



SHIRE OF KONDININ

NOTICE OF MEETING

Councillors: Please be advised that the next meeting of the

Kondinin Shire Council

Will be held at the Kondinin Shire Chambers on 20th May 2026

4:00 PM Ordinary Council Meeting

A handwritten signature in blue ink, appearing to read 'Bruce Wright', is located below the meeting information.

Bruce Wright

Wednesday, 20 May 2026

Chief Executive Officer

11 Gordon Street, KONDININ WA 6367 Tel (08) 98891006

All communications are to be addressed to the Chief Executive Officer
ceo@kondinin.wa.gov.au

Members of the Public Attending a Council Meeting

Welcome to this meeting of Council and thank you for your interest in local government decision-making. The following information is provided to assist members of the public attending today's meeting.

Public Question Time

Public Question Time is provided in accordance with the Local Government Act 1995 and the Local Government (Administration) Regulations 1996. Members of the public are invited to ask questions relating to the business of the Shire.

- Questions must be clear and concise and may be submitted in writing prior to the meeting at the Shire offices or by email csso@kondinin.wa.gov.au or asked during Public Question Time.
- The Presiding Member may respond at the meeting, refer the question to a Councillor or officer or take the question on notice for a later response.
- Public questions must relate to the business of the Shire and should not be a statement or personal opinion.
- The Presiding Member may reject public questions that are defamatory, abusive, irrelevant to the business of the Shire or personal opinion as being out of order and no answer will be provided.
- Public questions will not be debated.

Members of the public are also advised that they are regarded as being legally liable and personally responsible for any comments made by them that might be construed as being offensive or defamatory.

Public Statement Time

Public Statement Time allows members of the public to make a brief statement on any matter of community interest. Statements must be respectful, limited to a reasonable duration as determined by the Presiding Member, and not include defamatory or offensive remarks. The Council will not comment or provide a response to public statements.

Meeting Formalities

Council meetings are formal proceedings governed by the *Local Government Act 1995*, the *Local Government (Administration) Regulations 1996*, and the Shire's Meeting Procedures Local Law. All attendees are requested to maintain decorum and not interrupt the proceedings. Only persons who have been invited by the Presiding Member may address the meeting.

Recording and Privacy Notice

Please note that this meeting is being recorded for minute-taking purposes. By attending, you acknowledge that your voice, and any personal information disclosed may be captured and published as part of the official record. The Shire collects and uses this information in accordance with its privacy obligations.

Copyright Disclaimer

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Notes for Elected Members

Report Definitions

Advocacy:	When Council advocates on its own behalf or on behalf of its community to another level of government, external body or agency.
Executive/Strategic:	The substantial direction setting and oversight role of the Council, including, but not limited to: accepting tenders, grants, setting and amending budgets, adopting plans and reports.
Legislative:	Includes adopting town planning schemes, policies and local laws
Administrative:	Council administering legislation and applying legislation to factual circumstances and situations that affect the rights of people.
Information:	Items that are provided to Council for informational purposes only. These do not require a decision of Council.

Alternative Motions

Elected Members seeking to make alternate motions to officer recommendations are requested to provide notice of said alternative motions in written form to the Chief Executive Officer prior to the Council meeting.

Declarations of Interest

Elected Members should complete a Disclosure of Financial/Impartiality & Proximity Interest for agenda items that they hold a financial, impartiality or proximity interest. The form should be provided to the Presiding Member prior to the commencement of the meeting.

In accordance with Part 5, Division 6 of the Local Government Act 1995, Elected Members must disclose the nature of their interest in matters to be discussed at the meeting.

In accordance with Sections 5.70 & 5.71 of the Local Government Act 1995, Shire Officers must disclose the nature of their interest in reports or advice when they are giving the report or advice to the meeting.

Applications for a Leave of Absence

In accordance with Section 2.25 of the Local Government Act 1995, a Councillor application for leave of absence requires a Council resolution granting the leave requested. The Council may grant approval for a leave of absence for an Elected member for ordinary meetings of council for up to, but no greater than, six consecutive meetings. Ministerial approval is required for leave of absence greater than six ordinary meetings of council.

A failure to observe the requirements of the Local Government Act may lead to an Elected Member being disqualified should they be absent without leave for three consecutive meetings. It should be noted that Leave of Absence is approved by Council resolution and is different to circumstances whereby an Elected Member records their apologies for the meeting.

Shire of Kondinin - Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Kondinin for any act, omission, statement, or intimation occurring during Council Meetings. The Shire of Kondinin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, and statement of intimation occurring during Council Meetings.

Any person or legal entity that acts or fails to act in reliance upon any statement, act or omission occurring in a Council Meeting does so at their own risk. The Shire of Kondinin advises that any person or legal entity should only rely on formal confirmation or notification of Council resolutions.

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1 OPENING OF MEETING

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS AND DIGNITARIES

3 RECORDING OF ATTENDANCE

3.1 ATTENDANCE

3.2 ATTENDANCE BY TELEPHONE OR INSTANTANEOUS COMMUNICATION

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3.4 APPROVED LEAVE OF ABSENCE

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5 RESPONSE TO PREVIOUS QUESTIONS

5.1 QUESTIONS FROM ELECTED MEMBERS TAKEN ON NOTICE

Nil

5.2 QUESTIONS TAKEN ON NOTICE FROM PUBLIC

Nil

6 PUBLIC TIME

6.1 PUBLIC QUESTION TIME

6.2 PUBLIC STATEMENT TIME

6.3 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

- 7 QUESTIONS FROM MEMBERS WITHOUT NOTICE**
- 8 ANNOUNCEMENTS BY PRESIDING MEMBERS WITHOUT DISCUSSION**
- 9 DECLARATION OF MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE AGENDA BEFORE THE MEETING**
- 10 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

Ordinary Council Meeting - 22 April 2026

11 REPORTS OF COMMITTEES

11.1 AUDIT & RISK

11.1.1 Minutes of the Audit Risk and Improvement Committee Meeting held on 22 April 2026

FILE NUMBER:

DATE: 14 May 2026

AUTHOR: Bruce Wright, Chief Executive Officer

AUTHORISED OFFICER: Bruce Wright, Chief Executive Officer

DISCLOSURE OF INTEREST: Author - Nil

Authoriser - Nil

ATTACHMENTS: 1. ARIC Meeting Minutes - 22 April 2026 - *Under Separate Cover*

RECOMMENDATION

1. That the Minutes of the Audit Risk and Improvement Committee Meeting held on 22 April 2026 be received and the recommendations therein be adopted.

VOTING REQUIREMENT

Simple Majority

11.2 COMMITTEES

Nil

12 REPORTS OF OFFICERS

12.1 CORPORATE SERVICES

12.1.1 List of Accounts - April 2026

FILE NUMBER:

DATE: 11 May 2026

AUTHOR: Vince Bugna, Manager Corporate Services

AUTHORISED OFFICER: Bruce Wright, Chief Executive Officer

DISCLOSURE OF INTEREST: Author - Nil

Authoriser - Nil

ATTACHMENTS: 1. List of Accounts Paid, April 2026 - *Under Separate Cover*

RECOMMENDATION

That Council receive the attached report – List of Accounts Due & Submitted to Council for the month of April 2026:

• Municipal Fund payment cheque numbers 19558 – 19562	= \$ 95,148.45
• Municipal EFT22035 – 22089; 22091 - 22144	= \$1,283,678.48
• Direct Debits – Transport – Hyden Office	= \$ 15,974.75
• Direct Debits – Transport – Kondinin Office	= \$ 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
• Trust EFT22090	= \$ 128.00
TOTAL	= \$1,554,686.92

SUMMARY

To present to Council a list of accounts paid from Municipal and Trust Funds (when applicable) under the delegated authority to the CEO.

VOTING REQUIREMENT

Absolute 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 Chief Executive Officer of a local government has delegated authority to make payments from Municipal and Trust Fund accounts pursuant to Regulation 13 of the *Local Government (Financial*

Management) Regulations 1996.

