



MINUTES
ORDINARY COUNCIL MEETING
HELD ON
WEDNESDAY
28 JUNE 2023
COMMENCING AT 5.30 PM



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

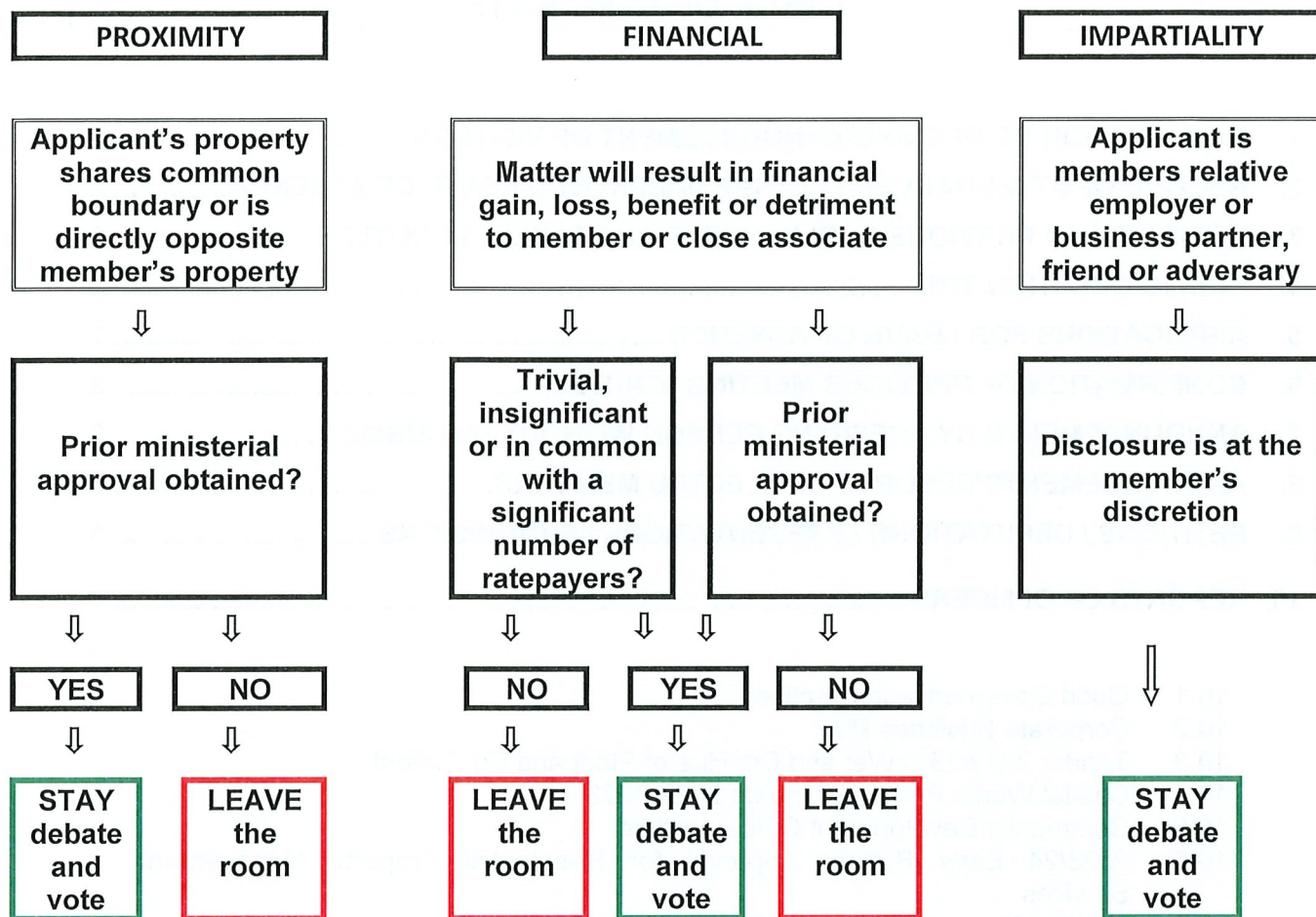
CEO

:

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: 5.30pm

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	Apologies	Approved Leave of Absence
Councillor Lane	Present		
Councillor Connaughton	Present		
Councillor Heal	Present		
Councillor Mutter	Present		
Councillor Mills			Leave
Councillor Ennor	Present		
Councillor Eva	Present		
Chief Executive Officer	Present		
Deputy Chief Executive Officer	Present		
Community Development Officer	Present		
Executive Secretary		Apology	

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. Ennor	July	Cr. Connaughton	Cr. Eva	6/0	26.07.2023
5.2	Cr.		Cr.	Cr.		
5.3	Cr.		Cr.	Cr.		

6. CONFIRMATION OF PREVIOUS MEETING MINUTES

That the Minutes of the Council meeting are confirmed as true and accurate record of proceedings.

		Date	Moved	Seconded	Vote
6.1	OCM	24.05.2023	Cr. Lane	Cr. Eva	6/0
6.2	SCM	30.05.2023	Cr. Lane	Cr. Mutter	6/0
6.3	SCM	01.06.2023	Cr. Lane	Cr. Eva	6/0

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.

The Shire President, Cr. Lane acknowledged the recent passing of Jo Gibbons Burnett, long term resident of Three Springs and former employee of the Shire of Three Springs. Cr. Lane also acknowledged the recent passing of Sue Illingworth, resident of Arrino.

