement are central to the successful operation of the Discovery Centre.

- The Shire will be responsible for managing its own employees operating from or within the Discovery Centre.
- The HCRC will be responsible for managing its own employees operating from or within the Discovery Centre.
- The HCRC and the Shire will share responsibility for managing volunteers associated with community services, visitor support and Discovery Centre operations.
- Where staff or volunteers work across shared functions, the Parties will cooperate to ensure clarity of roles, supervision and accountability.
- The Parties may collaborate on training, induction and operational protocols where this supports efficient and safe service delivery.

9. Tourism and Community Service Functions

The Discovery Centre is intended to support both tourism and community service outcomes.

The Parties agree that:

- Tourism functions may include visitor information, promotion of local attractions, support for tourism operators and coordination of events or experiences.
- Community service functions may include access to information, referrals, support services, meeting spaces and volunteer-led activities.
- The Parties will work cooperatively to ensure these functions complement rather than conflict with one another.

10. Governance, Communication and Issue Resolution

The Parties acknowledge that clear governance arrangements, open communication and timely resolution of issues are essential to the effective and sustainable operation of the Hyden Discovery Centre.

The Shire of Kondinin and Hyden Community Resource Centre Inc. commit to working collaboratively, respectfully and transparently in addressing operational, compliance and strategic matters, with the shared objective of maintaining a well-functioning Centre that delivers positive outcomes for the community.

The Parties agree to raise issues early, communicate openly, and seek practical, good-faith solutions before escalation, while recognising and respecting each Party's governance responsibilities and decision-making authority.

- Each Party will nominate a primary contact officer for operational matters.
- Regular liaison meetings may be held as required to address operational, compliance or strategic issues.
- Any significant issues relating to safety, compliance or risk must be escalated promptly between the Parties.
- Issues will be addressed in a cooperative and solutions-focused manner.

11. Compliance and Risk

Each Party remains responsible for compliance with its own statutory obligations, insurance requirements and risk management responsibilities.

Nothing in this MOU limits, alters or reduces the obligations of either Party under the agreed operational arrangements or at law.

12. Outcomes

This MOU will contribute to the following outcomes for the community of Hyden:

- a. Ongoing supportive relationships between the local government and the community for a shared vision of economic and social development within the Hyden town centre.
- b. Improved economic activity within the town centre.
- c. Increased visibility and access to social and community services reducing isolation and increasing community connectivity for the Hyden community, especially for vulnerable community members.
- d. Improved outcomes for children (resulting from the freeing up of the HCRC and the potential to relocate the early childhood centre to a more appropriate venue).
- e. Improved outcomes for Aboriginal people within the Shire through expressions of reconciliation and acknowledgement, and opportunities for small business development in tourism related activities facilitated by the Discovery Centre.

13. Duration and Review

This MOU will commence on the date of signing and will remain in effect for the duration of the Discovery Centre Project and transition to operations unless terminated earlier by agreement.

The MOU may be reviewed periodically by mutual agreement to ensure it remains fit for purpose and aligned with operational needs.

14. Termination

Either Party may terminate this MOU by providing thirty (30) days' written notice to the other Party.

15. Legal Status

This MOU is not intended to create legal relations or to be legally binding. It records the shared understanding of the Parties and does not override the agreed (future) operational arrangements or any statutory obligations.

16. Confidentiality

Both parties agree to respect the confidentiality of sensitive information shared during the project, including financial, proprietary, and personal data.

17. Executed

By signing below, both Parties agree to the terms outlined in this MOU and commit to working together toward the successful development, construction, and operation of the Discovery Centre.

Shire Representative

Name: Bruce Wright
Title: Chief Executive Officer
Date:
Signature: _____

Hyden Community Resources Centre Name Representative

Name: Monique Brown
Title: Chairperson
Date:
Signature: _____

This MOU serves as a formal agreement between the Shire and the Community Group, but it is not legally binding. It represents the shared understanding and commitment of both parties to work together toward the success of the Discovery Centre project.



TRIBUNAL DETERMINATION 2026 – 032

SALARIES AND ALLOWANCES ACT 1975
DETERMINATION OF THE SALARIES AND ALLOWANCES TRIBUNAL
FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS
AND ELECTED COUNCIL MEMBERS

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PREAMBLE**STATUTORY CONTEXT**

1. Section 7A of the *Salaries and Allowances Act 1975* (SA Act) requires the Salaries and Allowances Tribunal (Tribunal) to 'inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments'.
2. Under Section 7B(2) of the SA Act, the Tribunal must inquire into and determine the amount of:
 - fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* (LG Act) to elected council members for attendance at meetings;
 - expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
 - allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.
3. By issuing this determination, the Tribunal discharges its obligations under Section 8 of the SA Act, which requires determinations under Sections 7A and 7B to be issued at intervals of not more than 12 months.
4. The Tribunal has also considered Sections 2.7 to 2.10 and Section 5.41 of the LG Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies, and the functions of local government Chief Executive Officers.

Christmas and Cocos (Keeling) Islands

5. In 2016, the Commonwealth and WA Governments entered an agreement under the *Christmas Island Act 1958* (Cth), the *Cocos (Keeling) Islands Act 1995* (Cth) and the *Indian Oceans Territories (Administration of Laws) Act 1992* (WA), by which the Tribunal has the power to determine the remuneration of local government CEOs and the fees, expenses and allowances for local government elected council members of the Shires of Christmas Island and Cocos (Keeling) Islands. This inquiry reviewed the remuneration and fees, expenses and allowances for the Shires of Christmas and Cocos (Keeling) Islands.

CURRENT INQUIRY**Local Government Survey**

6. In August and September 2025, the Tribunal conducted a survey of local governments in order to inform a comprehensive review of all aspects of the determination.

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7. The survey was undertaken to assess sector views on the determination. Feedback highlighted a range of operational challenges and contextual differences across local governments. However, these issues did not demonstrate a systemic or sector-wide shift that would warrant fundamental changes to the current framework.
8. Every local government had the opportunity to complete the survey and comment on all aspects of the determination. 64 responses were received. A broad overview of the results follows:
 - 25 or 39% of local governments stated that they have experienced attraction and retention issues and some requested the Tribunal increase remuneration rates for CEOs
 - 5 non-metropolitan local governments requested eligibility to provide a Regional/Isolation Allowance to their CEO
 - 12 or 20% of local governments requested an increase to the annual allowance for Mayors/Presidents/Chairs; and 11 or 19% requested an increase to the annual allowance percentage rate for Deputy Mayors/Presidents/Chairs
 - 10 or 17% of local governments requested an increase to the ICT allowance range.

Submissions and consultation

9. Separate to the survey, submissions were also received from local governments and individual Councillors.
10. The Tribunal has also liaised with the Statutory Adviser, the Department of Local Government, Industry Regulation and Safety, the Western Australian Local Government Association and the Local Government Professionals WA regarding the current inquiry.

CONCLUSIONS

11. The Tribunal has completed its inquiry and review of the determination, including consideration of the outcomes of the Local Government Survey, submissions and liaison with key stakeholders. The evidence gathered through this process indicates that the existing arrangements remain appropriate and continue to operate as intended, however, some changes to the determination have been made.

Attraction and retention

12. In determining appropriate remuneration, the Tribunal considers comparative remuneration levels, broader labour-market trends, and the relative work value of roles across our jurisdiction, and others, to ensure competitiveness.