As required by sub regulation (1), a list of accounts paid by the CEO each month should show –

- (a) the payee's name;*
- (b) the amount of the payment;*
- (c) the date of the payment;*
- (d) sufficient information to identify the transaction*

Sub regulation (3), a list prepared under sub regulation (1) and (2) is to be –

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and*
- (b) recorded in the minutes of that meeting.*

FINANCIAL

All payments made to the Shire creditors have been in accordance with the 2025/26 Annual Budget.

RISK

Non-compliance

POLICY

Nil

STATUTORY

Local Government (Financial Management) Regulations 1996

STRATEGIC

Theme

4. CIVIC LEADERSHIP

Goal

4.1 Skilled, capable and transparent team

4.2 We are a compliant and resourced Local Government

Strategy

4.1.5 The capability of our organisation is continually improved

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

COMMENT

Nil

CONSULTATION

Nil

12.1.2 Proposed Differential Rates 2026/27

FILE NUMBER:

DATE: 11 May 2026

AUTHOR: Vince Bugna, Manager Corporate Services

AUTHORISED OFFICER: Bruce Wright, Chief Executive Officer

DISCLOSURE OF INTEREST: Author - Nil

Authoriser - Nil

ATTACHMENTS: 1. Differential Rates Objects and Reasons 2026-2027 - *Under Separate Cover*

RECOMMENDATION

That Council:

1. Endorses and approves the Differential Rating – Objects and Reasons for the 2026/2027 rating year as presented and attached.
2. Endorses and approves the proposed differential rate categories, rates in the dollar, and the minimum payments for the Shire of Kondinin for the 2026/2027 financial year.

Land Category	Rate – cents in the dollar \$	Minimum payment \$
GRV-Town Sites	13.2000	507.00
GRV-Mining	27.2000	507.00
UV-Mining	24.8000	507.00
UV-Rural	0.82920	507.00

3. Endorses and approves a public consultation process on the proposed differential rates and general minimum payments, including:
 - Statewide and local public notice as per the requirements of section 6.36 of the Local Government Act 1995.
4. Confirms that the Council has reviewed the expenditure requirements and considered efficiency measures during:
 - Infrastructure & Assets Committee meeting on 20th May 2026.
 - Medical & Community Services Committee meeting on 20th May 2026.
 - Budget Workshop with Council Members and Senior Staff prior to the Ordinary Meeting of Council in May 2026.
5. Considers and confirms that the rates to be advertised are required to meet budget requirements and to maintain financial sustainability.

SUMMARY

The purpose of this report is to present the proposed Differential Rates and associated Objects and Reasons for the 2026/2027 financial year for Council endorsement, in accordance with the requirements of the *Local Government Act 1995*.

VOTING REQUIREMENT

Absolute 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 proposed differential rating structure has been developed in alignment with the Shire's Strategic Community Plan, Corporate Business Plan and Long-Term Financial Plan, and reflects the expenditure requirements of the organisation for the 2026/2027 financial year.

In the current financial year, Council is required to respond to a range of economic and operational pressures, while maintaining service delivery and infrastructure. An overall rate increase of **3.5%** is therefore proposed to ensure the Shire remains financially sustainable and continues to meet its obligations.

Gross Rental Values (GRV – Townsites) have experienced minimal movement since the last revaluation cycle, and it is proposed to apply an increase of **3.4%** in the rate in the dollar.

Gross Rental Values for Mining (GRV – Mining) remain unchanged, with a proposed increase of **3.49%**, equating to a modest additional revenue of approximately \$6,980.

Unimproved Values for Mining (UV – Mining) have increased marginally by approximately **0.02%**, with a proposed rate increase of **3.3%**.

Unimproved Values for Rural land (UV – Rural) remain unchanged, with a proposed increase of **3.4%** to maintain a consistent and equitable contribution.

Minimum payments are proposed to increase by **\$17 (1.9%)**, ensuring equity across categories while supporting overall revenue requirements.

The minimum rental valuations remain unchanged with an average increase of 1.9%.

The proposed differential rates represent a measured and moderate adjustment, consistent with the Shire's financial strategy of restraint and sustainability.

The proposed Differential Rates for 2026/2027 in each rating category in comparison with the adopted/imposed 2025/2026 Differential Rates are set out in the table below:

Land Category	2026/2027 Proposed Rate – cents in the \$	2025/2026 Proposed Rate – cents in the \$	Increase (decrease) Rate – cents in the \$	2026/2027 Proposed Minimum Payment \$	2025/2026 Proposed Minimum Payment \$	Increase (decrease) Minimum Payment \$
GRV--Town Sites	13.2000	12.7629	0.4371	507.00	490.00	17.00
GRV--Mining	27.2000	26.2822	0.9178	507.00	490.00	17.00
UV--Mining	24.8000	24.0210	0.7790	507.00	490.00	17.00
UV--Rural	0.82920	0.80200	0.0272	507.00	490.00	17.00

Pursuant to section 6.33(3) of the Local Government Act 1995, a local government must not, without Ministerial approval, impose a differential general rate which is more than twice the lowest general rate imposed.

As the proposed GRV & UV rates exceed this threshold:

- Ministerial approval is required, and
- The proposal must be advertised for not less than 21 days in accordance with section 6.36.

All submissions received will be presented to Council prior to final adoption.

FINANCIAL

The proposed differential rates form a key component of the Shire’s revenue base and are required to fund the 2026/2027 budget.

Revenue generated through rates will support:

- delivery of core services
- maintenance and renewal of infrastructure
- operational costs
- long-term financial sustainability

RISK

Failure to adopt an appropriate differential rating structure presents the following risks:

- financial shortfall and reduced capacity to meet budget commitments
- inability to maintain existing service levels
- deterioration in infrastructure due to insufficient funding
- non-compliance with statutory requirements

POLICY

Nil

STATUTORY

Local Government Act 1995, section 6.33(3), section 6.35

STRATEGIC

Theme

4. CIVIC LEADERSHIP

Goal

4.1 Skilled, capable and transparent team

4.2 We are a compliant and resourced Local Government

Strategy

4.1.5 The capability of our organisation is continually improved

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

4.2.2 Financial sustainability in achieving community aspirations

COMMENT

The proposed rate increase has been determined in the context of the current economic environment and the Shire's financial obligations.

While the proposed increase of 3.5% is modest, it reflects the reality that the cost of delivering services continues to rise across all areas of the organisation.

The Shire and our communities are already experiencing sustained increases in key cost drivers, including:

- fuel costs, impacting plant operations and service delivery across a large geographic area
- contractor and construction costs, influenced by strong demand and limited availability
- materials, freight and logistics, particularly in regional Western Australia
- utilities and operational expenses associated with maintaining infrastructure and facilities

In addition, significant State investment in housing and infrastructure is contributing to constraints in builder and contractor availability, placing further upward pressure on pricing and delivery timeframes.

In regional settings, these factors are amplified, resulting in increases that exceed general CPI measures and directly impact the Shire's cost base.

Council has adopted a disciplined and measured approach, balancing these pressures with the need to limit the impact on ratepayers.

Council has also undertaken detailed budget deliberations and identified efficiency measures to control expenditure. Where appropriate, capital works subject to elevated costs will be deferred to achieve improved value for money.

The Shire will continue to pursue grant funding opportunities; however, given their competitive and uncertain nature, the budget has been prepared on a conservative basis, ensuring financial commitments are sustainable.

Overall, the proposed rate increase:

- maintains essential services
- supports infrastructure maintenance
- responds to real cost pressures
- ensures the ongoing financial sustainability of the Shire

Importantly, the intent of this increase is not to expand services, but to maintain the current level of service delivery in a significantly higher cost environment.

CONSULTATION

Public consultation will be undertaken in accordance with section 6.36 of the Local Government Act 1995, including statewide and local newspaper notice, with submissions invited for a minimum of 21 days.

