



AGENDA
ORDINARY COUNCIL MEETING
TO BE HELD ON
WEDNESDAY
22 JUNE 2022
COMMENCING AT 5 PM



**SHIRE OF THREE SPRINGS
ORDINARY COUNCIL MEETING NOTICE PAPER
22 JUNE 2022**

President and Councillors,

An ordinary meeting of Council is called for Wednesday, 22 June 2022, in the Council Chambers, Railway Road, Three Springs commencing at 5pm.

Keith Woodward
Chief Executive Officer

16 June 2022

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Three Springs for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff.

The Shire of Three Springs disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement occurring during Council/Committee meetings or discussions. Any person or legal entity that acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Three Springs during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Three Springs. The Shire of Three Springs warns that anyone who has an application lodged with the Three Springs Shire Council must obtain and only should rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Three Springs in respect of the application.

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

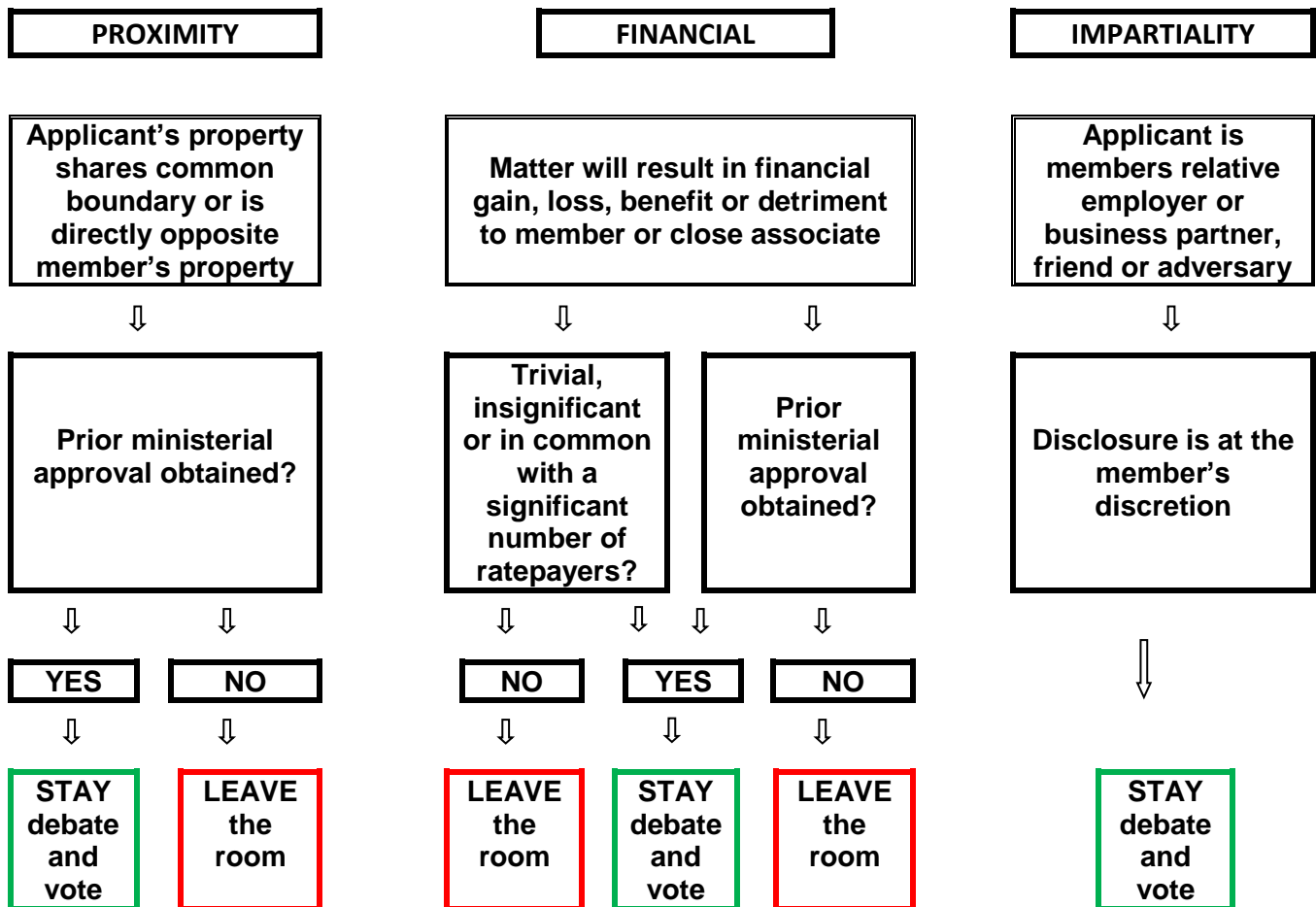
CEO

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.

TABLE OF CONTENTS

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	2
2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE.....	2
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	2
4. PUBLIC QUESTION TIME.....	2
5. APPLICATIONS FOR LEAVE OF ABSENCE	2
6. CONFIRMATION OF PREVIOUS MEETING MINUTES	2
7. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION	2
8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS	2
9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS	3
10. REPORTS OF OFFICERS.....	3
10.1 Good Governance in Practice	
10.2 Corporate Business Plan	
10.3 Council Policy Manual Review June 2022	
10.4 Adopt Community Crop Policy	
10.5 Capital Works Progress Update 2021-2022	
10.6 Community Development Officer Update	
10.7 2022/2023 - Setting Of The Annual Rate In The Dollar	
10.8 Elected Members' Fees and Allowances For 2022-2023	
10.9 Report Title Fees and Charges 2022/23	
10.10 Monthly Financial Report for Period 31 May 2022	
10.11 Accounts for Payments as at 31 May 2022	
11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	54
12. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF	
MEETING	54
12.1. ELECTED MEMBERS.....	54
12.2. STAFF	54
13. QUESTIONS BY MEMBERS WITHOUT NOTICE	54
14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	54
15. TIME AND DATE OF NEXT MEETING.....	54
16. CONFIDENTIAL ITEMS.....	55
17. MEETING CLOSURE	55

AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at:

Acknowledgement of Country:-

The Shire of Three Springs acknowledges the traditional owners of this land – the 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			
Councillor Connaughton			
Councillor Heal			
Councillor Mutter			
Councillor Mills			
Councillor Ennor			
Councillor Eva			
Chief Executive Officer			
Deputy Chief Executive Officer			
Acting Manager of Works			
Community Development Officer			
Executive Secretary			

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

		OCM Month	Moved	Seconded	Vote	Date
5.1	Cr.		Cr.	Cr.		
5.2	Cr.		Cr.	Cr.		
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	25/05/2022	Cr.	Cr.	

7. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS

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

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:	22 June 2022
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 2022.
2. Actions Performed under Delegated Authority for May 2022.

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 2022

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 2022 reports were submitted to the June 2022 OCM. Minutes reference.	
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	N/a	
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	Yes	
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)		Yes register is up to date.	
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		Register reviewed – no EM 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		City of Geraldton	
--	----------------------------	------	--	-------------------	--

Execution of Delegation for May 2022

Date	File Ref	Delegation Number	Decision Detail	Applicant	Initiating Officer	1 st Auth.	2 nd Auth.	Comment
09 May 22	ADM0468	GO004-Execution of Contract Documents	Provisions of Architectural Services - Shire Community Hall and Duffys Store	SoTS and Eastman Poletti Sherwood	CEO			ICR2217335
10-May-22	PMT ID: F2051077 73574	CS002 - Payments from Municipal Fund and Trust Fund	Transfer of Funds from the Maximiser to Municipal Account	CBA	DCEO			Transfer of Funds from the Maximiser Account to the Muni Account for Payroll \$50,000.00 PMT ID: F205107773 574
10-May-22	PMT ID: F2051077 92143	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	CBA	DCEO			Fortnightly Payroll PPE 10/05/2022 - \$38,938.03 PMT ID: F205107792 143
13-May-22	PMT ID: F2051380 01532	CS002 - Payments from Municipal Fund and Trust Fund	Transfer of Funds from the Maximiser Account to the Municipal Account	CBA	DCEO			Transfer of Funds from the Maximiser Account to the Muni Account for Creditor Payments \$15,000.00 PMT ID: F205138001 532
13-May-22	PMT ID: F2051380 20203	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditor Payments	CBA	DCEO			Creditor Payments \$30,004.19 EFT PMT ID: F205138020 203
19-May-22	PMT ID: F2051983 22450	CS002 - Payments from Municipal Fund and Trust Fund	Transfer from Muni to Licensing Account - Cheque Deposited to Muni and transferred	CBA	FO	DCEO		Transfer \$419.30 Cheque Deposit from the Muni account to the Licensing

			to Licensing					Account. Deposit made to Muni to prevent overdraft fee of licensing account on DoT direct Debit prior to Cheque Clearing. PMT ID: F205198322 450
20-May-22	PMT ID: F2052084 01264	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditor Payments	CBA	CSO2	FO	DCEO	Creditor Payments \$4,559.00 EFT PMT ID: F205208401 264
24-May-22	PMT ID: F2052485 96725	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	CBA	FO		CSO2	Fortnightly Payroll PPE 24/05/2022 - \$39,059.93 PMT ID: F205248596 725
25-May-22	PMT ID: F2052586 39642	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditor Payments	CBA	CSO2	FO		Creditor Payments \$8,866.45 EFT PMT ID: F205258639 642
31-May-22	PMT ID: F2053190 35605	CS002 - Payments from Municipal Fund and Trust Fund	Funds Transfer from Muni to Maxi	CBA	FO	FO		Transfer of Funds from Muni to Maxi Account \$380,000.00 PMT ID: F205319035 605

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:

OFFICER'S RECOMMENDATION:	10.1
That Council Accepts: <ol style="list-style-type: none"> 1. The Governance Compliance Calendar report for May 2022. 2. The Execution of Delegation report for May 2022. 	

10. REPORTS OF OFFICERS

Executive Services	
10.2 Report Title: 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:	22 June 2022
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	Corporate Business Plan 2020-2024

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 checked="" 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). |

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, asset management, and long-term financial plan proposed from June 2022 to June 2023.

There may be minor modifications to the workforce plan subject to the Administration and Works Depot staff structures in 2022-2023.

Background:

All Western Australian local governments must prepare a Plan for the Future for their district, comprising of two key strategic documents, a Strategic Community Plan and Corporate Business Plan. Local Governments must consider these plans when forming their annual budget. Achieving the community's vision and the Shire's

strategic objectives requires the development of actions to address each strategy contained within the Strategic Community Plan.

Due to the limited resources available in the Shire of Three Springs careful operational planning and prioritisation are required to achieve the objectives and desired outcomes. This planning process is formalised by the development of the Corporate Business Plan.

The Corporate Business Plan converts the Strategic Community Plan into action by adopting an Annual Budget. Actions requiring funding will only be undertaken once approved within the statutory budget and subject to funding availability. Along with achieving the community aspirations and objectives, the Corporate Business Plan draws on information contained within the Shire of Three Springs strategic documents:

Strategic Resource Plan

The Shire took a combined approach to asset management and long term financial planning processes to produce an overarching Strategic Resource Plan. A key objective of the Strategic Resource Plan is to highlight and define key long term strategies to maintain financial and asset services to the community.

Asset Management

The Shire has developed an initial Asset Management Plan for major asset classes. The Asset Management Plan forms a component of an overall Asset Management Strategy which addresses the Shire's current processes and sets out the steps required to continuously improve the management of the Shire-controlled assets. Capital renewal estimates within the Asset Management Plan have been included to the extent that financial and workforce resources are available to enable the renewals.

Long Term Financial

The Shire of Three Springs is planning for a positive and sustainable future. The Shire seeks to maintain, and, where possible, improve service levels into the future while maintaining a healthy financial position. During the development of this Corporate Business Plan, the Long Term Financial Plan was updated to ensure the Shire's financial capabilities to undertake the planned actions.

Workforce Plan

The Workforce Plan provides the workforce management and resource strategies necessary to deliver the objectives, outcomes and strategies of the Shire's Strategic Community Plan. Workforce issues have been considered during the development of this Corporate Business Plan, and the financial impacts of the Workforce Plan are captured within the Long Term Financial Plan.

Officer's Comment:

2021-2022 Corporate Business Plan Status Report

Achievements	
Strategy	Provide and maintain good quality tourism infrastructure and facilities
1.1.1	<ul style="list-style-type: none">• Grant-funded and constructed Community Gym.• Grant-funded and constructed Dominican Park.• Grant-funded and constructed Railway Road Civil and Parkland/landscaping.• Grant-funded and constructed Aquatic Centre Sports Lighting.