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13. While some local governments reported difficulties attracting and retaining CEOs and senior executives, including movement to other local governments or the private sector and instances of CEOs shifting to deputy or executive roles in larger Band 1 or 2 local governments for comparable or higher pay, the Tribunal notes that such mobility is a longstanding and normal feature of public sector labour markets. Similar patterns occur across the Western Australian public sector, where executives in smaller agencies commonly progress to senior or deputy roles in larger organisations to gain experience with greater organisational complexity as part of their leadership pathway.
14. The Tribunal also notes that remuneration practices vary significantly, and while some local governments remunerating CEOs at or near the maximum of the band may experience attraction and retention challenges, others are remunerating CEOs at varying points within the existing band ranges without difficulty. A uniform increase to remuneration bands would therefore risk addressing isolated or localised issues through a blanket adjustment that is neither proportionate nor justified across the sector.
15. The Tribunal acknowledges the challenges faced by smaller local governments, however, these issues do not indicate a systemic problem in the current banding structure or remuneration framework. The Tribunal will continue to monitor workforce dynamics but finds no evidence at this time that adjustments to the determination would materially or sustainably influence these established mobility patterns.
16. The Tribunal also notes, that for non-metropolitan local governments eligible for the Regional/Isolation Allowance, that this allowance is intended to assist with attraction and retention issues in regional and remote areas.

Band allocation model

17. The Tribunal continues to apply the four band allocation model. The model allows a number of measurable and non-measurable factors to be considered when assessing appropriate levels of remuneration. The model is adjusted annually to accommodate incremental increases experienced by all organisations.
18. The Tribunal notes that the remuneration ranges provide flexibility to local governments to set remuneration within the allocated band. The Tribunal will only adjust a band classification when a local government or regional local government council can demonstrate a substantial and sustained increase in functions, roles, or scope of the organisation.
19. In reviewing the band allocation model, the Tribunal has examined local governments with potential to change band classification and considers no change is warranted for any local government at this time.
20. Further, the Tribunal has explored the option of providing an allowance to the largest Band 1 local governments. Some local governments and councillors advocated for the maximum range of Band 1 to be increased or an allowance to be provided to acknowledge the additional work required of large local governments.

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21. In considering this option, it is noted that there are variations in size, scale and complexity across all local governments within all 4 bands, not just within Band 1.
22. These variances in size, scale and complexity are already captured within the current banding framework, which relies on the following features to determine band allocation:
 - expenditure (operating and capital)
 - population
 - staffing levels (FTE)
 - major growth and development, including risk management
 - significant social/economic issues
 - significant demand to service and support non-resident needs
 - high impact environmental management issues and responsibilities
 - greater diversity of services delivered than normally provided by similar sized local governments
 - services delivered
 - focus of the CEO role and Council profile.
23. In reviewing the largest local governments within Band 1, the Tribunal noted the differences in organisational size, service breadth and operational demands. While these differences are recognised, they did not clearly demonstrate higher leadership, governance, legal or operational responsibilities or requirements that would justify an additional allowance. Accordingly, the Tribunal is not proposing changes to CEO remuneration bands or Council member fees at this time.

Regional/Isolation Allowance

24. The Regional/Isolation Allowance (RIA) is provided to some non-metropolitan local governments in recognition of regional and isolation factors which may affect the attraction and retention of CEOs. Essentially, the RIA calculation comprises two elements – a district allowance component and an attraction and retention component. Factors considered by the Tribunal when determining these amounts are detailed in Part 3.2 (3) of the determination.

District Allowance component

25. The fixed district allowance component of the RIA is an acknowledgement of the additional expenses associated with living in a particular location and is based on the *District Allowance (Government Officers) General Agreement 2010* (the Agreement).
26. The Agreement was originally calculated based on 3 components:
 - Cost of Living – Regional Price Index (RPI) scores calculated with the Public Service General Agreement Level 1.1 salary rate

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- Isolation – Australian Bureau of Statistics Accessibility/Remoteness Index of Australia (ARIA+) classifications calculated with March quarter Consumer Price Index (CPI) figures
- Climate – Bureau of Meteorology’s Relative Strain Index (RSI) scores calculated by CPI.

27. The Agreement provided for annual adjustments based on movements to the above components, but this did not occur.
28. The district allowance component of the RIA has only been increased by the Tribunal once since the RIA was introduced, which was in 2023 when a general increase was applied.

Attraction and Retention component

29. A flexible and discretionary CEO attraction and retention component, set by the Tribunal, is designed to support local governments in securing and retaining suitably qualified CEOs in areas where the geographic location limits the available talent pool.
30. Based on a variety of reasons, the attraction and retention component has been changed (both increased and reduced) since the RIA was first introduced.

Eligibility

31. Eligibility for the RIA is based on the exclusion zone documented in the Agreement. Any local government whose boundaries fall within the inclusion zone received the allowance, and any local government whose boundaries fall within the exclusion zone was not eligible.

Review of the RIA

32. The Tribunal examined a range of alternative models for the RIA, however, it concluded that none were able to adequately replicate the underlying purpose and intent of the RIA.
33. Instead, the Tribunal has opted to update and recalculate the two RIA components, and to revise the eligibility criteria governing access to the allowance.
34. The district allowance component of the RIA has been recalculated based on the original stated methodology, with some modifications:
- Cost of Living – RPI with Public Service General Agreement Level 1.1 salary rates
 - Isolation – ARIA++ (instead of ARIA+) scores with March quarter CPI adjustments (to 2025)
 - Climate – Air Conditioning Rebate entitlements for relevant towns (replacing the now redundant BOM RSI scores).
35. The attraction and retention component of the RIA has been adjusted based on survey results and submissions which addressed the previously stated factors considered by the Tribunal in Part 3.2(3) of the determination and based on ARIA++ and Australian Bureau of Statistics Socio-Economic Indexes for Areas (SEIFA) scores.

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36. ARIA++ is the national standard for measuring a community's access to services. It assesses remoteness using detailed modelling of road distances to population centres and essential services. An ARIA++ score above 5 indicates a high level of geographic isolation and limited access to fundamental services such as health, education, government support and retail.
37. SEIFA provides a comprehensive assessment of socio-economic conditions using Census data, including income, employment, education, occupation and access to material resources. A SEIFA score below 1000 indicates communities experiencing relative socio-economic disadvantage compared with the national average.
38. With respect to eligibility, although the RIA is a combination of a district allowance and attraction and retention component, as the eligibility was only based on the Allowance exclusion zone, this meant the Tribunal has been unable to assist non-eligible local governments to attract and retain CEOs, and by way of flow-on, attract and retain deputies and other executives.
39. By adopting eligibility thresholds of an ARIA++ score above 5 and a SEIFA score below 1000, the Tribunal is strengthening the transparency, fairness and contemporary relevance of the RIA. These measures reflect the latest Australian Bureau of Statistics classifications and provide a robust, evidence-based method for identifying local governments most affected by isolation and disadvantage.
40. These updated boundaries will allow the RIA to better achieve its purpose in recognising the genuine additional costs and challenges associated with life and leadership in regional Western Australia, while supporting the attraction and retention of skilled CEOs who are vital to the long-term sustainability and prosperity of regional communities.
41. Therefore, in addition to the current Allowance boundary, using a combination of ARIA++ and SEIFA scores, eligibility has now been expanded to include 17 local governments in the Wheatbelt and Great Southern.
42. The no disadvantage principle has been applied so that all currently eligible local governments will continue to be eligible to provide an RIA to their CEO, and no amounts have been reduced. Some RIA amounts remain the same, and some have increased.
43. It is important to note that although a component of the RIA is *based* on the Agreement methodology, any possible future replacement Agreements and consequential changes in methodology and/or eligibility will not impact the current RIA, instead they may inform future reviews of the RIA.
44. The Tribunal would like to re-iterate that there is no requirement for local governments to provide the RIA to their CEO. It is to be used at the discretion of the local government and justified and provided in a transparent manner considering all factors outlined in the determination. It is also noted that local governments employees situated above the 26th parallel may also be eligible for several Commonwealth taxation concessions; these local governments are encouraged to examine and, where feasible, incorporate such concessions when determining CEO remuneration.