12.1.3 Monthly Financial Report - April 2026

FILE NUMBER:**DATE:** 12 May 2026**AUTHOR:** Vince Bugna, Manager Corporate Services**AUTHORISED OFFICER:** Bruce Wright, Chief Executive Officer**DISCLOSURE OF INTEREST:** Author - Nil

Authoriser - Nil

ATTACHMENTS: 1. Monthly Financial Report - April 2026 - *Under Separate Cover***RECOMMENDATION**

That Council:

1. Receives the attached reports entitled Monthly Financial Report (Containing the required Statement of Financial Activity and Statement of Financial Position) for the period ended 30 April 2026.

SUMMARY

To present to Council the Monthly Financial Report for the period ended 30 April 2026.

VOTING REQUIREMENT

Absolute 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 monthly Financial Report (Containing the Financial Activity and Financial Position) is presented in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulation 1996.

Regulation 4(4) states that, *a statement of financial activity, and the accompanying documents (notes) referred to in sub regulation (2), are to be –*

- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
- (b) recorded in the minutes of the meeting at which it is presented.*

The Statement of Financial Activity summarizes the Shire of Kondinin's financial activities for the period at which it relates.

FINANCIAL

In accordance with the approved material variances of 10% or \$10,000 whichever is the greater within the monthly Statement of Financial Activity during the 2025/26 financial year.

RISK

Non-compliance

POLICY

Nil

STATUTORY

Local Government Act 1995

Local Government (Financial Management) Regulation 1996

STRATEGIC

Theme

4. CIVIC LEADERSHIP

Goal

4.1 Skilled, capable and transparent team

4.2 We are a compliant and resourced Local Government

Strategy

4.1.5 The capability of our organisation is continually improved

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

COMMENT

Highlights of the April 2026 financial reports are as follows:

Item	Reference
<ul style="list-style-type: none"> • Cash at Bank The Shire’s total cash as of 3 April 2026 was \$6,710,681 – composed of \$3,609,441 reserve accounts (restricted), \$54,193 LCDC fund, \$2,254,423 term deposit investments and \$792,624 general fund (Muni, OCDF & Petty cash). 	<p>Page 9 – Note 6 Cash and Financial Assets</p> <p>Page 10 – Note 7 Reserve Accounts</p>
<ul style="list-style-type: none"> • Receivables Rates and Rubbish = \$423,997 net collectible – equivalent to 10% as of 30 April 2026, a 1% movement from last month. Other receivables have a high balance of \$1,576,085 – composed of \$1,424,740 Sundry Debtors (\$152,306 of which was private works for Synergy for the Lovering Road works; \$931,141 second 40% Grant for RRSP-East Hyden Bin Road; \$200,000 Capital Contribution of KCRC for Kondinin Pavilion renovation), \$104,157 Gst receivable and \$47,188 ESL and pensioner related receivables. 	<p>Page 16 – Note 10 Receivables</p>
<ul style="list-style-type: none"> • Current Liabilities YTD balance is \$1,762,106 which includes \$456,313 of employees’ annual and long service leave provision, \$68,864 Current portion of borrowings (payable within 12 months), \$846,492 unearned Capital Grants/Contributions and \$390,437 creditors invoices. 	<p>Page 5 – Note 2 Net Current Assets used in the Statement of Financial Activity</p>

<ul style="list-style-type: none"> • Closing Funding Surplus (Deficit) YTD actual is \$3,309,014 – composed of \$8,666,469 Current Assets less \$1,762,106 Current Liabilities and \$(3,595,348) Adjustments to Net Current Assets. 	<p>Page 5 – Note 2 Net Current Assets used in the Statement of Financial Activity</p>
<ul style="list-style-type: none"> • Significant Capital Projects: <ul style="list-style-type: none"> ✓ Roadworks amended budgeted of \$6.17m is 61% completed composed of: Safer Local Road and Infrastructure Program (SLRIP) funded Hyden Norseman Road and RTRs funded Bushfire Rock Road, Nth Lake Grace-Karlgarin Road, Pederah West Road and Whyte Road, RRG funded Lovering Road and Hyden Mt Walker Road, and Council funded Forbes Road, King Rocks East Road and Reservoir East Road. ✓ Plant and equipment with amended budget of \$992,000 have two (2) vehicles purchased to date. ✓ Land and buildings with amended total budget of \$3m for two (2) Shire housing for Hyden and Kondinin, Karlgarin Bowling Club & Country Club Building and Kondinin Pavilion upgrade have 72% completion. ✓ Other infrastructure with amended budget of \$958,040 (includes footpath, Airstrip upgrade, water tanks) is 64% completed. 	<p>Page 7 – Key Information</p> <p>Page 11 to 14 – Note 8 Capital Acquisitions</p>
<ul style="list-style-type: none"> • Grants, Subsidies and Contributions <ul style="list-style-type: none"> ✓ Operating grants total received to date = \$1,536,133 from MRWA Direct grant, FAGS, Diesel Fuel Rebate and DFES 3 quarters payment. ✓ Capital grants total received to date = \$4,693,398 from RRG progress claims, RTR Bushfire Rock Road, SLRIP Hyden Norseman Road, DWER’s Water infrastructure & CBH Dam upgrade, DSR Grant and Sports Groups Contributions for Sports Pavilion and Karlgarin Bowling Club new building. Second 40%of RRSP grant invoiced for East Hyden Bin Road. 	<p>Pages 21 – Note 15 Grants, Subsidies and Contributions</p> <p>Page 22 – Note 16 Capital Grants, Subsidies and Contributions.</p>

In relation to material variances, “timing difference are due to the monthly spread of the budget not matching

in comparison to the actual spread of revenue or expenditure.

Timing difference will not result in a forecast adjustment. Where the material variance is flagged as “permanent”, this indicates that a forecast adjustment to the annual budget is required. – Refer to page 6, Note 3 – Explanation of Material Variances.

CONSULTATION

Nil

12.2 PLANNING & ASSETS

12.2.1 Ongoing Funding for Better Beginnings Programs in Hyden and Kondinin

FILE NUMBER:**DATE:** 8 May 2026**AUTHOR:** Amanda Kemp, Community Development Officer**AUTHORISED OFFICER:** Bruce Wright, Chief Executive Officer**DISCLOSURE OF INTEREST:** Author - Nil
Authoriser - nil**ATTACHMENTS:** Nil**RECOMMENDATION**

That Council:

1. Approves the continuation of funding for the Better Beginnings Program delivered in Hyden by the Hyden Community Resource Centre, with annual funding of up to \$3,630 (indexed in accordance with agreed price indexation) for the 2026–27, 2027–28 and 2028–29 financial years;
2. Approves the continuation of funding for the Better Beginnings Program delivered in Kondinin by the Kondinin Community Resource Centre, with annual funding of up to \$3,630 (indexed in accordance with agreed price indexation) for the 2026–27, 2027–28 and 2028–29 financial years; and
3. Authorises the Chief Executive Officer to negotiate, execute and administer the necessary funding agreements with the Hyden Community Resource Centre and the Kondinin Community Resource Centre for a three-year (3) term, with annual indexation applied in accordance with the Perth Consumer Price Index (CPI).

SUMMARY

The Better Beginnings Programs delivered through the Hyden and Kondinin Community Resource Centres provide valuable early childhood literacy and family engagement activities within each community. These programs support child development, strengthen family connections, and promote lifelong learning outcomes, particularly in regional settings.

Continuation of Shire funding will enable both CRCs to maintain program delivery and plan activities with greater certainty. It is proposed that Council enter into a three-year funding agreement for each program, capped at \$3,630 per annum per centre, with a formal review to be undertaken at the conclusion of the agreement period.

This approach provides financial clarity, supports continuity of service delivery, and ensures appropriate oversight through a scheduled review.

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 Better Beginnings pilot program commenced in 2004 as a Western Australian family literacy initiative delivered through public libraries. The program supports early childhood education by providing families with free reading packs and resources that encourage learning from birth. Its core focus is to build strong foundations for literacy and language development by encouraging families to read, talk, sing, write, and play with their child every day.

