



MINUTES OF  
SPECIAL COUNCIL MEETING  
HELD ON  
WEDNESDAY  
15 AUGUST 2024  
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

☐ Committee

☐ Employee

☐ Contractor

Member

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

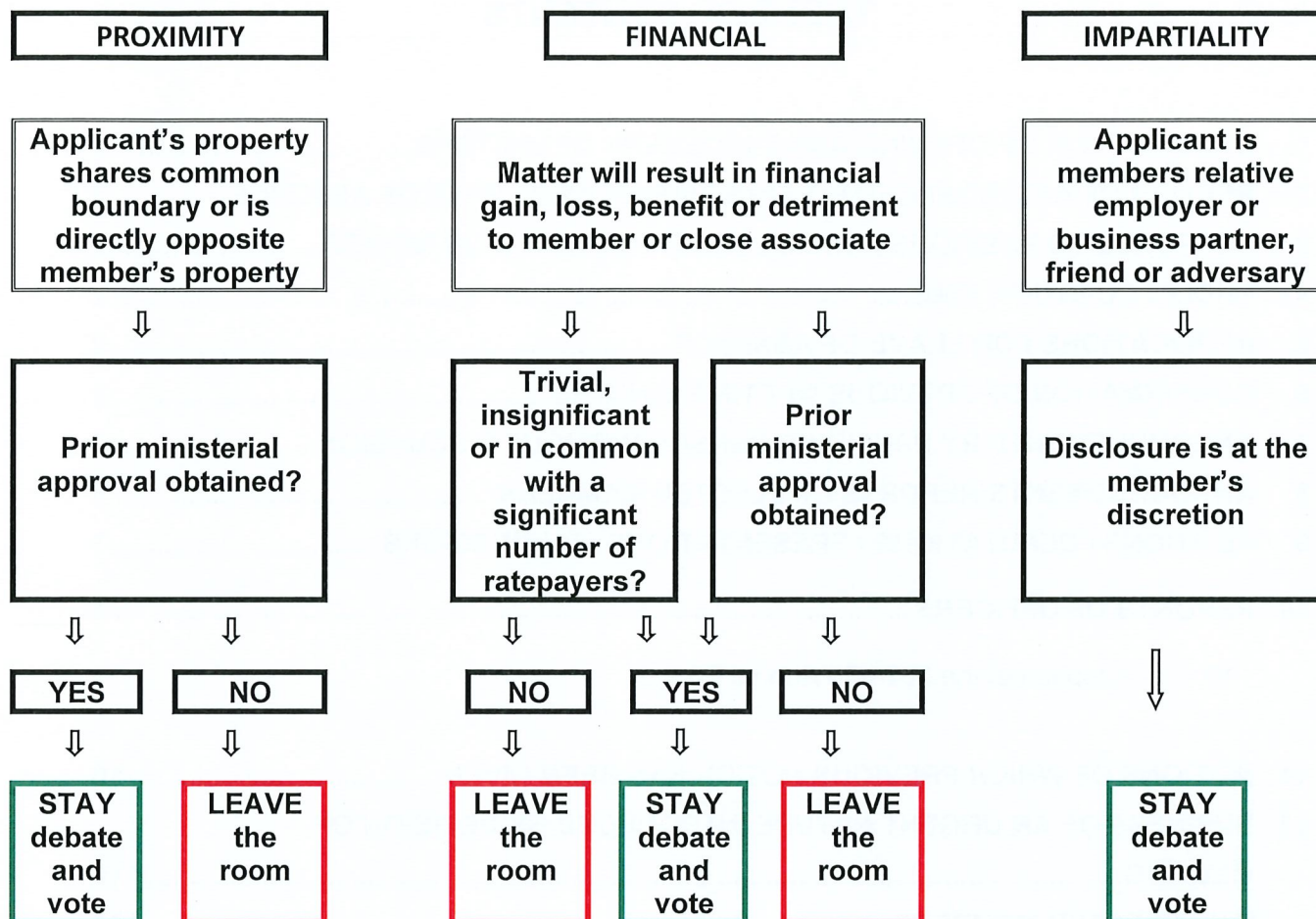
CEO

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

### 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at: 6.06pm

#### ***Acknowledgement of Country: -***

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

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

|                                | Attendance | Approved Leave of Absence | Absent |
|--------------------------------|------------|---------------------------|--------|
| Councillor Lane                | Present    |                           |        |
| Councillor Eva                 | Present    |                           |        |
| Councillor Heal                | Present    |                           |        |
| Councillor Mutter              | Present    |                           |        |
| Councillor Ennor               |            |                           | Absent |
| Councillor Connaughton         | Present    |                           |        |
| Councillor Mills               |            |                           | Absent |
| Chief Executive Officer        | Present    |                           |        |
| Deputy Chief Executive Officer | Present    |                           |        |
| Manager of Infrastructure      | Present    |                           |        |