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Elected Council Members

45. Some submissions from elected council members proposed that their fees should reflect a full-time role and be comparable to that of Members of Parliament.
46. The Tribunal acknowledges that both local and state government representatives are elected by their communities, however, the nature, scope and complexity of these roles differ significantly. The Tribunal does not consider the work value of elected council members to be equivalent to that of Members of Parliament, nor that such equivalence would justify similar levels of remuneration.
47. For clarity, the legislative framework governing this determination provides for meeting attendance fees, annual allowances (for Mayors/Presidents/Chairs) and reimbursement of expenses. These mechanisms are expressly designed to compensate elected council members for time, effort and out-of-pocket expenses associated with duties that are part-time and voluntary in nature, and not to provide income commensurate with full-time employment.
48. Should elected council members wish to pursue changes to this legislative framework, they may raise these matters with the Department of Local Government, Industry Regulation and Safety and the Minister for Local Government for further consideration.

DECISIONS

49. The Tribunal has determined a general economic increase of **3.5%** for local government CEOs and Elected Council Members.
50. In reaching this decision, the Tribunal has relied on the most up-to-date economic information available, including WA data on CPI and WPI, and the wider public sector framework. The Tribunal recognises that broader economic conditions and current global uncertainties may place additional upward pressure on costs of living, but the scale and duration of any potential flow-on effects remain uncertain and difficult to quantify at the time of making this determination. Given this uncertainty, the Tribunal considers it appropriate to avoid making speculative adjustments.
51. As the Tribunal is statutorily required to issue the Local Government Determination at intervals of not more than 12 months, this determination must be issued prior to 4 April 2026, although it does not take effect until 1 July 2026. Accordingly, the Tribunal will continue to monitor economic indicators and developments, and will revisit this matter and make adjustments if necessary.
52. **CEO remuneration** – the Tribunal has determined a **3.5%** increase to CEO remuneration bands. The Tribunal notes that each local government must set remuneration within the band to which it is allocated. Any increase within the bands must be determined by each local government through its own assessment of whether changes are justified.

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53. **Elected council members attendance fees** – the Tribunal has determined a **3.5%** increase to elected council member attendance (annual and sitting) fees. The Tribunal emphasizes that the fees for elected council members should be set to compensate costs for the prescribed role of an elected council member, which has been specifically described as not being a full-time occupation in parliamentary debates of the *Local Government Amendment Act 2011* and re-iterated again in the Parliament through the passing of the *Local Government Amendment Bill 2024*.
54. **Committee meeting fees** – the Tribunal has determined a **3.5%** increase to the sitting and annual fees for elected council members to attend committee meeting and prescribed meetings.
55. **Independent Committee Member fees** – the Tribunal has determined a **3.5%** increase to the fees for independent committee members.
56. **Independent Audit, Risk and Improvement Committee Member fees** – the Tribunal has determined that the **minimum range** of fees be increased by **3.5%** for independent ARIC members. It is the intention of the Tribunal to consider annual increases going forward, however, as these rates were only just considered and determined effective from 1 January 2026, the maximum amount remains unchanged.
57. **Mayor/President/Chair Annual allowances** – the Tribunal has determined a **3.5%** increase to the annual allowance ranges for Mayors/Presidents/Chairs.
58. **Deputy Mayor/President/Chair Annual allowances** – the Tribunal has determined that the percentage rate of **25%** is appropriate and should remain unchanged for the deputy annual allowance.
59. **Regional/Isolation Allowance** – the Tribunal has determined an increase to most local governments of varying amounts, and determined that 17 additional local governments be eligible for the allowance which are now included in Table 3 of the determination.
60. **Annual Allowance in lieu of reimbursement of expenses** – to avoid misuse of the ICT expense allowance and embed good practice, the Tribunal has determined that the wording for this allowance be amended to indicate that if ICT equipment is supplied to elected council members by the local government, the allowance is to be reduced by the cost of the supplied ICT equipment.
61. **Regional Local Government Councils** – the Tribunal has determined that the Resource Recovery Group be removed from the determination as it has been wound up.
62. **Housing and motor vehicle allowances** – the Tribunal has determined that these allowances remain unchanged.
63. Some percentage increases provided have been rounded.

The Determination will now issue.

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DETERMINATION**PART 1 INTRODUCTORY MATTERS**

This Part deals with some matters that are relevant to the determination generally.

1.1 Short Title

This determination may be cited as the Local Government Chief Executive Officers and Elected Council Members Determination No. 1 of 2026.

1.2 Commencement

This determination comes into operation on **1 July 2026**.

1.3 Content and intent

- (1) The remuneration listed in this determination comprises all remuneration as defined under the *Salaries and Allowances Act 1975* as including salary, allowances, fees, emoluments and benefits.
- (2) The determination applies to:
 - (a) Chief Executive Officers (CEOs)
 - (b) Acting Chief Executive Officers
 - (c) Elected Council Members.
- (3) The remuneration specified in this determination for CEOs is based on a person being appointed to one local government CEO position only. In the case of a person appointed to undertake the duties of more than one CEO position simultaneously, the relevant local governments must seek a determination from the Tribunal for the multiple CEO positions held by that person.
- (4) If a local government undergoes an amalgamation or a rezoning of local government boundaries, the local government is required to seek a new determination from the Tribunal.
- (5) This determination provides for the amount of fees, expenses and allowances to be paid or reimbursed to elected council members under the *Local Government Act 1995* ('the LG Act') Part 5 Division 8. The determination applies to elected council members who are members of the council of a local government, and under Section 3.66 of the LG Act.
- (6) Where the Tribunal has determined a specific amount for a fee, expense or allowance for elected council members of a local government or regional local government council, the amount determined by the Tribunal will be payable to an eligible elected council member.

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- (7) Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for elected council members of a local government or regional local government council, each local government or regional local government council will set an amount within the relevant range determined and the amount set will be payable to an eligible elected council member.
- (8) The fees, expenses and allowances determined are intended to recognise the responsibilities of elected council members, mayors and presidents of local governments and chairs of regional local government councils and to remunerate them for the performance of the duties associated with their office.
- (9) Nothing in this determination shall be interpreted and/or applied in such a manner as to circumvent the intention of the Tribunal to ensure transparency and accountability in the remuneration of Local Government CEOs and the provision of fees, expenses and allowances to elected council members.

1.4 Terms used

- (1) In this determination, unless the contrary intention appears:

Chair means a person who is elected or appointed from among the members of a council of a regional local government as its chair;

Committee meeting means a meeting of a committee of a council where the committee comprises:

- (a) council members only; or
- (b) council members and/or employees of the local government or regional local government council and/or independent members.

Council, in relation to:

- (a) a local government, means the council of the local government;
- (b) a regional local government, means the council of the regional local government;

Elected Council Member, in relation to:

- (a) a local government –
 - i means a person elected under the LG Act as a member of the council of the local government; and
 - ii includes the mayor or president of the local government;

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- (b) a regional local government council –
 - i means a person elected under the LG Act as a member of the council of a local government and who is a member of the council of the regional local government; and
 - ii includes the chair of the regional local government council;

Independent committee member means a person who is a committee member but who is neither a council member nor an employee.

