THREE SPRINGS SHIRE COUNCIL

Heart of North Midlands

AGENDA
ORDINARY COUNCIL MEETING
TO BE HELD ON
WEDNESDAY
27 AUGUST 2025
COMMENCING AT 5.30 PM

WILDFLOWER COUNTRY

SHIRE OF THREE SPRINGS
ORDINARY COUNCIL MEETING NOTICE PAPER
27 AUGUST 2025

President and Councillors,

An ordinary meeting of Council is called for Wednesday, 27 August 2025, in the Council Chambers, Railway Road, Three Springs commencing at 5.30pm.

Krys East
Temporary Chief Executive Officer

21 August 2025

Shire of Three Springs
PO Box 117, Three Springs
WA 6519

Disclosure of Interest Form

(Elected Members/Committee Members/Employees/Contractors)

Local Government Act 1995 (Section 5.65, 5.70 & 5.71)

To: Chief Executive Officer

- ☐ **Ordinary Council Meeting held on** ______________________
- ☐ **Special Council Meeting held on** ______________________
- ☐ **Committee Meeting held on** ______________________
- ☐ **Other** ______________________

Report No ______________________

Report Title ______________________

Name ______________________

☐ **Elected Member** ☐ **Committee** ☐ **Employee** ☐ **Contractor**

Type of Interest *(*see overleaf for further information)*

☐ **Proximity** ☐ **Financial** ☐ **Impartiality**

Nature of Interest

____

____

____

Extent of Interest (if intending to seek Council approval to be involved with debate and/or vote)

____

____

Name:______________________ **Signed:**______________________**Date:** ______________________

Note 1: For Ordinary meetings of Council, elected members and employees are requested to submit this completed form to the Chief Executive Officer prior to the meeting. Where this is not practicable, disclosure(s) must be given to the Chief Executive Officer prior to the matter being discussed.

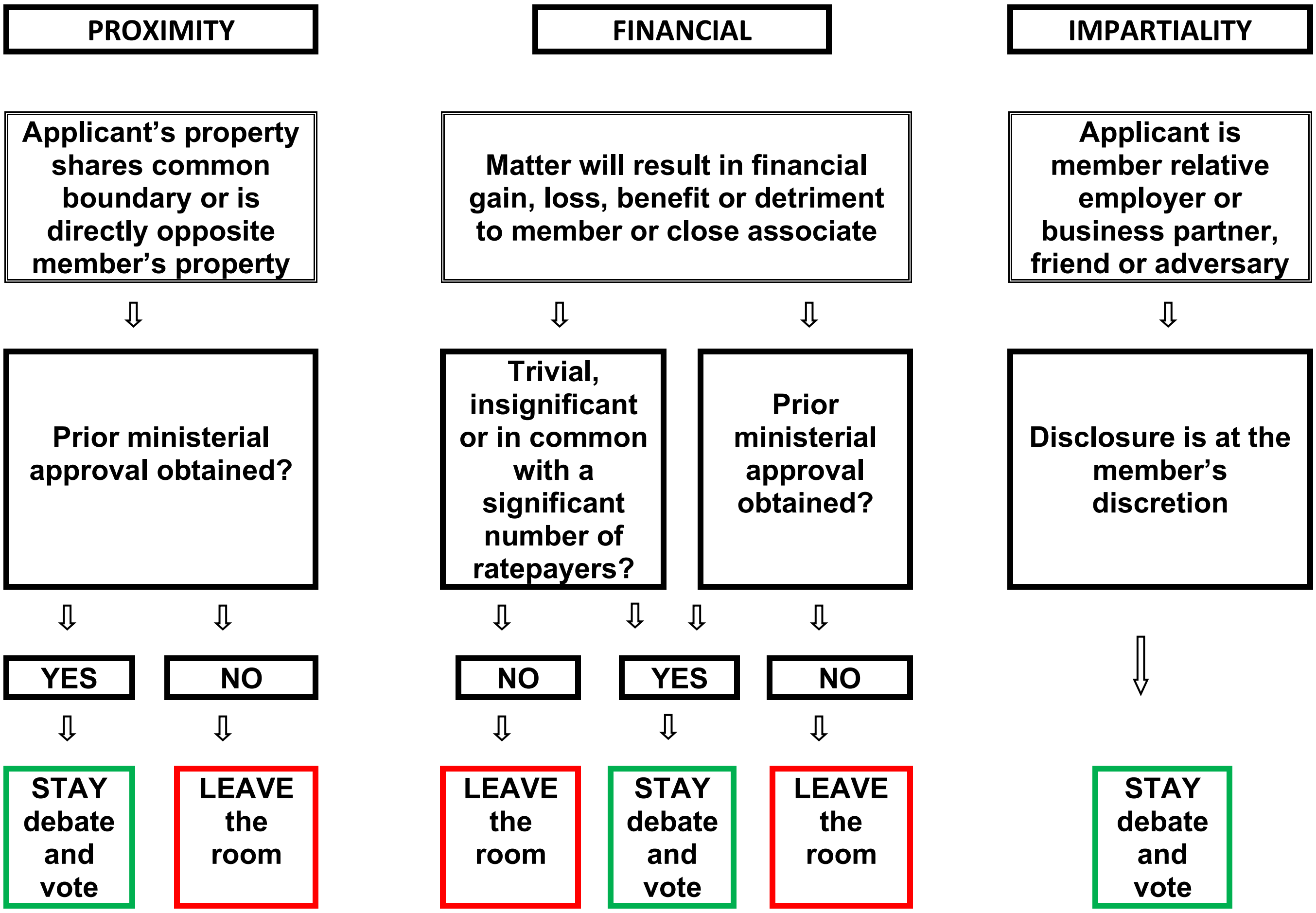
Note 2: Employees or Contractors disclosing an interest in any matter apart from at meetings, where there is a conflict of interest including disclosures required by s5.71 are required to submit this form to the CEO as soon as practicable.

