Heart of North Midlands

MINUTES
ORDINARY COUNCIL MEETING
HELD ON
WEDNESDAY
22 APRIL 2026
COMMENCING AT 5.30 PM

WILDFLOWER COUNTRY

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:** ______________________

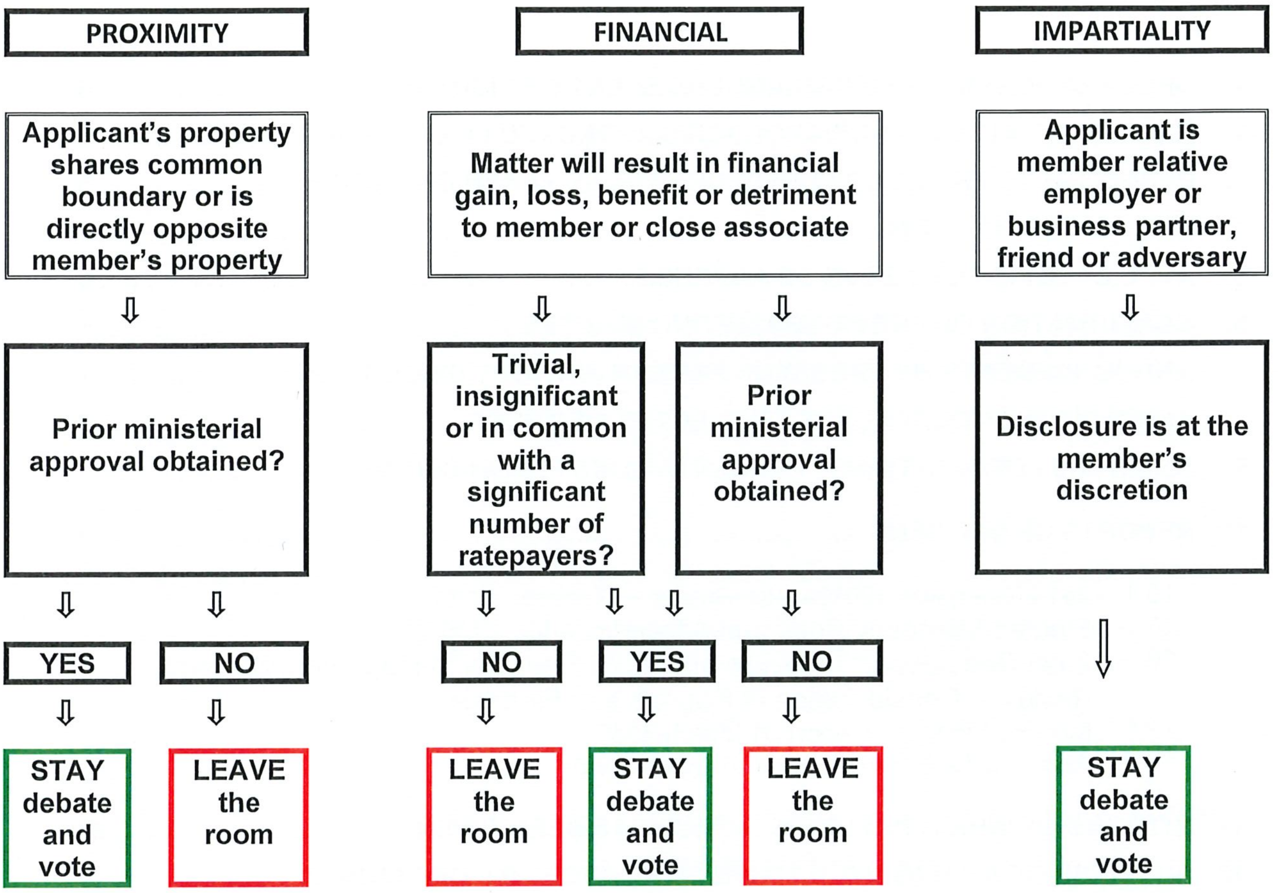
Note 1: For Ordinary meetings of Council, elected members and employees are requested to submit this completed form to the Chief Executive Officer prior to the meeting. Where this is not practicable, disclosure(s) must be given to the Chief Executive Officer prior to the matter being discussed.