The Shire President congratulated Shane Lynch and Patricia McKeon who became Australian Citizens in a ceremony held prior to today's Council Meeting.

The Shire President paid tribute to Cr. Karen Chappel, Shire President of Morawa who has been appointed a Member of the Order of Australia (AM) in the 2023 King's Birthday Honours list for her significant service to Local Government and to the community of Morawa.

Last of all The Shire President thanked the Hon Melissa Price MP, Federal Member for Durack for attending both the Citizenship Ceremony and the Council Meeting.

8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS

Councillor	Activity
Cr. Lane	22 May – hybrid solar meeting ReAqua 24 May – Ordinary Council meeting 25 May – judging Book Week costumes @ TSPS 30 May – Special Council meeting
Cr. Connaughton	30 May – Special Council meeting
Cr. Heal	30 May – Special Council meeting
Cr. Mutter	24 May – Ordinary Council meeting 30 May – Special Council meeting
Cr. Mills	24 May – Ordinary Council meeting 30 May – Special Council meeting
Cr. Ennor	24 May – Ordinary Council meeting 30 May – Special Council meeting
Cr. Eva	24 May – Ordinary Council meeting 30 May – Special Council meeting

9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

10. REPORTS OF OFFICERS

Executive Services	
10.1. Good Governance in Practice	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0211
Disclosure of Interest:	Nil
Date:	28 June 2023
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	Nil

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:

1. The Governance Compliance Calendar report for May 2023.
2. Actions Performed under Delegated Authority for May 2023.

Background:

Local Governments are required to fulfil duties and functions prescribed in legislation.

This expectation is prescribed in the *Local Government Act 1995* through the Office of the CEO.

Officer's Comment:

Compliance Table for May 2023

Compliance Action	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.	Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC WA Local Government Accounting Manual	May 2023 Report submitted to the June 2023 OCM. Reference Minutes	
Emergency Services Levy - Option A Remittance Due by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A	DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES -ESL Manual of Operating Procedures	Option B Payment made 23/02/2023 – EFT18658	
Primary Returns - Request Primary Return from any new employee who is a Designated Employee. Return must be received by CEO within 3 months of the person's start day	Local Government Act 1995	s.5.75	WALGA - Governance Subscription - Guideline - Primary and Annual Returns Management DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns	No new designated employees	
Financial Interests Register - Review Review register to remove Primary and Annual Returns (not other interest disclosures) from the Financial Interest Register that relate to persons who are no longer Designated Employees (resigned or changed roles) or for Elected Members who have resigned. Returns that are removed are to be kept by the CEO as LG Record for at least 5 years after the person ceased to be a Designated Employee.	Local Government Act 1995	s.5.88(3)(4)		Financial Interests Register is up to date	

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Elected Members - Review Meeting Attendance Register - check EMs have not been absent for 3 consecutive meetings without Leave of Absence being granted	Local Government Act 1995	s.2.25	No elected members have been absent for 3 consecutive meetings.	
Valuer General Information Due 14th day of each month - providing schedules of: • building licenses issued • building license works completed • registered plans and amendments under the Strata Titles Act 1985	Valuation of Land Act 1978	s.37	Completed by the City of Geraldton	

Execution of Delegation for May 2023

Date	File Ref	Delegation Number	Decision Detail	Applicant	Initiating Officer	1 st Auth.	2 nd Auth.	Comment
03-May-23	ADM0439	GO004-Execution of Contract Documents	Form of Agreement - Westrac & SoTS	SoTS	CEO	CEO	Greg Pike-Westrac	FitFleet Premium 12M-B9201024.2022.12.06
03-May-23	ADM0439	GO004-Execution of Contract Documents	Form of Agreement - Westrac & SoTS	SoTS	CEO	CEO	Greg Pike-Westrac	FitFleet Premium 120M-B9C01358.2022.12.06
03-May-23	ADM0439	GO004-Execution of Contract Documents	Form of Agreement - Westrac & SoTS	SoTS	CEO	CEO	Greg Pike-Westrac	FitFleet Premium 938K-W8K03023.2022.12.12
03-May-23	ADM0439	GO004-Execution of Contract Documents	Form of Agreement - Westrac & SoTS	SoTS	CEO	CEO	Greg Pike-Westrac	FitFleet Premium 239D-CD400444.2022.12.12
03-May-23	ADM0439	GO004-Execution of Contract Documents	Form of Agreement - Westrac & SoTS	SoTS	CEO	CEO	Greg Pike-Westrac	FitFleet Premium 434F-LYK00439_2023.01.24
03-May-23	ADM0439	GO004-Execution of Contract Documents	Form of Agreement - Westrac & SoTS	SoTS	CEO	CEO	Greg Pike-Westrac	FitFleet Premium CS68B-M6800161.2022.12.06
03-May-23	ADM0439	GO004-Execution of Contract Documents	Form of Agreement - Westrac & SoTS	SoTS	CEO	CEO	Greg Pike-Westrac	FitFleet Premium CT610B II-7FH515993.2023.02.13
04-May-23	PMT ID: F305048821403	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Creditor Payments	CBA-Muni	AFO	DCEO	CEO	Weekly Creditor Payments totalling \$40,098.62 PMT ID: F305048821403
09-May-23	ADM0146	GO004-Execution of Contract Documents	BRMP LG Grant Agreement-signed extension	DFES	CEO			Extension of Agreement between DFES-Shire of Three Springs, Mingenew & Moora
9-May-23	PMT ID: F305099062147	CS002 - Payments from	Fortnightly Payroll Through	CBA-Muni	FO	DCEO	CEO	Fortnightly Payroll through the CBA Muni