____

OFFICE USE ONLY

CEO : ______________________ **Signed:** ______________________ **Date:** ______________________

Declaring an Interest



Local Government Act 1995 **- Extract**

5.65 - Members' interests in matters to be discussed at meetings to be disclosed.

(1) A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest:

(a) in a written notice given to the CEO before the meeting; or (b) at the meeting immediately before the matter is discussed. (Penalties apply).

(2) It is a defence to a prosecution under this section if the member proves that he or she did not know:

(a) that he or she had an interest in the matter; or (b) that the matter in which he or she had an interest would be discussed at the meeting.

(3)This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

5.70 - Employees to disclose interests relating to advice or reports.

(1) In this section: 'employee' includes a person who, under a contract for services with the local government, provides advice or a report on a matter.

(2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the Council or a committee must disclose the nature of the interest when giving the advice or report.

(3) An employee who discloses an interest under this section must, if required to do so by the Council or committee, as the case may be, disclose the extent of the interest. (Penalties apply).

5.71 - Employees to disclose interests relating to delegated functions.

If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and:

(a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter. (Penalties apply)

'Local Government (Administration) Regulations 1996 **– Extract**

In this clause and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996:

"Interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

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AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at: pm and would like to remind everyone that this meeting is being recorded.

Acknowledgement of Country: -
The Shire of Three Springs acknowledges the traditional owners of this land – the Southern Yamatji people, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to elders both past, present and emerging**.**

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

	Attendance	**Approved Leave of Absence**	**Absent**
Councillor Lane			
Councillor Eva			
Councillor Heal			
Councillor Mutter			
Councillor Ennor			
Councillor Connaughton			
Councillor Mills			
Temporary Chief Executive Officer			
Manager of Infrastructure			
Executive Secretary			

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

		OCM Month	**Moved**	**Seconded**	**Vote**	**Date**
5.1	Cr.		Cr.	Cr.		
5.2	Cr.		Cr.	Cr.		

6. CONFIRMATION OF PREVIOUS MEETING MINUTES

That the Minutes of the Council meeting is confirmed as true and accurate record of proceedings.					
		Date	**Moved**	**Seconded**	**Vote**
6.1	Ordinary Council Meeting	23.07.25	Cr.	Cr.	
6.2	Special Council Meeting	08.08.25	Cr.	Cr.	

7. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

The Shire President reminds Council Members and Staff of the requirements of Section 5.65 of the *Local Government Act* to disclose any interest during the meeting prior to the matter being discussed.

Members of the public are cautioned against taking any action on Council decisions, on items in which they may have an interest, until such time as they have seen a copy of the Minutes of the meeting or have been advised in writing by Shire of Three Springs staff.

8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS

Councillor	Activity
Cr. Lane	
Cr. Eva	
Cr. Heal	
Cr. Mutter	
Cr. Ennor	
Cr. Connaughton	
Cr. Mills	

9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

10. REPORTS OF OFFICERS

Executive Services	
10.1 Endorsement of CEO Application Package	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	CEO
File Reference:	ADM
Disclosure of Interest:	Nil
Date:	27 August 2025
Author:	Krys East, Temporary Chief Executive Officer
Attachment (s):	Draft CEO Application Package – CONFIDENTIAL

Council Role:

☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
☐	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, local planning schemes and policies.
☐	Review	When Council reviews decisions made by Officers.
☐	Quasi-judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:
To seek Council's endorsement of the Chief Executive Officer (CEO) Application Package, containing the Job Description Form (JDF) as discussed and refined during the Council workshop held on 7 August 2025, to enable the recruitment process to proceed in accordance with the agreed timelines.

Background:
A Council workshop was held on 7 August 2025 to discuss the Chief Executive Officer (CEO) recruitment process and application package. The workshop was attended by:

- Keith Woodward – Incumbent CEO
- Patricia McKeon – Administrative Assistant
- Lydia Highfield – Facilitator / Recruitment Consultant
- Cr Nadine Eva
- Cr Julia Ennor
- Cr Chris Connaughton

The purpose of the workshop was to review the draft CEO Application Package containing the advertisement, job description, remuneration and benefits offered ensuring it reflects the position requirements, selection criteria, and recruitment approach agreed by Council.

Officer's Comment:
The CEO Application Package presented in this agenda, outlines the qualifications, selection criteria and responsibilities of the position. It details the information for applicants, including remuneration and benefits offered.

Consultation:
Council (Workshop – 7 August 2025)
Keith Woodward, CEO
Patricia McKeon, Administrative Assistant
Lydia Highfield, Facilitator / Recruitment Consultant

Statutory Environment:
Local Government Act 1995 – Section 5.36 (Local government employees)

Policy Implications:
Nil

Financial/Resources Implications:
The recruitment process will be funded from the 2025/26 Budget allocation for CEO recruitment.

Strategic Implications:
This item is relevant to the SoTS Strategic Community Plan 2024-2034.

Strategic Community Plan 2024-2034	
Council Objectives:	**Outcome:**

This item is relevant to the SoTS Corporate Business Plan 2020-2024.

Corporate Business Plan 2020-2024	
Scope Statement:	**Project Outputs:**

Voting Requirements:
Absolute Majority

Officer's Recommendation:

OFFICER'S RECOMMENDATION:	**10.1**
That Council endorses the Chief Executive Officer Application Package as presented, to enable the recruitment process to proceed.	

10. REPORTS OF OFFICERS

Executive Services	
10.2. Council Policy Review 2025	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0200
Disclosure of Interest:	Nil
Date:	27 August 2025
Author:	Temporary Chief Executive Officer – Krys East
Attachment (s):	Council Policy Manual 2025

Council Role:

☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
■	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, local planning schemes and policies.
■	Review	When Council reviews decisions made by Officers.
☐	Quasi-judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:
The Council adopts the updated Council Policy Manual, dated August 2025, to ensure the continued effectiveness of policy documentation and administration in accordance with the Local Government Act 1995.

Background:
The Temporary Chief Executive Officer initiated a review of the Council Policy Manual in June 2025. The primary goal of this review was to streamline the policy structure and enhance the administrative efficiency of the Shire. The draft manual was circulated among Council members and Shire staff for feedback. Suggestions for improvement were integrated into the final draft, resulting in a document that better aligns with community expectations, statutory requirements, and operational needs.