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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MINUTES

Prior to the Opening of the Meeting

Prior to the commencement of the meeting, newly elected Councillors Michael Trant, Edward (Ted) Burnett and Michael (Brett) Young and was sworn into office, making a declaration in the prescribed form before the Shire of Three Springs Temporary Chief Executive Officer.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at: 5.30 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 Eva	Present		
Councillor Mutter	Present		
Councillor Ennor	Present		
Councillor Connaughton	Present		
Councillor Trant	Present		
Councillor Burnett	Present		
Councillor Young	Present		
Temporary Chief Executive Officer	Present		
Deputy Chief Executive Officer	Present		
Manager of Infrastructure	Present		
Executive Secretary	Present		
Risk Coordinator	Present		
Community Development Officer	Present		
Tourism and Events Officer	Present		

Members of the Public
There was one member of the public in attendance

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

		OCM Month	**Moved**	**Seconded**	**Vote**	**Date**
5.1		Cr. Connaughton	Cr. Mutter	Cr. Ennor	7/0	27.05.26

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	25.03.2026	Cr. Eva	Cr. Connaughton	7/0

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. Eva	11.03.26 – Special Council Meeting 25.03.26 – Ordinary Council Meeting
Cr. Mutter	11.03.26 – Special Council Meeting 25.03.26 – Ordinary Council Meeting
Cr. Ennor	11.03.26 – Special Council Meeting 25.03.26 – Ordinary Council Meeting
Cr. Connaughton	11.03.26 – Special Council Meeting 25.03.26 – Ordinary Council Meeting

9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

10. REPORTS OF OFFICERS

Executive Services	
10.1. 2015 Caterpillar 120M Motor Grader – Disposal (Sale)	
Agenda Reference:	DCEO
Location/Address:	1 Talc Road, Three Springs
Name of Applicant:	SoTS
File Reference:	ADM
Disclosure of Interest:	Nil
Date:	25 April 2026
Author:	Krys East, Deputy Chief Executive Officer
Attachment (s):	

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:
Council may consider its method of disposing of the CAT 120 M grader.

Background:
Council's budget includes a provision for the outright sale of the Cat 120 M grader (P500606 – TS5006)

Officer's Comment:
Options are to offer it for tender or auction or to put it to tender through the WALGA tender system.

In order to comply with the requirements of the Local Government Act 1995 council must either offer the Grader for sale by tender, auction or undertake an advertising program to seek submissions on the proposed sale.

Consultation:
TS Temporary CEO – Mark Dacombe

Statutory Environment:
Local Government Act 1995

"*3.58. Disposing of property*

(1) In this section —

***dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

***property** includes the whole or any part of the interest of a local government in property, but does not include money.*

(2) Except as stated in this section, a local government can only dispose of property to —

(a) the highest bidder at public auction; or

(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

- *(i) describing the property concerned; and*
- *(ii) giving details of the proposed disposition; and*
- *(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

(a) the names of all other parties concerned; and

(b) the consideration to be received by the local government for the disposition; and

(c) the market value of the disposition —

- *(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
- *(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

(5) This section does not apply to —

(a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or

(b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or

(c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*

(d) *any other disposition that is excluded by regulations from the application of this section."*

Policy Implications:
Nil

Financial/Resources Implications:
Council approved the disposal of the 2015 Caterpillar 120M Grader in the 2025/26 Budget.

Strategic Implications:

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

Strategic Community Plan 2024-2034	
Council Objectives:	**Outcome:**
7.1 High Standard of Governance	e. Ongoing asset management planning

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

Corporate Business Plan 2020-2024	
Scope Statement:	**Project Outputs:**
Civic Leadership	4.4.8 Review Plant Replacement Program

Voting Requirements:
Simple

Officer's Recommendation:

016/2026 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.1

MOVED: Cr. Connaughton
SECONDED: Cr. Eva

That Council offer the CAT 120M grader (P500606) for outright sale by tender.