In Hyden and Kondinin, the Community Resource Centres deliver the Better Beginnings Program locally. The program is highly regarded in both towns for its contribution to early learning, school readiness, and family engagement, while also encouraging social participation and connection within the community.

FINANCIAL

Funding of up to \$3,630 per annum per program is proposed for the Better Beginnings Programs delivered by the Hyden and Kondinin Community Resource Centres. This equates to a maximum total annual commitment of \$7,260.

RISK

Discontinuing the Better Beginnings program may lead to reduced access to early childhood education opportunities, negatively impacting early education outcomes, especially in rural areas where there is limited access to early education programs.

POLICY

nil

STATUTORY

nil

STRATEGIC**Theme**

1. COMMUNITY

Goal

- 1.1 Community members have the opportunity to be active, engaged and connected

Strategy

- 1.1.2 We collaborate with CRCs and local organisations to deliver community programs and activities
- 1.1.1 We hold well attended local events and activities

COMMENT

Nil

CONSULTATION

Hyden Community Resource Centre

Kondinin Community Resource Centre

12.2.2 Auspire Membership For Australia Day Citizenship Awards

FILE NUMBER:**DATE:** 11 May 2026**AUTHOR:** Amanda Kemp, Community Development Officer**AUTHORISED OFFICER:** Bruce Wright, Chief Executive Officer**DISCLOSURE OF INTEREST:** Author - nil

Authoriser - nil

ATTACHMENTS: 1. Citizenship of the Year Guide - *Under Separate Cover***RECOMMENDATION**

That Council:

1. Endorses and approves the Shire's participation in Auspire – Australia Day Council WA as a Gold Member, to support the delivery of the Shire's Citizenship Awards (Community Citizen of the Year Awards) program and to enable eligibility to apply for Australia Day Community Event Grants, noting the estimated membership cost for the 2026–2027 financial year is approximately \$836.

SUMMARY

This report seeks Council support for the Shire to join *Auspire – Australia Day Council WA* as a Gold Member to support delivery of the Shire's Citizenship Awards (Community Citizen of the Year Awards) program and to enable eligibility to apply for Australia Day Community Event Grants.

- Enables participation in the WA Citizenship Awards program.
- Recognises and celebrates community contribution and active citizenship.
- Strengthens community pride and Australia Day participation.
- Provides a focus for a local community celebration, tentatively planned as a whole of Shire Australia Day Breakfast Celebration in Karlgarin at the Hall.

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 Australia Day Citizenship Awards Program is Co-ordinated by Auspire- The Australia Day Council of Western Australia, a not-for-profit organisation established in 1977 to promote inclusion, belonging and active citizenship across Western Australia.

This Program is delivered in partnership with Local Government throughout Western Australia and provides councils with the opportunity to formally recognise and celebrate individuals and groups who make a positive contribution to their local community. Awards are typically Presented on Australia day in conjunction with Australia Day Events.

Awards Typically Include Community Citizen of the Year, Community Young Citizen of the Year, Community Senior Citizen of the Year, Active Community Citizen of the Year(group).

FINANCIAL

Auspire membership cost for the 2026-2027 Financial year is Approximately \$836

RISK

Financial risk: Minimal, limited to the annual membership cost of \$836.

Reputational risk: Low; awards must be administered transparently and in line with Auspire guidelines to avoid perceptions of bias.

Operational risk: Low; staff time is required to manage nominations and ceremonies, but processes are supported by Auspire resources.

Governance risk: Low; mitigated through use of Auspire's established framework and eligibility criteria.

Participation risk: Low; insufficient nominations may reduce program impact, mitigated through local promotion.

POLICY

Nil

STATUTORY

Nil

STRATEGIC

Theme

1. COMMUNITY

Goal

- 1.1 Community members have the opportunity to be active, engaged and connected

Strategy

- 1.1.1 We hold well attended local events and activities
- 1.1.2 We collaborate with CRCs and local organisations to deliver community programs and activities

COMMENT

Nil

CONSULTATION

Nil

12.2.3 Community Development Report

FILE NUMBER:**DATE:** 11 May 2026**AUTHOR:** Amanda Kemp, Community Development Officer**AUTHORISED OFFICER:** Bruce Wright, Chief Executive Officer**DISCLOSURE OF INTEREST:** Author - nil
Authoriser - nil**ATTACHMENTS:** Nil**UPDATE**

Several well-attended community events and engagement activities have taken place across the Shire:

-Kondinin CRC Easter Egg Hunt

-Scouts WA Overnight Camp (Hyden) – Visits to Wave Rock and Mulka’s Cave, along with a community clean-up of the industrial area

-ANZAC Day Dawn Services:

Kondinin – approximately 300 attendees

Hyden – approximately 160 attendees

Attendance numbers were strong in both towns and did not decline despite fuel cost pressures.

Hyden recorded higher attendance than in previous years, Thanks to BBB Site services staff for donating their time to help with Breakfast and the donation of 3 Banners to use for Anzac Services.

Community Meetings held in Karlgarin, Kondinin and Hyden, it was fantastic to see so many of our community participating and engaging with council on our future.

Council continues to support forthcoming community events and planning initiatives:

-Kondinin CRC Community Lunch and Biggest Morning Tea – 12 May 2026

-Hyden CRC Biggest Afternoon Tea and Bake-Off – 17 May 2026

-Blue Tree Project Community BBQ Kondinin – 23 June 2026

-Brendan Cullen – *The Desert Swimmer* (Mental Health and Succession Planning), Hyden – August 2026 (pending confirmation)

-Planning underway with the Kondinin Art Group for the Kondinin Art Acquisition Prize

-Planning underway for September Markets in Hyden

-Planning underway for Kondinin Twilight Markets

- Looking into the options available for installation of Smiley Face Digital Sped Signs(similar to Narembreen) for installation on the main Highways coming through Kondinin and Hyden Townsites.

12.3 WORKS

Nil

12.4 CHIEF EXECUTIVE OFFICER

12.4.1 Annual Review and Adoption of Updated Freedom of Information Statement

FILE NUMBER:**DATE:** 5 May 2026**AUTHOR:** Bruce Wright, Chief Executive Officer**AUTHORISED OFFICER:** Bruce Wright, Chief Executive Officer**DISCLOSURE OF INTEREST:** Author - Nil

Authoriser - Nil

ATTACHMENTS:

1. Shire of Kondinin - Freedom of Information Statement - Review - *Under Separate Cover*
2. Shire of Kondinin - Freedom of Information Statement - 2022 (Existing) - *Under Separate Cover*

RECOMMENDATION

That Council:

1. Notes that the Shire's Freedom of Information Statement was last reviewed in October 2022 and is due for review under section 96 of the Freedom of Information Act 1992 (WA);
2. Adopts the updated Freedom of Information Statement as presented;
3. Authorises the Chief Executive Officer to publish the adopted Freedom of Information Statement on the Shire's website and to ensure the Statement is reviewed at intervals of not more than twelve (12) months in compliance with the Act; and
4. Authorises the Chief Executive Officer to provide the adopted Freedom of Information Statement to the Information Commissioner as required.

SUMMARY

This report presents the annual review of the Shire of Kondinin's Freedom of Information (FOI) Statement, which was last reviewed and adopted by Council in October 2022 and is now overdue for review under section 96 of the Freedom of Information Act 1992 (WA).

A comprehensive review has been undertaken to ensure the FOI Statement is current, accurate and fully compliant with the legislative requirements of sections 94, 96 and 97 of the FOI Act. The updated Statement clarifies public access rights, distinguishes documents available under other written laws from those accessible under the FOI Act, and removes non-mandatory content that risked becoming outdated or misleading.

The revised FOI Statement is presented to Council for adoption to ensure that the Shire meets its statutory obligations, strengthens governance compliance, and reduces the risk of regulatory or audit scrutiny.