	<ul style="list-style-type: none"> • Grant-funded and constructed Sporting Club Air-conditioning. • Grant-funded and constructed Early Childhood Learning Centre solar panels. • Grant-funded and constructed Lovelock's water harvesting plumbing and monitoring bores. • Grant-funded Silo projection system. • Grant submission to redevelop the Glyde Street campsite. • Grant submission to develop Duffy's Store Building Better Regions.
1.1.2	Wildflower Committee, provision of facilities and secretarial services.
1.1.3	Business Planning and public forums associated with the development of the Silo Projection project.
1.1.5	Business Planning and public forums associated with the development of the historical Duffy's Store.
1.1.6	Rebranding and promoting Three Springs as a State and regional tourism destination. <ul style="list-style-type: none"> • State and Federal Government tourism-based engagement. • Western Australian Tourism agencies engagement. • Western Australian arts, libraries and museums engagement. • Formulated the Council Tourism Policy 1.21.
Strategy	Increase the availability of land and improve services for housing and industry
1.2.1	Developed the Shire of Three Springs Lands Report.
1.2.1	Planned to commence the Town Planning Scheme amendment; however, funding was unavailable in the 2021/22 Annual Shire Budget.
1.2.3	Release the Shire of Three Springs Investment Prospectus.
Strategy	Increase the diversity of the existing business base
1.3.2	Delivered the Shire of Three Springs Business Forum.
1.3.3	Established the 3Springs Farm Innovation association, including funding, strategic planning, constitution and incorporation.
1.3.4	Grant-funded Construct Lovelocks water harvesting plumbing and monitoring bores.
1.3.6	<ul style="list-style-type: none"> • Negotiations with the power industry to reactivate the mining camp. • Grant submissions to recommission the mining camp.
Strategy	Maintain and improve business infrastructure
1.4.1.1	Main Street was rebuilt, aligning with the principles of the Three Springs Townsite Redevelopment Plan.
1.4.1.3	Delivered the Shire of Three Springs Business Forum.
1.4.1.4	Obtained quote to repaint the main street shop frontages. This matter was discussed with Council, and the decision was to not proceed.
Strategy	Retain and support the presence of the existing government services, facilities and other agencies in Three Springs
1.5.1	The construction of the Early Childhood Learning Centre was completed in 2020.
Strategy	Attract and maintain a stable workforce
1.6.1	The construction of the Early Childhood Learning Centre was completed in 2019-2020.
1.6.3	Planned to commence the Town Planning Scheme amendment; however, funding was not available in the 2021/22 Annual Shire Budget.
Strategy	A community that is well informed and respects our natural, cultural and built environments.
2.1.1	Established the 3Springs Farm Innovation association, including funding, strategic planning constitution and incorporation.
2.1.2	Grant-funded Construction Lovelocks water harvesting plumbing and monitoring bores.
2.1.3.1	Wildflower Committee-Reginal Wildflower and town maps.

2.1.5.1	Financially support the Visitors Centre and include a state of the art new Visitors Centre in the Duffys Store development project.
Strategy	Three Springs is a comfortable and welcoming place to live and visit, and reflects our lifestyle values
2.3.2	Refer to 1.1.1
Strategy	Preservation of local heritage and the unique character of our built environments
2.4.1 2.4.2	The Silos Projection Project and the Duffy Store redevelopment and events are part of the Three Springs Tourism Business Case. Stakeholder engagement and consultations were part of developing the Business Case; these included workshops, community surveys and numerous meetings with local community members and businesses, state government departments, peak bodies, and other key stakeholders.
Strategy	An attractive, inviting and functional main street environment
2.5.2	Main Street was rebuilt, aligning with the principles of the Three Springs Townsite Redevelopment Plan.
Strategy	Efficient use of resources
2.6.2	Grant-funded Construction Lovelocks water harvesting plumbing and monitoring bores.
Strategy	To retain and improve high-quality infrastructure
2.8.1	Secured by contract, doctor's services for the Three Springs Medical Centre and Three Springs Hospital. Including the provision of doctor's services to the towns of Carnamah, Coorow and Eneabba.
Strategy	People are motivated, work together and have an increased pride and participation in the community
3.1.3	The Shire employs a Community Development Officer.
3.1.5	<ul style="list-style-type: none"> • Implementation of the Community Small Grant program. • Sporting club loan for the bowling green. • Acquired grants to install air conditioning and a community gym.
3.1.6	Events the Shire has managed and or participated in: <ul style="list-style-type: none"> • Business Forum • Tourism Forum • Digital Workshops • Australia Day • International Women's Day • Anzac Day • Dominican Park Opening • Volunteer Award Day
Strategy	Maintain and improve the provision of emergency services
3.7.2	The Shire managed the COVID-19 and Cyclone Seroja Impacts. This included formulating the COVID-19 Business Continuity Plan.
Strategy	A well engaged and informed community that actively participates
4.1.1	Continue to develop the content of Yakabout local newspaper
4.1.5	Volunteer Awards Day
Strategy	A long term strategically focused Shire that is efficient, respected and accountable
4.2.1.1	The Councillor's training program is appropriately funded and training has been facilitated by the administration.
4.2.3	The Shire's Integrated Planning System (IPS) is up to date and accurate. The directives in the IPS are front and centre, guiding the strategic and administration function of the Shire.
Strategy	Continue to provide quality local government services and facilities
4.3.2	The management of the governance systems is reported to Council on a monthly

4.3.3	basis.
4.5.1	Extensive tourism collaboration with multiple Federal, State Government agencies and commissions.

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:
Nil	Nil
Outcome 1.2 Increase the availability of land and improve services for housing and industry.	Approach Landcorp to assist in the development of land and services for industry and housing.
Outcome 1.3 Increase the diversity of the existing business base.	Undertake review and Scheme Amendment.
Outcome 2.4 Preservation of local heritage and the unique character of our built environs.	Investigate and develop the long-term use of the Three Springs Mining Camp.
	Develop and restore Duffy's Store.
	Work closely with CBH to identify future opportunities for alternative uses of the silos.

Voting Requirements:

Absolute Majority.

Officer's Recommendation:

OFFICERS RECOMMENDATION:	10.2
That Council adopts the Corporate Business Plan effective from June 2022 to June 2023.	

10. REPORTS OF OFFICERS

Executive Services	
10.3 Report Title: Council Policy Manual Review June 2022	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0200
Disclosure of Interest:	Nil
Date:	22 June 2022
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	Council Policy Manual 2022

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 checked="" 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). |

Report Purpose:

The Shire of Three Springs Council Policy “1.1 Council Policy Management” states that all policies will be reviewed every two years.

The Policy Manual review has been completed and Council is requested to endorse the June 2022 Council Policy Manual.

Background:

Council adopted the new policy manual in June 2020. The policy manual has been amended 11 times since June 2020 due to legislation and evolving administration practices.

31 May 2022, the Council and staff were provided with the Policy Manual and requested to review the manual and comment for the purpose of improving the effectiveness of the policy structure.

The objectives of the Council's Policy Manual are:

1. To provide Council with a formal written record of all policy decisions.
2. To provide the staff with precise guidelines in which to act in accordance with Council's guidelines.
3. To enable the staff to act promptly in accordance with Council's requirements, but without continual reference to Council.
4. To enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Council.
5. To enable Council to maintain a continual review of Council Policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances.
6. To enable ratepayers to obtain immediate advice on matters of Council Policy.