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		Municipal Fund and Trust Fund	CBA Muni					Bank \$44,009.85 PMT ID: F305099062147
12-May-23	ADM049 1	GO004- Execution of Contract Documents	Simple Works Contract between SoTS and Coral Coast Homes & Construction	SoTS	CEO	CEO		Contract for upgrade of Three Springs Multi-Purpose Hall
15-May-23	PMT ID: F305159 363040	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Creditor Payments	CBA-Muni	FO	DCEO	CEO	Weekly Creditor Payments totalling \$160.59 PMT ID: F305159363040
15-May-23	PMT ID: F305159 394613	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Creditor Payments	CBA-Muni	FO	DCEO	CEO	Weekly Creditor Payments totalling \$65.67 PMT ID: F305159394613
16-May-23	PMT ID: F305169 493447	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Creditor Payments	CBA-Muni	AFO	DCEO	CEO	Weekly Creditor Payments totalling \$16,022.39 PMT ID: F305169493447
18-May-23	PMT ID: F305189 680987	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Creditor Payments	CBA-Muni	AFO	DCEO	CEO	Weekly Creditor Payments totalling \$24,225.30 PMT ID: F305189680987
19-May-23	PMT ID: F305199 732953	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Creditor Payments	CBA-Muni	AFO	DCEO	CEO	Weekly Creditor Payments totalling \$58.70 PMT ID: F305199732953
19-May-23	PMT ID: F305199 733864	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Creditor Payments	CBA-Muni	AFO	DCEO	CEO	Weekly Creditor Payments totalling \$200.00 PMT ID: F305199733864
9-May-23	PMT ID: F305239 902075	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll Through CBA Muni	CBA-Muni	FO - Erin	DCEO	CEO	Fortnightly Payroll through the CBA Muni Bank \$43,087.52 PMT ID: F305239902075
29-May-23	PMT ID: F305290 205860	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Creditor Payments	CBA-Muni	AFO	DCEO	CEO	Weekly Creditor Payments totalling \$22,697.52 PMT ID: F305290205860

Statutory Environment:

Local Government Act 1995, Administration Part 5, Division 4, S.5.40

5.41. Functions of CEO

The CEO's functions are to —

- (a) *advise the Council in relation to the functions of a local government under this Act and other written laws; and*

- (b) ensure that advice and information is available to the Council so that informed decisions can be made; and
- (c) cause council decisions to be implemented; and
- (d) manage the day to day operations of the local government; and
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- (f) speak on behalf of the local government if the mayor or president agrees; and
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

Local Government (Audit) Regulations 1996

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in sub-regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

Policy Implications:

Council Policy 1100 Risk Management. The risk management objectives of this policy are:

- 1. Optimise the achievement of our vision, mission, strategies, goals and objectives.
- 2. Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- 3. Enhance risk versus return within our risk appetite.
- 4. Embed appropriate and effective controls to mitigate risk.
- 5. Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- 6. Enhance organisational resilience.
- 7. Identify and provide for the continuity of critical operations

The Good Governance in Practice Principles 'compliance and reporting' align with Council policy and legislation reducing organisation's risk.

Financial/Resources Implications:

Nil

Strategic Implications:

This item is relevant to the Councils approved Strategic Community Plan 2018-2028.

Strategic Community Plan 2018 - 2028	
Council Objectives:	Outcome:
A long term, strategically focused Shire that is efficient, respected and accountable.	4.3.2. Ensure compliance with all relevant legislation.

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:

Simple Majority.

Officer's Recommendation:

045/2023 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.1
<u>MOVED:</u> Cr. Eva <u>SECONDED:</u> Cr. Mutter That Council Accepts: 1. The Governance Compliance Calendar report for May 2023. 2. The Execution of Delegation report for May 2023. CARRIED: Voted: 6/0

10. REPORTS OF OFFICERS

Executive Services	
10.2 Corporate Business Plan	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0165
Disclosure of Interest:	Nil
Date:	28 June 2023
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	Corporate Business Plan 2020-2024

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 Shire of Three Springs is to “review the current corporate business plan for its district every year” and the “council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications”.

There are no proposed changes to the Corporate Business Plan until the Community Strategic Plan is updated.

Background:

In accordance with the requirements for Western Australian local governments, the Shire of Three Springs is obligated to prepare two key strategic documents: the Strategic Community Plan and the Corporate Business Plan. These documents serve as blueprints for the district's future, and the local government must consider them when formulating its annual budget.

To achieve the community's vision and the Shire's strategic objectives, specific actions need to be developed to address each strategy outlined in the Strategic Community Plan. Given the Shire's limited resources, careful operational planning and prioritisation are

necessary to successfully accomplish the objectives and desired outcomes. This planning process is formalised through the creation of the Corporate Business Plan.

Strategic Resource Plan

The Shire adopted an integrated approach, combining asset management and long-term financial planning processes, to develop a comprehensive Strategic Resource Plan. The primary goal of this plan is to identify and outline key long-term strategies aimed at sustaining financial stability and asset-related services for the community. By aligning these two critical aspects, the Shire aims to ensure the continued provision of essential resources to meet the needs of its residents.