VOTING REQUIREMENT

Simple Majority

COUNCIL'S ROLE

Legislative

Includes adopting local laws, town planning schemes and policies.

BACKGROUND

The Shire of Kondinin is required under section 96 of the *Freedom of Information Act 1992 (WA)* to publish and maintain an up-to-date Information Statement, reviewed at intervals of not more than 12 months.

The Shire's current Information Statement was last reviewed and adopted by Council in October 2022 and states that it was correct as at 12 October 2022. Since that time, the Statement does not appear to have been formally reviewed or re-adopted by Council.

In addition, a detailed governance review has identified that the existing Statement included non-mandatory operational detail, content that could become outdated over time, and did not always clearly distinguish between documents available under the Local Government Act 1995 and those accessible through the FOI process.

Legislative Context

Freedom of Information Act 1992 (WA)

Part 5 of the FOI Act requires that an Information Statement include the matters set out in section 94, including:

- the structure and functions of the agency;
- how those functions affect members of the public;
- arrangements for public participation;
- the kinds of documents held by the agency;
- documents available for inspection, purchase or free of charge;
- procedures for access under Part 2 of the FOI Act; and
- procedures for amendment of personal information under Part 3.

Section 96 requires that the Information Statement be kept up to date and reviewed at intervals of not more than 12 months, and section 97 requires that the Statement and relevant internal manuals be made available, subject to the deletion of exempt matter.

The FOI Act does not prescribe the length or format of an Information Statement, only that it accurately addresses the required content.

Review Process

The Freedom of Information Statement was assessed against sections 94, 96 and 97 of the Freedom of Information Act 1992, checked for consistency with the Local Government Act 1995 and other written laws, reviewed to ensure access rights are accurately stated and not overstated, and rewritten to improve clarity, legal accuracy and ease of ongoing maintenance.

The revised Statement removes non-mandatory narrative material and focuses on legislated content requirements, reducing the risk of misinterpretation.

Key Changes

The updated FOI Statement clearly distinguishes between:

- documents available under other written laws (such as section 5.94 of the Local Government Act 1995), and
- documents available under Part 2 of the FOI Act;
- accurately describes documents available under section 97 of the FOI Act, subject to exempt matters;
- updates FOI procedures, fees and review rights to reflect current legislation and regulations;
- confirms that the Statement will be reviewed at intervals of not more than 12 months; and
- removes content not required by the FOI Act, reducing the risk of the Statement becoming outdated or misleading.

FINANCIAL

Nil

RISK

Failure to review and update the FOI Statement exposes the Shire to non-compliance with section 96 of the FOI Act.

Adoption of the updated Statement mitigates this risk and strengthens the Shire's governance framework.

POLICY

Nil

STATUTORY

Freedom of Information Act 1992 (WA) – ss 94, 96, 97

Freedom of Information Regulations 1993 (WA)

Local Government Act 1995 (WA)

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

COMMENT

This report is presented to Council to address a statutory compliance matter, and to update the Shire's Freedom of Information Statement. The updated Statement has been revised to ensure it is accurate, legally compliant and clearly articulates public access rights, and Council adoption is required to formally confirm compliance and authorise publication of the revised document.

CONSULTATION

Audit, Risk and Improvement Committee

12.4.2 Community Grant Program

FILE NUMBER:

DATE: 7 May 2026

AUTHOR: Amanda Kemp, Community Development Officer

AUTHORISED OFFICER: Bruce Wright, Chief Executive Officer

DISCLOSURE OF INTEREST: Author - Nil

Authoriser - Nil

ATTACHMENTS: 1. Community Grant Program 2026-2027 Submissions - *Under Separate Cover*

RECOMMENDATION

That Council:

1. Endorses and approves the allocation of Community Grants funding for the 2026–2027 financial year to the following organisations and projects, in the amounts assessed and recommended under the Community Grants Program, to a total value of \$47,284.45, subject to adoption of the 2026–2027 Annual Budget:
 - a) St John Ambulance – \$7,500.00
 - b) Kondinin Primary and Districts High School P&C – \$7,500.00
 - c) Kondinin–Kulin Hockey Club – \$7,500.00
 - d) Kondinin Lions Club – \$458.59
 - e) Kondinin Community Resource Centre – \$588.86
 - f) Kondinin Burnouts – \$7,500.00
 - g) Hyden Golf Club – \$4,745.00
 - h) Hyden Community Resource Centre – \$3,992.00
 - i) Hyden Country Women’s Association – \$7,500.00

SUMMARY

The Shire Community Grant Program offers grants of up to \$7,500 to eligible community groups. The Shire advertised the 2026/2027 Community Grant Program in accordance with the Community Grants Policy, and applications closed on 1 May 2026. A total of nine applications were received, with a total amount requested of \$47,284.45.

In the previous financial year (2025/2026), Council awarded eight grants totalling \$41,242.00. All grants have been acquitted in accordance with the policy.

The purpose of this report is for Council to consider the applications listed in the attached table and determine which projects will receive funding in the 2026/2027 budget.

All projects have been reviewed by the Shire’s Administration, and comments have been provided in the attached table, with due consideration given to the following factors:

- Need for the Project
- Amount of Money previously received
- Community Benefit
- Contribution by the community group to project.

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 Shire Community Grant Program provides annual financial assistance to eligible community groups for projects that deliver community benefit. The 2026/2027 program was advertised in accordance with the Community Grants Policy, with applications closing on 1 May 2026.

FINANCIAL

An amount of \$47,284.45 is proposed to be included in the 2026–2027 Annual Budget to support the Community Grants Program. Disbursement of individual grants will be subject to Council-approved conditions, compliance with the Community Grants Policy, and the availability of funds following adoption of the Annual Budget.

RISK

Key risks include reputational risk and perceived inequity if the assessment and allocation of funds are not transparent and consistent with Policy, and financial risk if commitments exceed the adopted budget. These risks are mitigated through assessment against published criteria, Council resolution specifying approved amounts and conditions, and grant acquittal requirements to ensure funds are spent for the approved purpose.

POLICY

This report has been prepared in accordance with the Shire's Community Grants Policy, including advertising requirements, assessment considerations, approval conditions, and acquittal processes.

STATUTORY

Nil

STRATEGIC

Theme

1. COMMUNITY

Goal

1.5 Support local volunteer organisations

1.1 Community members have the opportunity to be active, engaged and connected

Strategy

1.5.2 Community Grant Scheme is well subscribed

1.1.2 We collaborate with CRCs and local organisations to deliver community programs and activities

COMMENT

NIL

CONSULTATION

Executive Manager Planning, Environment & Community Services

Executive Manager Corporate Services

12.4.3 Hyden Discovery Centre Project - Memorandum of Understanding - Hyden Community Resource Centre.

FILE NUMBER:**DATE:** 8 May 2026**AUTHOR:** Bruce Wright, Chief Executive Officer**AUTHORISED OFFICER:** Bruce Wright, Chief Executive Officer**DISCLOSURE OF INTEREST:** Author - Nil

Authoriser - Nil

ATTACHMENTS: 1. Memorandum of Understanding - Hyden Community Resource Centre - *Under Separate Cover***RECOMMENDATION**

That Council:

1. Endorses the Memorandum of Understanding between the Shire of Kondinin and the Hyden Community Resource Centre Inc. relating to the operation and shared use of the Hyden Discovery Centre; and
2. Authorises the Chief Executive Officer to execute the Memorandum of Understanding on behalf of the Shire.

SUMMARY

This report seeks Council's endorsement and approval to execute a Memorandum of Understanding (MOU) between the Shire of Kondinin and the Hyden Community Resource Centre Inc. (HCRC).

The MOU establishes a clear, non-binding framework for cooperation, shared use, governance, staffing, volunteer coordination, tourism services and community service delivery within the Hyden Discovery Centre. It is intended to operate alongside existing and future occupation arrangements, informed by the current lease, and provides operational clarity without creating legal obligations beyond those already in place.