Officer's Comment:

The Chief Executive Officer reviewed the Policy Manual to assess the effectiveness of the policy structure. The Policy Manual is effective and policy will be amended as legislation and administration practices evolve.

No comment was received from Council and Staff. No policy changes are proposed.

Consultation:

Three Springs Shire Council and Staff.

Statutory Environment:

2.7. Role of Council

- (1) *The Council —*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the Council is to —*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

Policy Implications:

Nil

Financial/Resources Implications:

Nil

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 forward-thinking community that is guided by strong leadership.	Maintain, review and ensure the relevance of Council policies and local laws.
---	---

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:
Absolute Majority.

Officer's Recommendation:

OFFICERS RECOMMENDATION:	10.3
That Council endorses the June 2022 Council Policy Manual review.	

10. REPORTS OF OFFICERS

Executive Services	
10.4 Adopt Community Crop Policy	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	CEO
File Reference:	ADM0200
Disclosure of Interest:	Nil
Date:	22 June 2022
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	Community Crop Policy

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 adopts the Community Crop Policy 3.12.

Background:

The Shire of Three Springs Council requested a policy to govern the Community Crop.

Officer's Comment:

The Shire manages land at Arrino for the purpose of a community crop. Community groups have the opportunity to apply for cropping rights. The community groups organise the seeding, harvest and sale of the crops for the purpose of raising funds for community based projects.



Consultation:

Council and administration staff.

Statutory Environment:

Local Government Act 1995, Part 2, Division 2, s.2.7:

2.7. Role of Council

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

Policy Implications:

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:
4. 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 Council's Corporate Business Plan 2020-2024.

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

Voting Requirements:

Absolute Majority

Officer's Recommendation:

OFFICER'S RECOMMENDATION:	10.4
That Council adopts the Community Crop Policy 3.12.	

10. REPORTS OF OFFICERS

Works and Services	
10.5 Capital Works Progress Update 2021-2022	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM
Disclosure of Interest:	Nil
Date:	22 June 2022
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	Capital Works Report 2021-2022

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 2022.

Background:

This report provides Council with the 2021-2022 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 2021-2022

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:

OFFICER'S RECOMMENDATION:	10.5
That Council accepts the Capital Works Report for May 2022.	

10. REPORTS OF OFFICERS

Executive Services	
10.6 Community Development Officer Update	
Agenda Reference:	CDO
Location/Address:	Shire of Three Springs
Name of Applicant:	CEO
File Reference:	
Disclosure of Interest:	Nil
Date:	22 June 2022
Author:	Raman S Virdi, Community Development Officer
Attachment (s):	Shire newsletter

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 2022.

Background:

This report provides Council with the Community Development update.

Officer's Comment:

Official Communication - Facebook page and the Shire website.	Official communication is managed by Council Policy 1.7. The Shire released the new <i>Shire Newsletter</i> on Thursday, 9 June 2022. The June newsletter edition was posted to community members in their PO Boxes. The <i>Shire Newsletter</i> aims to inform community members about Council activities. Please refer to attachment 1.
---	--

	The Shire has updated its Facebook Page and website about ongoing activities.
Tourist Radio and Silos Projection Ad	<p>Chris Lewis from ABC Radio conducted interviews for the Three Springs Tourist Radio on Friday, 22 April 2022, at the Council Chambers. Chris Lewis provided the final Tourist Radio audio recording on Thursday, 9 June 2022.</p> <p>Tourist Radio is currently broadcasted on 87.6 FM frequency.</p>
Community Gym Activation Classes (CGAC)	<p>Three Springs Community Gym is managed by the Shire.</p> <p>The Shire is organising an ARCI grant-funded 12-week fitness program to promote health and wellbeing for the Three Springs community.</p>

Events:

Thank a Volunteer Week Celebration	<p>Thank a Volunteer Week Celebration event is sponsored by Lotterywest and Volunteer WA.</p> <p>The event was held at the Red Room, Shire Community Hall, on Sunday, 22 May 2022.</p> <p>The Shire President presented the Active Volunteer Award (AVA) to Bridie Reed and Kylie Dennis for contributing to the Three Springs community.</p>
------------------------------------	---

Grants:

Local Road and Community Infrastructure Program - 3 (LRCI-3)	<p>LRCI-3 is managed by the Department of Infrastructure, Transport, Regional Development and Communications.</p> <p>The Shire has been allocated \$658,208 under the LRCI-3 grant. This grant is allocated to the Shire Hall upgrade and Netball Courts and associated lighting.</p>
Cultural Accelerator (CTAP) Tourism Program	<p>CTAP is managed by Regional Art Australia.</p> <p>The Shire of Three Springs has successfully received the Experience Initiative grant worth \$10,000. This grant is allocated to produce the Three Springs Tourist Radio and silo projection advert.</p>
National Volunteer Week Grant (NVWG)	<p>NVWG is managed by Lotterywest and Volunteer WA.</p> <p>The Shire of Three Springs has successfully received the NVWG worth \$800.00.</p>
Silos Projection Grant (SPG) - LotteryWest	<p>The Shire of Three Springs submitted a grant application to fund the Silos Projection project. The Shire has successfully received the 80% of the total fund required for Silos Projection from Lotterywest.</p>

Active Communities (ARCI) Grant	Regional Initiative	<p>ARCI Grant is managed by the Department of Local Government, Sports and Cultural Industries.</p> <p>The Shire of Three Springs has been successful at the ARCI grant for \$3,700 to fund 12-week 'Community Gym Activation Classes' at the Shire Community Gym.</p>
---------------------------------	---------------------	--

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:
Develop tourism infrastructure and increase the length of stay.	<p>1.1.2 Participate in the "Wildflower Way" Tourist Drive.</p> <p>1.1.6 Rebrand and promote Three Springs as an attractive place to live and work.</p>
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:

OFFICER'S RECOMMENDATION:	10.6
That Council accepts the Community Development Report for May 2022.	

10. REPORTS OF OFFICERS

Corporate Services	
10.7 2022/2023 - Setting Of The Annual Rate In The Dollar	
Agenda Reference:	201107
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0087
Disclosure of Interest:	Nil
Date:	22 June 2022
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 to determine the Rates in the dollar and minimum rates for the 2022-2023 financial year.

Background:

The below table shows the total rates revenues raised for the preceding five years and increase/decrease in rate revenue both in terms of \$ and % value.