	FOR	AGAINST
Cr. Eva (President)	✓	
Cr. Mutter (Deputy President)	✓	
Cr. Ennor	✓	
Cr. Connaughton	✓	
Cr. Trant	✓	
Cr. Burnett	✓	
Cr. Young	✓	

CARRIED:
VOTED: 7/0

10. REPORTS OF OFFICERS

Corporate Services	
10.2. Elected Members' Fees and Allowances for 2026-27	
Agenda Reference:	
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	
Disclosure of Interest:	Nil
Date:	22 April 2026
Author:	Krys East - Deputy Chief Executive Officer
Attachment (s):	

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:
Council to consider and set the member sitting fees and allowances for the 2026/27 financial year, within the range determined by the Salaries and Allowances Tribunal (SAT).

Background:
The Local Government Act 1995 and Local Government (Administration) Regulations 1996 give an entitlement to elected members of a sitting fee for attending Council and Committee meetings. SAT made slight increases to allowance rates/ranges from the previous determination applicable to Three Springs Council on 7 April 2026, effective from 1 July 2026.

Officer's Comment:
SAT determines the range of payments and allowances within which local governments set the actual amount. The Shire of Three Springs is a Band 4 Council. All figures presented within this item apply to Band 4.

Meeting attendance fees and Annual allowance for Presidents and Deputy Presidents

The Shire of Three Spring's Policy 2.10 states:

"1.1 Presidents Allowance

The President shall be entitled to an annual Local Government allowance equivalent to 80% of the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal

1.2 Deputy President Allowance

The President shall be entitled to an annual Local Government allowance equivalent to 25% of the President Allowance.

1.3 Meeting Attendance Allowance

President and Council shall be entitled to an annual Local Government allowance equivalent to 80% of the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal."

The following table shows the change in Allowances over the preceding year and the proposed allowances based on Council Policy with Meeting Attendance Fees calculated at 80%.

Item	2025/26	2026/27		
		As per Policy	Maximum Amount	Calculated Amount
President's Allowance per annum	$16,852.50	80% of maximum amount permitted	$23,257.00	$17,442.75
Deputy President's Allowance per annum	$4,213.12	25% of President's Allowance	$5,814.25	$4,360.69
Council Meeting – President per meeting	$440	80% of maximum amount permitted	$570	$456.00
Council Meeting – Councillor per meeting	$216	80% of maximum amount permitted	$280	$224.00
Committee & Prescribed Meeting – All – per meeting	$108	80% of maximum amount permitted	$140	$112.00

<u>Annual allowances in lieu of reimbursement of expenses - ICT</u>

As per the SAT determination updated on 7 April 2026, ICT expenses (Information & Communication Technology) means:

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

Furthermore this year SAT has included the following in their determination:

"9.1 (3) With respect to ICT expenses, the annual allowance is provided to cover expenses incurred by an elected council member if they purchase ICT equipment and for related expenses. If ICT equipment is supplied to elected council members by a local government, the allowance is to be reduced by the cost of the supplied ICT equipment.

Council Policy states:

"1.4 Telecommunications Allowance
Council members shall be entitled to an annual telecommunications allowance equal to 60% of the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal to cover all information and communications technology costs that are a kind of expense for which Council members may be reimbursed as prescribed by Regulations 31(1)(a) and 32(1) of the Local Government (Administration) Regulations 1996."

In 2025/26, the Shire of Three Springs ICT annual allowance was $2,100.

SAT has determined that the minimum annual allowance for ICT expenses is $500 and the maximum annual allowance is $3,500. Adhering to both the Policy and SAT Determination, the recommendation for ICT annual allowance for 2026/27 is reduced to $1,515. This has been calculated to be 60% of the maximum allowance of $3,500 less cost of laptop provided ($1,950 new less 50% depreciation for 2025/26).

Annual allowances in lieu of reimbursement of expenses – Travel and Accommodation

SAT has set an annual allowance for travel and accommodation expenses at $100. Council Policy provides for reimbursing of these expenses, so an Annual allowance is not applicable following policy.