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

With the endorsement of Council, the Shire and HCRC have jointly supported the development of the Hyden Discovery Centre as a multi-functional facility designed to serve as a hub for community services, visitor information, tourism promotion, shared office accommodation and meeting spaces.

As the project transitions from development toward occupation and operation, it is appropriate to formalise how the Parties will work together on a day-to-day basis. The proposed MOU provides a practical and transparent framework that clarifies roles, responsibilities and expectations while preserving flexibility and respecting existing legal and governance arrangements.

FINANCIAL

There are no direct financial implications arising from endorsement of the MOU.

RISK

The MOU reduces operational and governance risk by clearly articulating how the Shire and HCRC will cooperate in the operation of the Hyden Discovery Centre.

It provides clarity around shared spaces, staffing, volunteers, tourism and community services, and establishes expectations for communication and issue resolution.

POLICY

The proposed MOU is consistent with the Shire's strategic objectives relating to community development, service accessibility, economic diversification and tourism promotion.

The MOU does not amend or replace any existing Council-adopted policies, nor does it fetter Council's discretion under the Local Government Act 1995 (WA). It supports good governance by clarifying operational relationships and encouraging collaboration in the use of a significant community asset.

STATUTORY

Nil

STRATEGIC

Theme

2. ECONOMY

Goal

2.3 Coordinated planning and promotion of the visitor and tourist experience

Strategy

2.3.3 Complete the Hyden Visitor Centre with additional funding

COMMENT

Endorsement of the Memorandum of Understanding represents a practical and proportionate governance step that supports effective operation of the Hyden Discovery Centre. It reinforces collaboration between the Shire and HCRC, provides operational clarity, and supports positive community and tourism outcomes without creating additional legal or financial obligations for the Shire.

CONSULTATION

Chairperson, Hyden Community Resource Centre

President & Secretary, Hyden Progress Association

12.4.4 Regularisation of Contracted ICT Services and Application of a Procurement Exemption

FILE NUMBER:**DATE:** 8 May 2026**AUTHOR:** Bruce Wright, Chief Executive Officer**AUTHORISED OFFICER:** Bruce Wright, Chief Executive Officer**DISCLOSURE OF INTEREST:** Author - Nil

Authoriser - Nil

ATTACHMENTS: 1. Service Agreement - PCS Pty Ltd & The Shire of Kondinin - *Confidential Under Separate Cover***RECOMMENDATION**

That Council:

1. Notes that the engagement of contracted Information & Communications Technology (ICT) services may not have commenced without a public tender process as required by Regulation 11(1) of the Local Government (Functions and General) Regulations 1996;
2. Determine that the engagement of Perfect Computer Solutions Pty Ltd satisfies the procurement exemption under regulation 11(2)(f) of the Local Government (Functions and General) Regulations 1996, on the basis that the services required are of a unique nature and continuity of service is critical to the Shire's operations;
3. Approves the engagement of Perfect Computer Solutions under a formal contract for the provision of ICT support and related services;
4. Authorises in accordance with section 6.8(1)(b) of the Local Government Act 1995, the future expenditure of funds for the engagement of Perfect Computer Solutions Pty Ltd;
5. Authorises the Chief Executive Officer to execute a contract with Perfect Computer Solutions for a fixed term of three (3) years, subject to the governance controls outlined in this report;
6. Authorises the Chief Executive Officer to prepare and manage the necessary administrative and legal instruments to enter into a three (3) year contract with no option to extend with Perfect Computer Solutions for the provision of ICT services; and
7. Council acknowledges that this resolution does not constitute retrospective approval of the original engagement and applies only to future contractual arrangements.

SUMMARY

This report seeks Council endorsement and approval to regularise the engagement of Perfect Computer Solutions Pty Ltd (Contractor). It seeks further endorsement and approval to apply a procurement exemption prospectively while authorising future expenditure and a time-limited contract in accordance with legislative requirements.

The endorsements and approvals sought will formalise a long-standing contractor engagement, providing appropriate governance oversight for an arrangement with significant operational history.

VOTING REQUIREMENT

Absolute 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 Shire has engaged Perfect Computer Solutions for approximately fifteen (15) years to provide ICT support, systems maintenance, infrastructure management and related advisory services. Over that period, the service provider has developed extensive and detailed knowledge of the Shire's ICT environment, including legacy systems, bespoke configurations, historical integrations, security architecture and undocumented dependencies.

The engagement has operated under a Support Agreement but is not believed to have been procured through a public tender process previously authorised by Council under Regulation 11(2). The aggregate value of the services provided exceeds the tender threshold prescribed under Regulation 11(1).

The absence of Council authorisation creates governance, compliance and financial control risks for the Shire. This report addresses that issue and corrects the long-term engagement by seeking an exemption determination and establishing a compliant contractual framework going forward.

It is acknowledged that longevity alone does not justify an exemption. The proposed exemption is not based on convenience, preference, or reluctance to change providers. Rather, it is based on the unique nature of the services and the material risks associated with disruption to ICT systems essential to the Shire's operations.

Procurement Requirements

Regulation 11(1) of the *Local Government (Functions and General) Regulations 1996* requires a local government to publicly invite tenders where the expected value of a contract is \$250,000 or more, unless an exemption applies.

Regulation 11(2)(f) provides an exemption where the local government has good reason to believe that, due to the unique nature of the services or for other reasons, it is unlikely that there is more than one potential supplier.

In this case, the services provided by Perfect Computer Solutions are effectively unique due to:

- Deep, non-transferable knowledge of the Shire's ICT environment;
- Accumulated understanding of historical infrastructure and integrations;
- Cybersecurity dependencies and risk management configurations; and
- The potential for system failure, data loss and business continuity impacts if service continuity is disrupted.

Council is being asked to determine that the present circumstances satisfy Regulation 11(2)(f) on a prospective basis in concert with the Local Government Act 1995 and procurement regulations.

Procurement Exemption

Regulation 11(2) sets out an exhaustive list of circumstances in which a local government is not required to invite public tenders.

Specifically, regulation 11(2)(f) provides an exemption where:

“the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier.”

Proposed Contract Arrangements

It is proposed that Council authorise the Chief Executive Officer to enter into a three (3) year contract with PCS Pty Ltd for the provision of ICT services, subject to the following governance controls:

1. The contract term is strictly limited to three (3) years;
2. No option to extend or renew is included;
3. The contract clearly defines scope, reporting, key performance indicators, emergency response obligations and compliance requirements; and
4. Any continuation of services beyond the contract term must be considered by Council through a compliant procurement process or lawful exemption determination at that time.

Prior to the expiry of the approved contract, it is intended that the Shire proceed with a compliant procurement process, unless Council separately determines that a lawful exemption applies at that time.

This approach ensures that reliance on the exemption remains proportionate, transparent and reviewable, and avoids the creation of an ongoing or open-ended arrangement.

The Contractor

The Contractor provides ICT services to a number of local governments throughout Western Australia. The services provided are consistent with those required by legislation, all staff are appropriately skilled, experienced and duly licensed; and the Shire has received strong service delivery at a very reasonable and strongly competitive rate.

Proposed services include: support functions, software and hardware acquisition and commissioning, cyber security protocols, strategic plan development and miscellaneous ICT service and support functions.

FINANCIAL

The proposed expenditure associated with the contracted ICT services requires Council authorisation under section 6.8(1)(b).

Approval of this report will provide the necessary authorisation for future expenditure only.

Historical Spend:

Financial Year	Fee
2025-2026	\$37,035
2024-2025	\$55,355
2023-2024	\$35,473
2022-2023	\$46,280
2021-2022	\$49,304
2020-2021	\$23,129
2019-2020	\$14,485
2018-2019	\$12,952
2017-2018	\$40,630
2016-2017	\$11,072
2015-2016	\$8,210

2014-2015	\$32,197
2013-2014	\$14,198
2012-2013	\$8,296
2011-2012	\$4,066
2010-2011	\$37,403
Total	\$430,085

Contract:

The following service fees will apply to the new contract and will be the subject of annual adjustments against Perth CPI.