Asset Management

The Shire has created an initial Asset Management Plan to cover its major asset classes. This plan is an integral part of an overarching Asset Management Strategy, which encompasses the Shire's existing processes and outlines the necessary measures for ongoing enhancement of asset management practices. In the Asset Management Plan, estimates for capital renewal have been included, taking into account the availability of financial and workforce resources needed to facilitate these renewals.

Long Term Financial

The Shire of Three Springs is committed to envisioning a future that is both positive and sustainable. With a focus on preserving a healthy financial standing, the Shire aims to uphold and, whenever feasible, enhance service levels for the benefit of the community. In the process of formulating this Corporate Business Plan, particular attention was given to updating the Long-Term Financial Plan, thereby ensuring that the Shire possesses the necessary financial resources to successfully undertake the proposed initiatives.

Workforce Plan

The Workforce Plan is a comprehensive strategy that outlines the management and allocation of resources to effectively achieve the goals, outcomes, and strategies outlined in Shire's Strategic Community Plan. Throughout the development of this Corporate Business Plan, careful consideration has been given to addressing workforce-related matters. Moreover, the financial implications associated with the implementation of the Workforce Plan are incorporated into the Long-Term Financial Plan, ensuring a holistic approach to resource allocation.

Officer's Comment:

The Shire of Three Springs remains steadfast in its dedication to building a vibrant community through a strategic focus on key growth areas. Our roadmap for progress, detailed below, covers a period from 2022/23 to 2023/24. This plan aligns with our regular five-year cycles, reflecting our commitment to long-term, sustainable development and the continuous evolution of our community.

Despite unavoidable uncertainties that arise over time, including recent major events such as the global COVID-19 pandemic, the impact of Cyclone Seroja, and the receipt of considerable grants amounting to \$14m, we remain steadfast in our dedication to strategic planning that is both flexible and resilient. This commitment enables us to navigate these complexities and leverage emerging opportunities, particularly given the current high-demand labour market, thus securing the best possible outcomes for our community.

The main areas of our strategic focus encompass tourism, infrastructure, preservation of local heritage, rebranding, and fostering residential opportunities. Each of these drivers plays a critical role in stimulating economic growth and strengthening Three Springs.

As part of our infrastructural commitment, we are directing \$11.5m towards the strategic development of grain transport routes. In addition, an \$800k budget is allocated for the upgrade of the Shire Hall, \$200k for the reconstruction of the netball courts, and possibly \$0.5m for enhancing the Caravan and Camping site. Furthermore, \$2.5m is set aside for the refurbishment and expansion of Duffy's Store (subject to grant funding), a cultural cornerstone of our community. The funding for these initiatives primarily comes from the grants we have received, demonstrating our capability to secure external resources for the advancement of our community.

Our investments in tourism-forward-focused projects, such as events, silo projection, and the enhancement of Duffy's Store, have the potential to generate significant financial returns. With projections showing returns of \$31.2m over a span of 20 years at full yield and \$7.7m at a 25% yield, we plan to continually develop our regional events platform into 2023/24 and beyond. This venture will serve to both boost the local economy and reinforce Three Springs's reputation as an attractive destination.

One of our foremost goals is to maintain our top-tier medical facilities, acknowledging their crucial role in upholding community welfare. We are also committed to providing ongoing support to the emergency management sector. To ensure the health and safety of our residents, we regard these sectors as vital elements of our strategic planning.

Parallely, we emphasise effective governance and active community engagement. Our strategy is designed to mirror the needs and aspirations of our residents, and we continuously work to ensure that it remains aligned with their expectations. As part of our mission to enhance the Shire's financial sustainability and improve service delivery.

Our strategic plan symbolises our unwavering commitment to promoting and preserving the Three Springs community's unique identity, heritage, and spirit. We are resolute in our ambition to position our community for continuous growth and development in the future.

The Shire's focus areas for 2023/24 are.

Strategy Number	Action	June 2023 Comment
1.1.2	Continue involvement in tourism organisations.	Three Springs Shire remains committed to Astro tourism, Silo Projection and Events, and enhancing Duffy's Store.
1.1.3	Maintain, renew, and upgrade infrastructure	Progress on Shire Hall Renovation 2023 and Major Roads Works 2023-25.
1.1.4	Provide the Visitor Centre facility	Progress is ongoing.
1.1.5	Continue to maintain local heritage assets	Proposal for funds to renovate and expand Duffy's Store in 2023.
1.1.6.1	Continue rebranding and promotion project	Projected completion in 2023/24.
1.1.6.2	Develop the Three Springs brand	Branding development is ongoing, with estimated completion in 2023/24.
1.2.2.1	Enable expansion of local industry and residential opportunities (land release)	New draft town planning scheme set to be adopted by the Council in 2023 for optimised land use and development. A Development Application has been submitted to Development WA for WAPC Subdivision Approval.