LG Regulations means the *Local Government (Administration) Regulations 1996*;

Mayor means a council member holding the office of mayor, whether elected by the council from amongst its members or elected by the electors;

Non-Metropolitan region means a local government defined in Schedule 4 of the *Planning and Development Act 2005*.

President means a council member holding the office of president, whether elected by the council from amongst its members or elected by the electors.

1.5 Pro rata payments

- (1) The Total Reward Package specified in this determination for CEOs is based on a person serving in the office on a full-time basis. The relevant range shall be payable on a pro rata basis if the position is undertaken on a part time basis.
- (2) The amount of a person’s entitlement to remuneration, annual attendance fee or annual allowance specified in this determination shall be apportioned on a pro rata basis according to the portion of a year that the person holds office.

1.6 Local government band allocations

Unless the contrary intention appears, this determination allocates local governments to the bands set out in Schedule 1. Regional local government councils (as constituted under Part 3 Division 4 of the LG Act) are allocated to a Band only with respect to CEOs.

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PART 2 TOTAL REWARD PACKAGE

This Part deals with the remuneration payable to Chief Executive Officers.

2.1 General

- (1) Offices listed in this Part have been assigned by the Tribunal to one of four classifications designated Band 1 to Band 4.
- (2) Each classification (Band 1 to Band 4) has a commensurate Total Reward Package (TRP) range.
- (3) For the purposes of this determination, the TRP must capture the full value of all monetary and non-monetary items of remuneration provided to a CEO as a reward or benefit provided for the performance of their duties as a CEO. Without limiting the generality of this, some examples of items that qualify for inclusion in a TRP are:
 - (a) Base salary
 - (b) Annual leave loading
 - (c) Associated FBT accrued (total annual amount of fringe benefits tax paid by the local government for all fringe benefits provided to a CEO; FBT for a motor vehicle, even if tool of trade, is to be included in the TRP)
 - (d) Association membership fees
 - (e) Attraction/retention allowance, not being provided under Part 3
 - (f) Personal benefit value of the provision of a motor vehicle for private use (if applicable) as defined under Part 5 of this determination
 - (g) Cash bonus and performance incentives
 - (h) Cash in lieu of a motor vehicle
 - (i) Fitness club fees
 - (j) Grooming/clothing allowance
 - (k) Health insurance
 - (l) School fees and/or child's uniform
 - (m) Superannuation (all mandatory and non-mandatory employer superannuation contributions)
 - (n) Travel or any other benefit taken in lieu of salary
 - (o) Travel for spouse or any other member of family
 - (p) Unrestricted entertainment allowance
 - (q) Utilities allowance (any water, power or other utility subsidy provided to the CEO).

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- (4) The only exclusions from the TRP are:
- (a) items listed in Parts 3, 4 and 5 of this determination (however, any superannuation guarantee associated with the payment of a Regional/Isolation Allowance and any associated FBT accrued from the provision of a motor vehicle or accommodation are to be included as part of the TRP);
 - (b) employer obligations such as professional development (restricted to the CEO), reimbursement for genuine work expenses or the cost of recruitment and relocation expenses; and
 - (c) items considered by the local government to be a tool of trade (i.e. equipment needed to undertake the duties of a CEO, such as a laptop or mobile phone), and which are not a direct or indirect reward or benefit for the performance of duties as a CEO.

2.2 Local Government Classification

- (1) The TRP ranges in Table 1 apply where a local government or regional local government council has been classified into the relevant band.

Table 1: Local government band – CEO TRP ranges

CEO Total Reward Package		
Band	Minimum	Maximum
1	\$298,832	\$455,071
2	\$246,467	\$383,393
3	\$188,483	\$310,883
4	\$168,758	\$258,762

- (2) Local governments have been classified in Schedule 1.
- (3) Regional local government councils have been classified in Table 2.

Table 2: Regional local government council band classification

Regional LG Council Classification	
Regional LG Council	Band
Bunbury-Harvey Regional Council	4
Catalina Regional Council	2
Eastern Metropolitan Regional Council	2
Mindarie Regional Council	3
Murchison Regional Vermin Council	4
Western Metropolitan Regional Council	4

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PART 3 REGIONAL/ISOLATION ALLOWANCE

This Part deals with the Regional/Isolation Allowance that may be payable to CEOs from local governments identified in this Part.

3.1 General

- (1) Local governments listed in Table 3 in this Part may provide an annual Regional/Isolation Allowance to a CEO, in addition to the CEO's TRP, in recognition of the regional and isolation factors, such as higher costs of living, which may affect the attraction and retention of the CEOs of those local governments.
- (2) There is no requirement to provide a Regional/Isolation Allowance to a CEO. Payment of this allowance is at the discretion of the local government, within the parameters set by the Tribunal.
- (3) When a local government chooses to use any or all of this allowance, the payment of the allowance should be properly justified and applied in a transparent manner considering the issues outlined in 3.2.
- (4) When a local government chooses to pay all or any of this allowance, it is to be paid to the CEO as salary.

3.2 Determining appropriateness and rate of allowance

- (1) When assessing the appropriateness of providing a Regional/Isolation Allowance, an eligible local government must consider the impact of factors outlined in 3.2(3) on attraction and retention of a CEO. In the event these factors have little or no impact, the local government should not provide this Allowance.
- (2) In the event a Regional/Isolation Allowance is considered appropriate, the amount of the Allowance should be proportionate to the circumstances faced by the local government.
- (3) The following factors should be considered when determining whether to apply the Regional/Isolation Allowance:
 - (a) Remoteness - issues associated with the vast distances separating communities within a local government or the distance of the Local Government from Perth or a Regional Centre.
 - (b) Cost of living - the increased cost of living highlighted specifically in the Regional Price Index.

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- (c) Social disadvantage - reduced specialist health services, schooling opportunities for children, employment opportunities for spouse, reduced lifestyle commodities when compared to Perth and regional centres, and access to professional and personal support networks.
- (d) Dominant industry - the impact that a dominant industry such a mining or agriculture has on an area and the ability to attract and retain people in the face of a dominant industry.
- (e) Attraction/retention - the ability to recruit suitably qualified candidates and being able to retain them in light of the above concerns in competition with positions in Perth, regional centres and private industry.
- (f) Community expectations - the pressures on a CEO to meet expectations when professional or operational expertise is not readily available.

3.3 Regional/Isolation Allowance

- (1) Local governments eligible for the Regional/Isolation Allowance are listed in Table 3.