Reimbursement for travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the Local Government Officers' (Western Australia) Award 2021 (Award) as per SAT determination 8.2 (5)

The following are the rates stated in the Award:

30.6 Rates of hire for use of an Officer's own motor vehicle on official business shall be as follows: Engine displacement (in cubic centimetres)			
Area and Details	1. Over 2600cc	2. Over 1600cc to 2600cc	3. 1600cc and under
Cents per kilometre			
Metropolitan area	4. 93.97	5. 67.72	6. 55.85
South West Land Division	7. 95.54	8. 68.66	9. 56.69
North of 23.5 Latitude	10. 103.52	11. 74.12	12. 61.21
Rest of state	13. 99.01	14. 70.87	15. 58.37
Motor cycle		16. Rate c/km	
Distance travelled		17. 32.55	

- Motor vehicles with rotary engines are to be included in the 1600 – 2600 category.
- Metropolitan area means that area within a radius of 50 kilometres from the Perth Railway Station.
- South West Land Division means the South West Land Division as defined by Section 28 of the Land Act.
- Other areas means that area of the State south of 23.5 degrees South Latitude, north of 23.5 degrees South Latitude, excluding the Metropolitan area and the South West Land Division.

For elected council members with Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied.

Independent Committee Members Meeting Fee

In March 2025 the Audit and Risk Committee set the meeting fee for the Independent Committee Member at $125 per meeting when advertising for Expressions of Interest for this position(s). Two Independent Committee Members are required to fill the roles of Presiding Officer and Deputy Presiding Officer.

SAT has determined the range to be paid for committee and prescribed per meeting fees for independent committee members to be from $110 to $1,215.

It is recommended that fees be set at the higher end of the allowable range to attract suitably qualified and experienced candidates. In this regard, Council may wish to set the Presiding Officer's fee at the maximum allowable amount, with the Deputy Presiding Officer's fee at 80% of that rate. Where an Independent Member does not hold either of these roles, a fee of approximately 60% of the maximum may be appropriate.

In accordance with sections 5.100(4), (5) and (6) of the Local Government Act 1995 (WA), an independent ARIC member may be reimbursed for attending ARIC meetings, with reimbursement limited to the actual travel and associated costs incurred, as demonstrated to the satisfaction of the local government.

Consultation:
Nil

Statutory Environment:
Salaries and Allowances Tribunal Determination 04 April 2025 updated 7 April 2026
Sections 5.98 – 5.100 of the Local Government Act 1995
Regulation 30 of the Local Government (Administration) Regulations 1996
Section 30.6 of the Local Government Officers' (Western Australia) Award 2021
Section 5.100 (2)(b) and 5.100(3)(a) of the Local Government Act 1995

Policy Implications:
Adherence to Policy 2.10

Financial/Resources Implications:
Council sitting fees, travel reimbursement, ICT allowance, President's/Deputy President's allowances and Independent Committee Member meeting attendance fee will be included in the 2026/27 budget at the endorsed levels.

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

Strategic Community Plan 2024-2034	
Council Objectives:	**Outcome:**
Objective 7.1 High standard of governance	Ongoing long term financial planning and transparent financial management.

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

Corporate Business Plan 2020 – 2024	
Scope Statement:	**Project Outputs:**
Civic Leadership	A long term strategically focused Shire that is efficient, respected and accountable.

Voting Requirements:
Absolute Majority.

017/2026 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.2

MOVED: Cr. Ennor
SECONDED: Cr. Trant

That Council adopts the Elected Members' and Independent Committee Member Fees and Allowances for 2026-27.