The Council Policy Manual serves the following key objectives:

1. Provide a formal written record of all Council policy decisions.
2. Offer staff clear and precise guidelines to act in line with the Council's direction.
3. Enable staff to act promptly without needing continual reference to the Council.

4. Assist Councillors in addressing enquiries from electors independently.
5. Ensure policies are continually reviewed to meet evolving community standards and statutory requirements.
6. Offer ratepayers immediate access to Council policies.

Officer's Comment:
The review of the Council Policy Manual reflects a commitment to maintaining a structured and transparent approach to policy development and implementation. The updated manual will assist in improving operational efficiency, ensuring compliance with legislative requirements, and providing clear guidelines for staff and Councillors. By adopting the revised manual, the Shire will continue to deliver equitable, transparent, and effective governance aligned with community needs and expectations.

A comprehensive review was undertaken in 2025. This year, most policies only had minor amendments to correct formatting or the use of "Council" and "Shire". The following table outlines the key changes made during the review of the Council Policy Manual.

Council Policies	Policy Title	Brief Description of Policy changes
Policy No. 1.4	Procurement Policy	Template at end of policy amended from Page 186 to Page 177
Policy No. 2.2	Recognition of Employee's and Councillors' Service and Departure	New replacement policy with new Title.
Policy No. 2.10	Council member Allowances, Expenses and Entitlements	Amended 1.4 Telecommunications Allowance to be paid pro-rata based on attendance at Ordinary Council Meetings.
Policy No. 2.15	Occupational Health and Safety	Reworded as Management Drug and Alcohol Policy is now in affect.
Policy No. 2.19	Appointment of Acting or Temporary Chief Executive Officer	Amended Manager of Works to Manager of Infrastructure. Section Remuneration and Conditions of Acting or Temporary CEO amended wording to 75% of the cash component only of the substantive CEO's total reward package or at the DCEO's hourly rate plus 10%, whichever is higher.
Policy No. 3.2	Rate Notices and Debt Recovery	Section 2 amended reference from Senior Finance Officer to Admin/CSO. Section 3 Set Final Notice minimum amount to $10 and set the due date to be 14 days from date of Final notice.
Policy No. 3.5	Award of the Title "Honorary Freeman of the Shire of Three Springs	Removed a random 'Shire of Three Springs Policy Manual' under Nomination Procedure
Policy No. 3.6	Regulation of Cat Pounds	Changed all reference to Cat Pounds to Catteries. A pound is a holding facility run by authorities, and a cattery is a care/boarding or breeding facility.
Policy No. 3.7	Closed Circuit TV Systems	Corrected Americanised spelling.
Policy No. 3.8	Three Springs Aquatic Centre	Corrected role titles for Pool Manager and Environmental Health Officer
New Policy	Yakabout Newsletter Publication and Advertisement Policy	
Policy No. 4.1	Heavy Vehicles Conditions for use on Shire Roads	To ensure safe road use on the RAV network within the Shire of Three Springs.

		This Policy applies to haulage users on the RAV Network within the Shire of Three Springs.
Policy No. 4.2	Infrastructure Policy – Asset Management	Corrected use of Council and Shire
Policy No. 4.3	Crossovers, Crossings, Gates and Pipes Across Roads	Corrected use of Council and Shire. Amended the Shire's Engineer to the Manager of Infrastructure.

Statutory Environment:
2.7. Role of Council

(1) The Council —
- (a) governs the local government's affairs; and
- (b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the Council is to —
- (a) oversee the allocation of the local government's finances and resources; and
- (b) determine the local government's policies.

Policy Implications:
Annual review of Policy

Financial/Resources Implications:
Nil

Strategic Implications:
This item is relevant to the Council's approved 'Strategic Community Plan 2024-2034

Strategic Community Plan 2024 - 2034	
Council Objectives:	**Outcome:**
Nil	Nil

This item is relevant to the Councils approved 'Corporate Business Plan 2020 – 2024

Corporate Business Plan 2020 - 2024	
Scope Statement:	**Project Outputs:**
Nil	Nil

Voting Requirements:
Absolute Majority.