Table 3: Regional/Isolation Allowance – per annum maximum

Regional/Isolation Allowance	
Local Government	Maximum
Ashburton Shire	\$70,000
Broome Shire	\$55,000
Broomehill-Tambellup Shire	\$10,000
Bruce Rock Shire	\$10,000
Carnamah Shire	\$40,000
Carnarvon Shire	\$45,000
Chapman Valley Shire	\$38,600
Christmas Island Shire	\$90,000
Cocos (Keeling) Islands Shire	\$90,000
Coolgardie Shire	\$38,600
Coorow Shire	\$40,000
Cue Shire	\$60,000
Dalwallinu Shire	\$15,000
Dandaragan Shire	\$10,000
Derby-West Kimberley Shire	\$60,000

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Regional/Isolation Allowance	
Local Government	Maximum
Dundas Shire	\$50,000
East Pilbara Shire	\$70,000
Esperance Shire	\$40,000
Exmouth Shire	\$55,000
Gnowangerup Shire	\$15,000
Greater Geraldton City	\$32,200
Halls Creek Shire	\$80,000
Irwin Shire	\$38,600
Jerramungup Shire	\$45,000
Kalgoorlie-Boulder City	\$38,600
Karratha City	\$80,000
Katanning Shire	\$10,000
Kellerberrin Shire	\$10,000
Kent Shire	\$20,000
Kondinin Shire	\$25,000
Koorda Shire	\$15,000
Kulin Shire	\$20,000
Lake Grace Shire	\$20,000
Laverton Shire	\$55,000
Leonora Shire	\$55,000
Meekatharra Shire	\$65,000
Menzies Shire	\$55,000
Merredin Shire	\$15,000
Mingenew Shire	\$38,600
Morawa Shire	\$40,000
Mount Magnet Shire	\$50,000
Mount Marshall Shire	\$25,000
Mukinbudin Shire	\$40,000
Murchison Shire	\$55,000
Narembeen Shire	\$20,000
Ngaanyatjarraku Shire	\$80,000

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Regional/Isolation Allowance	
Local Government	Maximum
Northampton Shire	\$38,600
Nungarin Shire	\$20,000
Perenjori Shire	\$45,000
Port Hedland Town	\$80,000
Ravensthorpe Shire	\$50,000
Sandstone Shire	\$60,000
Shark Bay Shire	\$60,000
Tammin Shire	\$15,000
Three Springs Shire	\$38,600
Trayning Shire	\$15,000
Upper Gascoyne Shire	\$65,000
Victoria Plains Shire	\$15,000
Westonia Shire	\$40,000
Wickepin Shire	\$10,000
Wiluna Shire	\$55,000
Wongan-Ballidu Shire	\$10,000
Woodanilling Shire	\$15,000
Wyalkatchem Shire	\$15,000
Wyndham-East Kimberley Shire	\$55,000
Yalgoo Shire	\$50,000
Yilgarn Shire	\$40,000

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PART 4 HOUSING ALLOWANCE

This Part deals with the Housing Allowance that may be payable to Chief Executive Officers.

4.1 General

- (1) In recognition of the need for local governments to provide accommodation as a result of a lack of suitable housing or recruitment issues, on either a permanent or temporary basis, local governments are able to utilise this allowance as required.
- (2) When a local government utilises this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.
- (3) Any accommodation provided under this Part must be located within or adjacent to the local government area in which the CEO is employed.
- (4) Local governments should tailor the provision of any housing allowance to suit their particular circumstances. This may include the CEO making contributions towards the cost of the accommodation.

4.2 Applicable housing allowance

- (1) Where a local government owns a property and provides that property to the CEO for accommodation, the value of this accommodation will not be included in the Total Reward Package.
- (2) For reporting purposes, the value of the local government owned property shall be valued at the annual Gross Rental Value of the property as determined by the Valuer General.
- (3) Where a local government leases accommodation for the use of the CEO, the lease costs will not be included in the Total Reward Package.
- (4) For reporting purposes, the value of the local government leased property shall be the annual actual costs of the accommodation lease.
- (5) Where a local government provides a Home Ownership Subsidy to the CEO, this will not be included in the Total Reward Package.
- (6) For reporting purposes, the value of the Home Ownership Subsidy shall be the annual actual costs of the Home Ownership Subsidy.

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PART 5 MOTOR VEHICLES

This Part deals with the provision of motor vehicles to Chief Executive Officers.

5.1 General

- (1) For local governments generally, except those outlined in (2) below, the private benefit value of any motor vehicle provided to the CEO by the local government is to be included in the Total Reward Package.
- (2) For local governments listed in Table 3 under Part 3 of this determination and/or local governments classified as Band 3 or Band 4 located in a non-metropolitan region, any motor vehicle provided to the CEO or an allowance provided to a CEO for use of a private motor vehicle for work-related purposes, is to be considered a tool of trade (i.e. equipment needed to undertake the duties of a CEO in these local governments) and any private benefit will not be considered as part of the Total Reward Package.

5.2 Private benefit value

- (1) The private benefit value of the motor vehicle will be dependent on the type of motor vehicle provided, method of ownership (i.e. local government owned or leased), maintenance and running costs, insurance, any applicable luxury car tax and the amount of private use of the vehicle (i.e. non-business use).
- (2) As a general rule, the private benefit value will be based upon the annual costs multiplied by the percentage of private use.
- (3) Local governments and CEOs will need to agree on the most appropriate way to record the amount of private use in order to calculate the private benefit value.

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PART 6 MEETING ATTENDANCE FEES

This Part deals with fees payable to council members for attendance at council and other meetings

6.1 General

- (1) Pursuant to Section 5.98(1)(b) of the LG Act, an elected council member who attends a council meeting is entitled to be paid the fee set by the local government or the regional local government council within the range determined in Section 6.2 of this Part for council meeting attendance fees.
- (2) Pursuant to Section 5.98(1)(b) and (2A)(b) of the LG Act, an elected council member who attends a committee meeting or (at the request of the local government or regional local government council) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government council within the range determined in Section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (3) Pursuant to Section 5.100(2)(b) and (3)(b) of the LG Act, a committee member who is not an elected council member or employee of the local government, who attends a committee meeting or (at the request of the local government or regional local government council) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government council within the range determined in Section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (4) Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations:
 - (a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government
 - (b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government
 - (c) council meeting of a regional local government council where the council member is the deputy of a member of the regional local government council and is attending in the place of the member of the regional local government council

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- (d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting
 - (e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.
- (5) Pursuant to Section 5.99 of the LG Act, a local government or regional local government council may decide by an absolute majority that instead of paying council members an attendance fee referred to in Section 5.98(1) of the LG Act, it will pay all council members who attend council or committee meetings a fee set within the range for annual fees determined in Section 6.4 of this Part.
- (6) Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if the:
- (a) person who organises the meeting pays the council member a fee for attending the meeting; or
 - (b) council member is paid an annual fee in accordance with Section 5.99 of the LG Act; or
 - (c) council member is deputising for a council member at a meeting of a regional local government council and the member of the regional local government council is paid an annual fee in accordance with Section 5.99 of the LG Act.
- (7) In determining the fees set out in this Part, the Tribunal has taken into account a range of factors including the:
- (a) time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members
 - (b) role of the council member, mayor, president or chair including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation
 - (c) particular responsibilities associated with the types of meetings attended;
 - (d) responsibilities of a mayor, president or chair to preside over meetings
 - (e) relative “size” of the local government as reflected in the Tribunal’s local government banding model.
- (8) The Tribunal has not determined a specific meeting attendance fee for the purposes of Section 5.98(1)(a) or (2A)(a) of the LG Act.

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- (9) The entitlement of an elected council member to a fee, allowance or reimbursement of an expense established under the LG Act, the LG Regulations and this determination, cannot be proscribed, limited or waived by a local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government.

6.2 Council meeting attendance fees – per meeting

- (1) The ranges of fees in Table 4 apply where a local government or regional local government council decides by an absolute majority to pay an elected council member a fee referred to in Section 5.98(1)(b) of the LG Act for attendance at a council meeting.