### 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. |           | Cr.   | Cr.      |      |      |
| 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                                                                                               | Ordinary Council Meeting |      | Cr.   | Cr.      |      |

## **7. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

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

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

## **8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS**

| <b>Councillor</b> | <b>Activity</b> |
|-------------------|-----------------|
| Cr. Lane          |                 |
| Cr. Eva           |                 |
| Cr. Heal          |                 |
| Cr. Mutter        |                 |
| Cr. Ennor         |                 |
| Cr. Connaughton   |                 |
| Cr. Mills         |                 |

## **9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil

## 10. REPORTS OF OFFICERS

|                                                    |                                                        |
|----------------------------------------------------|--------------------------------------------------------|
| <b>Corporate Services</b>                          |                                                        |
| <b>10.1. Adoption of the 2024-25 Annual Budget</b> |                                                        |
| Agenda Reference:                                  | ADM0116                                                |
| Location/Address:                                  | Shire of Three Springs                                 |
| Name of Applicant:                                 | Shire of Three Springs                                 |
| File Reference:                                    |                                                        |
| Disclosure of Interest:                            | Nil                                                    |
| Date:                                              | 15 August 2024                                         |
| Author:                                            | Deputy Chief Executive Officer                         |
| Attachment (s):                                    | 10.1 – Shire of Three Springs Statutory Budget 2024-25 |

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### Council Role:

- |                                     |                |                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>            | Advocacy       | When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.                                                                                                                                                                                                                                                                                                    |
| <input checked="" type="checkbox"/> | 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.                                                                                                                                                                                                                                           |
| <input checked="" type="checkbox"/> | Legislative    | Includes adopting local laws, local planning schemes and policies.                                                                                                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/>            | Review         | When Council reviews decisions made by Officers.                                                                                                                                                                                                                                                                                                                                                                      |
| <input type="checkbox"/>            | 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). |

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### Report Purpose:

That Council approves the Shire of Three Springs Annual Budget 2024-25.

### Background:

The Annual Budget 2024-25 has been prepared in accordance with the Corporate Business Plan and the Strategic Resources Plan (Long Term Financial Plan) as adopted by Council.

The Budget has been workshopped with Council in April – July 2024.

### Officer's Comment:

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

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

There are still several outstanding invoices and the end of year calculation has to be completed. Once this occurs the carried forward surplus may change as a result of 2023-2024 final audit.

The presented budget is based on an expected surplus of over \$3.36M carrying forward from the 2023/24 year. This surplus is largely due to almost \$1.38M FAG pre-payment and capital works carried over or underspent budgets such as:

- Purchase of approximately \$765k of Plant was not completed in 2023/24.
- Road expenditure \$600k less than anticipated. Some works have been carried over
- Only a portion of the capital works on buildings (excluding the Duffy project) were completed and approximately \$550k has been carried over or the projects have been cancelled.

Ministerial approval to impose differential rates was received 13 August 2024.

**Consultation:**

Council  
Bob Waddell  
WATC  
Executive  
Staff

**Statutory Environment:**

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

**Policy Implications:**

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

**Financial/Resources Implications:**

The 2024/25 Budget is the main document relating to Council's Income and Expenditure for the Financial Year.

**Strategic Implications:**

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

**Voting Requirements:**

Absolute Majority required as shown.  
Simple Majority required as shown.

MOVED: Cr. EvaSECONDED: Cr. Connaughton**Officer's Recommendation:****PART A – MUNICIPAL FUND BUDGET FOR 2024/25 - ABSOLUTE MAJORITY REQUIRED**