Service	Rate (Inc GST)
Hourly service fee (pro rata)	\$170 hr
Travel	\$110 hr
Hardware, software and other componentry	Cost + 10%

Estimated service costs over the life of the contract (3 years) are estimated at \$123,000 (inc GST) based on a five (5) year average cost estimate and the application of an annual 4% index. This does not take into consideration significant software or hardware upgrades.

RISK

Procurement non-compliance – mitigated by a formal exemption determination and contract

Audit scrutiny – mitigated by transparent governance narrative and controls

Service disruption – mitigated by a time-limited contract

Over-reliance on exemption – mitigated by a planned return to market at the expiration of the contract.

POLICY

Purchasing Policy

STATUTORY

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

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

COMMENT

This report provides Council with the opportunity to lawfully and transparently regularise a long-standing service relationship, manage operational and cyber-security risk, and ensure procurement compliance moving forward.

The recommended approach balances legislative compliance, governance integrity and continuity of critical ICT services, while ensuring Council retains oversight and control of future procurement decisions.

CONSULTATION

Perfect Computer Solutions Pty Ltd

Audit, Risk & Improvement Committee

12.4.5 Memorandum of Understanding – Shire of Kondinin and Hyden Community Resource Centre Inc. (Hyden Discovery Centre)

FILE NUMBER:**DATE:** 11 May 2026**AUTHOR:** Bruce Wright, Chief Executive Officer**AUTHORISED OFFICER:** Bruce Wright, Chief Executive Officer**DISCLOSURE OF INTEREST:** Author - Nil

Authoriser - Nil

ATTACHMENTS: 1. Draft Memorandum of Understanding - Hyden Community Resource Centre - *Under Separate Cover***RECOMMENDATION**

That Council

1. Endorse the Memorandum of Understanding between the Shire of Kondinin and the Hyden Community Resource Centre Inc. relating to the operation and shared use of the Hyden Discovery Centre; and
2. Authorise the Chief Executive Officer to execute the Memorandum of Understanding on behalf of the Shire of Kondinin, and to negotiate minor or administrative amendments with the Hyden Community Resource Centre, provided such amendments remain consistent with the intent, scope and objectives of the Memorandum of Understanding.

SUMMARY

This report seeks Council endorsement and approval for the execution of a Memorandum of Understanding (MOU) between the Shire of Kondinin and the Hyden Community Resource Centre Inc. (HCRC) relating to the operation and shared use of the Hyden Discovery Centre.

The MOU formalises the collaborative operational relationship between the Shire and HCRC and provides clarity around shared spaces, staffing, volunteers, governance, communication, tourism and community service functions. The MOU is non-binding and operates alongside existing governance arrangements previously considered by Council in relation to the development and future operation of the Hyden Discovery Centre.

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

Council has previously considered a number of reports relating to the planning, development, occupation and operation of the Hyden Discovery Centre and the role of the Hyden Community Resource Centre within that facility.

As the project advances toward detailed concept development and grant funding submissions, it is appropriate to document how the Shire of Kondinin and the Hyden Community Resource Centre Inc. will work together in progressing the initiative. The proposed Memorandum of Understanding provides a practical framework for cooperation, communication and mutual support during this early stage, and assists in demonstrating governance readiness and partnership alignment for external funding purposes.

The MOU does not establish any tenure, lease or binding contractual arrangement. Any future occupation, funding commitment or delivery model associated with the Hyden Discovery Centre would be subject to separate Council consideration and approval at the appropriate time.

FINANCIAL

There are no direct financial implications arising from endorsement and execution of the Memorandum of Understanding.

The MOU is non-binding and does not commit the Shire to any additional expenditure beyond that which may be separately approved through Council's annual budget, service agreements or future Council decisions. Any future financial commitments associated with staffing, service delivery or facility operations will continue to be considered by Council through normal governance and budget processes.

RISK

Endorsement of the MOU serves to reduce governance and operational risk by clearly articulating the relationship between the Shire and HCRC in relation to the Hyden Discovery Centre.

By documenting how the Parties will work together, communicate, manage shared spaces and address issues, the MOU helps mitigate the risk of role confusion, operational conflict or inconsistent expectations.

POLICY

The proposed MOU aligns with Council's broader strategic objectives relating to community development, service accessibility, tourism promotion and the effective use of community facilities.

STATUTORY

There is no statutory requirement preventing Council from entering into a Memorandum of Understanding of this nature.

STRATEGIC

Theme

4. CIVIC LEADERSHIP
2. ECONOMY

Goal

- 4.2 We are a compliant and resourced Local Government
- 2.3 Coordinated planning and promotion of the visitor and tourist experience

Strategy

- 4.2.1 External audits and reviews confirm compliance with relevant Local Government legislation
- 2.3.3 Complete the Hyden Visitor Centre with additional funding

COMMENT

Endorsement of the Memorandum of Understanding represents a practical and proportionate governance step that builds on earlier Council consideration of the Hyden Discovery Centre and its intended operation.

The MOU supports collaboration, provides operational clarity, and reinforces shared commitment to positive community and tourism outcomes, while preserving Council's decision-making authority and existing legal arrangements.

CONSULTATION

Hyden Progress Association

Hyden Community Resource Centre

12.4.6 2026 Local Government Determination - Adoption of Remuneration Adjustments

FILE NUMBER:**DATE:** 11 May 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 - *Under Separate Cover***RECOMMENDATION**

That Council:

1. Notes the 2026 Salaries and Allowances Tribunal Determination and its application to local government remuneration bands, fees and allowances; and
2. Endorses and approves revised Councillor meeting sitting fees and mileage reimbursement rates, effective from 1 July 2026, as follows:
 - Ordinary and Special Meeting Sitting Fee: \$260 per meeting.
 - Committee Meeting Sitting Fee: \$105 per meeting.
 - Mileage reimbursement: \$1.44 per kilometre.
3. Approves revised President and Deputy President fees and allowances, effective from 1 July 2026, as follows:
 - President Ordinary and Special Meeting Sitting Fee: \$395 per meeting.
 - President Committee Meeting Sitting Fee: \$398 per meeting.
 - President Annual Allowance: \$12,480 per annum.
 - Deputy President Annual Allowance: \$3,120 per annum (being 25% of the President's allowance).
 - Mileage reimbursement for the President and Deputy President: \$1.44 per kilometre.
4. That Council approves revised remuneration for independent Audit, Risk and Improvement Committee members, effective from 1 July 2026, being a meeting attendance fee of \$260 per meeting and a mileage reimbursement rate of \$1.44 per kilometre, noting the rates remain within applicable regulatory and governance requirements.
5. That Council approves reimbursement for Mr Brett Smith, when attending meetings of the Eastern Wheatbelt Biosecurity Group Inc. in an official capacity on behalf of the Shire of Kondinin, at a rate of \$260 per meeting and a mileage reimbursement rate of \$1.44 per kilometre, effective from 1 July 2026.
6. Approves a 3.5% increase to the Chief Executive Officer's Total Reward Package, noting that the Total Reward Package remains within the applicable remuneration band, including:

- An increase of base remuneration of 3.5% per annum; and
 - An increase of the Regional / Isolation Allowance of 3.5% per annum.
7. Confirms that all approved fees and allowances remain compliant with the Salaries and Allowances Act 1975, the Local Government Act 1995, and associated regulations, and do not give rise to any unmitigated governance, compliance or financial risk to the Shire.

SUMMARY

This report seeks Council endorsement and approval to adopt revised remuneration arrangements for elected members, presiding members and the Chief Executive Officer, consistent with the 2026 Salaries and Allowances Tribunal Determination.

The proposed adjustments apply a combination of Tribunal-aligned indexation and targeted reimbursement changes, while maintaining transparency, affordability and compliance with statutory requirements. The changes reflect the 2026 SAT Determination increasing costs associated with travel and participation while preserving the part-time nature of elected member roles and ensuring executive remuneration remains within prescribed limits.