Table 4: Council meeting attendance fees – per meeting

Council meeting attendance fees				
	Elected council member		Mayor, President or Chair	
Band	Minimum	Maximum	Minimum	Maximum
1	\$725	\$922	\$725	\$1,258
2	\$435	\$684	\$435	\$911
3	\$233	\$482	\$233	\$735
4	\$109	\$280	\$109	\$570
Regional LG Council	\$109	\$280	\$109	\$570

6.3 Committee meeting and prescribed meeting attendance fees – per meeting

- (1) The ranges of fees in Table 5 apply where a local government or regional local government council decides to pay an elected council member a fee referred to in Sections:
 - (a) 5.98(1)(b) of the LG Act for attendance at a committee meeting; or
 - (b) 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

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Table 5: Committee and prescribed per meeting fees

Committee meeting attendance fees		
Band	Minimum	Maximum
1	\$363	\$466
2	\$218	\$342
3	\$114	\$244
4	\$57	\$140
Regional LG Council	\$57	\$140

6.4 Meeting attendance fees for independent committee members – per meeting

- (1) The range of fees in Table 6 apply where a local government or regional local government council decides to pay an **independent committee member** a fee referred to in:
 - (a) Section 5.100(2)(b) of the LG Act for attendance at a committee meeting; or
 - (b) Section 5.100(3)(a) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.
- (2) The range is provided to enable local governments to appropriately compensate independent committee members depending on the skills and expertise they bring to the committee.

Table 6: Committee and prescribed per meeting fees for independent committee members

Independent Committee Member		
Bands	Minimum	Maximum
1 – 4	\$0	\$466
Regional LG Council	\$0	\$466

- (3) In accordance with Sections 5.100(4), (5) and (6) of the LG Act, an independent committee member can be reimbursed for attending committee meetings referred to in 6.4(1) above.
- (4) The extent to which an independent committee member can be reimbursed for attending committee meetings is the actual travel and associated costs incurred by the independent member demonstrated to the satisfaction of the local government.

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6.5 Meeting attendance fees for Independent Audit, Risk and Improvement Committee members – per meeting

- (1) In accordance with Section 5.100(2)(b) of the LG Act, the fee payable by a local government or a regional local government council to an **Independent Audit, Risk and Improvement Committee (ARIC) Member** (whether Presiding Member, Deputy Presiding Member, Deputy Member or Member) for attendance at an ARIC meeting must be set within the range provided in Table 7. The fees provided in Table 7 are exclusive of superannuation. Local government bodies should seek their own professional advice in regard to whether or not independent committee members are to be paid superannuation.
- (2) The range in Table 7 is provided to enable local governments to appropriately compensate independent ARIC members depending on the skills and expertise required to undertake the roles. The local government must resolve that the fee represents value for money. The State Government’s Audit and Financial Advisory Services Common Use Agreement ([CUAFA2024](#)) may be used as guide.

Table 7: Independent ARIC members – per meeting fees

Independent Audit, Risk and Improvement Committee Member		
Bands	Minimum	Maximum
1 – 4	\$110	\$1,215
Regional LG Council	\$110	\$1,215

- (3) In accordance with Sections 5.100(4), (5) and (6) of the LG Act, an independent ARIC member can be reimbursed for attending ARIC meetings.
- (4) The extent to which an independent committee member can be reimbursed for expenses attending ARIC meetings is the actual travel and associated costs incurred by the independent member demonstrated to the satisfaction of the local government.

6.6 Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees

- (1) The ranges of fees in Table 8 apply where a local government or regional local government council decides by an absolute majority that, instead of paying council members a per meeting attendance fee referred to in Section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

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Table 8: Annual attendance fees in lieu of council, committee and prescribed per meeting fees

Annual attendance fees				
	Elected council member		Mayor, President or Chair	
Band	Minimum	Maximum	Minimum	Maximum
1	\$28,525	\$36,722	\$28,525	\$55,078
2	\$17,238	\$26,931	\$17,238	\$36,112
3	\$8,917	\$18,977	\$8,917	\$29,379
4	\$4,161	\$11,023	\$4,161	\$22,646
Regional LG Council	\$2,086	\$12,245	\$2,293	\$18,361

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**PART 7 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR, DEPUTY
MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR**

This Part deals with annual allowances payable to mayors, presidents, chairs and their deputies, in addition to any entitlement to meeting attendance fees or the reimbursement of expenses.

7.1 General

- (1) Pursuant to Section 5.98(5) of the LG Act, the mayor or president of a local government and the chair of a regional local government council are entitled, in addition to any fees or reimbursement of expenses payable under Section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government council within the range determined in Section 7.2 of this Part.
- (2) Pursuant to Section 5.98A(1) of the LG Act, a local government or regional local government council may decide, by an absolute majority, to pay the deputy mayor or deputy president of the local government, or the deputy chair of the regional local government council, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the mayor or president of the local government, or the chair of the regional local government council, is entitled under Section 5.98(5) of the LG Act. That percentage is determined in Section 7.3 of this Part. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chair under Section 5.98 of the LG Act.
- (3) In determining the allowances set out in this Part, the Tribunal has taken into account a range of factors including the:
 - (a) leadership role of the mayor, president or chair
 - (b) statutory functions for which the mayor, president or chair is accountable
 - (c) ceremonial and civic duties required of the mayor, president or chair, including local government business related entertainment
 - (d) responsibilities of the deputy mayor, deputy president or deputy chair when deputising
 - (e) relative “size” of the local government as reflected in the Tribunal’s local government banding model
 - (f) civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

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7.2 Annual allowance for a Mayor, President or Chair

- (1) The ranges of allowances in Table 9 apply where a local government or a regional local government council sets the amount of the annual local government allowance to which a mayor, president or chair is entitled under Section 5.98(5) of the LG Act.

Table 9: Annual allowance for a Mayor, President or Chair

Mayor, President or Chair Annual Allowance		
Band	Minimum	Maximum
1	\$59,414	\$104,032
2	\$17,825	\$73,435
3	\$1,193	\$42,837
4	\$596	\$23,257
Regional LG Council	\$596	\$23,257

- (2) Despite the provisions of subsection (1), the **City of Perth** is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of **\$69,554 to \$155,220**.

7.3 Annual allowance for a Deputy Mayor, Deputy President or Deputy Chair

- (1) The percentage determined for the purposes of Section 5.98A(1) of the LG Act is **25%**.
- (2) If the deputy performs the functions of mayor, president or chair for a continuous period of no less than four months, the deputy will be entitled to receive the mayor, president or chair allowance according to the applicable local government band in 7.2 of the Determination. This can be applied retrospectively, in instances where an initial short-term period of acting becomes a continuous period of acting for four months or more.

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PART 8 EXPENSES TO BE REIMBURSED

This Part deals with expenses for which council members are entitled to be reimbursed.

8.1 General

- (1) Pursuant to Section 5.98(2)(a) and (3) of the LG Act, an elected council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(1) to (5) of this Part.
- (2) Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:
 - (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
 - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.
- (3) Pursuant to Section 5.98(2)(a) and (3) of the LG Act, an elected council member who incurs an expense of a kind prescribed in regulation 32(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in Section 8.2(6) to (8) of this Part.
- (4) Regulation 32(1) of the LG Regulations prescribes the following kinds of expenses that may be approved by a local government for reimbursement:
 - (a) an expense incurred by an elected council member in performing a function under the express authority of the local government;
 - (b) an expense incurred by an elected council member to whom paragraph (a) applies by reason of the elected council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the elected council member to be accompanied by that other person; and
 - (c) an expense incurred by an elected council member in performing a function in his or her capacity as an elected council member.

8.2 Extent of expenses to be reimbursed

- (1) The extent to which an elected council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the elected council member.

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- (2) The extent to which an elected council member can be reimbursed for childcare costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour up to **\$35 per hour**. If an elected council member incurs costs greater than \$35 per hour due to having multiple children, children with special needs, lack of adequate childcare facilities or services or another extenuating circumstance, a local government may reimburse the elected council member for the actual costs upon the provision of sufficient receipts/evidence to satisfy the local government that the expense has been legitimately incurred.
- (3) The extent to which an elected council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is:
- (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
 - (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:
 - i for the person to travel from the person's place of residence or work to the meeting and back; or
 - ii if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.
- (4) The extent to which an elected council member of a regional local government council can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.
- (5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Award 2021* as at the date of this determination. For elected council members with Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied.