Officer's Recommendation:

OFFICERS RECOMMENDATION:	**10.2**
That Council adopts the updated Council Policy Manual dated August 2025.	

10. REPORTS OF OFFICERS

Corporate Services	
10.3. Adoption of the 2025-26 Annual Budget	
Agenda Reference:	ADM0130
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0130
Disclosure of Interest:	Nil
Date:	27 August 2025
Author:	Temporary Chief Executive Officer
Attachment (s):	Shire of Three Springs Statutory Budget 2025-26

Council Role:

☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
■	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, local planning schemes and policies.
☐	Review	When Council reviews decisions made by Officers.
☐	Quasi-judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:
That Council approves the Shire of Three Springs Annual Budget 2025-26.

Background:
The Annual Budget 2025-26 has been prepared in accordance with the Corporate Business Plan and the Strategic Resources Plan (Long Term Financial Plan) as adopted by Council.

The Budget has been workshopped with Council in April – July 2025.

Officer's Comment:
The Statutory Compliant Budget has now been prepared and includes the information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards. This Budget is submitted for adoption.

The budget continues to deliver on strategies adopted by the Council and maintains a high level of service across all programs while ensuring renewing of assets at sustainable levels.

There are still several outstanding invoices and the end of year calculation has to be completed. Once this occurs the carried forward surplus may change as a result of 2024-2025 final audit.

The presented budget is based on an expected surplus of over $3.3M carrying forward from the 2024/25 year. This surplus is largely due to almost $868k FAG pre-payment and capital works carried over or underspent budgets such as:

- Purchase of approximately $420k for the new grader was not completed in 2024/25.
- Road expenditure $640k less than anticipated. Some works have been carried over
- Only a portion of the capital works on buildings (excluding the Duffy project) were completed and approximately $500k has been carried over or the projects have been cancelled.

Ministerial approval to impose differential rates was received 11 August 2025.

Consultation:
Council
Bob Waddell
WATC
Executive
Staff

Statutory Environment:
Local Government Act 1995, section 6.2 & 6.35 (5)
Local Government Financial Management Regulation 22-33

Policy Implications:
This Budget is based on the principles of the Strategic Resource Plan 2020-2035 (Long Term Financial Plan), the Strategic Community Plan 2024-2034 and the Corporate Business Plan 2020-2024.

Financial/Resources Implications:
The 2025/26 Budget is the main document relating to Council's Income and Expenditure for the Financial Year.

Strategic Implications:
This item is relevant to the Council's approved 'Strategic Community Plan 2024-2034'
This item is relevant to the Council's approved 'Corporate Business Plan 2020 – 2024'.

Voting Requirements:
Absolute Majority required as shown.
Simple Majority required as shown.

OFFICERS RECOMMENDATION and COUNCIL DECISION:	10.3

Officer's Recommendation:

PART A – MUNICIPAL FUND BUDGET FOR 2025/26 - ABSOLUTE MAJORITY REQUIRED

Pursuant to the provisions of Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, the council adopt the Municipal Fund Budget as attached to this agenda and the minutes, for the Shire of Three Springs for the 2025/26 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type showing a net surplus for 2024-25 of $3,305,197
- Statement of Cash Flows
- Rates Setting Statement showing an amount required to be raised from rates of $3,056,464
- Notes to and Forming Part of the Budget
- Transfers to and from Reserves
- Short term loan for a period of a second year from Western Australia Treasury Corporation to meet any operational shortfall that may occur due to pre-funding the Main Roads Mid West Secondary Grain Freight Routes
- Elected Members Fees as adopted at the Ordinary Council Meeting held 28 May 2025.

PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS – ABSOLUTE MAJORITY REQUIRED

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, Council pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995 impose the following general rates and minimum payments on Gross Rental and Unimproved Values.

   a) General Rates -

GRV Town	12.7549 cents in the dollar
GRV Mining	23.9212 cents in the dollar
UV Rural & Arrino Town	0.7964 cents in the dollar
UV Mining	6.0800 cents in the dollar

   b) Minimum Rates –

GRV Residential	$750.00
GRV Mining	$750.00
UV Rural & Arrino Town	$750.00
UV Mining	$550.00

2. Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, Council nominates the following due dates for the payment in full by instalment;

i)	Due date/first instalment	8 October 2025
ii)	Second instalment	15 December 2025
iii)	Third instalment	19 February 2026

iv) Fourth instalment 27 April 2026

3. Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996, Council adopts an instalment administration charge where the owner has elected to pay rates through an instalment option of $15.00 for each instalment after the initial instalment is paid.

4. Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996 Council adopts an interest rate of 5.5% where the owner has elected to pay rates through an instalment option.

5. Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the Local Government Act 1995 and Regulation 70 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

PART C – MATERIAL VARIANCE – SIMPLE MAJORITY REQUIRED

In accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996 and AASB 1031 Materiality, the level to be used in financial activity in 2025/2026 for reporting material variances shall be 10% or $10,000, whichever is the greater.

PART D – GENERAL FEES AND CHARGES – ABSOLUTE MAJORITY REQUIRED

Pursuant to Section 6.16 of the Local Government Act 1995, Council adopts the Fees and Charges for 2025/2026 as included as an attachment of this agenda and minutes.

10. REPORTS OF OFFICERS

Corporate Services	
10.4 Monthly Financial Report for the Period 31 July 2025	
Agenda Reference:	Temporary CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0243
Disclosure of Interest:	Nil
Date:	27 August 2025
Author:	Gillian Smith, Bob Waddell & Associates, Consultant
Attachment (s):	Monthly Financial Report 31 July 2025

Council Role:

☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
■	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, local planning schemes and policies.
☐	Review	When Council reviews decisions made by Officers.
☐	Quasi-judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:
That Council accepts the monthly financial report for the period ending 31 July 2025.

Background:
The Provision of the FM Regulations 1996 and associated regulations requires a monthly financial report to be presented at an ordinary council meeting within 2 months of the period end date.

(4) A statement of financial activity, and the accompanying documents 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.

Officer's Comment:
The 2025-2026 Draft Budget is presented to Council as another item within this Agenda for adoption.

Further information can be found by referring to Financial/Resources Implications.

Consultation:
Nil

Statutory Environment:
The preparation of Monthly Financial reports is prepared under Section 6.4 of the Local Government Act 1995.

In accordance with FM regulation 34 (5), a report must be complied on variances greater than the materiality threshold adopted by the council of $10,000 and 10%. As this report is composed at a program level, variances commentary considers the most significant items that comprise the variance.

"34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

Committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —

(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and

(b) budget estimates to the end of the month to which the statement relates; and

(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and

(d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and

(e) the net current assets at the end of the month to which the statement relates.

(2) Each statement of financial activity is to be accompanied by documents containing —

(a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and

(b) an explanation of each of the material variances referred to in sub regulation (1)(d); and

(c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown —

(a) according to nature and type classification; or

(b) by program; or

(c) by business unit.

(4) A statement of financial activity, and the accompanying documents 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.

(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances."

Policy Implications:
Nil

Financial/Resources Implications:
The total Cash Available as of 30 July 2025 is $5,451,231. Cash available comprises Unrestricted cash of $3,023,042 and Restricted cash of $2,428,190 primarily made up of various reserves.

Rates Debtors balance as at 30 July 2025 is $110,472. Rates Notices for 2025-26 will be issued in September 2025.

July 2025:

Operating Revenue – Operating revenue of $176,921 is made up of Rates – 0%, Grants - 100%, Fees and Charges - 0%, Other Revenue - 0% and Interest Earnings – 0%.

Operating Expenses – Operating expenses of $458,485 is made of Depreciation - 0%, Employee Costs – 43%, Materials and Contracts – 26%, Insurance – 30%, Utilities – 1%, Loss on Disposal of Assets – 0% and Other Expenditure – 0%.