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 SAT 2026 Determination is made under sections 7A and 7B of the Salaries and Allowances Act 1975. It sets:

- 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)
- 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.

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
- 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

The remuneration paid to Councillors is reflected in the annual Shire of Kondinin Annual Report. Historical data includes:

Elected Member	Sitting Fees	Travel	President Allowance	Deputy Allowance	Total
2022-2023					
Cr Mouritz	\$ 2,070	\$ 2,913	\$ 12,000		\$16,983
Cr Gangell	\$ 2,300	\$ 927			\$ 3,227
Cr Browning	\$ 2,300	\$ 936			\$ 3,236
Cr Mulcahy	\$ 2,300	\$ 1,256			\$ 3,556
Cr Pool	\$ 2,530	\$ 636			\$ 3,166
Cr James	\$ 2,300	\$ 1,504			\$ 3,804
Cr K Green	\$ 2,530	\$ 2,090			\$ 4,620
Cr P Green	\$ 2,530				\$ 2,530
Cr Smith	\$ 2,300	\$ 1,393			\$ 3,693
Total					\$44,816
2023-2024					
Cr Mouritz	\$ 5,160	\$ 1,098	\$ 12,000		\$18,258
Cr Gangell	\$ 3,030	\$ 392			\$ 3,422
Cr Smith	\$ 4,150	\$ 756			\$ 4,906
Cr Browning	\$ 3,800	\$ 1,321			\$ 5,121
Cr Pool	\$ 4,000	\$ 860			\$ 4,860
Cr K Green	\$ 3,400	\$ 1,267			\$ 4,667
Cr James	\$ 3,750	\$ 918			\$ 4,668
Cr P Green	\$ 3,500	\$ 154			\$ 3,654
Cr Mulcahy	\$ 1,300	\$ 125			\$ 1,425
Total					\$50,981
2024-2025					
Cr Mouritz	\$ 5,754		\$ 12,000		\$17,754
Cr Gangell	\$ 4,979				\$ 4,979
Cr Browning	\$ 5,978				\$ 5,978
Cr K Green	\$ 4,003				\$ 4,003
Cr P Green	\$ 4,430				\$ 4,430
Cr James	\$ 4,731				\$ 4,731
Cr Pool	\$ 4,656				\$ 4,656
Cr Smith	\$ 5,372				\$ 5,372
Total					\$51,903

No increase to remuneration for Councillors or independent committee members is understood to have occurred during the preceding three years. In consideration of this information, the following factors are relevant:

- The number of approved Councillor positions has been reduced, resulting in increased individual workload and responsibility for remaining Councillors.
- The number and complexity of committee meetings, including ARIC meetings, have increased and are expected to continue to increase due to operational and governance requirements, necessitating higher levels of attendance and preparation by both Councillors and independent committee members.
- Current fuel prices have placed additional financial pressure on travel associated with official duties, particularly in a regional context where travel distances are significant.

Proposed Remuneration Amendments:

Councillors & Committee Members:

Meeting / Allowance Type	Current Fee	Approved Increase	Revised Fee
Ordinary Meeting Sitting Fee	\$ 250.00	4%	\$ 260.00
Special Meeting Sitting Fee	\$ 250.00	4%	\$ 260.00
Committee Meeting Sitting Fee	\$ 100.00	5%	\$ 105.00
Mileage (per kilometre)	\$ 0.96	50%	\$ 1.44

President & Deputy President:

Meeting / Allowance Type	Role	Current Amount	Approved Increase	Revised Amount
Ordinary Meeting Sitting Fee	President	\$ 380.00	4%	\$ 395.00
Special Meeting Sitting Fee	President	\$ 380.00	4%	\$ 395.00
Committee Meeting Sitting Fee	President	\$ 380.00	5%	\$ 398.00
Annual Allowance	President	\$ 12,000.00	4%	\$ 12,480.00
Annual Allowance	Deputy President	\$ 3,000.00	4%	\$ 3,120.00
Mileage (per kilometre)	President & Deputy President	\$ 0.96	50%	\$ 1.44

The estimated quantum of the proposed changes cannot be determined as meeting and committee frequency is the subject of change. The proposed amendments remain modest but are considerable of escalating fuel costs.

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.

POLICY

Nil

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.

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 recommended adjustments represent a balanced, compliant and transparent application of the 2026 Salaries and Allowances Tribunal Determination. Adoption of the proposed fees and allowances ensures remuneration remains fair, documented and aligned with statutory intent, while maintaining Council oversight and public accountability.

CONSULTATION

Nil

12.4.7 Councillor – Administration Communication Framework

FILE NUMBER:**DATE:** 13 May 2026**AUTHOR:** Bruce Wright, Chief Executive Officer**AUTHORISED OFFICER:** Bruce Wright, Chief Executive Officer**DISCLOSURE OF INTEREST:** Author - Nil
Authoriser - Nil**ATTACHMENTS:** 1. Councillor - Administration Communication Framework - Draft
- Under Separate Cover**RECOMMENDATION**

That Council:

1. Adopts the Shire of Kondinin Councillor–Administration Communication Framework (2026–2028), as attached.
2. Notes that the Communication Framework has been developed in accordance with the *Local Government Act 1995 (WA)*, including recent amendments requiring a formal communications agreement between Council and the Administration.
3. Authorises the Chief Executive Officer to implement and administer the Communication Framework across the organisation.
4. Confirms that all Elected Members will be briefed on the requirements and operation of the Communication Framework following adoption.
5. Authorises the Chief Executive Officer to make minor administrative amendments to the Councillor–Administration Communication Framework, including formatting, grammatical corrections, or clarification of wording, provided such amendments do not materially alter the intent or operation of the Framework.

SUMMARY

The purpose of this report is to present to Council a Councillor - Administration Communication Framework for adoption, in accordance with the requirements of the *Local Government Act 1995* and associated reforms.

The Framework establishes clear protocols for communication between Elected Members and Administration, ensuring consistency, transparency and appropriate governance practices.

VOTING REQUIREMENT

Simple Majority

COUNCIL'S ROLE**Legislative**

Includes adopting local laws, town planning schemes and policies.

BACKGROUND

Recent amendments to the *Local Government Act 1995* introduce a requirement for all local governments to establish a formal communications agreement between Council and Administration.

These reforms reflect a broader shift in local government governance aimed at:

- strengthening the separation between the roles of Elected Members and Administration
- improving transparency and consistency in communication
- ensuring equitable access to information across all Elected Members
- reducing the risk of inappropriate operational involvement

The legislation provides that where a local government does not adopt its own communication framework, a default communications agreement prescribed by the State Government will apply.

In response to these reforms, the Shire has developed a Communication Framework tailored to its operational environment, governance structure and strategic direction, while ensuring full compliance with legislative requirements.

FINANCIAL

There are no direct financial implications associated with the adoption of the Communication Framework.

RISK

The framework mitigates: governance, compliance and operational risks.

POLICY

The Communication Framework will form part of the Shire's governance framework and operate alongside: the Elected Member Code of Conduct, corporate governance policies and organisational procedures

STATUTORY

Local Government Act (1995)

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

COMMENT

The adoption of a formal Communication Framework represents an important and necessary step in strengthening the Shire's governance processes. Importantly, it reinforces that Elected Members are responsible for strategic leadership, while Administration is responsible for operational delivery.

In an environment where the organisation is managing increasing workload, more complex regulatory requirements and constrained resources, it is essential that internal processes are disciplined and efficient.

The document has been developed to be both practical and workable within a small regional local government context at the same time, meeting all legislative requirements.

CONSULTATION

Elected Members

13 BUSINESS OF AN URGENT NATURE

14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

**15 MATTERS FOR WHICH MEETING MAY BE CLOSED
CONFIDENTIAL ITEMS**

Nil

**16 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE
PUBLIC**

17 CLOSE OF MEETING

17.1 DATE OF NEXT MEETING

17.2 CLOSURE