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1.2.3.1	Develop an Investment Attraction Plan	Update the current Investment Attraction Plan.
2.1.1	Promote Yarra Yarra Catchment Management Group	Successful establishment of 3Fin Farm Innovation Group. Continued support.
2.1.2	Develop natural resource projects.	Continued collaboration with Arrowsmith Working Team, involving State Government and Industry.
2.3.1	Rebrand and promote Three Springs	Rebranding and promotion.
2.3.2	Maintain, renew, and upgrade community infrastructure	\$14m in grants acquired since 2020 for community infrastructure development. 2023/24 projects include Duffy's Store, Shire Hall, Strategic grain Transport routes road construction, netball courts, and Shire housing.
2.4.2	Approach CBH regarding Silo alternative use opportunities	Continuing discussions with CBH.
2.8.3	Maintain, renew, and upgrade medical services facilities	Continuing updates and upgrades to medical facilities.
2.8.4	Develop a property rationalisation strategy	Strategy development is ongoing.
2.8.5	Maintain, renew, and upgrade community and sporting facilities	Netball court reconstruction.
3.1.1	Develop and implement a Marketing and Communications Plan	Implemented through Silo Projection and Events project.
3.5.2	Continue to lobby the government to maintain hospital facilities and staff in town	Advocacy for hospital facilities and staff is continuing.
3.6.1	Continue to lobby to maintain police presence	Continuing advocacy for sustained police presence.
3.7.1	Continue to support and fund the community and emergency services management position for the region	Exploring options and strategies.
4.1.5	Support and acknowledge volunteers	Continual support and recognition for volunteers.
4.2.1	Facilitate education and training for elected members	Education and training for elected members ongoing.
4.2.3	Maintain Integrated Planning and Reporting	Implementation of new Community Strategic Plan.
4.3.1	Annually survey customers for feedback	Annual customer feedback

Consultation:

Shire of Three Springs Council.

Statutory Environment:

Local Government Act 1995, Part 5, Division 6, s5.56:

5.56. Planning for the Future

- (1) A local government is to plan for the future of the district.*
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) A corporate business plan for a district is to —*
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) A local government is to review the current corporate business plan for its district every year.*
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*

**Absolute majority required.*
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the Council, the plan or modified plan applies to the district for the period specified in the plan.*

Policy Implications:

Nil

Financial/Resources Implications:

As adopted by Council

Strategic Implications:

This item is relevant to the Council's approved 'Strategic Community Plan 2018-2028'

Strategic Community Plan 2018 - 2028	
Council Objectives:	Outcome:
A collaborative and forward-thinking community that is guided by strong leadership.	Review Corporate Business Plan

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

Corporate Business Plan 2020 - 2024	
Scope Statement:	Project Outputs:
As per report	As per report

Voting Requirements:

Absolute Majority.

Officer's Recommendation:

046/2023	OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION	10.2
<u>MOVED: Cr. Ennor</u> <u>SECONDED: Cr. Eva</u> That Council adopts the Corporate Business Plan effective from June 2023 to June 2024. CARRIED: Voted: 6/0		

Note: Cr. Heal, Cr. Eva and Cr. Mutter all declared an impartiality interest in the following item 10.3 "Tender 2022/23-3 Wet and Dry Hire of Plant and Equipment" and remained in the meeting.

10. REPORTS OF OFFICERS

Executive Services	
10.3 Tender 2022/23-3 Wet and Dry Hire of Plant and Equipment	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0349
Disclosure of Interest:	Nil
Date:	28 June 2023
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	CONFIDENTIAL – Evaluation Report RFT 2022/23-3

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:

This report recommends that '*Tender RFT 2022/23-3 Wet and Dry Hire Plant and Equipment*' be awarded as per the recommendation in the Confidential Evaluation Report.

Background:

The intent of this tender is to supply wet and dry plant and equipment to supplement the Council's own construction workforce.

The tender was advertised in The West Australian newspaper on Saturday, 13 May 2023. By the close of tender at 4.00 pm Monday, 5 June 2023, the Shire received tender submissions from the following companies:

1. Dudawa Haulage
2. Brooks Hire
3. Allworks WA Pty Ltd

Officer's Comment:

The evaluation process complied with the tender Evaluation Criteria and the Shire's Purchasing Policy.

Consultation:

The tenders were assessed by the Shire's Chief Executive Officer.

Statutory Environment:

Local Government Act 1995, Part 3, Division 3 s. 3.57.

Local Government (Function and General) Regulation 1996, Part 4, Division 5, r.11 to 24G.

Regulation 18 (4) of the Local Government (Functions and General) Regulations states:

"Tenders that have not been rejected under sub regulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them it thinks it would be most advantageous to the local government to accept."

All tenders were evaluated against the selection criteria by which each tender was assigned a score based on the tenderer's capacity to meet the tender objectives.

The Contract will be awarded to a Tenderer who best demonstrates the ability to carry out the required service at a competitive price. The tendered prices were assessed via qualitative and compliance criteria to determine the most advantageous outcome for Council.

This means that, although the price is considered, the tender containing the lowest price will not necessarily be accepted, nor will the offer ranked the highest on the qualitative criteria.

Policy Implications:

Purchasing Policy 05

Financial/Resources Implications:

Shire of Three Springs Adopted Budget 2022-2023.

Strategic Implications:

This item is relevant to the Council's approved 'Strategic Community Plan 2018-2028'

Strategic Community Plan 2018-2028. Foundation 4: Civic Leadership	
Council Objectives:	Outcome:
Nil	Nil

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

Corporate Business Plan 2020 – 2024. Governance/Leadership	
Scope Statement:	Project Outputs:
Nil	Nil

Voting Requirements:

Simple Majority.