	Overall Effects			
	Total Revenue \$	Increase / Decrease	\$ Change	% Change
17-18	2,037,806	↑	48,695	2.45%
18-19	2,040,426	↑	2,621	0.13%
19-20	2,148,221	↑	107,795	5.28%
20-21	2,148,202	↓	-19	0.00%

21-22	2,228,195	↑	79,992	3.72%
-------	-----------	---	--------	-------

Officer's Comment:

The Long Term Financial Plan contained within the Strategic Resource Plan 2020-2035 indicates that the Shire of Three Springs requires \$2,313,025 to be raised in rates revenue to meet the shortfall when adopting the 2022/23 Budget.

Council must take into account many factors when setting the rate in the dollar. These factors include:

- Consideration of the proposed budget deficiency;
- Substantial increases in rates need to be justified. It cannot just be Consumer Price Index (CPI) without valid reasoning substantiating this.

The process is more complicated if proposing Differential Rating:

- Objects and Reasons are required to be prepared which explain the logic behind each different rate and minimum payment;
- Advertising the proposed differential rates and minimum payments for the required minimum of twenty one days (the first day being the day after publication date);
- Consulting with individual ratepayers if only a small number are affected by a significant change to their rates;
- Considering whether the minimum payment applies to more than fifty per cent of the properties in any rating category other than vacant land; and
- Ensuring that compliance with Section 6.33(3) if Council intend to impose a differential general rate which is more than twice the lowest differential general rate by ensuring Ministerial approval is granted prior to imposition of the rates.

The following table show the rates in the dollar as adopted over the preceding 5 years:

	UV			GRV	
	Rural	Mining	Arrino Town	Residential	Mining
2017 - 2018	1.5033	11.7261	1.5033	11.7261	23.4522
2018 - 2019	1.5334	3.0667	1.5334	11.9606	23.9212
2019 - 2020	1.5334	1.5334	1.5334	11.9606	11.9606
2020 - 2021	1.4416	1.4416	1.4416	11.9607	11.9607
2021 - 2022	1.3861	1.3861	1.3861	12.3195	12.3195

In 2021/22 the rates in the dollar and minimum payments for surrounding shires was:

	Three Springs	Carnamah	Mingenew	Coorow	Morowa	Perenjori
GRV - Residential	12.3195	15.9500	15.028	12.8046	7.892	8.2712
GRV - Mining	12.3195	31.9000	-	-	-	8.2712

UV - Rural	1.3861	1.6630	1.2920	1.4305	2.282	1.9000
UV - Arrino Town	1.3861	-	-	-	-	-
UV - Mining	1.3861	1.663	1.292	16.7598	30.197	34.255
Minimum	470	795	GRV 707; UV 1061	\$830	GRV & UV Rural 303; UV Mining 683	349

Minimums

Council should be aware that in accordance with Local Government Act 1995 Section 6.35 no more than half the properties can be subject to the minimum within each category. The current minimum amounts would need to be increased substantially for this to be an issue for the Shire of Three Springs.

By increasing the minimum to \$500 with the changes to the rate in the dollars to raise rates revenue to align with the LTFP, the following table shows the number of properties that would be on the Minimum.

	Minimum Amount	Total No. of Properties	No. of properties on Minimum
GRV	500	228	22
UV	500	241	55

Minimums imposed over the preceding five years are:

	Minimums				
	UV			GRV	
	Rural	Mining	Arrino Town	Residential	Mining
2017 - 2018	450	450	450	450	450
2018 - 2019	455	275	455	455	455
2019 - 2020	455	455	455	455	455
2020 - 2021	455	455	455	455	455
2021 - 2022	470	470	470	470	470

It is suggested that to achieve the increased 3.8% rate revenue for the UV category as required in the LTFP that:

- a reduction in the Rate in the \$ for UV, from 1.3861 to 1.2917 will achieve a 3.8% increase in rate revenue for this category. The reduction is due to a 10.92% increase in the UV Rural valuation as supplied by the Valuer General.
- GRV will require an increase from 12.3195 to 12.7549 to achieve a 3.8% increase in this category.
- The minimum be increased from \$470 to \$500 on each categories.

By increasing the minimum to \$500 with the above proposed rate in the dollars, the rates revenue would be \$2,312,845, an increase of \$84,649. The average increase would be \$148.17 with the impact to the rates raised on each assessment ranging from an increase of \$2,969.20 to a decrease of \$455.41.

Consultation:

Council
Staff

Statutory Environment:

Local Government Act 1995 – Section 6.32 Rates and service charges.

“6.32. Rates and service charges

- (1) *When adopting the annual budget, a local government —*
- (a) *in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either —*
 - (i) *uniformly; or*
 - (ii) *differentially;**and*
 - (b) *may impose* on rateable land within its district —*
 - (i) *a specified area rate; or*
 - (ii) *a minimum payment;**and*
 - (c) *may impose* a service charge on land within its district.*

** Absolute majority required.*

- (2) *Where a local government resolves to impose a rate it is required to —*
- (a) *set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and*
 - (b) *set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.*
- (3) *A local government —*
- (a) *may, at any time after the imposition of rates in a financial year, in an emergency, impose* a supplementary general rate or specified area rate for the unexpired portion of the current financial year; and*
 - (b) *is to, after a court or the State Administrative Tribunal has quashed a general valuation, rate or service charge, impose* a new general rate, specified area rate or service charge.*

** Absolute majority required.*

- (4) *Where a court or the State Administrative Tribunal has quashed a general valuation the quashing does not render invalid a rate imposed on the basis of the quashed valuation in respect of any financial year prior to the financial year in which the proceedings which resulted in that quashing were commenced.*

[Section 6.32 amended by No. 55 of 2004 s. 690.]”

“6.33. *Differential general rates*

- (1) *A local government may impose differential general rates according to any, or a combination, of the following characteristics —*
 - (a) *the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the Planning and Development Act 2005; or*
 - (b) *a purpose for which the land is held or used as determined by the local government; or*
 - (c) *whether or not the land is vacant land; or*
 - (d) *any other characteristic or combination of characteristics prescribed.*
- (2) *Regulations may —*
 - (a) *specify the characteristics under subsection (1) which a local government is to use; or*
 - (b) *limit the characteristics under subsection (1) which a local government is permitted to use.*
- (3) *In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.*
- (4) *If during a financial year, the characteristics of any land which form the basis for the imposition of a differential general rate have changed, the local government is not to, on account of that change, amend the assessment of rates payable on that land in respect of that financial year but this subsection does not apply in any case where section 6.40(1)(a) applies.*
- (5) *A differential general rate that a local government purported to impose under this Act before the Local Government Amendment Act 2009 section 39(1)(a) came into operation¹ is to be taken to have been as valid as if the amendment made by that paragraph had been made before the purported imposition of that rate.*

[Section 6.33 amended by No. 38 of 2005 s. 15; No. 17 of 2009 s. 39; No. 28 of 2010 s. 34.]”