1. Pursuant to section 5.99 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administration) Regulations 1996*, council adopts the following fees for payment of elected members individual meeting attendance fees:

   President $456 per meeting
   Councillors $224 per meeting

2. Pursuant to section 5.98(2) (b) and (2a) (b) of the *Local Government Act 1995* and regulation 30 (3A) of the *Local Government (Administration) Regulations 1996*, council adopts the following fees for payment of elected members Prescribed meeting attendance fees:

   Elected Members $112 per meeting

3. Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

   President $17,442.75 PA
   Deputy President $ 4,360.69 PA

4. Pursuant to section 5.99(A) of the *Local Government Act 1995*, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

   ICT Allowance $1,515 PA

5. Pursuant to section 5.100 (2)(b) and 5.100(3)(a) of the *Local Government Act 1995* and regulation 30 (3A) of the *Local Government (Administration) Regulations 1996*, council adopts the following fees for payment of independent committee members meeting attendance fees:

   Independent Committee Member (Presiding Officer)
   $1,215.00 per meeting

Independent Committee Member (Deputy Presiding Officer)
$ 972.00 per meeting

Independent Committee Member (Member Only)
$ 729.00 per meeting

	FOR	AGAINST
Cr. Eva (President)	✓	
Cr. Mutter (Deputy President)	✓	
Cr. Ennor	✓	
Cr. Connaughton	✓	
Cr. Trant	✓	
Cr. Burnett	✓	
Cr. Young	✓	

CARRIED:
VOTED: 7/0
By Absolute Majority

10. REPORTS OF OFFICERS

Executive Services	
10.3. 2025 Regulation 17 Review and 2025 Financial Management Systems Review – Consideration of Reports and Findings	
Agenda Reference:	Deputy CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	DCEO
File Reference:	ADM
Disclosure of Interest:	Nil
Date:	22 April 2026
Author:	Krys East, Deputy Chief Executive Officer
Attachment (s):	1. 2025 Financial System Review Report 2. 2025 Regulation 17 Report

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 purpose of this report is for the Audit, Risk and Improvement Committee to receive and consider the 2025 Regulation 17 Review and the 2025 Financial Management Systems Review (FMSR), to note the findings and recommendations contained within those reports, and to consider the proposed consolidated implementation action plan.

Background:
Under Regulation 17 of the Local Government (Audit) Regulations 1996, the CEO is required to review the appropriateness and effectiveness of its risk management, internal controls and legislative compliance systems.

Similarly, Regulation 5(1) of the *Local Government (Financial Management) Regulations 1996* requires the CEO to review the adequacy and effectiveness of the Shire's financial management systems and procedures.

Both reviews were conducted by AMD Chartered Accountants and site work was undertaken during the week ending 23 January 2026. The reports are dated 24 February 2026 and relate to the period ended 31 October 2025.

Officer's Comment:

Regulation 17 Review

The Regulation 17 Review identified eight (8) new Moderate Risk findings and no Extreme or high risk findings.

The findings relate to:

Risk Management

- Several policies and strategic documents were identified as either absent or potentially out of date, including the Risk Management Plan, Contract Management Framework and Working from Home Policy. Individual risk registers exist, but there is no consolidated corporate risk register.
- The Business Continuity Plan has not been formally tested and is dated 2020.
- Lease register missing key information (start/end dates, lease amounts, review dates, insurance requirements).

Internal Controls

- Strengthening required for journal reviews and statutory returns (including BAS review evidence).
- No grant register in place.

Legislative Compliance

- Audit, Risk and Improvement Committee Charter does not expressly include oversight of the risk management framework.
- Audit, Risk and Improvement Committee meeting minutes not published on the website and not confirmed at subsequent meetings, and did not include formal review of risk and compliance matters.

Management comments within the report indicate that all matters have been noted and will be actioned.

Financial Management Systems Review

The FMSR concluded that overall, the Shire's financial management systems are appropriate and generally operating effectively, subject to identified enhancements being addressed.

The review identified **five (5) Moderate Risk findings** and no compliance breaches or Extreme/High risk findings

Key findings include:

Information Technology (IT) Governance (High Impact Area)

- Absence of several IT governance documents including:
  - Information and Communications Technology (ICT) Strategic Plan
  - Acceptable Use Policy
  - Bring Your Own Device Policy
  - Cyber Security Policy and Response Plan
  - IT Risk Register

- IT security not included in employee induction.
- Business Continuity Plan requires updating.