Officer's Recommendation:

047/2023 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION	10.3
<u>MOVED:</u> Cr. Ennor <u>SECONDED:</u> Cr. Connaughton That Council award Tender RFT 2022/23-3 Wet and Dry Hire of Plant and Equipment Tender to: Company: Dudawa Haulage CARRIED: Voted: 6/0	

10. REPORTS OF OFFICERS

Works and Services	
10.4 Capital Works Progress Update 2022-2023	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM
Disclosure of Interest:	Nil
Date:	28 June 2023
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	Capital Works Report 2022-2023 Grade Map

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 Capital Works Report for May 2023.

Background:

This report provides Council with the 2022-2023 Capital Works progress update.

Officers Comment:

Refer to the attached status report.

Consultation:

Nil

Statutory Environment:

Nil

Policy Implications:

Purchasing Policy 3007.1

Financial/Resources Implications:

Shire of Three Springs Adopted Budget 2022-2023

Strategic Implications:

This item is relevant to the Council's approved Strategic Community Plan 2018–2028.

Strategic Community Plan 2018 - 2028	
Council Objectives	Outcome
Nil	Nil

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

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

Voting Requirements:

Simple Majority.

Officer's Recommendation:

048/2023 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.4
<u>MOVED:</u> Cr. Eva <u>SECONDED:</u> Cr. Mutter That Council accepts the Capital Works Report for May 2023. CARRIED: Voted: 6/0

10. REPORTS OF OFFICERS

Executive Services	
10.5 Community Development Officer Update	
Agenda Reference:	CDO
Location/Address:	Shire of Three Springs
Name of Applicant:	Chief Executive Officer
File Reference:	
Disclosure of Interest:	Nil
Date:	28 June 2023
Author:	Raman S Virdi, Community Development Officer
Attachment (s):	Nil

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 Community Development Report for May 2023.

Background:

This report provides Council with the Community Development update.

Officer's Comment:

Silo Projection Event - Three Springs 360 and Silo Movie Night	The Shire of Three Springs submitted an application to host the Re-imagining Three Springs Projection event.
	As a result, the Silo Projection Movie Night will be held in conjunction with the Three Springs 360 racing event over the long weekend in September 2023.
	Showcase in Pixels 2023
Showcase in Pixels 2023	Showcase in Pixels is managed by Western Australia Local Government Association.
	The Shire of Three Springs submitted an expression of interest to enter the Showcase in Pixels 2023 Exhibition at WALGA Local Government Convention 2023.

Ordinary Council Meeting Minutes – 28 June 2023

Microchipping and De-sexing Vouchers Program (MDVP)	The Animal Welfare Grant Round 2 is managed by the Department of Primary Industries and Regional Development. The Shire of Carnamah submitted an application for the Animal Welfare Grant Round 2 with support from the Shire of Three Springs and Shire of Coorow. The grant program is an initiative to assist low-income community members with the Microchipping and De-sexing of their pets. Each participating Shire received 20 Microchipping Vouchers valued at \$50 each and 25 De-Sexing Vouchers valued at \$150 each, contributing to the overall improvement of animal welfare in the region.
Official Communication - Facebook page and the Shire website.	The Shire has updated its Facebook Page and website about ongoing activities.

Grants:

Regional Event Scheme 2023-24 (RES 2023-24)	RES 2023-24 is managed by Tourism WA. The Shire submitted an application to fund the 'Re-imagining Three Springs' Event in October 2023. An outcome notification was received with approved funding of \$5,000.00. The approved funding is less than the applied funds. Therefore, the Shire will move the event date to align with Three Springs 360.
Saluting Their Service Commemorations Grant (STSCG)	STSCG is managed by the Department of Veterans Affairs. The Shire received a successful outcome to print the World War 1 and World War 2 banners for Main Street.
Local Roads and Community Infrastructure Program – (LRCIP) Phase 4	LRCIP Grant is managed by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts. The Shire received a notification advising Councils will be able to access \$329,104.00 Phase 4 funding allocations from July, with projects to be delivered by June 2025. Ordinary Council Meeting (Wednesday, 22 March 2023), item no. 10.4 Tender 22/23-02 Three Springs Multi-Purpose Hall, section Officer Comments, "4. Approve the resubmission of the Community Netball Courts project into the Australian Government Local Roads and Community Infrastructure Program Phase Four."

Consultation:

Nil

Statutory Environment:

Nil

Policy Implications:

Nil

Financial/Resources Implications:

Nil

Strategic Implications:

This item is relevant to the Council's Strategic Community Plan 2018-2028.

Strategic Community Plan 2018 - 2028	
Council Objectives:	Outcome:
People are motivated, work together and have an increased pride and participation in the community.	3.1.6 Actively facilitate, support and participate in community events.
A well engaged and informed community that actively participates.	4.1.6 Actively facilitate, support and participate in community events.

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

Corporate Business Plan 2020 - 2024	
Scope Statement:	Project Outputs:
A prosperous, thriving and innovative local economy.	1.1 Develop tourism infrastructure and increase the length of stay.
A collaborative and forward-thinking community that is guided by strong leadership.	4.1 A well engaged and informed community that actively participates.

Voting Requirements:

Simple Majority.