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- (6) The extent to which an elected council member can be reimbursed for childcare costs incurred because of attendance at a meeting referred to in regulation 32(1) of the LG Regulations is the actual cost per hour up to \$35 per hour. If an elected council member incurs costs greater than \$35 per hour due to having multiple children, children with special needs, lack of adequate childcare facilities or services or another extenuating circumstance, a local government may reimburse the member for the actual costs upon the provision of sufficient receipts/evidence to satisfy the local government that the expense has been legitimately incurred.
- (7) The extent to which an elected council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of this determination.
- (8) The extent to which an elected council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.

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PART 9 ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES

This Part deals with annual allowances that a local government or regional local government council may decide to pay.

9.1 General

- (1) Pursuant to Section 5.99A of the LG Act, a local government or regional local government council may decide by absolute majority that instead of reimbursing elected council members under the LG Act Section 5.98(2) for all of a particular type of expense, it will pay all elected council members, for that type of expense, the annual allowance determined in Section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.
- (2) Where a local government or regional local government council has decided to pay elected council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under Section 5.98(2) of the LG Act, Section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.
- (3) In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the:
 - (a) intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members
 - (b) capacity of local governments to set allowances appropriate to their varying operational needs
 - (c) particular practices of local governments in the provision and use by elected council members of information and communication technology (e.g. laptops/computers)
 - (d) varying travel requirements of elected council members in local governments associated with geography, isolation and other factors.
- (4) With respect to ICT expenses, the annual allowance is provided to cover expenses incurred by an elected council member if they purchase ICT equipment and for related expenses. If ICT equipment is supplied to elected council members by a local government, the allowance is to be reduced by the cost of the supplied ICT equipment.

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9.2 Annual allowances determined instead of reimbursement for particular types of expenses for Elected Council Members

(1) In this Part,

ICT expenses means:

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations;
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations; or
- (c) any expenses related to ICT equipment that is incurred in the course of an elected council member undertaking their duties.

Travel and accommodation expenses means:

- (a) travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or
- (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.

- (2) For the purposes of Section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is **\$500** and the maximum is **\$3,500**.
- (3) For the purposes of Section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is **\$100**.

2026 LOCAL GOVERNMENT DETERMINATION

SCHEDULE 1: LOCAL GOVERNMENT BAND CLASSIFICATIONS

Local Government Band Classifications	
Local Government	Band
Albany City	1
Armadale City	1
Ashburton Shire	2
Augusta-Margaret River Shire	2
Bassendean Town	3
Bayswater City	1
Belmont City	1
Beverley Shire	4
Boddington Shire	4
Boyup Brook Shire	4
Bridgetown-Greenbushes Shire	3
Brookton Shire	4
Broome Shire	2
Broomehill-Tambellup Shire	4
Bruce Rock Shire	4
Bunbury City	1
Busselton City	1
Cambridge Town	2
Canning City	1
Capel Shire	3
Carnamah Shire	4
Carnarvon Shire	2
Chapman Valley Shire	4
Chittering Shire	3
Christmas Island Shire	3
Claremont Town	3
Cocos (Keeling) Islands Shire	4
Cockburn City	1
Collie Shire	3
Coolgardie Shire	3
Coorow Shire	4
Corrigin Shire	4
Cottesloe Town	3
Cranbrook Shire	4

2026 LOCAL GOVERNMENT DETERMINATION

Local Government Band Classifications	
Local Government	Band
Cuballing Shire	4
Cue Shire	4
Cunderdin Shire	4
Dalwallinu Shire	3
Dandaragan Shire	3
Dardanup Shire	3
Denmark Shire	3
Derby-West Kimberley Shire	2
Donnybrook Balingup Shire	3
Dowerin Shire	4
Dumbleyung Shire	4
Dundas Shire	4
East Fremantle Town	3
East Pilbara Shire	2
Esperance Shire	2
Exmouth Shire	3
Fremantle City	1
Gingin Shire	3
Gnowangerup Shire	4
Goomalling Shire	4
Gosnells City	1
Greater Geraldton City	1
Halls Creek Shire	3
Harvey Shire	2
Irwin Shire	3
Jerramungup Shire	4
Joondalup City	1
Kalamunda Shire	2
Kalgoorlie-Boulder City	1
Karratha City	1
Katanning Shire	3
Kellerberrin Shire	4
Kent Shire	4
Kojonup Shire	3
Kondinin Shire	4

2026 LOCAL GOVERNMENT DETERMINATION

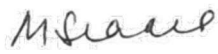
Local Government Band Classifications	
Local Government	Band
Koorda Shire	4
Kulin Shire	4
Kwinana City	1
Lake Grace Shire	4
Laverton Shire	3
Leonora Shire	3
Mandurah City	1
Manjimup Shire	2
Meekatharra Shire	3
Melville City	1
Menzies Shire	4
Merredin Shire	3
Mingenew Shire	4
Moora Shire	3
Morawa Shire	4
Mosman Park Town	3
Mount Magnet Shire	4
Mount Marshall Shire	4
Mukinbudin Shire	4
Mundaring Shire	2
Murchison Shire	4
Murray Shire	2
Nannup Shire	4
Narembeen Shire	4
Narrogin Shire	3
Nedlands City	2
Ngaanyatjarraku Shire	4
Northam Shire	2
Northampton Shire	3
Nungarin Shire	4
Peppermint Grove Shire	4
Perenjori Shire	4
Perth City	1
Pingelly Shire	4
Plantagenet Shire	3

2026 LOCAL GOVERNMENT DETERMINATION

Local Government Band Classifications	
Local Government	Band
Port Hedland Town	1
Quairading Shire	4
Ravensthorpe Shire	3
Rockingham City	1
Sandstone Shire	4
Serpentine-Jarrahdale Shire	2
Shark Bay Shire	4
South Perth City	2
Stirling City	1
Subiaco City	2
Swan City	1
Tammin Shire	4
Three Springs Shire	4
Toodyay Shire	3
Trayning Shire	4
Upper Gascoyne Shire	4
Victoria Park Town	2
Victoria Plains Shire	4
Vincent City	2
Wagin Shire	4
Wandering Shire	4
Wanneroo City	1
Waroona Shire	3
West Arthur Shire	4
Westonia Shire	4
Wickepin Shire	4
Williams Shire	4
Wiluna Shire	4
Wongan-Ballidu Shire	4
Woodanilling Shire	4
Wyalkatchem Shire	4
Wyndham-East Kimberley Shire	2
Yalgoo Shire	4
Yilgarn Shire	3
York Shire	3

2026 LOCAL GOVERNMENT DETERMINATION

Signed on 2 April 2026



E Prof M Seares AO
CHAIRPERSON



Dr M Schaper
MEMBER



Mr O Whittle
MEMBER

SALARIES AND ALLOWANCES TRIBUNAL

SHIRE OF KONDININ



Councillor – Administration Communication Framework

2026 - 2008

Shire of Kondinin

Councillor - Administration Communication Framework (2026–2028)

1. Purpose

The purpose of this Communication Framework is to establish clear principles, roles and processes governing communication and interaction between Elected Members and the Administration of the Shire of Kondinin.

The Framework ensures communication is undertaken in a consistent, transparent and accountable manner, supports effective governance, and maintains the statutory separation between Council's strategic role and the Administration's operational responsibilities.