Governance and Financial Controls

- Absence of a formal post-tender performance evaluation process.
- Ensure credit card governance documentation is complete and current.
- Building access codes are not deactivated upon termination.
- No Disciplinary/Resolution Policy.
- Allocation rates (Public Works Overhead/Plant Operating Costs) require updating.

The FMSR did not identify issues in relation to:

- Collection of money
- Custody and security of money
- Accounting for municipal or trust transactions
- Preparation of budgets and financial reports

The reviews provide independent assurance over key governance pillars:

- Risk Management Framework
- Internal Controls
- Financial Management Systems
- Legislative Compliance
- IT Governance

Importantly:

- No Extreme or high-risk issues were identified under Regulation 17.
- No compliance breaches were identified in the FMSR.
- The majority of findings relate to documentation gaps, formalisation of processes, and strengthening governance oversight rather than systemic control failures.

A number of the findings align with known improvement areas, particularly:

- Consolidation of risk registers.
- Formalisation of IT governance.
- Updating of legacy strategic and operational documents.
- Formalisation of post-tender performance evaluation.
- Strengthening Audit, Risk and Improvement Committee governance processes (agenda structure and minute confirmation/publication).

Given the current leadership transition and recruitment of new senior staff, implementation planning and prioritisation will be required to ensure staged but structured remediation.

It is proposed that:

1. A consolidated Action Plan be developed incorporating all recommendations from both reports.
2. Actions be categorised into:
   - Governance & Policy Updates
   - Risk Management Framework
   - IT Governance & Cyber Security
   - Financial Controls & Registers
3. Responsible Officers and target completion dates be assigned.
4. Progress be reported to each Audit, Risk and Improvement Committee meeting until all items are finalised.

5. Audit, Risk and Improvement Committee Charter be reviewed and amended as a priority to incorporate:
    - Explicit oversight of the risk management framework; and
    - Regular review of compliance and risk reporting.

Consultation:
Mark Dacombe - SoTS Temporary Chief Executive Officer

Statutory Environment:
- Local Government Act 1995
- Local Government (Audit) Regulations 1996 – Regulation 17
- Local Government (Financial Management) Regulations 1996 – Regulation 5(1)
- Local Government (Administration) Regulations 1996

Policy Implications:
Endorsement of the implementation register will initiate the development and review of several governance and operational policies, including risk management documentation, IT governance policies and amendments to the Audit, Risk and Improvement Committee Charter. The agenda item itself does not amend policy but establishes the framework for structured policy improvement.

Financial/Resources Implications:
There are no immediate financial implications arising from the receipt of the reports. Some actions, particularly in the IT governance space, may require resource allocation in future budgets.

Strategic Implications:
Implementation of the recommendations supports the Shire's strategic objectives relating to good governance, financial sustainability and organisational capability. The actions will strengthen risk oversight, improve cyber security governance and enhance organisational resilience.

The overall strategic impact is one of governance uplift rather than corrective remediation.

Voting Requirements:
Simple Majority

Officer's Recommendation:

018/2026 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.3

<u>MOVED</u>: Cr. Mutter
<u>SECONDED</u>: Cr: Connaughton

Officers Recommendation:

1. Receives the 2025 Regulation 17 Review Report.
2. Receives the 2025 Financial Management Systems Review Report.
3. Notes the findings and recommendations contained within both reports.
4. Requests the Chief Executive Officer to prepare a consolidated implementation action plan for presentation at the next Audit, Risk and Improvement Committee
5. Endorse the implementation plan once presented.

Council Resolution:

1. Receives the 2025 Regulation 17 Review Report.
2. Receives the 2025 Financial Management Systems Review Report.
3. Notes the findings and recommendations contained within both reports.
4. Requests the Chief Executive Officer to prepare a consolidated implementation action plan for presentation at the next Ordinary Council Meeting.
5. Endorse the implementation plan once presented.