Strategic Implications:
This item is relevant to the Council's approved Strategic Community Plan 2024-2034.

Strategic Community Plan 2024-2034	
Council Objectives:	**Outcome:**
Nil	Nil

This item is relevant to the Council's Corporate Business Plan 2020-2024.

Corporate Business Plan 2020-2024	
Scope Statement:	**Project Outputs:**
Nil	Nil

Voting Requirements:
Simple Majority.

Officer's Recommendation:

OFFICER'S RECOMMENDATION:	**10.4**
That Council accepts the monthly financial report for the period ending 31 July 2025	

10. REPORTS OF OFFICERS

Corporate Services	
10.5 Accounts for Payments 31 July 2025	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0083
Disclosure of Interest:	Nil
Date:	27 August 2025
Author:	Jelena Brown, Assistant Finance Officer
Attachment (s):	List of creditors paid as at 31 July 2025

Council Role:

☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
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☐	Quasi-judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:
That Council accepts the payment of creditors in accordance with Local Government (Financial Management) Regulations 1996 section 13 (1).

Background:
Financial regulations require a schedule of payments made through the Council's bank accounts, be presented to Council for their inspection. The list includes details for each account paid, incorporating the payee's name, amount of the payment, date of payment and sufficient information to identify the transaction.

Officer's Comment:
Invoices supporting all payments are available for inspection. All invoices and vouchers presented to Council have been certified as to the receipt of goods and the rendition of services and as to prices, computations and costing and that the amounts shown were due for payment.

Consultation:
Nil

Statutory Environment:
Local Government Act 1995 Section 6.4.
Local Government (Financial Management) Regulations 1996 Section 12 and 13.

12. Payments from municipal fund or trust fund, restrictions on making

(1) A payment may only be made from the municipal fund or the trust fund —

(a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or

(b) otherwise, if the payment is authorised in advance by a resolution of the council.

(2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

(a) the payee's name; and

(b) the amount of the payment; and

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

(2) A list of accounts for approval to be paid is to be prepared each month showing —

(a) for each account which requires council authorisation in that month —

(i) the payee's name; and

(ii) the amount of the payment; and

(iii) sufficient information to identify the transaction;

and

(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under sub regulation (1) or (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.

Policy Implications:
Nil

Financial/Resources Implications:
Funds available to meet expenditure in accordance with Shire of Three Springs adopted budget 2025-2026.

Strategic Implications:
This item is relevant to the Council's Strategic Community Plan 2024-2034.

Strategic Community Plan 2018-2028	
Council Objectives:	**Outcome:**
Nil	Nil

This item is relevant to the Council's Corporate Business Plan 2020-2024.

Corporate Business Plan 2020-2024	
Scope Statement:	**Project Outputs:**
Nil	Nil

Voting Requirements:
Simple Majority.

Officer's Recommendation:

OFFICER'S RECOMMENDATION:	**10.5**

That Council accepts:

1. The accounts for payment as presented for July 2025 from the CBA Municipal Fund totalling $395,744.78.
2. Represented by Cheque 11687 and Electronic Fund Transfers No’s 20960 – 21031 and Direct Debits 17129.1 – 17129.7, 17166.1 – 17182.1, 17202.1, 17212.1 – 17230.1.
3. Licensing Fund totalling $18,858.85 represented by Direct Debit No. 17149.1, 17183.1– 17201.1, 17089.1, 17203.1 – 17211.1, and 17237.1 – 17242.1.

Total Payments for July 2025 $414,603.63.

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

12.1. Elected Members
12.2 Staff

13. QUESTIONS BY MEMBERS WITHOUT NOTICE

14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

15. TIME AND DATE OF NEXT MEETING

The Next Ordinary Council Meeting will be held on Wednesday, 24 September 2025 @ 5.30pm.

16. CONFIDENTIAL ITEMS

17. MEETING CLOSURE

There being no further business the Presiding Officer closed the meeting at pm.

I confirm these Minutes to be a true and accurate record of the proceedings of this Council.

Signed: ________________________________
Presiding Officer

Date: 27 August 2025