Officer's Recommendation:

049/2023 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION	10.5
<u>MOVED:</u> Cr. Mutter <u>SECONDED:</u> Cr. Eva That Council accepts the Community Development report for May 2023. CARRIED: Voted: 6/0	

10. REPORTS OF OFFICERS

Corporate Services	
10.6 2023/24 Early Budget Approval for Residential Property Management Services	
Agenda Reference:	DCEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0054
Disclosure of Interest:	Nil
Date:	28 June 2023
Author:	Krys East, Deputy Chief Executive Officer
Attachment (s):	Nil

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 considers approving an allocation for Residential Property Management before the 2023/24 budget adoption.

Background:

This report proposes the allocation of funds for Residential Property Management for the shire's rented residential properties. Currently, the management and maintenance of these properties by shire staff have been inconsistent and inefficient, resulting in costly renovations when properties become vacant.

To address this issue, the report suggests engaging a Property Manager through quotes obtained from real estate companies. The Property Manager would conduct regular property inspections and handle ingoing and outgoing inspections. Rent collection and addressing maintenance issues raised by tenants would still be the shire's responsibility.

By outsourcing property management to a professional, several advantages can be achieved:

1. Professional Expertise: Property Managers specialise in managing rental properties and possess the knowledge, experience, and resources to effectively

handle various tasks involved. This ensures proper maintenance and efficient management of the properties.

2. Time and Resource Savings: Shire staff can focus on their core duties and responsibilities, increasing productivity and efficiency. Property Managers handle day-to-day property management tasks, optimising the use of staff's time and resources.
3. Tenant Retention: Property Managers can promptly address tenant concerns, efficiently handle maintenance requests, and ensure a smooth move-in and move-out process. By providing excellent tenant support, they contribute to a positive rental experience, reducing tenant turnover and associated costs.
4. Cost Savings: While there are expenses involved in hiring a Property Manager, overall cost savings are expected. With professional management, issues can be identified and addressed early, minimising the need for costly renovations or repairs. Property Managers can also set appropriate rental rates, maximizing rental income.
5. Compliance and Legal Support: Property Managers stay updated on local rental laws, regulations, and best practices. They ensure properties comply with safety standards and rental property regulations, mitigating potential legal risks and offering guidance during disputes or tenant issues.
6. Access to Networks and Marketing: Property Managers have networks of potential tenants and effective marketing channels. This reduces vacancy periods and ensures a steady rental income stream. They also conduct thorough tenant screenings, selecting reliable tenants who maintain the property well.

Officer's Comment:

The report recommends an early budget authorisation of \$25,000 for the engagement of a Property Manager in the 2023/24 financial year. This aligns with the Council's strategic objectives and corporate business plan. The decision requires an absolute majority vote from the Council members. By engaging a Property Manager, the shire can benefit from professional expertise, time and resource savings, improved tenant retention, cost savings, compliance support, and access to networks and marketing channels.

Consultation:

Council

Keith Woodward – Shire of Three Springs CEO

Statutory Environment:

Local Government Act (1995) Section 6.8(1)(b)

- "6.8. *Expenditure from municipal fund not included in annual budget*
- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) *is authorised in advance by resolution*; or*
 - (c) *is authorised in advance by the mayor or president in an emergency.*

** Absolute majority required.”*

Policy Implications:

Policy 4.2 Infrastructure Policy-Asset Management.

Financial/Resources Implications:

Budget allowance of \$25,000 to be made in 2023/24 to allow early engagement of a Property Manager.

Strategic Implications:

This item is relevant to the Council's approved 'Strategic Community Plan 2018-2028:

Strategic Community Plan 2018-2028	
Council Objectives:	Outcome:
1.6 Attract and maintain a stable workforce	1.6.2 Develop and maintain attractive and affordable housing
2.8 Provide a higher level of accommodation for Council to attract staff to positions	2.8.2 Maintain and develop staff housing to retain and attract quality staff

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

Corporate Business Plan 2020 – 2024	
Scope Statement:	Project Outputs:
1.6.2 Develop and maintain attractive and affordable housing	1.6.2.1 Maintain, renew and upgrade infrastructure in line with the Asset Management Plan

Voting Requirements:

Absolute Majority.

050/2023 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION	10.6
<u>MOVED:</u> Cr. Eva <u>SECONDED:</u> Cr. Mutter That Council authorise the following early budget allocations for 2023/24: • \$11,250 to GL 2090111 Staff Housing – Rental Property Expenses; and • \$ 6,250 to GL 2090211 Other Housing – Rental Property Expenses; and • \$ 7,500 to GL 2090311 Community Housing - Rental Property Expenses. These budgets, totalling \$25,000, are to be used for the engagement of a Property Manager for managing the Shire residential properties in 2023/24. CARRIED: Voted: 6/0	

10. REPORTS OF OFFICERS

Corporate Services	
10.7 Monthly Financial Report for Period 31 May 2023	
Agenda Reference:	DCEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0243
Disclosure of Interest:	Nil
Date:	28 June 2023
Author:	Krys East, Deputy Chief Executive Officer
Attachment (s):	Monthly Financial Report 31 May 2023

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 May 2023.

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 2022-2023 Budget was adopted in August 2022.

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 compiled 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*
 - © *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*
 - © *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*
 - © *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*
 - © *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:

Total Cash Available as at 31 May 2023 is \$4,770,528. Cash available is made up of Unrestricted cash \$2,948,937 and Restricted cash of \$1,821,591 being primarily made up of various reserves.