“6.35. *Minimum payment*

- (1) *Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.*

- (2) *A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.*
- (3) *In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —*
 - (a) *50% of the total number of separately rated properties in the district; or*
 - (b) *50% of the number of properties in each category referred to in subsection (6),**on which a minimum payment is imposed.*
- (4) *A minimum payment is not to be imposed on more than the prescribed percentage of—*
 - (a) *the number of separately rated properties in the district; or*
 - (b) *the number of properties in each category referred to in subsection (6),**unless the general minimum does not exceed the prescribed amount.*
- (5) *If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.*
- (6) *For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —*
 - (a) *to land rated on gross rental value; and*
 - (b) *to land rated on unimproved value; and*
 - (c) *to each differential rating category where a differential general rate is imposed.”*

Local Government Act 1995 – Section 6.36 Notice of certain rates.

“6.36. *Local government to give notice of certain rates*

- (1) *Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so.*
- (2) *A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).*
- (3) *A notice referred to in subsection (1) —*
 - (a) *may be published within the period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government’s estimate of the budget deficiency; and*
 - (b) *is to contain —*

- (i) details of each rate or minimum payment the local government intends to impose; and
 - (ii) an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days (or such longer period as is specified in the notice) of the notice; and
 - (iii) any further information in relation to the matters specified in subparagraphs (i) and (ii) which may be prescribed;
- and
- (c) is to advise electors and ratepayers of the time and place where a document describing the objects of, and reasons for, each proposed rate and minimum payment may be inspected.
- (4) The local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.
- (5) Where a local government —
- (a) in an emergency, proposes to impose a supplementary general rate or specified area rate under section 6.32(3)(a); or
 - (b) proposes to modify the proposed rates or minimum payments after considering any submissions under subsection (4),
- it is not required to give local public notice of that proposed supplementary general rate, specified area rate, modified rate or minimum payment.”

Policy Implications:

Nil

Financial/Resources Implications:

Precursor to 2022 – 2023 Budget discussions

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:

Absolute Majority

Officer's Recommendation:

OFFICERS RECOMMENDATION		10.7
Officer's Recommendation:		
That Council:		
<ul style="list-style-type: none">In arriving at the proposed rates in the dollar have attempted to balance the need for revenue to fund essential services and facilities with the desire to limit any increase on the ratepayer to affordable levels.Authorise that the following proposed rates in the dollar be used when preparing the 2022-23 Draft Budget		
Gross Rental values	12.7549 cents (+3.53% change)	Minimum \$500 (\$30 increase)
Unimproved Values	1.2917 cents (-6.81% change)	Minimum \$500 (\$30 increase)
<ul style="list-style-type: none">Acknowledge that these rates in the dollar are to be adopted as part of the 2022/23 Budget adoption at a future Council meeting.		

10.8 REPORTS OF OFFICERS

Corporate Services	
10.8 Elected Members' Fees and Allowances For 2022-2023	
Agenda Reference:	DCEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	
Disclosure of Interest:	Nil
Date:	25 May 2022
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 2022/23 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 2022, effective from 1 July 2022. The Shire of Three Springs does have the capacity within its current band to increase sitting fees.

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 2.11 states:

"1.1 Presidents Allowance

The President shall be entitled to an annual Local Government allowance equal to the maximum amount permitted to be paid to the President 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

The President and Council members shall be entitled to an annual meeting attendance allowance equal to the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal."

All state "shall be entitled", therefore Council are required to set the Allowance amounts.

The following table shows the change in Allowances over the four preceding years.

Item	2018/19	2019/20	2020/21	2021/22
President's Allowance per annum	\$7,500	\$10,000	\$7,500	\$15,000
Deputy President's Allowance per annum	\$1,375	\$2,500	\$1,875	\$3,750
Council Meeting – President per meeting	\$264	\$400	\$200	\$500
Council Meeting – Councillor per meeting	\$132	\$200	\$100	\$200
Committee & Prescribed Meeting – All – per meeting		\$100	\$100	\$115

The following table shows the fees and allowances set in the preceding year (2021/22), the SAT Ranges effective from 1 July 2022 and the SAT Range median for each fee and allowance.

Item	Previous Year (2021/22) Adopted fees and allowances	SAT Range from 1 July 2022	Median \$ of SAT Range
President's Allowance per annum	\$15,000	\$526 - \$20,565	\$10,546
Deputy President's Allowance per annum	\$3,750	\$131.5 – \$5,141.25	\$2,636
Council Meeting – President per meeting	\$400	\$93 - \$502	\$298
Council Meeting – Councillor per meeting	\$200	\$93 - \$244	\$169
Committee Meeting – All – per meeting	\$115	\$47 - \$122	\$85

There is the option for Councillors to be paid an Annual attendance fee instead of meeting fees.

The SAT range for the Annual Attendance fees are:

	Councillor		President	
	Minimum	Maximum	Minimum	Maximum
Band 4	\$3,679	\$9,742	\$3,679	\$20,022

If Council determines to pay the Annual Attendance Fee, a Councillor who only attends the minimum required number of meetings may be paid the same as a Councillor who attends all meetings, including Committee meetings.

Annual allowances in lieu of reimbursement of expenses - ICT

As per the SAT determination of 7 April 2022, ICT (Information & Communication Technology Allowance (ICT) means:

- “a) *Rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or*
- b) *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”*

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 2021/22, the Shire of Three Springs ICT annual allowance was \$2,000.

SAT has determined that the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance is \$3,500. Adhering to the Policy, the ICT annual allowance for 2022/23 is set at \$2,100.

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

SAT has set an annual allowance for travel and accommodation expenses at \$50. 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) Interim Award 2011 (Award) as at the date of this determination (8 April 2020) as per 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	Over 2600cc	Over 1600cc to 2600cc	1600cc and under
Cents per kilometre			
Metropolitan area	93.97	67.72	55.85
South West Land Division	95.54	68.66	56.69

North of 23.5 Latitude	103.52	74.12	61.21
Rest of state	99.01	70.87	58.37
Motor cycle	Rate c/km		
Distance travelled	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.

Consultation:

Keith Woodward – CEO

Statutory Environment:

Salaries and Allowances Tribunal Determination 2022
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) Interim Award 2011

Policy Implications:

Adherence to Policy 2.11

Financial/Resources Implications:

Council sitting fees, travel reimbursement, ICT allowance and President's/Deputy President's allowances will be included in the 2022/23 budget at the endorsed levels.