	FOR	AGAINST
Cr. Eva (President)	✓	
Cr. Mutter (Deputy President)	✓	
Cr. Ennor	✓	
Cr. Connaughton	✓	
Cr. Trant	✓	
Cr. Burnett	✓	
Cr. Young	✓	

CARRIED:
VOTED: 7/0

*Reason for Council Resolution Differing to Officer's Recommendation

The Audit, Risk and Improvement Committee convenes on an as-needed basis and is not expected to meet in the near term. Presenting the Implementation Action Plan to the next Ordinary Council Meeting will ensure Council is kept informed in a more timely manner.

10. REPORTS OF OFFICERS

Corporate Services	
10.4 Monthly Financial Report for Periods 31 March 26	
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:	22 April 26
Author:	Gillian Smith, Bob Waddell & Associates, Consultant
Attachment (s):	Monthly Financial Report 31 March 2026.

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 March 2026.

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 Budget was adopted at the Ordinary Council Meeting held on 27 August 2025

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 31 March 2026 is $5,654,981 Cash available comprises Unrestricted cash of $3,229,144 and Restricted cash of $2,425,837 primarily made up of various reserves.

Rates Debtors balance as of 31 March 2026 is $256,788. Rates Notices for 2025-26 were issued in September 2025. The rates collected as at end of March 2026 was $3,020,966 – 92.17%

March 2026:

Operating Revenue – Operating revenue of $4,501,826 is made up of Rates – 45%, Grants - 47%, Fees and Charges - 6%, Other Revenue - 1% and Interest Earnings – 1%.

Operating Expenses – Operating expenses of $5,583,708 is made of Depreciation - 36%, Employee Costs – 34%, Materials and Contracts – 19%, Insurance – 4%, Utilities – 6%, Loss on Disposal of Assets – 0% and Other Expenditure – 1%.

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:

019/2026 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION	10.4

MOVED: Cr. Mutter
SECONDED: Cr. Ennor

That Council accepts the monthly financial report for the period ending 31 March 2026

	FOR	AGAINST
Cr. Eva (President)	✓	
Cr. Mutter (Deputy President)	✓	
Cr. Ennor	✓	
Cr. Connaughton	✓	
Cr. Trant	✓	
Cr. Burnett	✓	
Cr. Young	✓	

CARRIED:
VOTED: 7/0

10. REPORTS OF OFFICERS

Corporate Services	
10.5 Accounts for Payments 31 March 2026	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0083
Disclosure of Interest:	Nil
Date:	22 April 2026
Author:	Jelena Brown, Assistant Finance Officer
Attachment (s):	List of creditors paid as at 31 March 2026

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 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 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:

020/2026 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.5

<u>MOVED</u>: Cr. Mutter
<u>SECONDED</u>: Cr. Trant

That Council accepts:

1. The accounts for payment as presented for March 2026 from the CBA Municipal Fund totalling $185,338.13.
2. Represented by Electronic Fund Transfers No's 21526 – 21578 and Direct Debits 17964.1, 17966.1 – 17979.1, 17994.1, 18005.1, 18007.1 – 18021.1, and 18027.1 – 18028.1.
3. Licensing Fund totalling $22,552.95 represented by Direct Debit No. 17933.1 – 17954.1, 17965.1, 17982.1 – 17986.1, 18003.1 – 18004.1, 18006.1, and 18022.1 – 18023.1.

Total Payments for March 2026 $207,891.08.

	FOR	AGAINST
Cr. Eva (President)	✓	
Cr. Mutter (Deputy President)	✓	
Cr. Ennor	✓	
Cr. Connaughton	✓	
Cr. Trant	✓	
Cr. Burnett	✓	
Cr. Young	✓	

CARRIED:
VOTED: 7/0

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
Nil

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

12.1. Elected Members – Nil
12.2 Staff – Nil

13. QUESTIONS BY MEMBERS WITHOUT NOTICE
Nil

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

15. TIME AND DATE OF NEXT MEETING

The Next Ordinary Council Meeting will be held on Wednesday, 27 May 2026 @ 5.30pm.

16. CONFIDENTIAL ITEMS
Nil

17. MEETING CLOSURE

There being no further business the Presiding Officer closed the meeting at 5.46 pm.

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

Signed: N Ewg
Presiding Officer

Date: 27 May 2026