Rates Notices for 2022-23 were issued in August 2022. Rates Debtors balance as at 31 May is \$94,978. Rates collected as at end of May 2023 was \$2,375,678 (96.16%).

May 2023:

Operating Revenue – Operating revenue of \$3,403,943 is made up of Rates – 51%, Grants - 41%, Fees and Charges - 5%, Other Revenue - 1% and Interest Earnings – 2%.

Operating Expenses – Operating expenses of \$5,004,785 is made of Depreciation - 46%, Employee Costs – 26%, Materials and Contracts – 15%, Insurance – 3%, Utilities – 5%, Loss on Disposal of Assets – 4% and Other Expenditure – 1%.

Strategic Implications:

This item is relevant to the Council's approved Strategic Community Plan 2018-2028.

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:

051/2023 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION	10.7
<u>MOVED:</u> Cr. Connaughton <u>SECONDED:</u> Cr. That Council accepts the monthly financial report for the period ending 31 May 2023. CARRIED: Voted:6/0	

10. REPORTS OF OFFICERS

Corporate Services	
10.8 Accounts for Payments 31 May 2023	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0083
Disclosure of Interest:	Nil
Date:	28 June 2023
Author:	Jelena Brown, Assistant Finance Officer
Attachment (s):	List of creditors paid as at 31 May 2023

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 2022-2023.

Strategic Implications:

This item is relevant to the Council's Strategic Community Plan 2018-2028.

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:

052/2023 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.8
<u>MOVED:</u> Cr. Mutter <u>SECONDED:</u> Cr. Eva That Council accepts: 1. The accounts for payment as presented for <i>May</i> 2023 from the CBA Municipal Fund totalling \$150,500.29. 2. Represented by Cheque no. 11670, Electronic Fund Transfers No's 18842 – 18930 and Direct Debits 14833.1, 14846.1- 14861.1, 14878.1, 14894.1 - 14894.5, 14897.1 and 14907.1. 3. Licensing Fund totalling \$7,965.55 represented by Direct Debit No. 14829.1, 14842.1 - 14844.1, 14865.1 – 14870.1, 14886.1 - 14889.1, 14896.1 and 14902.1 – 14902.3. Total Payments for May 2023 \$158,465.84 CARRIED: Voted: 6/0

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

12.1. Elected Members

12.2.1 Staff - 2023/2024 - Setting Of The Annual Rate In The Dollar – Further Considerations

Officer's Recommendation:

053/2022	OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION	12.2
<u>MOVED:</u> Cr. Ennor <u>SECONDED:</u> Cr. Connaughton That the following item, namely: <i>12.2.1 " 2023/2024 - Setting Of The Annual Rate In The Dollar – Further Considerations"</i> Is accepted as a late item onto this Agenda. CARRIED: VOTED: 6/0		

12. REPORTS OF OFFICERS

Corporate Services	
12.2.1 2023/2024 - Setting Of The Annual Rate In The Dollar – Further Considerations	
Agenda Reference:	
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	
Disclosure of Interest:	Nil
Date:	28 June 2023
Author:	Krys East - Deputy Chief Executive Officer
Attachment (s):	Nil

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 acknowledge no submissions were received in response to the proposed rates for UV Arrino Town.

Background:

At the SCM held on 1 June 2023, Council resolved:

"That Council:

- approve the adjustment of the UV Arrino Town formerly advertised rates in the dollar from \$0.012917 to \$0.042000 and revise the minimum amount to \$200 to ensure compliance with Section 6.35 of the Local Government Act 1995.*
- initiate individual consultations with ratepayers in the UV Arrino Town category, as it consists of fewer than 30 ratepayers. A formal letter will be sent to each ratepayer, outlining the details of the proposed rates and providing a 21-day*

period for ratepayers to submit their feedback or concerns. It is important to consider any received submissions during Council's decision-making process, even if no submissions are received.

By implementing these measures, the Council aims to address the compliance requirements of the Local Government Act 1995 while ensuring effective communication and engagement with the UV Arrino Town ratepayers."

Officers Comment:

The closing period for submissions was 9am 26 June 2023. No submissions were received.

Consultation:

Council
Staff
Valuer General's Office

Statutory Environment:

Section 6.33(3) of the Local Government Act 1995

Policy Implications:

Nil

Financial/Resources Implications:

2023-24 Budget discussions
Rate revenue will be reduced by \$800.

Strategic Implications:

This item is relevant to the Council's approved 'Strategic Community Plan 2018-2028'.

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

Voting Requirements:

Simple majority

Officer's Recommendation:

054/2023 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 12.2.1

MOVED: Cr. Eva
SECONDED: Cr. Mutter

That Council:

1. acknowledge no submissions were received in response to letters to the individual UV Arrino Town ratepayers advising of the proposed increase in the rate in the dollar from \$0.012917 to \$0.042000 and a reduction in the minimum amount to \$200.
2. resolve to proceed with application to seek ministerial approval under Section 6.33(3) of the Local Government Act to impose a differential rate on the unimproved value of Mining that is more than twice the lowest unimproved value rate in the Shire.

CARRIED:
VOTED:6/0

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, 26 July 2023 @ 5.30pm.

16. CONFIDENTIAL ITEMS

Nil

17. MEETING CLOSURE

There being no further business the Presiding Officer closed the meeting at 5.51 pm.

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

Signed: _____

Presiding Officer

Date: 26 July 2023