Strategic Implications:

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

Strategic Community Plan 2018 - 2028	
Council Objectives:	Outcome:
Foundation 4: Civic Leadership <ul style="list-style-type: none"> • A well engaged and informed community that actively participates • A long term strategically focused Shire that is efficient, respected and accountable • Continue to provide quality local government services and facilities • Improved long term planning and 	A Collaborative and forward thinking community that is guided by strong leadership

strategic management <ul style="list-style-type: none"> • Working in partnership with all community, government and corporate stakeholders • To be strong advocates representing the community's interest 	
---	--

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:

Absolute Majority.

OFFICERS RECOMMENDATION:	10.8										
<p>That Council adopts:</p> <p>Elected Members' Fees and Allowances for 2022-2023.</p> <ol style="list-style-type: none"> Pursuant to section 5.99 of the <i>Local Government Act 1995</i> and regulation 34 of the <i>Local Government (Administration) Regulations 1996</i>, council adopts the following fees for payment of elected members individual meeting attendance fees: <table> <tr> <td>President</td><td>\$400 per meeting</td></tr> <tr> <td>Councillors</td><td>\$200 per meeting</td></tr> </table> Pursuant to section 5.98(2) (b) and (2a) (b) of the <i>Local Government Act 1995</i> and regulation 30 (3A) of the <i>Local Government (Administration) Regulations 1996</i>, council adopts the following fees for payment of elected members Prescribed meeting attendance fees: <table> <tr> <td>Elected Members</td><td>\$115 per meeting</td></tr> </table> Pursuant to section 5.98(5) of the <i>Local Government Act 1995</i> and regulation 33 of the <i>Local Government (Administration) Regulations 1996</i>, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance: <table> <tr> <td>President</td><td>\$15,000 PA</td></tr> <tr> <td>Deputy President</td><td>\$3,750 PA</td></tr> </table> Pursuant to section 5.99(A) of the <i>Local Government Act 1995</i>, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance: 		President	\$400 per meeting	Councillors	\$200 per meeting	Elected Members	\$115 per meeting	President	\$15,000 PA	Deputy President	\$3,750 PA
President	\$400 per meeting										
Councillors	\$200 per meeting										
Elected Members	\$115 per meeting										
President	\$15,000 PA										
Deputy President	\$3,750 PA										

ICT Allowance	\$2,100 PA
---------------	------------

10. REPORTS OF OFFICERS

Corporate Services	
10.9. Report Title Fees and Charges 2022/23	
Agenda Reference:	DCEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0115
Disclosure of Interest:	Nil
Date:	22 June 2022
Author:	Krys East - Deputy Chief Executive Officer
Attachment (s):	Fees and Charges Schedule 2022-2023

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 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). |

Report Purpose:

This report presents the revised Schedule of Fees and Charges to Council for consideration.

Background:

The Local Government Act 1995 allows Councils to recoup some costs by implementing a Schedule of Fees and Charges.

Officer's Comment:

The Fees and Charges Schedule has been reviewed in consultation with staff providing relevant services to the community and ensuring appropriate levels of income are generated to the Shire whilst encouraging community usage of the shire properties and facilities.

To align with the adopted LTFP an overall 3% increase was considered for each fee and charge that Council have authority to set.

Fees and Charges schedule has been reviewed in comparison to previous years. Some fees and charges are to be increased, and new fees and charges are proposed for 2022/2023. Many of the presented fees and charges are similar or the same as last year's. Some have been rounded slightly to make cash handling and administration more straightforward and efficient. Others have been amended more significantly and are listed below:

New:

Laminating & Binding

Laminating A5 Per Page	\$1.20
------------------------	--------

Three Springs Community Hall/Pavilion

Exempt from charge for hire of facilities (including bonds)

St John Ambulance
 Covid Clinics
 Community Action Group (CAG)
 Returned Service League (RSL)
 Three Springs Primary School
 Wildflower Show and Art Exhibition Committee
 Yoga classes
 Organisations providing free counselling services eg Desert Blue, Relationship Australia

Hire bond fees

Venues where liquor is not provided – Commercial	\$200.00
Venues where liquor is not provided – Local Organisations	\$100.00

Swimming Pool

School Usage
 School usage other than Three Springs Primary School (Swimming Carnival, swimming lessons etc)
 Normal entrance fees
 Three Springs School usage (Swimming Carnival, swimming lessons etc)
 No Charge
 Vac Swim - Normal entry fees are applicable
 Normal entrance fees

Daily Entrance fees

Spectator	\$1.00
-----------	--------

Weekly Tickets

Adults	\$17.50
Children/Students and Aged Pensioners	\$ 8.75
Children 4 years and under	No Charge
Spectator	\$ 3.50

Pool Party Hire (**per hour**) **NB: Non-exclusive use and entrance fees still apply**
 \$10.00

Room Hire - Swimming Pool - Hourly Rate (**Minimum 2 Hours**) \$28.50

Cleaning of/ Damage to Facilities All venues should be in a clean state before hire. Hirers who do not leave the facility in the same state will be charged to clean the facility and cost of any damage.

Hourly Rate	\$105.00
-------------	----------

Equipment Hire

Trestles	\$2.00
Chairs	\$1.00

Room Hire Bond Fees - No liquor is to be consumed within pool grounds

Venues where liquor is not provided – Commercial	\$200.00
Venues where liquor is not provided – Local Organisations	\$100.00

Significant change:

Refuse Charges (10% increase)

240 Litre Bin Collection	\$297.00	↑ \$ 27.00
Additional 240 Litre Bin Collection	\$297.00	↑ \$ 27.00
1500 Litre Bin Collection	\$1248.50	↑ \$113.50
Additional 1500 Litre Bin Collection	\$1248.50	↑ \$113.50
3000 Litre Bin Collection	\$2183.50	↑ \$198.50
Additional 3000 Litre Bin Collection	\$2183.50	↑ \$198.50

Swimming Pool

Monthly Tickets

Family - 2 Adults plus 2 Kids (School Age)	\$73.50	↑ \$ 23.50
Double	\$56.00	↑ \$ 16.00
Single	\$35.00	↑ \$ 5.00
Children/Student and Aged Pensioners	\$ 7.50	↓ \$ 2.50
Spectator	\$ 7.00	

Season Tickets

Family - 2 Adults plus 2 Kids (School Age)	\$220.50	↑ \$ 60.50
Double	\$168.00	↑ \$ 48.00
Single	\$105.00	↑ \$ 35.00
Children/Student and Aged Pensioners	\$ 52.50	↑ \$ 2.50
Spectator	\$ 21.00	

Gym Fees – Individual Gym membership

Gym key bond	\$ 50.00	↑ \$ 20.00
--------------	----------	------------

Sporting Club Leases

Football Club (per annum)		
Football oval and entire pavilion	\$2,575.00	↑ \$ 75.00
Netball Club (per annum) –		
Netball courts & ladies change rooms	\$ 310.00	↑ \$ 10.00
Hockey Club (per annum) –		
Hockey oval, clubroom & shed	\$ 620.00	↑ \$ 20.00
Cricket Club (per annum) –		
Football oval and entire pavilion	\$ 620.00	↑ \$ 20.00