2. Legislative and Governance Context

This Framework is adopted in accordance with:

- the *Local Government Act 1995 (WA)*, including amendments effective from 1 January
- associated regulations and guidance issued by the Department of Local Government, Industry Regulation and Safety
- the Elected Member Code of Conduct
- the *State Records Act 2000* and the Shire's Recordkeeping Plan

This Framework forms part of the Shire's governance system and supports compliance with statutory obligations relating to conduct, accountability and transparency.

3. Definitions

For the purposes of this Communication Framework, the following definitions apply:

Administration - Means all employees of the Shire of Kondinin responsible for the operational and administrative functions of the local government.

Chief Executive Officer (CEO) - Includes the Chief Executive Officer of the Shire of Kondinin and any person acting in that capacity.

Elected Member - Means a Councillor of the Shire of Kondinin, including the Shire President and Deputy President.

Council Business - Means any matter relating to the functions, responsibilities, operations or decision-making of the local government.

Request for Information - Means a request made by an Elected Member for information, advice, data or clarification relating to Council business.

Administrative Request / Administrative Assistance - Means a request made by an Elected Member for action, investigation, follow-up or assistance in relation to an operational or administrative matter.

Authorised Officer / Authorised Employee - Means an employee nominated or authorised by the CEO to communicate with Elected Members or respond to requests under this Framework.

Formal Communication - Means any communication made in a Councillor's official capacity relating to Council business, including requests for information or action that require a formal response or record.

Routine Communication - Means informal or minor communication that does not involve a formal request, decision-making, or operational direction.

Significant Issue - Means a matter that may:

- materially impact the Shire's operations, finances or reputation
- require Council awareness or input
- generate community or media interest
- require urgent action or response

Confidential Information - Means information that is:

- not publicly available, and/or
- subject to legal, statutory or contractual confidentiality obligations, including information considered confidential under the *Local Government Act 1995*.

Communication Framework - Means this Councillor–Administration Communication Framework adopted by Council.

Dispute - (in relation to this Framework) Means any disagreement regarding:

- the provision of information
- the scope or appropriateness of a request
- compliance with this Framework

4. Scope

This Framework applies to communication between Elected Members and the Administration in relation to Council business.

This Framework does not apply to:

- deliberations at Council or Committee meetings
- CEO recruitment, performance review or termination processes

5. Guiding Principles

All communication between Elected Members and Administration will be guided by the following principles:

- Separation of roles – Elected Members determine strategy and policy; Administration is responsible for operational delivery
- Transparency and equity – information will be shared appropriately to ensure equitable access
- Consistency and accountability – communication occurs through defined and recorded channels
- Professional conduct – all interactions are respectful and aligned with governance standards
- Efficiency and responsiveness – requests are managed in a timely and coordinated manner

6. Roles and Responsibilities

6.1 Elected Members

Elected Members must:

- act in accordance with the Act, Code of Conduct and this Framework
- utilise the established communication processes
- respect the separation between governance and administration

Elected Members must not:

- direct, instruct or attempt to influence employees / administration in the performance of their functions
- seek to intervene in operational matters
- request preferential or undisclosed access to information
- misuse their position or information obtained for personal, political or private advantage

6.2 Chief Executive Officer (CEO)

The CEO:

- is the principal point of contact between Elected Members and Administration
- determines how requests are managed and who responds
- ensures information is accurate, consistent and appropriately distributed
- maintains operational independence

6.3 Administration

Administration:

- provides information and assistance as directed by the CEO
- ensures communications are authorised and properly recorded
- does not engage directly with Elected Members on Council matters unless authorised

7. Communication Protocols

7.1 General Communication

Routine communication of a general nature may occur with appropriate senior staff. All formal requests for information or action must follow the processes outlined below.

7.2 Requests for Information

Requests for information must:

- be made to the CEO or an authorised officer
- be submitted in writing via email or an approved system
- clearly identify the subject, scope and purpose of the request

The CEO will ensure:

- the request is acknowledged within two (2) working days
- the request is responded to as soon as practicable
- a final response is provided within ten (10) working days, or
- where this is not possible, advice is provided on when a response will be given

Responses will generally be provided in writing and may be shared with all Elected Members, except where:

- the request relates to correspondence received by an individual member
- the matter is appropriately confidential
- legislative restrictions apply

7.3 Administrative Requests

Elected Members may request administrative assistance in relation to Council matters.

These requests:

- must be directed to the CEO or an authorised officer
- may be made verbally but may require written confirmation

- will be responded to as soon as practicable
- will be finalised within ten (10) working days or an agreed timeframe

7.4 Meetings with Administration

Requests to meet with Administration must be coordinated through the CEO. The CEO will determine:

- the appropriate staff
- the necessity of the meeting
- the scope of discussion

7.5 Media and Public Communications

All routine media and communications requests will occur between the Elected Member and the CEO.

All media releases will be circulated to Elected Members prior to publication.

Upon request the CEO will also provide briefing notes, speech notes and other communications tools to the Shire President and Elected Members who represent the Shire at events or official engagements.

Where the information presented is relevant to other Elected Members, this will be forwarded prior to the event or engagement.

7.6 Significant or Urgent Issues

The CEO will ensure all Elected Members are informed in a timely and consistent manner of significant or emerging issues.

7.7 Administration Communications with the Elected Members

All routine communications will occur between the Executive Services and Governance Officer and Elected Members.

All non-routine communications and responses to Elected Members will be provided by or authorised by the CEO or an Executive Manager.

To ensure separation of duties, no staff members other than the Executive Managers and Executive Officer are to make contact with Elected Members in relation to a Council matter.

Noting that Elected Members operate businesses and perform various paid and unpaid roles in the community, there will be times where staff members will contact an Elected Member in a non-council capacity. These contacts will not be recorded or subject to any formal reporting process.

8. Refusal or Limitation of Requests

The CEO may refuse or limit a request where:

- the request does not comply with this Framework
- the Elected Member is not entitled to the information
- the information is not reasonably available
- the request would result in a substantial diversion of organisational resources

Reasons for refusal will be provided.

9. Recordkeeping and Information Management

All communication relating to Council business:

- is an official record
- must be captured and stored in accordance with the *State Records Act 2000*
- must be retained for audit, governance and transparency purposes

10. Confidentiality and Proper Use of Information

Confidential information:

- must be managed in accordance with legislation
- must only be used for legitimate Council purposes
- must not be disclosed outside authorised channels

11. Behaviour and Compliance

This Framework operates in conjunction with the Code of Conduct.

Failure to comply may constitute:

- a behavioural breach
- a breach of governance obligations
- or a breach under relevant legislation

12. Dispute Resolution

Where a dispute arises:

- the matter will first be considered by the CEO and Shire President
- if unresolved, the matter may be referred to Council for determination

13. Monitoring and Reporting

To ensure transparency and accountability:

- Councillor requests and response timeframes will be monitored
- a periodic summary report will be provided to Council outlining:
 - volume of requests
 - response performance
 - outstanding matters

14. Alignment with Strategic Frameworks

This Framework supports:

- the development of the Council Plan
- integrated planning and reporting requirements
- the Shire’s ongoing focus on governance, financial discipline and operational effectiveness

15. Review

This Framework will be reviewed periodically and updated to reflect legislative change and best practice.

16. Adoption

This Communication Framework is adopted by resolution of Council and agreement of the Chief Executive Officer in accordance with the *Local Government Act 1995 (WA)*.

Signature: _____

Shire President Councillor K Mouritz

Signature: _____

CEO, Bruce Wright