Pursuant to the provisions of Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, the council adopt the Municipal Fund Budget as attached to this agenda and the minutes, for the Shire of Three Springs for the 2024/25 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type showing a net surplus for 2023-24 of \$3,366,834
- Statement of Cash Flows
- Rates Setting Statement showing an amount required to be raised from rates of \$2,899,838
- Notes to and Forming Part of the Budget
- Transfers to and from Reserves
- Short term loan for a period of two years from Western Australia Treasury Corporation to meet any operational shortfall that may occur due to pre-funding the Main Roads Mid West Secondary Grain Freight Routes
- Elected Members Fees as adopted at the Ordinary Council Meeting held 24 April 2024

|                                  | FOR | AGAINST |
|----------------------------------|-----|---------|
| Cr Chris Lane (President)        | ✓   |         |
| Cr Nadine Eva (Deputy President) | ✓   |         |
| Cr Jim Heal                      | ✓   |         |
| Cr Jenny Mutter                  | ✓   |         |
| Cr Julia Ennor                   |     |         |
| Cr Chris Connaughton             | ✓   |         |
| Cr. Zac Mills                    |     |         |

**CARRIED:**  
**VOTED:5/0**  
**BY ABSOLUTE MAJORITY**

**MOVED: Cr. Heal**  
**SECONDED: Cr. Mutter**

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

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

|                        |                             |
|------------------------|-----------------------------|
| GRV Town               | 12.7549 cents in the dollar |
| GRV Mining             | 23.9212 cents in the dollar |
| UV Rural & Arrino Town | 0.9214 cents in the dollar  |
| UV Mining              | 6.0800 cents in the dollar  |
  - b) Minimum Rates –

|     |          |
|-----|----------|
| GRV | \$500.00 |
| UV  | \$500.00 |
2. Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, Council nominates the following due dates for the payment in full by instalment;
  - i) Due date/first instalment 1 October 2024
  - ii) Second instalment 6 December 2024
  - iii) Third instalment 10 February 2025
  - iv) Fourth instalment 17 April 2025
3. Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996, Council adopts an instalment administration charge where the owner has elected to pay rates through an instalment option of \$15.00 for each instalment after the initial instalment is paid.
4. Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996 Council adopts an interest rate of 5.5% where the owner has elected to pay rates through an instalment option.
  - Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the Local Government Act 1995 and Regulation 70 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

|                                  | FOR | AGAINST |
|----------------------------------|-----|---------|
| Cr Chris Lane (President)        | ✓   |         |
| Cr Nadine Eva (Deputy President) | ✓   |         |
| Cr Jim Heal                      | ✓   |         |
| Cr Jenny Mutter                  | ✓   |         |
| Cr Julia Ennor                   |     |         |
| Cr Chris Connaughton             | ✓   |         |
| Cr. Zac Mills                    |     |         |

**CARRIED:  
VOTED: 5/0  
BY ABSOLUTE MAJORITY**

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**058/2024      OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION**

**MOVED: Cr. Mutter  
SECONDED: Cr. Eva**

**PART C – MATERIAL VARIANCE – SIMPLE MAJORITY REQUIRED**

In accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996 and AASB 1031 Materiality, the level to be used in financial activity in 2024/2025 for reporting material variances shall be 10% or \$10,000, whichever is the greater.

|                                  | FOR | AGAINST |
|----------------------------------|-----|---------|
| Cr Chris Lane (President)        | ✓   |         |
| Cr Nadine Eva (Deputy President) | ✓   |         |
| Cr Jim Heal                      | ✓   |         |
| Cr Jenny Mutter                  | ✓   |         |
| Cr Julia Ennor                   |     |         |
| Cr Chris Connaughton             | ✓   |         |
| Cr. Zac Mills                    |     |         |

**CARRIED:  
VOTED: 5/0**

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**MOVED: Cr. Connaughton**  
**SECONDED: Cr. Heal**

**PART D – GENERAL FEES AND CHARGES – ABSOLUTE MAJORITY REQUIRED**

Pursuant to Section 6.16 of the Local Government Act 1995, Council adopts the Fees and Charges for 2024/2025 as included as an attachment of this agenda and minutes.

|                                  | FOR | AGAINST |
|----------------------------------|-----|---------|
| Cr Chris Lane (President)        | ✓   |         |
| Cr Nadine Eva (Deputy President) | ✓   |         |
| Cr Jim Heal                      | ✓   |         |
| Cr Jenny Mutter                  | ✓   |         |
| Cr Julia Ennor                   |     |         |
| Cr Chris Connaughton             | ✓   |         |
| Cr Zac Mills                     |     |         |

**CARRIED:**  
**VOTED: 5/0**  
**BY ABSOLUTE MAJORITY**

**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, 28 August 2024 @ 5.30pm.

**16. CONFIDENTIAL ITEMS**

Nil

**17. MEETING CLOSURE**

There being no further business the Presiding Officer closed the meeting at 6.11pm.

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

Signed: \_\_\_\_\_

Presiding Officer

Date: 28 August 2024