Standpipe Water

Public Standpipe water charges per kilolitre (1,000 Litres)
As per Water Corp rates + 25% ↑ was originally \$8.35 per kilolitre

Purchase of Sand/Gravel/Blue Metal Flat rate of:

Small Truck (approx. 3 to 4 metres) - per load (delivery within 5km only) \$105.00
 Large Truck (approx. 10m3) per load (delivery within 5km only) \$175.00
 6x4 Trailer Load (delivery within 5km only) \$ 30.00

Delivery of Sand/Gravel/Blue Metal in excess of 5kms (within Shire only)

Small Truck (approx. 3 to 4 metres) per km (Plus purchase price) \$1.50
 Large Truck (approx. 10m3) per km (Plus purchase price) \$2.50
 6x4 Trailer Load per km (Plus purchase price) \$1.00

Generally, pricing for these charges is set below the financial cost of providing the service as there is an expected community service obligation for community/recreation services. In these instances, fees received make a minimal contribution towards the total cost of the service provision, with the balance being met from general rates revenue.

There is no requirement for advertising as the presented Fees and Charges Schedule form part of the Budget Adoption process.

Consultation:

Staff.

Statutory Environment:

Local Government Act 1995 section 6.16 allows for the setting of the Schedule of Fees & Charges.

“6.16. Imposition of fees and charges

- (1) *A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

** Absolute majority required.*

- (2) *A fee or charge may be imposed for the following —*

1. *(a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
2. *(b) supplying a service or carrying out work at the request of a person;*
3. *(c) subject to section 5.94, providing information from local government records;*
4. *(d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
5. *(e) supplying goods;*
6. *(f) such other service as may be prescribed.*

- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*

7. *(a) imposed* during a financial year; and*
8. *(b) amended* from time to time during a financial year.*

** Absolute majority required.*

6.17. *Setting level of fees and charges*

- (1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*
 9. (a) *the cost to the local government of providing the service or goods; and*
 10. (b) *the importance of the service or goods to the community; and*
 11. (c) *the price at which the service or goods could be provided by an alternative provider.*
- (2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*
- (3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*
 12. (a) *under section 5.96; or*
 13. (b) *under section 6.16(2)(d); or*
 14. (c) *prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*
- (4) *Regulations may —*
 15. (a) *prohibit the imposition of a fee or charge in prescribed circumstances; or*
 16. (b) *limit the amount of a fee or charge in prescribed circumstances.*

6.18. *Effect of other written laws*

- (1) *If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —*
 17. (a) *determine an amount that is inconsistent with the amount determined under the other written law; or*
 18. (b) *charge a fee or charge in addition to the amount determined by or under the other written law.*
- (2) *A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.*

6.19. *Local government to give notice of fees and charges*

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

19. (a) *its intention to do so; and*
20. (b) *the date from which it is proposed the fees or charges will be imposed.”*

Policy Implications:

Nil

Financial/Resources Implications:

The proposed interest and instalment fees as well other fees and charges will have

a positive impact on the 2022/23 Budget. Revenue from fees and charges are less than 2% of overall revenue.

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:

Absolute Majority

Officer's Recommendation:

OFFICERS RECOMMENDATION:	10.9
That Council reviews the 2022/23 Schedule of Fees and Charges as attached and makes any additions, deletions or modifications as it sees fit with the final draft of the 2022/23 Schedule of Fees and Charges to be presented to Council for adoption at the same Ordinary Council meeting that Council will be adopting the Annual Budget for 2022/23 to be effective as of 1 July 2022.	

10. REPORTS OF OFFICERS

Corporate Services	
10.10 Monthly Financial Report for Period 31 May 2022	
Agenda Reference:	DCEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0243
Disclosure of Interest:	Nil
Date:	22 June 2022
Author:	Bob Waddell, Bob Waddell & Associates, Consultant
Attachment (s):	10.9 Monthly Financial Report 31 May 2022

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 2022.

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:

Refer 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 2022 is \$3,928,995. Cash available is made up of Unrestricted cash \$1,807,977 and Restricted cash of \$2,121,018 being primarily made up of various reserves.

Rates Debtors balance as at 31 May 2022 is \$66.881 Rates Notices for 2021-22 were issued in September 2021. Rates collected as at end of May 2022 was \$2,324,630 – 97.20%.

May 2022:

Operating Revenue – Operating revenue of \$4,788,982 is made up of Rates - 75%, Grants - 14%, Fees and Charges - 8%, Other Revenue - 3% and Interest Earnings – 0%.

Operating Expenses – Operating expenses of \$5,021,056 is made of Depreciation - 45%, Employee Costs – 26%, Materials and Contracts – 19%, Insurance – 4% and Utilities – 5% and Other Expenditure – 1%.

Strategic Implications:

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

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:

OFFICER'S RECOMMENDATION:	10.10
That Council accepts the monthly financial report for the period ending 31 May 2022.	

10. REPORTS OF OFFICERS

Corporate Services	
10.11 Accounts for Payments as at 31 May 2022	
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 June 2022
Author:	Kate O'Donnell, Customer Service and Records Management Officer
Attachment (s):	List of creditors paid as at 31 May 2022

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 2020-2021.

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:

OFFICER'S RECOMMENDATION:	10.11
<p>That Council accepts:</p> <ol style="list-style-type: none"> 1. The accounts for payment as presented for <i>May</i> 2022 from the CBA Municipal Fund totalling \$101,806.17 represented by Electronic Fund Transfers No's 18020 – 18070 and Direct Debits 13761.1 – 13814.1, 13818.1, 13826.1 – 13829.6, 13834.1 – 13835.1, 13864.1 – 13864.6 and 13888.1 2. Licensing Fund totalling \$18,210.15 represented by Direct Debit No. 13815.1, 13824.1 – 13825.1, 13833.1, 13837.1 – 13856.1 and 13866.1 – 13885.2 <p>Total Payments for May 2022 is \$120,016.32</p>	

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**12. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

- 12.1. ELECTED MEMBERS
- 12.2. STAFF

13. QUESTIONS BY MEMBERS WITHOUT NOTICE**14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN****15. TIME AND DATE OF NEXT MEETING**

The Next Ordinary Council Meeting will be held on Wednesday, 27 July 2022 @ 5pm.

16. CONFIDENTIAL ITEMS

17. MEETING CLOSURE

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

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

Signed: _____
 Presiding Officer

Date: 27 July 2022